

Attachment D
INTENDED SCOPE OF SERVICES
For Information Purposes Only

First Episode Psychosis Initiative

A. SCOPE OF SERVICES:

A.1. The Grantee shall provide all services and deliverables as required, described, and detailed herein and shall meet all service and delivery timelines as specified by this Grant Contract.

A.2. Service Definitions:

- a. The First Episode Psychosis Initiative (FEPI), using the Coordinated Specialty Care (CSC) evidence-based practice, is a program designed to provide early intervention services for selected youth and young adults fifteen through thirty (15-30) years of age physically present in the Tennessee Counties of Davidson, Hamilton, or Shelby who have experienced first-episode psychosis (FEP).
- b. CSC is a comprehensive intervention model for people who have experienced a first episode of psychosis. Treatment is provided by a team of mental health professionals who focus on helping people work toward personal goals and to get their life back on track. More broadly, the CSC model helps these individuals navigate the road to recovery from an episode of psychosis, including supporting efforts to function well at home, at a job, and in the social world. The CSC program includes the following components: individual and group psychotherapy, supported employment and education, family education and support, psychopharmacology, and care coordination and management.
- c. "Psychosis", for purposes of this Grant Contract, means a mental disorder diagnosable using Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5), or more current edition, defined by abnormalities in one (1) or more of the following five (5) domains: delusion, hallucinations, disorganized thinking (speech), grossly disorganized or abnormal motor behavior (including catatonia), and negative symptoms.
- d. "Youth and Young Adults" (Y/YA), for purposes of this Grant Contract, is/are an individual(s) fifteen through thirty (15-30) years of age.
- e. "Gatekeeper", for purposes of this Grant Contract **if** the service(s) being provided under this Grant Contract are appropriate for inclusion in the state services directory located at www.kidcentraltn.com, is the person designated by the State to do the following tasks: 1) provide instructions for which services should be included in the state services directory located at www.kidcentraltn.com; 2) invite the Grantee to create program profile(s) in the designated state services directory

at www.kidcentraltn.com; 3) review, approve, and publish the program profile(s) created by the Grantee; and 4) monitor update activity related to the program profile(s) created by the Grantee.

A.3. Service Recipients:

- a. Each identified individual must meet all of the following criteria to be enrolled in direct services funded by the FEPI under this Grant Contract:
 - (1) Be between fifteen through thirty (15-30) years of age;
 - (2) Be physically present in the Tennessee County of Davidson, Hamilton, or Shelby; and
 - (3) Currently have, or anytime in the past twenty four (24) months had, a diagnosable psychosis spectrum condition including schizophrenia, schizoaffective disorder, schizophreniform disorder, brief psychotic disorder, or other serious mental illness that warrants psychosis interventions such as depression with psychosis, bipolar disorder with psychosis, or others that meet diagnostic criteria in the Diagnostic and Statistical Manual of Mental Health Disorders, Fifth Edition (DSM-5), or more current edition.

A.4. Service Goals:

- a. To improve outcomes for youth and young adults diagnosed with a psychosis spectrum disorder enabling them to function more effectively at home, in school, and in the community.
- b. To provide rapid access to evidence-based treatment and resiliency and recovery support services for youth and young adults and their families who have experienced a first-episode of psychosis.
- c. To provide youth-guided and family-driven services that are linguistically and culturally competent.
- d. To increase community awareness and early detection of psychosis.

A.5. Structure:

- a. Program Staffing; Program Staff Training and Resources; Program Implementation; and Compliance with Laws, Rules, and Regulations: The Grantee shall:
 - (1) Ensure that the FEPI is implemented by a team consisting of at minimum the following: Team Leader; Psychotherapist; Care Manager; Family

Therapist; Supported Employment and Education Specialist; Licensed Prescriber; and Peer Support Specialist;

- (2) Ensure that clinical supervision by a qualified, licensed staff for all non-licensed staff involved in the FEPI is provided no less than once weekly. Documentation shall be maintained on-site indicating the dates of supervision, content of the supervision, and length of each supervisory session. Records of supervision shall be made available upon request of the State;
- (3) Ensure program staff members are appropriately trained in issues that will assure program compliance, quality care, and continuing improvement;
- (4) Provide work space for the FEPI program staff that includes but may not be limited to, a desk, appropriate seating, computer and Internet access, basic office supplies, access to a phone line/fax line, access to a copier, and access to meeting space as needed and scheduled;
- (5) Implement the CSC model by adhering to the On Track USA model.
- (6) Implement the "Individual Placement and Support/Supported Employment (IPS/SE)" program, an evidence-based practice that was developed by the Dartmouth Psychiatric Research Institute to help promote the recovery of people who have serious mental illness through work. This model is well defined by eight (8) practice principles and a twenty-five (25)-item fidelity scale;
- (7) Title VI Compliance. In accordance with Section D.10. of this Grant Contract; Rules of the Tennessee Human Rights Commission (1500-01-03); Tennessee Code Annotated (TCA) §§ 4-21-203 and 4-21-901; Title VI of the Civil Rights Act of 1964 (42 USC §§ 2000d et seq. and its accompanying regulations); and the Civil Rights Restoration Act of 1987, the Grantee shall comply with Title VI (also referred to as Nondiscrimination) and show compliance by all of the following:
 - i. Annually provide the State with the name and contact information of the Grantee's Title VI Coordinator;
 - ii. Ensure that the Grantee's Policies and Procedures Manual contains a section on Title VI that includes information on the following:
 - (a) Filing a complaint;
 - (b) Investigations;
 - (c) Report of findings;
 - (d) Hearings and Appeal Process;
 - (e) Description of the Title VI Training Program; and

- (f) A Limited English Proficiency (LEP) procedure;
 - iii. Ensure that all staff (regular, contract, volunteer) are trained on Title VI upon employment and annually thereafter. Documentation on all training must be maintained and made available upon request of the State. Documentation shall include the following: 1) dates and duration of each training event; and 2) list of staff that completed the training on each date; and
 - iv. Annually complete and submit to the State a Title VI self-survey. The self-survey shall be supplied to the Grantee by the State along with information on completion, submission, and what to do in the event another department of the State of Tennessee is also requiring the completion and submission of a Title VI self-survey.
- (8) Annual Report and Audit - Sanctions and Possible Sanctions for Noncompliance. If the Grantee meets the requirements of Section D.18. and D.19. of this Grant Contract, pursuant to and in accordance with the federal requirements of the Office of Management and Budget's (OMB's) Circular A-133 in addition to the State requirements described in Section D.18. and D.19., the State is required to:
- i. When the Grant Contract is funded in whole or in part with federal funds: In cases of continued inability or unwillingness to have an audit conducted in accordance with the federal requirements, Federal agencies and pass-through entities shall take appropriate action using sanctions such as:
 - (a) Withholding a percentage of Federal awards until the audit is completed satisfactorily;
 - (b) Withholding or disallowing overhead costs;
 - (c) Suspending Federal awards until the audit is conducted; or
 - (d) Terminating the Federal award; and
 - ii. When the Grant Contract is funded with only State funds: In cases of continued inability or unwillingness to have an audit conducted in accordance with Section D.18. and D.19., the State shall consider taking appropriate action using sanctions such as:
 - (a) Withholding a percentage of payments until the audit is completed satisfactorily;

- (b) Withholding or disallowing administrative costs (Indirect Costs, Line 22 of the Grant Budget, Attachment 1);
- (c) Suspending Grant Contracts until the audit is completed; or
- (d) Terminating the Grant Contract.

b. Monitoring. The Grantee shall:

- (1) Identify and provide a process to monitor complaints; and
- (2) Report to the State all complaints when lodged and report the resolutions of all complaints within thirty (30) days following the resolution.

c. Provision of Services and Outreach, Planning, and Training. The Grantee shall:

- (1) Provide FEPI services, to those identified in Section A.3., that provide the following: rapid access to specialty care; recovery focused interventions; youth friendly services; and respect of service recipients' striving for autonomy and independence;
- (2) Provide FEPI services, the CSC components described in Section A.2.b., for a minimum of ten (10) eligible individuals;
- (3) Ensure family representation and input in all phases of service provision by engaging caregivers and family members;
- (4) If telehealth is used in the provision of services, ensure that all telehealth services are consistent with the State's telehealth guidelines;
- (5) Seek reimbursement from TennCare and credit back this program for any services paid for by TennCare. If a credit is due and has not been made, the State reserves the right to make appropriate adjustments. For this program, the State should be the payer of last resort;
- (6) Provide assertive referral outreach within the Tennessee Counties of Davidson, Hamilton, or Shelby and to at minimum the following entities: psychiatric inpatient hospitals; emergency rooms; crisis stabilization units and mobile crisis units; law enforcement agencies; recovery courts; outpatient clinics; and jails and juvenile justice facilities; and
- (7) Ensure that marketing items are approved, in writing, by the State prior to issuance and dissemination and include the following statement: "This project is funded under an agreement with the State of Tennessee." This statement applies to but is not limited to informational pamphlets, press

releases, research reports, signs, and similar public notices prepared and released by the Grantee.

- d. kidcentraltn.com. **If** the services being provided under this Grant Contract are appropriate for inclusion in the state services directory located at www.kidcentraltn.com, the Grantee shall meet the following additional requirements:
- (1) Program Profile(s) at, and linking to, www.kidcentraltn.com. The Grantee shall, under the guidance of the Gatekeeper, defined in Section A.2., create and maintain agency program profile(s) in the designated state services directory located at www.kidcentraltn.com. The Grantee may have more than one service which is appropriate for the state services directory located at www.kidcentraltn.com. The Gatekeeper, defined in Section A.2., will provide instructions for which services should be included in the state services directory located at www.kidcentraltn.com. Further, the Grantee shall update the agency program profile(s) in the designated state services directory at www.kidcentraltn.com at least every six (6) months and shall, in the event of any change in information, update the agency program profile(s) within ten (10) business days of any change. The Gatekeeper, defined in Section A.2., shall monitor the agency program profile(s) for update activity. If the Grantee has a website, Grantee's website must link to the www.kidcentraltn.com website from an appropriate section of Grantee's website. If the Grantee would like to link to specific features of the www.kidcentraltn.com website such as the My Profile, Mobile App, Facebook, or State Services Directory features, the State will provide specific copy, links, and images for those features.
 - (2) Use of the kidcentral tn logo and brand. If the Grantee develops print or electronic materials, on behalf of the State or using State funds, intended for general distribution to parents, families, children, or professionals working directly with children or families, the Grantee must place the kidcentral tn logo on those materials. Examples of covered materials include brochures, flyers, posters, and promotional postcards or mailers. The State shall provide the kidcentral tn logo. The State may instruct the Grantee to apply the full kidcentral tn brand to certain materials, using designed templates provided by the State. The kidcentral tn logo requirement does not apply to materials that have already been printed or designed, nor does it apply to materials that originate from the federal government, national organizations, or other groups where the Grantee serves as a pass-through of those materials. Further, the kidcentral tn logo and brand should not be applied to individualized correspondence or individualized materials which are intended for a single family or professional and should not be applied to materials where the subject is purely administrative, such as materials about rules, sanctions, regulations, or enforcement.

A.6. Process:

- a. The Grantee shall create and maintain a file on each service recipient describing the provision of services, the CSC components described in Section A.2.b. The service recipient file(s) shall be available upon request of the State. The State or its designee shall, as needed, but at least quarterly, conduct monitoring and review the documentation.
- b. The Grantee shall submit to the State, in a format and timeframe prescribed by the State and on a State-prescribed template, the reports described below and particular client-level encounter data related to FEPI services. Each report is due no later than the date and time specified for each report. It is expressly understood and agreed the obligations set forth in this section shall survive the termination of this Grant Contract as specifically indicated herein.
 - (1) A Semi-Annual Utilization Report. The Grantee shall prepare and submit a semi-annual utilization report, related to utilization by individuals. The report shall be a semi-annual report due by the fifteenth (15th) of October and April; and
 - (2) A Quarterly Outreach Report. The Grantee shall prepare and submit a quarterly outreach report. The report shall be a quarterly report due by the fifteenth (15th) of the month following the end of each quarter for the preceding quarter.

A.7. Outcome – Access:

The services available in the First-Episode Psychosis Initiative shall be made available to one hundred percent (100%) of those identified in Section A.3.

A.8. Outcome – Capacity:

The Grantee shall ensure that a minimum of ten (10) persons who meet eligibility criteria identified in Section A.3. are served during the term of this Grant Contract.

A.9. Outcome – Effectiveness:

Monitoring shall be conducted by the State monthly to assess the progress of the planning, development, and implementation of this new project.

Attachment E
FIRST EPISODE PSYCHOSIS RESOURCES
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- Heijnen, Robert K., Goldstein, Amy B., Azrin, Susan T. (2014). “Evidence-Based Treatments for First Episode Psychosis: Components of Coordinated Specialty Care.” <http://www.nimh.nih.gov/health/topics/schizophrenia/raise/published-articles.shtml>
- National Association of State Mental Health Program Directors (NASMHPD) Early Intervention in Psychosis (EIP) Virtual Resource Center
<http://www.nasmhpd.org/content/early-intervention-psychosis-eip>
- Recovery After an Initial Schizophrenia Episode (RAISE) at the National Institute of Mental Health
<http://www.nimh.nih.gov/health/topics/schizophrenia/raise/index.shtml>
- Tennessee Department of Mental Health and Substance Abuse Services website:
<http://tn.gov/behavioral-health>