



118C JAW

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

April 15, 2013

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

*84% General  
16% Federal  
#2 - Retroactive*

**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 1023841) with The Mental Health Center of Greater Manchester, 401 Cypress Street, Manchester, New Hampshire 03103-3628, vendor number 177184, 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 \$61,943 from \$1,462,849 to an amount not to exceed \$1,524,792, 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 89J.
  
- 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 1023841) **retroactive** to April 1, 2013 with The Mental Health Center of Greater Manchester, 401 Cypress Street, Manchester, New Hampshire 03103-3628, vendor number 177184, 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 \$41,108 from \$1,524,792 to an amount not to exceed \$1,565,900, effective April 1, 2013, through June 30, 2013. The Governor and Council approved the original agreement on June 20, 2012, Item Number 89J.
  
- 3) Authorize the Department of Health and Human Services, Division of Community Based Care Services, Bureau of Behavioral Health, to **amend** an agreement (purchase order 1023841) with The Mental Health Center of Greater Manchester, 401 Cypress Street, Manchester, New Hampshire 03103-3628, vendor number 177184, to increase funding for refugee interpreter services at the agency by increasing the price limitation by \$8,352 from \$1,565,900 to an amount not to exceed \$1,574,252, effective May 15, 2013, or date of Governor and Council approval, whichever is later, through June 30, 2013. Governor and Council approved the original agreement on June 20, 2012, Item Number 89J.

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>Account Name</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	\$ 3,540	\$ 0	\$ 3,540

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>Account Name</u>	<u>Activity Code</u>	<u>Current Modified</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u> <u>Amount</u>	<u>Revised Modified</u> <u>Budget</u>
102-0731	Contracts for Program Svs	92205945	\$ 747,000	\$ 0	\$ 747,000

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>Account Name</u>	<u>Activity Code</u>	<u>Current Modified</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u> <u>Amount</u>	<u>Revised Modified</u> <u>Budget</u>
502-0891	Payments to Providers	92207010	\$ 570,861	\$ 8,352	\$ 579,213

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>Account Name</u>	<u>Activity Code</u>	<u>Current Modified</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u> <u>Amount</u>	<u>Revised Modified</u> <u>Budget</u>
102-0731	Contracts for Program Svs	92202087	\$ 101,380	\$ 61,943	\$ 163,323

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</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u> <u>Amount</u>	<u>Revised Modified</u> <u>Budget</u>
102-0731	Contracts for Program Svs	92203316	\$ 0	\$ 41,108	\$ 41,108

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</u> <u>Budget</u>	<u>Increase</u> <u>(Decrease)</u> <u>Amount</u>	<u>Revised Modified</u> <u>Budget</u>
102-0731	Contracts for Program Svs	95807150	\$ 40,068	\$ 0	\$ 40,068
<b>TOTAL</b>			<b>\$ 1,462,849</b>	<b>\$ 111,403</b>	<b>\$ 1,574,252</b>

**Explanation**

Relative to Requested Action 1, the purpose of this request is to add 2 FTE staff positions to the Wellness Incentives Program, also known as the Healthy Choices Healthy Changes Program. These positions and program are 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 2 FTE positions being funded are Health Mentors who will serve an estimated 160 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.

Relative to Requested Action 3, the purpose of this request is to increase funding for interpreter services for non-English speaking refugees receiving mental health services through the agency. In the current fiscal year, demand for interpreter services has outstripped the funding allocated in the original contract. The agency has encountered some especially difficult cases that have required more intense engagement by agency staff necessitating more interpreter services.

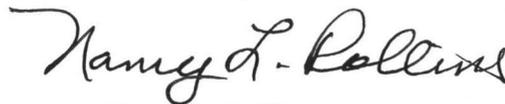
Should the Governor and Council not approve Requested Action 1, the federal Medicaid Incentive for Prevention of Chronic Disease funds will be returned and potentially up to 160 persons will not benefit from the Wellness Incentives program, and the Bureau will not meet the enrollment goals submitted 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. Should the Governor and Council not approve Requested Action 3, the agency's ability to treat non-English speaking clients will be compromised which could lead to ineffective treatment leading to unnecessary hospitalizations.

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

Source of funds: 84% General Funds and 16% Federal Funds.

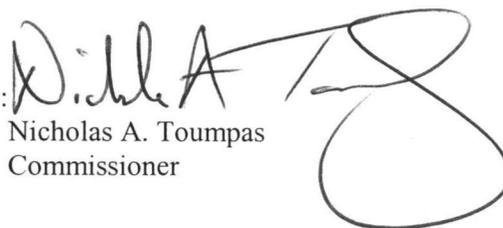
In the event that the Federal Funds become no longer available, General Funds shall not be requested to support these programs.

Respectfully submitted,



Nancy L. Rollins  
Associate Commissioner

Approved by:



Nicholas A. Toumpas  
Commissioner

NLR/PBR/sl

G&C FY13 Region 7 Amendment #1

Enclosures

**Region VII**  
**The Mental Health Center of Greater Manchester**

Communities Served:

Auburn  
Bedford  
Candia  
Goffstown  
Hooksett  
Londonderry  
Manchester  
New Boston

# Amendment to Agreement

This Amendment to Agreement (hereinafter called the "Amendment") is dated this 10<sup>th</sup> 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 **The Mental Health Center of Greater Manchester**, a non-profit corporation organized under the laws of the State of New Hampshire with a place of business at 401 Cypress Street, Manchester, New Hampshire, New Hampshire 03103-3628 (hereinafter referred to as the "Contractor").

**WHEREAS**, pursuant to an Agreement dated **June 6, 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 \$1,462,849. and substituting therefore the number \$1,574,252.

2. Amendment and Modification of Exhibit A, Scope of Services.

2.1. Add Paragraph N. to the following Section:

XIII. NH MEDICAID WELLNESS INCENTIVE PROGRAM (WIP)

N. \$61,943 is added in the Amendment to fund a Health Mentor position within the Wellness Incentives Program.

Contractor Initials:

Date:

RWS  
5/10/13

2.2. Add Paragraph C. to the following Section:

**XIV. REFUGEE INTERPRETER SERVICES**

C. The funding \$8,352 for interpreter services for non-English speaking refugees receiving mental health services through the agency is being increased in the current fiscal year, as the demand for interpreter services has outstripped the funding allocated in the original contract. The agency has encountered some especially difficult cases that have required more intense engagement by agency staff necessitating more interpreter services.

2.3. Add Section **XVIII. BALANCING INCENTIVE PROGRAM (BIP)**

**XVIII. 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.

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

3.1. Change 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:

Institutional Review Board	\$ 58,000
Crisis Center	675,000
Homeless and Housing Federal Grant	40,068
Division for Children, Youth and Families Consultation	3,540
Refugee Interpreter Services	22,352
Emergency Services	510,861
Medicaid Incentive for the Prevention of Chronic Disease	163,323
Assertive Community Treatment Team	60,000
Balancing Incentive Program	41,108
<b>Total</b>	<b>\$1,574,252</b>

3.2. By deleting Paragraph 13.. and replacing it with the following:

13. This Agreement is funded by the New Hampshire General Fund and by federal funds made available under the Catalog of Federal Domestic Assistance (CFDA), as follows:

NH General Fund: \$1,329,753

Contractor Initials: *RWS*  
Date: *5/10/13*

Federal Funds:

CFDA #: 93.150  
Federal Agency: U.S. Department of Health and Human Services  
Program Title: Projects for Assistance in Transition from Homelessness (PATH)  
P.L. 101-645  
Amount: \$ 40,068

CFDA #: 93.536  
Federal Agency: U.S. Department of Health and Human Services  
Program Title: Medicaid Incentives for Prevention of Chronic Diseases (MIPCD)  
Amount: \$ 163,323

CFDA #: 93.778  
Federal Agency: U.S. Department of Health and Human Services  
Program Title: Balancing Incentive Program  
Amount: \$ 41,108

4. Effective Date of Amendment: The Effective Date of Requested Actions 1 and 3 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 – Div. of Community Based Care Services  
The Bureau of Behavioral Health

By: Nancy L. Rollins  
Nancy L. Rollins  
Associate Commissioner

The Mental Health Center of Greater Manchester

By: Peter Janelle  
Peter Janelle  
President/Chief Executive Officer

STATE OF NEW HAMPSHIRE  
COUNTY OF HILLSBOROUGH

The forgoing instrument was acknowledged before me this 10<sup>th</sup> day of May, 2013, by

Peter Janelle,  
President/Chief Executive Officer



Joanne C. Ducloux  
Notary Public / Justice of the Peace  
Commission Expires: 10/22/13

Contractor Initials: PJ  
Date: 5/10/13

Approved as to form, execution and substance:

OFFICE OF THE ATTORNEY GENERAL

By: *Jeanne P. Kerrick*  
Attorney *Jeanne P. Kerrick*

Date: *27 May 2013*

Contractor Initials: *RWS*  
Date: *5/10/13*

# CERTIFICATE OF VOTE

I, Leo Simard, do hereby certify that:

1. I am the duly elected Clerk of The Mental Health Center of Greater Manchester
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 March 26, 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/Chief Executive Officer 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. **Peter Janelle** is duly elected **President/Chief Executive Officer** of the Corporation.

(Seal)  
(Corporation)

  
(Signature of Board Secretary)

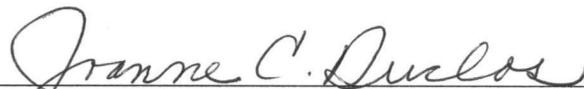
State of **New Hampshire**

County of **Hillsborough**

The foregoing instrument was acknowledged before me this 10<sup>th</sup> day of May 2013

by **Leo Simard.**

(Seal)  
(Notary Public)

  
Name: **Joanne Duclos**  
Title: Notary Public/Justice of the Peace

Commission Expires: **October 22, 2013**



**Kittell Branagan & Sargent**

*Certified Public Accountants*

Vermont License #167

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
of The Mental Health Center of Greater Manchester, Inc.

We have audited the accompanying combining statements of financial position of The Mental Health Center of Greater Manchester, Inc. (a nonprofit organization) and its affiliate Manchester Mental Health Foundation, Inc. as of June 30, 2012, and the related combining statements of activities and changes in net assets, and cash flows for the year then ended. These combining financial statements are the responsibility of management. Our responsibility is to express an opinion on these combining financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the combining financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the 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 opinion.

In our opinion, the combining financial statements referred to in the first paragraph present fairly, in all material respects, the individual and combining financial positions of The Mental Health Center of Greater Manchester, Inc. and Manchester Mental Health Foundation, Inc. as of June 30, 2012, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming an opinion on the combining financial statements as a whole. The supplementary information on pages 15 through 19 is presented for the 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 audit 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.

*Kittell Branagan & Sargent*

St. Albans, Vermont  
August 23, 2012

The Mental Health Center of Greater Manchester, Inc.  
and Manchester Mental Health Foundation, Inc.  
COMBINING STATEMENTS OF FINANCIAL POSITION  
June 30, 2012

<u>ASSETS</u>				
	<u>MHCGM</u>	<u>Foundation</u>	<u>Eliminating Entries</u>	<u>Combined Total</u>
<b>CURRENT ASSETS</b>				
Cash	\$ 5,076,669	\$ 6,092	\$ -	\$ 5,082,761
Accounts Receivable, less allowance for uncollectible accounts of \$1,259,809	1,662,838	-	-	1,662,838
Other Accounts Receivable	99,748	-	(10,506)	89,242
Grant Receivable	2,692	-	-	2,692
Investments	-	1,668,621	-	1,668,621
Prepaid Expenses	221,722	-	-	221,722
<b>TOTAL CURRENT ASSETS</b>	<u>7,063,669</u>	<u>1,674,713</u>	<u>(10,506)</u>	<u>8,727,876</u>
 <b>PROPERTY, PLANT AND EQUIPMENT,</b>				
Net of accumulated depreciation	<u>3,075,358</u>	<u>-</u>	<u>-</u>	<u>3,075,358</u>
 <b>TOTAL ASSETS</b>	 <u>\$ 10,139,027</u>	 <u>\$ 1,674,713</u>	 <u>\$ (10,506)</u>	 <u>\$ 11,803,234</u>
 <u>LIABILITIES AND NET ASSETS</u>				
<b>CURRENT LIABILITIES</b>				
Accounts Payable	\$ 171,106	\$ -	\$ -	\$ 171,106
Due To Affiliate	-	10,506	(10,506)	-
Accrued Payroll & Vacation, other accruals	2,072,569	2,750	-	2,075,319
Deferred Revenue	106,405	-	-	106,405
Amounts held for Patients and Other Deposits	22,065	-	-	22,065
<b>TOTAL CURRENT LIABILITIES</b>	<u>2,372,145</u>	<u>13,256</u>	<u>(10,506)</u>	<u>2,374,895</u>
 <b>EXTENDED ILLNESS LEAVE, Long term</b>	 <u>526,842</u>	 <u>-</u>	 <u>-</u>	 <u>526,842</u>
 <b>POST-RETIREMENT BENEFIT OBLIGATION</b>	 <u>150,681</u>	 <u>-</u>	 <u>-</u>	 <u>150,681</u>
 <b>NET ASSETS</b>				
Unrestricted	7,089,359	1,485,607	-	8,574,966
Permanently restricted	-	175,850	-	175,850
<b>TOTAL NET ASSETS</b>	<u>7,089,359</u>	<u>1,661,457</u>	<u>-</u>	<u>8,750,816</u>
 <b>TOTAL LIABILITIES AND NET ASSETS</b>	 <u>\$ 10,139,027</u>	 <u>\$ 1,674,713</u>	 <u>\$ (10,506)</u>	 <u>\$ 11,803,234</u>

See Accompanying Notes to Financial Statements

The Mental Health Center of Greater Manchester, Inc.  
and Manchester Mental Health Foundation, Inc.  
COMBINING STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS  
For the Year Ended June 30, 2012

	MHCGM	Foundation	Eliminating Entries	Combined Total
<b>REVENUE AND OTHER SUPPORT</b>				
Program Service Fees	\$ 20,590,287	\$ -	\$ -	\$ 20,590,287
Fees and Grants from Governmental Agencies	811,722	-	-	811,722
Rental Income	142,622	-	-	142,622
United Way Allocations	44,213	-	-	44,213
Other Income	1,225,028	-	(59,448)	1,165,580
<b>TOTAL REVENUE AND OTHER SUPPORT</b>	<u>22,813,872</u>	<u>-</u>	<u>(59,448)</u>	<u>22,754,424</u>
<b>OPERATING EXPENSES</b>				
<b>Program Services:</b>				
Outpatient - Children	3,939,953	-	-	3,939,953
Elderly	788,847	-	-	788,847
Emergency Services	1,303,901	-	-	1,303,901
Vocational Services	618,366	-	-	618,366
Non-Eligibles	1,325,611	-	-	1,325,611
Mutli-Service Team	7,424,541	-	-	7,424,541
Crisis Unit	2,186,802	-	-	2,186,802
Community Residences & Support Living	1,646,431	-	-	1,646,431
Other	1,003,253	-	-	1,003,253
<b>Total Program Services</b>	<u>20,237,705</u>	<u>-</u>	<u>-</u>	<u>20,237,705</u>
<b>Supporting Services</b>				
Management and General	2,234,627	-	-	2,234,627
<b>TOTAL OPERATING EXPENSES</b>	<u>22,472,332</u>	<u>-</u>	<u>-</u>	<u>22,472,332</u>
<b>INCOME FROM OPERATIONS</b>	<u>341,540</u>	<u>-</u>	<u>(59,448)</u>	<u>282,092</u>
<b>NON-OPERATING REVENUE/(EXPENSES)</b>				
Contributions	246,508	5,100	-	251,608
Interest/Dividend Income	5,781	63,597	-	69,378
Investment Return	-	(117,841)	-	(117,841)
Dues	-	(4,356)	-	(4,356)
Donations/Contributions	-	(59,448)	59,448	-
Miscellaneous Expenses	-	(7,048)	-	(7,048)
<b>NON-OPERATING REVENUE/ (EXPENSES), NET</b>	<u>252,289</u>	<u>(119,996)</u>	<u>59,448</u>	<u>191,741</u>
<b>INCREASE (DECREASE) IN NET ASSETS</b>	593,829	(119,996)	-	473,833
<b>NET ASSETS AT BEGINNING OF YEAR</b>	<u>6,495,530</u>	<u>1,781,453</u>	<u>-</u>	<u>8,276,983</u>
<b>NET ASSETS AT END OF YEAR</b>	<u>\$ 7,089,359</u>	<u>\$ 1,661,457</u>	<u>\$ -</u>	<u>\$ 8,750,816</u>

See Accompanying Notes to Financial Statements.

The Mental Health Center of Greater Manchester, Inc.  
and Manchester Mental Health Foundation, Inc.  
COMBINING STATEMENTS OF CASH FLOWS  
For the Year Ended June 30, 2012

	<u>MHCGM</u>	<u>Foundation</u>	<u>Eliminating Entries</u>	<u>Combined Total</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Change in net assets	\$ 593,829	\$ (119,996)	\$ -	\$ 473,833
Adjustments to reconcile change in net assets to net cash provided by operating activities:				
Depreciation	207,975	-	-	207,975
Unrealized loss on investments	-	36,799	-	36,799
Realized loss on investments	-	70,667	-	70,667
Decrease (Increase) in Operating Assets:				
Accounts Receivable	(36,881)	-	-	(36,881)
Prepaid Expenses, grants and contracts receivable, and other current assets	131,782	-	-	131,782
Increase (Decrease) in Operating Liabilities:				
Accounts Payable	16,023	-	-	16,023
Due to Affiliate	-	6,578	-	6,578
Accrued Expenses and Other Current Liabilities	222,141	750	-	222,891
Deferred Revenue	48,256	-	-	48,256
Amounts held for Patients and Other Deposits	(1,001)	-	-	(1,001)
Postretirement Benefit Obligation	(20,401)	-	-	(20,401)
Extended Illness Leave	56,600	-	-	56,600
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>1,218,323</u>	<u>(5,202)</u>	<u>-</u>	<u>1,213,121</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Purchase of property, plant, and equipment, net	(267,729)	-	-	(267,729)
Purchase of investments	-	(192,642)	-	(192,642)
NET CASH (USED) BY INVESTING ACTIVITIES	<u>(267,729)</u>	<u>(192,642)</u>	<u>-</u>	<u>(460,371)</u>
<b>NET INCREASE (DECREASE) IN CASH</b>	950,594	(197,844)	-	752,750
<b>CASH AT BEGINNING OF YEAR</b>	<u>4,126,075</u>	<u>203,936</u>	<u>-</u>	<u>4,330,011</u>
<b>CASH AT END OF YEAR</b>	<u>\$ 5,076,669</u>	<u>\$ 6,092</u>	<u>\$ -</u>	<u>\$ 5,082,761</u>

See Accompanying Notes to Financial Statements.



## **MISSION**

To provide an accessible, comprehensive, integrated, evidence-based system of mental health services that empowers individuals to achieve recovery and serves to promote personal and community wellness.

## **VISION**

To be a center of excellence and sought after partner in developing and delivering state-of-the-art mental health treatment, integrated with other medical specialties, that promote prevention, recovery and wellness.

## **GUIDING VALUES AND PRINCIPLES**

We treat everyone with respect, compassion and dignity.

We offer hope and recovery through individualized, quality mental health services.

We provide evidence-based, culturally responsive and consumer/family focused care.

We support skilled staff members who work together and strive for excellence.

We pursue partnerships that promote wellness and create a healthy community.

*Approved by Board of Directors, March 24, 2009*

## KEY ADMINISTRATIVE PERSONNEL - FY2013

### THE MENTAL HEALTH CENTER OF GREATER MANCHESTER

Postion	Name	FTEs	Salary	Salary contributed from BBH	% of Salary from BBH
Executive Director	Peter Janelle	1.00	\$ 170,055.00	\$ 72,352.88	43%
Chief Financial Officer	Paul Michaud	1.00	\$ 124,600.00	\$ 53,013.26	43%
Medical Director	Quentin Turnbull	1.00	\$ 196,494.00	\$ 83,601.82	43%
Chief Operations Officer	Bill Rider	1.00	\$ 133,422.00	\$ 56,766.73	43%

**PROFESSIONAL RESUME FOR  
PETER W. JANELLE**

**ACADEMIC APPOINTMENT**

**Dartmouth College Medical School, Hanover, NH**  
**ADJUNCT ASSISTANT PROFESSOR OF PSYCHIATRY** 2000-present

**PROFESSIONAL EXPERIENCE**

**The Mental Health Center of Greater Manchester, Manchester, NH**  
**PRESIDENT/CHIEF EXECUTIVE OFFICER** 1999-present

Provides leadership for a large (300+FTE's), internationally recognized, comprehensive community mental health center. Works with the Board of Directors to establish strategic goals consistent with agency's mission. Directs the activities of the senior leadership team and responsible for managing corporate resources.

**VICE PRESIDENT/CHIEF ADMINISTRATIVE OFFICER** 1995-1999

Served as a member of the senior management team and coordinated the activities of the Administrative Executive Committee including the Chief Financial Officer, Chief Information Officer, Chief of Quality/Risk Management, Chief of Community Services and the Assistant Executive Director. Worked cooperatively with clinical service chiefs in program review, analysis, and design.

**DIRECTOR OF HUMAN RESOURCES** 1989-1995

Established agency's first comprehensive human resources program. Responsible for policy development and leadership in all areas of personnel management including: compensation, benefits, staff education and regulatory compliance.

**STAFF DEVELOPMENT DIRECTOR** 1987-1989

Appointed as agency's first staff education director. Responsible for annual needs assessment and development of agency education plan.

**ASSISTANT DIRECTOR, COMMUNITY SUPPORT PROGRAM** 1982-1987

Provided leadership in multi-program service delivery system for individuals with severe and persistent mental illness. Programs included outpatient case management, medication services, partial hospital and residential care.

**PARTIAL HOSPITAL COORDINATOR, COUNSELOR** 1979-1982

Responsible for planning and management of a partial hospital program serving adults with severe and persistent mental illnesses. Provided clinical services to adults with serious mental illness.

**New Hampshire Hospital, Concord, NH** 1976-1979

**TEAM COORDINATOR, GROUP HOME DIRECTOR, MENTAL HEALTH WORKER**

Provided case coordination, client assessment, treatment planning and clinical interventions.

**EDUCATION**

**Master of Business Administration, 1989**  
Plymouth State University (formerly Plymouth State College), Plymouth, NH

**Bachelor of Arts in Psychology, 1976**  
University of New Hampshire, Durham, NH  
Summa Cum Laude · Phi Beta Kappa, Pi Gamma Mu, Phi Kappa Phi Honor Societies

**PROFESSIONAL ASSOCIATIONS AND ACTIVITIES**

- Member - New Hampshire Alliance for the Mentally Ill, 1996-Present
- Member - Association of Behavioral Healthcare Management, 1999-2007
- Professional Member - Society For Human Resource Management, 1990-2000
- Member - Manchester Area Human Resources Association, 1991-1999
- Member - American Society For Training and Development, 1987-1990
- Licensed Real Estate Salesperson - New Hampshire, 1984-1991

**BOARD MEMBERSHIP/COMMUNITY SERVICE**

- Member, NH DHHS Healthy Choices Healthy Changes Advisory Board, 2012 to Present
- Chair- NH Health and Equity Partnership Steering Committee, 2011 to Present
- Member – Citizen’s Advisory Board, NH Department of Corrections, Women’s Prison, 2011 to Present
- Member – NH State Plan to Address Health Disparities, Advisory Work Group 2010 - 2011
- Member – NH Community Behavioral Health Association Executive Committee, 2009 to Present
- Member – NH Consumer Mental Health Survey Project Advisory Board, 2009 to Present
- Member – NH “In-Shape” Implementation Advisory Committee, 2009 to 2011
- Member- NH Medical Interpreters Advisory Board, 2008 to 2011
- Member- Manchester Sustainable Access Project, Healthy Manchester Leadership Council, 2006 to Present
- Member – NH Citizens Health Initiative, Quality of Care Policy Team, 2005 to 2009
- Co-Chair- Quality Services Practice Work Team of the NH Commission To Develop A Comprehensive State Mental Health Plan, 2006 to 2008
- Member – NH Commission To Develop A Comprehensive State Mental Health Plan Leadership Team, 2006 to 2008.
- Member – NH Department of Health & Human Services, Bureau of Behavioral Health, Evidence Based Practice Implementation Advisory Committee, 2004 to 2009
- Member – Catholic Medical Center, Capital Campaign Community Phase Committee, 2004
- Member – Diocese of Manchester, Safe Environment Council, 2004 to 2005
- Board Member – Behavioral Health Network, 2003 to 2006
- Member – Diocese of Manchester, Bishop’s Task Force On Communication, 2003
- Member – Heritage United Way, Community Campaign Cabinet- 2002 & 2003  
Chair, Community Agency Division
- Member – Seniors Count Task Force, 2001 to Present  
Chair, Service Delivery Committee
- Member - Queen City Rotary Club, 2001 to 2003
- Member - Manchester Mayor’s Task Force On High Risk Housing, 2001
- Member- United Way of Greater Manchester, 2001 Community Campaign Cabinet  
Vice Chair, Community Agency Division
- Advisory Board Member – Bienestar Mental- NH Minority Health Coalition, 2000 to 2002
- Board Member - New Horizons Shelter and Soup Kitchen, 1999 to 2005  
Board Vice President, 2003 to 2004

**THE MENTAL HEALTH CENTER OF GREATER MANCHESTER, INC.**

**BOARD OF DIRECTORS**

**2012 - 2013  
March 12, 2013**

**CHAIR  
Timothy Soucy**

**VICE CHAIR  
Jeff Galvin**

**SECRETARY  
Leo Simard**

**TREASURER  
Brian Marquis**

**Glinda Allen**

**Jessica Arvanitis**

**Thomas Blonski**

**Kathryn Canedy**

**Margo Compagna**

**Alicia Finn, Ph.D.**

**Cynthia Ickes**

**Glen Karam**

**David Lockwood**

**Geoffrey Lundy, MD**

**Lt. Ronald Mello**

**Elaine Michaud**

**Denise Purington**

**Andrea Pruna**

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 OF GREATER MANCHESTER, INC. is a New Hampshire nonprofit corporation formed October 17, 1960. 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 1<sup>st</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 G+C

Date 6-20-12

Item No. 895

**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 The Mental Health Center of Greater Manchester, 401 Cypress Street, Manchester, New Hampshire 03103-3628, vendor number 177184, to provide mental health services in Region 7 in an amount not to exceed \$1,462,849.00 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	\$ 3,540

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	\$ 747,000

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	\$ 570,861

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	\$ 40,068
		<b>Total</b>	<b>\$1,462,849</b>

**Explanation**

This agreement is for community mental health services for approximately 11,900 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>	\$8,563,877	\$8,563,877	\$17,127,754
<u>Non-Medicaid related services:</u>			
Div for Children, Youth, and Families, Mental Health Assessments Crisis Unit	\$ 0	\$ 3,540	\$ 3,540
Institutional Review Board	\$ 0	\$ 675,000	\$ 675,000
Refugee Interpreter Services	\$ 0	\$ 58,000	\$ 58,000
Emergency Services	\$ 0	\$ 14,000	\$ 14,000
Wellness Incentives Program	\$ 0	\$ 510,861	\$ 510,861
Assertive Community Treatment Team	\$ 101,380	\$ 0	\$ 101,380
Projects for Assistance in Transition from Homelessness Services	\$ 0	\$ 60,000	\$ 60,000
	\$ 40,068	\$ 0	\$ 40,068
<b>Total Non-Medicaid</b>	<b>\$ 141,448</b>	<b>\$1,321,401</b>	<b>\$ 1,462,849</b>

- 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.
- This vendor operates an Inpatient Crisis Unit on Cypress Street in Manchester, NH. This unit is vital to keeping the census down at New Hampshire Hospital.

- The Institutional Review Board is a ten-member board that is responsible for reviewing all proposals that are submitted that involve research on individuals with mental illness. The Institutional Review Board is also called "The Committee for the Protection of Human Subjects". Federal law requires that any time federal dollars are to be used for research on humans, the State must have an Institutional Review Board. These funds pay for one part-time administrator and one part-time secretary. The Institutional Review Board reviews approximately 100 research proposals per year. Most of these proposals deal with the use and effect of different drugs on people with mental illness.
- Refugee Interpreter Services provide language interpreter services to non-English speaking refugees receiving mental health services through the agency.
- 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.
- 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.
- 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 11,900 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.

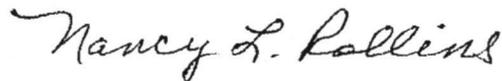
All residential and partial hospital programs are licensed/certified when required by State laws and regulations in order to provide for the life safety of the persons served in these programs. Copies of all applicable licenses/certifications are on file with the Department of Health and Human Services.

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

Source of funds: 90% General Funds and 10% 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 7

Enclosures

