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STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF COMMUNITY BASED CARE SERVICES

JUN 11 11:30 AM '13

**BUREAU OF BEHAVIORAL HEALTH**

Nicholas A. Toumpas  
Commissioner

Nancy L. Rollins  
Associate Commissioner

105 PLEASANT STREET, CONCORD, NH 03301  
603-271-5000 1-800-852-3345 Ext. 5000  
Fax: 603-271-5058 TDD Access: 1-800-735-2964

April 15, 2013

*54% General  
46% Federal  
#2 - Retroactive*

Her Excellency, Governor Margaret Wood Hassan  
and the Honorable Council  
State House  
Concord, NH 03301

**Requested Action**

1) Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Behavioral Health, to **amend** an agreement (purchase order 1023848) with the Mental Health Center for Southern New Hampshire DBA CLM Center for Life Management, 10 Tsienneto Road, Derry, New Hampshire 03078, vendor number 174116, to provide additional federal Medicaid Incentive for Prevention of Chronic Disease funds to improve the cardiac and metabolic health of individuals with serious mental illness by increasing the price limitation by \$12,479 from \$351,335 to an amount not to exceed \$363,814, effective May 15, 2013, or date of Governor and Council approval, whichever is later, through June 30, 2013. The Governor and Council approved the original agreement on June 20, 2012, Item Number 89D.

2) Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Behavioral Health, to **amend** an agreement (purchase order 1023848) **retroactive** to April 1, 2013, with the Mental Health Center for Southern New Hampshire DBA CLM Center for Life Management, 10 Tsienneto Road, Derry, New Hampshire 03078, vendor number 174116, to use federal Balancing Incentive Program funds to fund training for workforce development in the community mental health system by increasing the price limitation by \$49,670 from \$363,814 to an amount not to exceed \$413,484, effective April 1, 2013, through June 30, 2013. The Governor and Council approved the original agreement on June 20, 2012, Item Number 89D.

Funds to support this request are available in the following accounts in Fiscal Year 2013:

05-95-40-403010-5855 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: CHILDREN AND YOUTH, SERV FOR CHILD AND FAMILIES, CHILD FAMILY SERVICES

<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>Current Modified Budget</u>	<u>Increase (Decrease) Amount</u>	<u>Revised Modified Budget</u>
550-0398	Assessment and Counseling	40150001	\$ 1,770	\$ 0	\$ 1,770

05-95-92-920010-5945 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: BEHAVIORAL HEALTH-DIV OF, DIV OF BEHAVIORAL HEALTH, CMH PROGRAM SUPPORT

<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>Current Modified Budget</u>	<u>Increase (Decrease) Amount</u>	<u>Revised Modified Budget</u>
102-0731	Contracts for Program Services	92205945	\$ 80,000	\$ 0	\$ 80,000

05-95-92-920010-7010 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:  
 BEHAVIORAL HEALTH-DIV OF, DIV OF BEHAVIORAL HEALTH, COMMTY MENTAL HEALTH SVCS

<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>Current Modified Budget</u>	<u>Increase (Decrease) Amount</u>	<u>Revised Modified Budget</u>
502-0891	Payments to Providers	92207010	\$ 141,185	\$ 0	\$ 141,185

05-95-92-920010-2087 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:  
 BEHAVIORAL HEALTH-DIV OF, DIV OF BEHAVIORAL HEALTH, MIPCD GRANT

<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>Current Modified Budget</u>	<u>Increase (Decrease) Amount</u>	<u>Revised Modified Budget</u>
102-0731	Contracts for Program Svs	92202087	\$ 101,380	\$ 12,479	\$ 113,859

05-95-95-928310-7150 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:  
 COMMISSIONER, DCBCS BHHS, PATH GRANT

<u>Class/Object</u>	<u>Account Name</u>	<u>Activity Code</u>	<u>Current Modified Budget</u>	<u>Increase (Decrease) Amount</u>	<u>Revised Modified Budget</u>
102-0731	Contracts for Program Svs	95807150	\$ 27,000	\$ 0	\$ 27,000

05-95-95-958010-3316 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:  
 COMMISSIONER-COMMUNITY BASED CARE SERVICES, BALANCING INCENTIVE PROGRAM

<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>Current Modified Budget</u>	<u>Increase (Decrease) Amount</u>	<u>Revised Modified Budget</u>
102-0731	Contracts for Program Svs	95803316	\$ 0	\$ 49,670	\$ 49,670
<b>Total</b>			<b>\$ 351,335</b>	<b>\$ 62,149</b>	<b>\$ 413,484</b>

### Explanation

Relative to Requested Action 1, the purpose of this request is to add a 1.0 FTE staff position to the Wellness Incentives Program, also known as the Healthy Choices Healthy Changes Program. This position and program is federally funded and designed to promote health lifestyles among individuals with mental illness by reducing their risk of cardiovascular and other diseases. Persons with serious mental illness have some of the highest per capita health expenditure costs due to high rates of cardiovascular disease, diabetes, chronic lung disease, and obesity. As a result, their life expectancy is 25 years less than the rest of the U.S. population. This program promotes healthier lifestyles by providing incentives for exercise, improved nutrition, and smoking cessation.

The 1.0 FTE position being funded is a Health Mentor who will serve an estimated 80 persons in the program. Funding for the program began in SFY12, but because of slow start-up, positions could not be filled until SFY13. The unused federal funds from SFY12 were carried forward into SFY13 and will be used to pay the salary and benefits for this position.

Relative to Requested Action 2, the purpose of this request is to use federal Balancing Incentive Program funds to provide training to staff within the community mental health system that treat adults with serious mental illness

and children with serious emotional disturbance. The Bureau requests that this amendment be retroactive. The approval to spend these federal funds occurred late in the fiscal year. In order to take advantage of the appropriation of these funds in SFY13, the Bureau authorized the contractor to begin organizing the trainings in April. The contractor is on target to complete the trainings by the end of the fiscal year.

The purpose of the Balancing Incentive Program grant that was awarded to the New Hampshire Department of Health and Human Services was to rebalance Medicaid spending between institutional and non-institutional long-term care and to improve access to and offerings of home and community-based long-term services and supports to allow those needing long-term care through Medicaid to remain in their homes and communities to the greatest extent possible rather than in nursing homes and hospitals.

The training to be provided to community mental health center staff ties into priority initiatives identified in the Bureau of Behavioral Health's 10-Year Olmstead Plan. Examples of training include Cognitive Behavioral Therapy, Dialectical Behavior Therapy, Trauma-informed Psychotherapy, Integrated treatment of co-occurring disorders, and Illness Management and Recovery. A better-trained workforce within the community mental health system will be better able to treat clients and prevent them from needing hospitalization.

Should the Governor and Council not approve Requested Action 1, the federal Medicaid Incentive for Prevention of Chronic Disease funds will be returned and potentially up to 80 persons will not benefit from the Wellness Incentives program, and the Bureau will not meet the enrollment goals submitted in the original grant application to the Centers for Medicare and Medicaid Services (CMS). Should the Governor and Council not approve Requested Action 2, the state will be foregoing the opportunity to use federal funds to improve the clinical expertise of the community mental health system workforce with an end toward treating people in their communities and preventing the need for hospitalizations and other forms of institutional care. In addition, this would hamper the Department's progress towards achievement of the Balancing Incentive Program goals of spending at least 50% of all Medicaid long-term care funds on non-institutional long-term supports and services, a requirement by the end of September 2015.

Area served: For the catchment area served, please see the attached list of communities.

Source of funds: 54% General Funds and 46% Federal Funds.

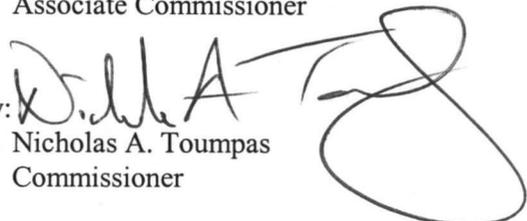
In the event that the Federal Funds become no longer available, General Funds shall not be requested to support these programs.

Respectfully submitted,



Nancy L. Rollins  
Associate Commissioner

Approved by:



Nicholas A. Toumpas  
Commissioner

NLR/PBR/sl  
G&C FY13 Region 10 Amendment #1

Enclosures

**Region X**  
**Mental Health Center for Southern NH**  
**DBA CLM Center for Life Management**

Communities Served:

Atkinson  
Chester  
Danville  
Derry  
Hampstead  
Newton  
Pelham  
Plaistow  
Salem  
Sandown  
Windham

# Amendment to Agreement

This Amendment to Agreement (hereinafter called the "Amendment") is dated this **10** day of **May, 2013**, between the State of New Hampshire, Division of Community Based Care Services, Bureau of Behavioral Health of the Department of Health and Human Services (hereinafter called "BBH") and **Mental Health Center of Southern New Hampshire DBA CLM Center for Life Management**, a non-profit corporation organized under the laws of the State of New Hampshire with a place of business at 10 Tsienneto Road, Derry, New Hampshire 03078 (hereinafter referred to as the "Contractor").

**WHEREAS**, pursuant to an Agreement dated **June 8, 2012**, the Contractor has agreed to provide certain services upon the terms and conditions specified in the Agreement, in consideration of payment by BBH of certain sums specified therein; and

**WHEREAS**, pursuant to Paragraph 17. of the Agreement, the Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties thereto and only after approval of such amendment, waiver, or discharge by the Governor and Executive Council of the State of New Hampshire;

**WHEREAS**, BBH and the Contractor have agreed to amend the Agreement in certain respects;

**NOW THEREFORE**, in consideration of the foregoing and of the covenants and conditions contained in the Agreement and set forth herein, the parties hereto do hereby agree as follows:

1. Amendment and Modification of Agreement.

1.1. The Agreement is hereby amended as follows:

By deleting, in Subparagraph 1.8. of the General Provisions \$351,335 and substituting therefore the number \$413,484.

2. Amendment and Modification to Exhibit A, Scope of Work

2.1. Add Section **XV.. BALANCING INCENTIVE PROGRAM (BIP)**

**XV. BALANCING INCENTIVE PROGRAM (BIP)**

**A.** The Balancing Incentive Program (BIP) federal funds are available to enhance the capacity of the Community Mental Health Centers through trainings to serve adults with Serious Mental Illness and children with Serious Emotional Disturbance. The trainings supported by this agreement involve unique specialized service models and tools that will improve the core competencies of provider staff to utilize practices that are proven successful in improving outcomes for individuals served and keeping those in need of behavioral health long-term services and supports in their communities and out of institutions.

**B. Payment Method:** The Contractor shall draw down these funds by submitting monthly invoices ("green sheets") to BBH.

Contractor Initials:   
Date: 5/10/2013

3. Amendment and Modification to Exhibit B, Methods of Payment.

3.1. By changing Paragraph 7. to read, "The following Program funds shall only be expended by the Contractor as directed by BBH. Failure to expend Program funds as directed may, at the discretion of BBH, result in financial penalties not greater than the amount of the directed expenditure:

Homeless and Housing Federal Grant	\$ 27,000
Division for Children, Youth & Families Consultation	1,770
Assertive Community Treatment Team	80,000
Emergency Services	141,185
Medicaid Incentive for the Prevention of Chronic Disease	113,859
Balancing Incentive Program	49,670
<b>Total</b>	<b>\$413,484</b>

3.2. By adding the following to the end of Paragraph 12:

CFDA #: 93.778  
Federal Agency: U.S. Department of Health and Human Services  
Program Title: Balancing Incentive Program  
Amount: \$ 49,670

4. Effective Date of Amendment: The Effective Date of Requested Action 1 is May 15, 2013, or date of Governor and Council approval, whichever is later, through June 30, 2013. The Effective Date of Requested Action 2 is retroactive to April 1, 2013, through June 30, 2013.

5. Continuance of Agreement: Except as specifically amended and modified by the terms and conditions of this Agreement, the Agreement and the obligations of the parties there under shall remain in full force and effect in accordance with the terms and conditions set forth therein.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year written above.

DHHS – Division of Community Based Care Services  
The Bureau of Behavioral Health

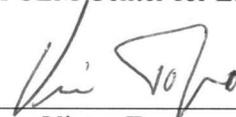
Mental Health Center of Southern New Hampshire  
DBA CLM Center for Life Management

By:

  
Nancy L. Rollins

Associate Commissioner

By:

  
Victor Topo

President

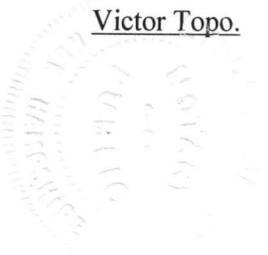
STATE OF NEW HAMPSHIRE  
COUNTY OF ROCKINGHAM

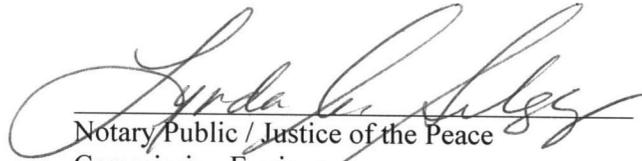
Contractor Initials: 

Date: 5/10/2013

The forgoing instrument was acknowledged before me this 10 day of May, 2013, by

Victor Topo.





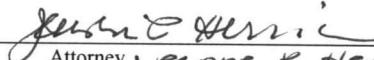
Notary Public / Justice of the Peace

Commission Expires: \_\_\_\_\_

**LYNDA A. SILEGY**  
Notary Public - New Hampshire  
My Commission Expires August 19, 2014

Approved as to form, execution and substance:

OFFICE OF THE ATTORNEY GENERAL

By:   
Attorney Jeanne P. Herrick

Date: 27 May 2013

Contractor Initials:   
Date: 5/10/2013

# CERTIFICATE OF VOTE

I, Wayne D. White, do hereby certify that:

1. I am the duly elected Clerk of The Mental Health Center for Southern New Hampshire  
CLM Center for Life Management
2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the Corporation duly held on May 10, 2013.

**RESOLVED:** That this Corporation enter into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, Division of Community Based Care Services, Bureau of Behavioral Health, concerning the following matter:

**To Provide: Mental Health Services, and  
Projects for Assistance in Transition from Homelessness (PATH) Services**

**RESOLVED:** That the President hereby is authorized on behalf of this Corporation to enter into the said contract with the State and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as (s)he may deem necessary, desirable or appropriate.

3. The foregoing resolutions have not been amended or revoked and remain in full force and effect as of May 10, 2013.
4. Vic Topo is duly elected President of the Corporation.

(Seal)  
(Corporation)

Wayne D. White  
(Signature of Board Secretary)

State of New Hampshire

County of Rockingham

The foregoing instrument was acknowledged before me this 10 day of May, 2013

by Wayne D. White.

Lynda A. Silegy  
Name: **Lynda A. Silegy**  
Title: Notary Public/Justice of the Peace

(Seal)  
(Notary Public)

Commission Expires: August 19, 2014

LYNDA A. SILEGY  
Notary Public - New Hampshire  
My Commission Expires August 19, 2014



MELANSON HEATH & COMPANY, PC

CERTIFIED PUBLIC ACCOUNTANTS  
MANAGEMENT ADVISORS

102 Perimeter Road  
Nashua, NH 03063-1301  
Tel (603) 882-1111 • Fax (603) 882-9456  
[www.melansonheath.com](http://www.melansonheath.com)

INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
The Mental Health Center for Southern New Hampshire  
d/b/a CLM Center for Life Management and Affiliates  
Derry, New Hampshire

We have audited the accompanying consolidated statements of financial position of The Mental Health Center for Southern New Hampshire d/b/a CLM Center for Life Management ("the Agency") (a nonprofit organization) and its affiliates as of June 30, 2012 and 2011, and the related consolidated statements of activities, statements of functional expenses and cash flows for the years then ended. These consolidated financial statements are the responsibility of the Agency's management. Our responsibility is to express an opinion on these consolidated financial statements based on our audit.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinions.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of The Mental Health Center For Southern New Hampshire d/b/a CLM Center for Life Management and its affiliates as of June 30, 2012 and 2011, and the changes in their net assets and their cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated September 28, 2012, on our consideration of the Center for Life Management's internal control over financial reporting and on our tests of its compliance with certain provisions of

*Additional Offices:*

Andover, MA • Greenfield, MA • Ellsworth, ME • Manchester, NH

laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information on pages 15 - 21 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*Melanson Heath + Company P.C.*  
Nashua, New Hampshire  
September 28, 2012

THE MENTAL HEALTH CENTER FOR  
SOUTHERN NEW HAMPSHIRE  
D/B/A CLM CENTER FOR LIFE MANAGEMENT AND AFFILIATES  
Consolidated Statements of Financial Position  
June 30, 2012 and 2011

ASSETS

	<u>2012</u>	<u>2011</u>
Current Assets:		
Cash	\$ 511,446	\$ 212,320
Restricted cash	88,870	80,270
Accounts receivable, net	842,498	822,112
Other receivables	173,951	90,279
Prepaid expenses	<u>54,331</u>	<u>52,944</u>
Total Current Assets	1,671,096	1,257,925
Property and equipment, net	4,585,907	4,938,545
Finance costs, net	<u>380,611</u>	<u>371,777</u>
Total Assets	<u>\$ 6,637,614</u>	<u>\$ 6,568,247</u>

LIABILITIES AND NET ASSETS

	<u>2012</u>	<u>2011</u>
Current Liabilities:		
Accounts payable	\$ 221,040	\$ 238,464
Accrued payroll and related taxes payable	143,747	110,341
Accrued vacation	269,011	268,140
Accrued interest	48,440	83,090
Accrued expenses	28,084	48,646
Deferred revenue	12,000	-
Line of credit	200,000	-
Current portion of long-term debt	<u>107,449</u>	<u>391,187</u>
Total Current Liabilities	1,029,771	1,139,868
Non-Current Liabilities:		
Long-term debt, net of current portion	<u>3,442,070</u>	<u>3,500,000</u>
Total Liabilities	4,471,841	4,639,868
Net Assets - unrestricted	<u>2,165,773</u>	<u>1,928,379</u>
Total Liabilities and Net Assets	<u>\$ 6,637,614</u>	<u>\$ 6,568,247</u>

See accompanying notes to the financial statements.

THE MENTAL HEALTH CENTER FOR  
SOUTHERN NEW HAMPSHIRE  
D/B/A CLM CENTER FOR LIFE MANAGEMENT AND AFFILIATES  
Consolidated Statements of Activities  
For the Years Ended June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
<u>Public Support and Revenues:</u>		
Public Support:		
Federal	\$ 872,657	\$ 640,713
State of New Hampshire - BBH	84,607	83,000
State and local funding	47,400	50,900
Other public support	43,499	75,107
Total Public Support	<u>1,048,163</u>	<u>849,720</u>
<u>Revenues:</u>		
Program service fees	9,673,849	9,649,779
Other service income	335,457	279,005
Rental income	80,271	79,754
Other	60,794	6,763
Total Revenues	<u>10,150,371</u>	<u>10,015,301</u>
Total Public Support and Revenues	11,198,534	10,865,021
<u>Expenses:</u>		
BBH funded program services -		
Children	2,969,606	3,254,839
Elders	256,063	254,618
Vocational	299,238	362,068
Beaver Lake Lodge	794,428	876,012
Multi-Service	1,394,309	1,615,685
Acute Care	621,114	702,908
Independent Living	1,624,852	1,306,770
Assertive Community Treatment	435,298	52,001
Non-Specialized Outpatient	1,385,730	1,516,058
Non-BBH funded program services	<u>282,498</u>	<u>99,664</u>
Total Program Expenses	10,063,136	10,040,623
Administrative Expenses	<u>898,004</u>	<u>817,407</u>
Total Expenses	<u>10,961,140</u>	<u>10,858,030</u>
Change in net assets	237,394	6,991
Net assets at beginning of year	<u>1,928,379</u>	<u>1,921,388</u>
Net assets at end of year	<u>\$ 2,165,773</u>	<u>\$ 1,928,379</u>

See accompanying notes to the financial statements.



THE MENTAL HEALTH CENTER FOR  
SOUTHERN NEW HAMPSHIRE  
D/B/A CLM CENTER FOR LIFE MANAGEMENT AND AFFILIATES  
Consolidated Statements of Cash Flows  
For the Years Ended June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
Cash Flows from Operating Activities:		
Change in net assets	\$ 237,394	\$ 6,991
Adjustments to reconcile net income to net cash provided by operations:		
Depreciation and amortization	251,838	253,649
Gain on sale/disposal of assets	(35,650)	-
(Increase) decrease in:		
Restricted cash	(8,600)	-
Accounts receivable	(20,386)	(69,908)
Other receivables	(83,672)	(20,113)
Prepaid expenses	(1,387)	(5,979)
Increase (decrease) in:		
Accounts payable and accrued liabilities	(38,359)	(3,697)
Deferred revenue	12,000	-
Net Cash Provided by Operating Activities	<u>313,178</u>	<u>160,943</u>
Cash Flows from Investing Activities:		
Proceeds from sale of property	200,000	-
Purchases of property and equipment	(47,684)	(119,334)
Closing costs	(24,700)	-
Net Cash Provided by (Used in) Investing Activities	<u>127,616</u>	<u>(119,334)</u>
Cash Flows from Financing Activities:		
Net borrowings (payments) on line of credit	200,000	(250,000)
Principal payments on long-term debt	(341,668)	(81,654)
Net Cash Used in Financing Activities	<u>(141,668)</u>	<u>(331,654)</u>
Net Increase (Decrease) in Cash	299,126	(290,045)
Cash, Beginning of Year	<u>212,320</u>	<u>502,365</u>
Cash, End of Year	<u>\$ 511,446</u>	<u>\$ 212,320</u>
Supplemental disclosures		
Interest paid	<u>\$ 153,086</u>	<u>\$ 206,417</u>
Non-cash financing	<u>\$ 100,000</u>	<u>\$ -</u>
See accompanying notes to the financial statements.		



# *Center for Life Management*

## **MISSION STATEMENT**

The mission of CLM Center for Life Management is to promote and advance the mental health and emotional well-being of the individuals, families, and organizations within our communities.

We accomplish this through professional, individualized, comprehensive services and by partnering with other organizations that share our philosophy.

## KEY ADMINISTRATIVE PERSONNEL - FY2013

### CLM CENTER FOR LIFE MANAGEMENT

Postion	Name	FTEs	Salary	Salary contributed from BBH	% of Salary from BBH
Executive Director	Victor Topo	1.00	\$ 134,683.00	\$ 43,915.31	33%
Chief Financial Officer	Michael Bergeron	1.00	\$ 110,685.00	\$ 36,090.42	33%
Medical Director	Kevin Dicesare	1.00	\$ 206,725.00	\$ 67,405.64	33%
Chief Operations Officer	Lisa Madden	1.00	\$ 103,085.00	\$ 33,612.34	33%

# VICTOR TOPO

13 Hanover Lane  
Derry, NH 03038

Home: 603/434-9182  
Mobile: 603/591-9170

## President/Chief Executive Officer

Successful 27-year career as clinician, manager and CEO in community mental health organizations located in Ohio and New Hampshire. Proven ability to lead board and staff with a persistent focus on mission and achieving results. Talent for exploring new and innovative approaches to delivering traditional and non-traditional behavioral health care. Possess wide range of knowledge and experience with all service populations, especially vulnerable persons at high risk. Strengths include:

- Operations
- Reorganization and Reinvention
- Team building and leadership
- Strategic planning
- Board Collaboration
- Joint ventures and strategic partnerships
- Strong relationship with funders
- Community building

## Professional Experience

### Center for Life Management – Derry and Salem, NH President/Chief Executive Officer

1999 – Present

Recruited to manage 501(c) 3 comprehensive community mental health center and its title holding 501(c) 2 corporation, entitled West Rock Endowment Association. Began with revenues of 6.5 million and increased to 9 million.

Restructured senior management increasing direct reports from three to six.

Key results:

- Consolidation of three outpatient offices into one newly constructed 28,000 sq. ft. facility.
- Established closer connection with surrounding community utilizing aggressive public relations strategy.
- Guided Board of Directors toward more accountability including higher expectation from management and individual board members.
- Initiated and created Fund Development which then led to creation of CLM Foundation.
- Initiated and implemented Corporate Compliance Program, including selection of corporate compliance officer.
- Facilitated joint venture with Manchester Mental Health Center involving medical services.
- Created and implemented strategy to integrate mental health care with physical health care.
- In partnership with CIO, developed and successfully implemented first in the state Electronic Health Record (HER) called webAISCE.

### Pathways, Inc. – Mentor, OH

1988 - 1999

#### Chief Executive Officer/Executive Director

Started with managing a small single purpose case management agency with revenues of \$486,000 and over 11 years grew revenues to 4 million by expanding services to chronically mentally ill consumers. Created senior management team and strengthened Board of Directors utilizing shared vision approach.

Key results:

- In collaboration with mental health board designed one of Ohio's first 24 hour 7 days a week in-home crisis stabilization program called C.B.S. (Community Based Stabilization).
- Assumed leadership role in transition 32 long-term patients back to our community.
- Positioned organization every year to competitively bid on ever/service provided and be awarded the service contract. Expanded wide range of services that include psychiatry, counseling, emergency services and housing.
- Created county's only Atypical Neuroleptic Medication Program (e.g. Clozaril).
- Pathways' first long range strategic plan in 1992.
- Increased Medicaid revenue from \$38,000 in 1989 to \$431,210 in 1997.

### Community Counseling Center – Ashtabula, OH

1983-1988

#### Case Management Supervisor/Case Manager

Provided direct services and supervision for services to severely mentally disabled persons in the community. Partnered with local private hospital as well as state hospital.

Key results:

- Transitioned consumers back into supervised and independent living.
- Recruited, trained and managed staff of five case managers.
- Designed and implemented agency's first case management program.

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## Education

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**Master of Social Work (MSW)**  
West Virginia University, Morgantown, WV

**Bachelor of Arts (BA)**  
Siena College, Loudonville, NY

**Associate of Applied Science (AAS)**  
Fulton-Montgomery Community College, Johnstown, NY

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## Board/Leadership Positions

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**Heritage United Way – Board of Directors**

**Mental Health Commission – Co-Chair**  
Consumers and Families Work Group

**Statewide Evidenced Based Practice Committee – Co-Chair**

**Greater Salem Chamber of Commerce – Board of Directors**

**Greater Derry/Londonderry Chamber of Commerce – Board of Directors**

**Greater Derry/Salem Regional Transportation Council (RTC) - Chairman, Board of Directors, Derry, NH**

**Greater Salem Leadership Program – Graduate, Class of 2001**



**BOARD OF DIRECTORS\***  
**FY2013**

**July 1, 2012 to June 30, 2013**

***CHAIRPERSON***  
**Elizabeth Roth**

***VICE CHAIRPERSON***  
**Philip Plante**

***SECRETARY***  
**Wayne D. White**

**Sergio Horta**

**Jeffrey Rind, MD**

**Gail Corcoran**

**Vic Topo**

**July 1, 2011 to June 30, 2014**

**Judi Ryan**

**Susan Davis**

**Ron Lague**

State of New Hampshire  
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that CLM CENTER FOR LIFE MANAGEMENT is a New Hampshire trade name registered on June 30, 2003 and that The Mental Health Center for Southern New Hampshire presently own(s) this trade name. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 9<sup>th</sup> day of April, A.D. 2013

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State

# State of New Hampshire Department of State

## CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that The Mental Health Center for Southern New Hampshire is a New Hampshire nonprofit corporation formed April 17, 1967. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 12<sup>th</sup> day of April A.D. 2013

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State





STATE OF NEW HAMPSHIRE  
 DEPARTMENT OF HEALTH AND HUMAN SERVICES  
 DIVISION OF COMMUNITY BASED CARE SERVICES

Nicholas A. Toumpas  
 Commissioner

Nancy L. Rollins  
 Associate Commissioner

BUREAU OF BEHAVIORAL HEALTH  
 105 PLEASANT STREET, CONCORD, NH 03301  
 603-271-5000 1-800-852-3345 Ext. 5000  
 Fax: 603-271-5058 TDD Access: 1-800-735-2964

June 6, 2012

His Excellency, Governor John H. Lynch  
 and the Honorable Executive Council  
 State House  
 Concord, NH 03301

Approved by GTC  
 Date 6-20-12  
 Item No. 89D

**Requested Action**

Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Behavioral Health, to enter into an agreement with Mental Health Center of Southern New Hampshire DBA CLM Center for Life Management, 10 Tsienneto Road, Derry, New Hampshire 03078, vendor number 174116, to provide mental health services in Region 10 in an amount not to exceed \$351,335.00 effective July 1, 2012, or date of Governor and Executive Council approval, whichever is later, through June 30, 2013. Funds to support this request are available in the following accounts in Fiscal Year 2013:

05-95-40-403010-5855 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: CHILDREN AND YOUTH, SERV FOR CHILD AND FAMILIES, CHILD FAMILY SERVICES

<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>FY 2013</u>
550-0398	Assessment and Counseling	40150001	\$ 1,770

05-95-92-920010-5945 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: BEHAVIORAL HEALTH-DIV OF, DIV OF BEHAVIORAL HEALTH, CMH PROGRAM SUPPORT

<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>FY 2013</u>
102-0731	Contracts for Program Services	92205945	\$ 80,000

05-95-92-920010-7010 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: BEHAVIORAL HEALTH-DIV OF, DIV OF BEHAVIORAL HEALTH, COMMTY MENTAL HEALTH SVCS

<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>FY 2013</u>
502-0731	Payments to Providers	92207010	\$ 141,185

05-95-92-920010-2087 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: BEHAVIORAL HEALTH-DIV OF, DIV OF BEHAVIORAL HEALTH, MIPCD GRANT

<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>FY 2013</u>
102-0731	Contracts for Program Services	92202087	\$ 101,380

05-95-95-928310-7150 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS:  
 COMMISSIONER, DCBCS BHHS, PATH GRANT

<u>Class/Object</u>	<u>Class Title</u>	<u>Activity Code</u>	<u>FY 2013</u>
102-0731	Contracts for Program Services	95807150	\$ 27,000
<b>Total</b>			<b>\$ 351,335</b>

**Explanation**

This agreement is for community mental health services for approximately 5,000 adults, children and families. The services are specified in NH Administrative Rule He-M 426 and include Emergency Services, Individual and Group Psychotherapy, Targeted Case Management, Medication Services, Functional Support Services, and Evidence Based Practices including Illness Management and Recovery, Evidence Based Supported Employment, Trauma Focused Cognitive Behavioral Therapy, and Community Residential Services. Services to be provided are designed to build resiliency, promote recovery within a person-centered approach, promote successful access to competitive employment, reduce inpatient hospital utilization, improve community tenure, and assist individuals and families in managing the symptoms of mental illness. Included in this agreement are estimates on the number of clients to be served and the projected units of service for each program.

The agreement also provides for the transition to Medicaid Care Management for individuals who are eligible to enroll.

The services provided by this vendor are of two types:

- 1.) services provided to Medicaid clients; and
- 2.) non-Medicaid related services, such as, Emergency Services to adults, children and families without insurance.

For the State Fiscal Year ending June 30, 2013, funding for the vendor is anticipated as follows:

	<u>Federal</u>	<u>General</u>	<u>Total</u>
<u>Services provided to Medicaid clients:</u>	\$3,503,575	\$3,503,575	\$7,007,150
<u>Non-Medicaid related services:</u>			
Div for Children, Youth, and Families, Mental Health Assessments	\$ 0	\$ 1,770	\$ 1,770
Assertive Community Treatment Team	\$ 0	\$ 80,000	\$ 80,000
Emergency Services	\$ 0	\$ 141,185	\$ 141,185
Wellness Incentives Program	\$ 101,380	\$ 0	\$ 101,380
Projects for Assistance in Transition from Homelessness Services	\$ 27,000	\$ 0	\$ 27,000
Total Non-Medicaid	\$ 128,380	\$ 222,955	\$ 351,335

- Division for Children, Youth and Families funds are used to provide mental health consultation related to mental health assessments and/or treatment for children served by the Division for Children, Youth and Families through local District Offices.
- An Assertive Community Treatment team is a specialized multidisciplinary team designed to provide intensive community-based services for adults with severe mental illness. Assertive Community Treatment services are for individuals who have the most serious and intractable symptoms and who consequently have a history of multiple psychiatric hospitalizations, frequent visits to hospital emergency departments and/or incarcerations. Assertive Community Treatment is considered an Evidence Based Practice, and when delivered with fidelity to the model, has been shown highly effective in reducing psychiatric hospitalization rates for individuals with severe mental illness and improving other outcomes.

- Emergency Services funding supports the provision of emergency services to adults, children and families with no insurance.
- The Wellness Incentives Program, also known as, "Healthy Choices Healthy Changes Program", is a federally funded health promotion program to reduce the risk of cardiovascular disease in those individuals with mental illness. Persons with serious mental illness have some of the highest per capita health expenditure costs due to high rates of cardiovascular disease, diabetes, chronic lung disease and obesity. As a result, their life expectancy is 25 years less than the rest of the U.S. population. This program will promote healthier lifestyles by providing incentives for exercise, improved nutrition, and smoking cessation.
- Projects for Assistance in Transition from Homelessness Services are federal funds designed to assist homeless persons with serious mental illness or dual-diagnosis. These services include outreach, case management, housing services, treatment and various interventions.

Should Governor and Executive Council determine not to approve this Request, approximately 5,000 adults, children and families in this region will not receive community mental health services, as required by NH RSA 135-C:13. Many of these individuals will experience a relapse of symptoms. They will seek costly services at hospital emergency departments due to the risk of harm to themselves or others and will be at significant risk without treatment or interventions. These individuals will also have increased contact with local law enforcement, county correctional programs and primary care physicians, none of which will have the services or supports available to provide assistance.

This agreement is not subject to the competitive bidding requirement of NH ADM 601.03. The Bureau of Behavioral Health contracts for services through the community mental health center designated by the Bureau to serve the towns and cities within a designated geographic region as outlined in NH RSA 135-C and State regulation NH He-M 403.

In conformance with RSA 135-C:7, performance standards have been included in this contract. Those standards include individual outcome measures and fiscal integrity measures. The effectiveness of services will be measured through the use of the Child and Adolescent Needs and Strengths Assessment and the Adult Needs and Strengths Assessment. The individual level outcomes tools are designed to measure improvement over time, inform the development of the treatment plan, and engage the individual and family in monitoring the effectiveness of services. In addition, follow-up in the community after discharge from New Hampshire Hospital will be measured.

The fiscal integrity measures include generally accepted performance standards to monitor the financial health of non-profit corporations on a monthly basis. The vendor is required to provide a corrective action plan in the event of deviation from a standard. Failure to maintain fiscal integrity, or to make services available, could result in the termination of the contract and the selection of an alternate provider.

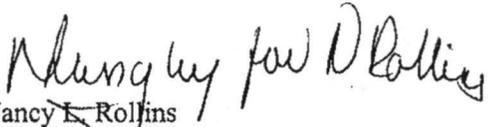
All residential and partial hospital programs are licensed/certified when required by State laws and regulations in order to provide for the life safety of the persons served in these programs. Copies of all applicable licenses/certifications are on file with the Department of Health and Human Services.

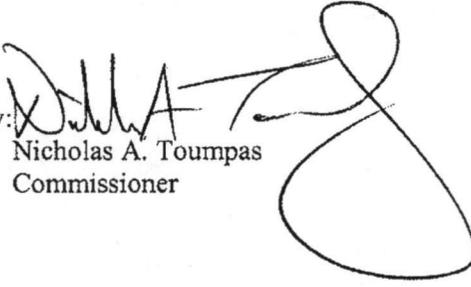
Area served: For the catchment area served, please see the attached list of communities.

Source of funds: 64% General Funds and 36% Federal Funds.

In the event that the Federal Funds become no longer available, General Funds shall not be requested to support these programs.

Respectfully submitted,

  
Nancy E. Rollins  
Associate Commissioner

Approved by:   
Nicholas A. Toumpas  
Commissioner

NLR/PBR/sl  
G&C FY13 Region 10

Enclosures

# Budget Form

**New Hampshire Department of Health and Human Services  
COMPLETE ONE BUDGET FORM FOR EACH BUDGET PERIOD**

Bidder/Program Name: CLM Center For Life Management

Budget Request for: FY '13' RFP  
(Name of RFP)

Budget Period: July 1, 2012 - June 30, 2013

Line Item	Direct Incremental	Indirect Fixed	Total	Allocation Method for Indirect/Fixed Cost
1. Total Salary/Wages	\$ 7,418,940.38	\$ 572,659.00	\$ 7,991,599.38	Direct Allocation - Staffing
2. Employee Benefits	\$ 1,352,637.00	\$ 86,778.00	\$ 1,439,415.00	Direct Allocation - Staffing
3. Consultants	\$ -	\$ -	\$ -	
4. Equipment:	\$ -	\$ -	\$ -	
Rental	\$ 62,629.00	\$ 3,788.00	\$ 66,417.00	
Repair and Maintenance	\$ 43,439.00	\$ 806.00	\$ 44,245.00	
Purchase/Depreciation	\$ 193,634.00	\$ 16,362.00	\$ 209,996.00	Total Expense Spread
5. Supplies:	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Lab	\$ -	\$ -	\$ -	
Pharmacy	\$ -	\$ -	\$ -	
Medical	\$ 20,000.00	\$ -	\$ 20,000.00	Direct Allocation
Office/Bldg./ Holiday/ Recreational/ Program/	\$ 41,246.00	\$ 3,402.00	\$ 44,648.00	Direct Allocation
6. Travel	\$ 160,000.00	\$ -	\$ 160,000.00	Direct Allocation Sq. Ft. & Direct Allocation (Cit. Rents)
7. Occupancy	\$ 788,455.00	\$ 40,088.00	\$ 828,543.00	
8. Current Expenses	\$ -	\$ -	\$ -	
Telephone	\$ 124,795.00	\$ 18,204.00	\$ 142,999.00	
Postage/Advertising/Printing	\$ 47,028.00	\$ 3,973.00	\$ 51,001.00	
Subscriptions	\$ -	\$ -	\$ -	
Audit and Legal	\$ 71,495.00	\$ 43,506.00	\$ 115,001.00	Direct Manual & Total Expense
Insurance	\$ 79,885.00	\$ 9,162.00	\$ 89,047.00	
Board Expenses	\$ 14,843.00	\$ 2,156.00	\$ 16,999.00	
9. Software	\$ 91,031.00	\$ 57,694.00	\$ 148,725.00	Direct Manual & Total Expense
10. Marketing/Communications	\$ -	\$ 40,500.00	\$ 40,500.00	Manual Direct Admin
11. Staff Education and Training	\$ 73,536.00	\$ 1,637.00	\$ 75,173.00	Direct Allocation
12. Subcontracts/Agreements	\$ 214,556.00	\$ 47,785.00	\$ 262,341.00	Total Expense Spread
13. Other (specific details mandatory):	\$ -	\$ -	\$ -	
Food Supplies	\$ 50,000.00	\$ -	\$ 50,000.00	Direct Allocation
Interest & Amortization Expense	\$ 156,752.00	\$ 13,249.00	\$ 170,001.00	
Dues, Taxes & Regis. Fee + Misc. Expense	\$ 38,442.00	\$ 8,058.00	\$ 46,500.00	
<b>TOTAL</b>	<b>\$ 11,043,343.38</b>	<b>\$ 969,807.00</b>	<b>\$ 12,013,150.38</b>	

Indirect As A Percent of Direct

8.8%

**Notes:**

Employee Benefits includes: Unemployment Ins; Group Health and Dental Ins.; STD-LTD, Life & ADD Ins.; Work Comp Ins.; Retirement TSA.