



Jeffrey A. Meyers
Commissioner

Katja S. Fox
Director

STATE OF NEW HAMPSHIRE

FIS 18 176

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MAC

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION FOR BEHAVIORAL HEALTH

129 PLEASANT STREET, CONCORD, NH 03301
603-271-9544 1-800-852-3345 Ext. 9544
Fax: 603-271-4332 TDD Access: 1-800-735-2964

August 28, 2018

The Honorable Neal M. Kurk, Chairman
Fiscal Committee of the General Court, and

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

Charles Kurk 8/28/18
Approved by Fiscal Committee **Date**

REQUESTED ACTION

1. Pursuant to RSA 14:30-a, VI, and contingent upon federal notice of award, authorize the Department of Health and Human Services, Division for Behavioral Health, Bureau of Drug & Alcohol Services to accept and expend State Opioid Response Grant funds from the Substance Abuse and Mental Health Services Administration in the amount of \$19,296,637 effective upon date of Fiscal Committee and Governor and Executive Council approval, through June 30, 2019, and further authorize the funds to be allocated as follows. Grant funds awarded for periods after SFY 2019 will be included in the future operating budgets for SFY 2020 and SFY 2021. 100% Federal Funds.
2. Pursuant to the provisions of NH RSA 124:15, Positions Restricted, and subject to the approval of item 1 above, authorize the Department of Health and Human Services, Division for Behavioral Health, Bureau of Drug & Alcohol Services to establish six full-time, temporary positions utilizing State Opioid Response grant funds effective upon date of Fiscal Committee and Governor and Council approval, through June 30, 2019.

05-95-92-920510-70400000 HEALTH AND SOCIAL SERVICES, DEPT OF HEALTH AND HUMAN SVCS, HHS: BEHAVIORAL HEALTH DIV, BUREAU OF DRUG & ALCOHOL SERVICES, STATE OPIOID RESPONSE GRANT

Class/Object	Class Title	Current Authorized Budget	Increase/ (Decrease) Amount	Revised Modified Budget
SFY 2019				
000-400146	Federal Funds	\$0	\$19,296,637	\$19,296,637
	General Funds	\$0	\$0	\$0
Total Revenue		\$0	\$19,296,637	\$19,296,637

020-500200	Current Expenses	\$0	\$1,872	\$1,872
030-500301	Equipment	\$0	\$15,000	\$15,000
037-500173	Technology - Hardware	\$0	\$7,500	\$7,500
038-500175	Technology - Software	\$0	\$4,680	\$4,680
039-500188	Telecommunications	\$0	\$10,800	\$10,800
041-500801	Audit Fund Set Aside	\$0	\$19,297	\$19,297
042-500620	Additional Fringe Benefits	\$0	\$19,136	\$19,136
059-500117	Temp Full Time	\$0	\$260,362	\$260,362
060-500602	Benefits	\$0	\$162,760	\$162,760
070-500704	In State Travel	\$0	\$3,750	\$3,750
102-500731	Contracts for Program Svcs	\$0	\$18,791,480	\$18,791,480
Total Expense		\$0	\$19,296,637	\$19,296,637

EXPLANATION

The Department of Health and Human Services, Division for Behavioral Health, Bureau of Drug & Alcohol Services seeks approval to accept and expend State Opioid Response Grant federal funds in the amount of \$19,296,637 from the Substance Abuse and Mental Health Service Administration (SAMHSA). This request represents year 1 of a two-year grant (September 30, 2018 – September 29, 2020). This grant does not have a matching funds requirement. The federal notice of award from SAMHSA is expected by September 30, 2018.

The State Opioid Response grant will be used to implement a comprehensive approach to address NH's opioid use disorder (OUD) crisis through various prevention, treatment, and recovery services. NH intends to increase and standardize services for individuals with OUD statewide. While services for OUD will be made available to anyone seeking assistance in NH, special populations will be made a priority for some of the program designs including children and young adults, pregnant women, veterans and service members, individuals with or at-risk of HIV/AIDS, older adults caring for a minor child due to Division for Children, Youth and Families (DCYF) involvement, and individuals re-entering the community from incarceration. NH anticipates serving approximately 1,018,000 individuals annually and 2,036,000 individuals over the lifetime of this grant.

The projects affiliated with the grant have an emphasis on a strong collaboration between a newly designed hub for service access, referral, and care coordination and existing and expanded specialty spoke providers. Expansion of specialty spokes include investments in medication assisted treatment, recovery housing, services to individuals in corrections, telehealth, workforce readiness opportunities, peer recovery support services, enhanced care coordination, support services that increase treatment engagement (transportation, childcare), and parenting education. Surrounding all of the grant investments will also be a public awareness campaign around the risk of opioids, safe medication storage, and accessing help for those who are affected by OUD. NH will also invest in an education and training initiative that will provide training, technical assistance and educational opportunities to support the implementation of evidence-based programs.

Funds will be used for:

- Class 020 General office supplies.
- Class 030 Purchase of office furniture
- Class 037 Purchase of laptop computers
- Class 038 Purchase of computer software
- Class 039 Cell phone and conference calling expenses

Class 041	Audit fund set aside expense
Class 042	Additional fringe benefit expense
Class 059	Salary expense of positions requested above
Class 060	Benefits for the requested positions
Class 070	Local travel to attend meetings and project activities
Class 102	Contract payments to providers

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981:

1) List of personnel involved:

Full-time, Temporary Internal Auditor II, LG 21,
Full-time, Temporary Business Administrator II, LG 24,
Full-time, Temporary Program Specialist IV, LG 25 (2),
Full-time, Temporary Business Systems Analyst II, LG 30, and
Full-time, Temporary Executive Project Manager, LG 35.

2) Nature, need and duration:

Full-time, Temporary Internal Auditor II, LG 21, Position # 9T2930

The Internal Auditor II position will serve audit and quality improvement functions for all SOR funded initiatives. This position will be responsible for aiding in ongoing contract development and compliance, maintenance and oversight of expectations with State and Federal deliverables and regulations, and coordination with the SOR Data Coordinator to ensure that data required for these funds are appropriately collected and reported timely. The duration of the position is through the length of the project period, September 29, 2020.

Full-time, Temporary Business Administrator II, LG 24, Position # 9T2928

The Business Administrator II position will be responsible for overseeing the financial reporting and invoicing management for SOR services. The position will be key to ensuring compliance with Federal financial expectations and collaborating with the Project Director on meeting reporting deadlines and deliverables for expenditure of funds. The position will also aid in sustainability planning for SOR funded initiatives to ensure continued services access once the grant period ends. The duration of the position is through the length of the project period, September 29, 2020.

Full-time, Temporary Program Specialist IV, LG 25, Position # 9T2932

This Program Specialist IV position will serve as Project Coordinator and be responsible for overseeing the project implementation alongside the Project Director. The duration of the position is through the length of the project period, September 29, 2020.

Full-time, Temporary Program Specialist IV, LG 25, Position # 9T2931

This Program Specialist IV position will be responsible for implementation and maintenance of contract and procurement projects for SOR funded initiatives, as well as

ongoing contract management and monitoring of SOR projects. The position will coordinate contract oversight with existing Bureau of Drug & Alcohol Services staff to avoid duplication in oversight and communications with vendors around SOR specific expectations. The duration of the position is through the length of the project period, September 29, 2020.

Full-time, Temporary Business Systems Analyst II, LG 30, Position # 9T2929

The Business Systems Analyst II position will be responsible for overseeing the collection, utilization and management of the data generated by SOR services. The position will help to ensure compliance to onboarding vendors to SPARS and ensuring accurate use and reporting of the CPRA interview, as well as maintain oversight of the 80 percent follow up rate requirements data coordinator. The duration of the position is through the length of the project period, September 29, 2020.

Full-time, Temporary Executive Project Manager, LG 35, Position # 9T2933

The Executive Project Manager will serve as the State Opioid Coordinator and will be responsible for ensuring coordination among the various streams of federal funding coming to the state to address the opioid crisis. Given that the state has a multitude of leadership level positions working towards a coordinated response to the opioid crisis, this position will serve as a high-level grants coordinator to ensure consistency in goals, objectives, and measurements across multiple funding streams throughout the state. This position will work closely with the project director, DHHS leadership and the Governor's Office to ensure a coordinated response to the crisis. The duration of the position is through the length of the project period, September 29, 2020.

3) Relationship to existing agency programs:

All of the above positions will be responsible for ensuring that the deliverables for the State Opioid Response grant are met, while also increasing capacity to ensure that substance use disorder services are expanded statewide through coordination with existing agency Bureau's. The positions will promote the coordination of substance use disorder service access and deliver through the newly developed hub and spoke service model, and will ensure collaboration with existing integration efforts through the Integrated Delivery Networks. These positions will aid in developing processes and share data and best practices across the vendor network and throughout the Department to improve substance use disorder services statewide. The identified and anticipated vendors for these services are existing partners and will work directly with the positions funded to ensure the grant deliverables are actualized. The positions will also work closely with the Bureaus' of Drug and Alcohol Services, Mental Health Services, Children's Behavioral health, Homeless and Housing, and the Divisions' of Public Health and Children, Youth and Families to ensure that efforts to address substance use disorder in key target populations are coordinated throughout the Department.

4) Has similar program been requested of the Legislature and denied? No

- 5) Why wasn't funding included in the agency's budget request?

These funds are anticipated to be awarded effective September 30, 2018. It was not known that these funds would be available at the time the agency established its SFY 2018-2019 biennial budget. The grant will be included in the SFY 2020-2021 biennial budget request.

- 6) Can portions of the grant funds be utilized for other purposes?

This request is 100% federally funded and can only be used for the purpose of the grant award.

- 7) Estimate the funds required to continue these positions:

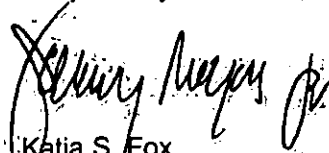
Position (Salary & Benefits)	SFY 2019	SFY 2020	SFY 2021
Internal Auditor II	\$58,108	\$89,086	\$91,656
Business Administrator II	\$63,772	\$97,776	\$100,790
Program Specialist IV (2)	\$131,472	\$201,580	\$208,074
Business Systems Analyst II	\$77,184	\$118,357	\$123,193
Executive Project Manager	\$92,586	\$141,999	\$154,178

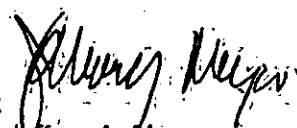
Area served: Statewide.

Source of Funds: 100% Federal from Substance Abuse and Mental Health Service Administration.

In the event that federal funds become no longer available, general funds will not be requested to support the program expenditures.

Respectfully submitted,


Katja S. Fox
Director

Approved by: 
Jeffrey A. Meyers
Commissioner

Division for Behavioral Health
Bureau of Drug & Alcohol Services

State Opioid Response Grant

Fiscal Situation

010-095-092-920510-70400000

Year 1 Grant Award (Pending)	\$ 22,897,347
Allocated Cost Adjustment	<u>(\$ 15,000)</u>
Available to Accept	\$ 22,882,347
Year 1 Award to be budgeted in FY2019	<u>(\$19,296,637)</u>
Balance to be budgeted in SFY 2020	<u>\$ 3,585,710</u>



State Of New Hampshire
DIVISION OF PERSONNEL
Department of Administrative Services
State House Annex – 28 School Street
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603) 271-3201

CAROL B. JERRY
Acting Director
(603) 271-3261

August 31, 2018

Marilyn Doe, Human Resources Director
Department of Health and Human Services
129 Pleasant St
Concord, NH 03301

Regarding: Request to establish a full-time temporary Business Administrator II, labor grade 24

Dear Ms. Doe:

The Division of Personnel approves of your request dated August 28, 2018 to establish a full-time temporary Business Administrator II, labor grade 24 for the Division of Behavioral Health, State Opioid Response Management Team, and have assigned the position number of 9T2928 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify me with documentation. Thank you.

Very truly yours,

Marianne R. Rechy
Classification & Compensation Administrator

Cc: Carol B. Jerry, Acting Director of Personnel



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August 31, 2018

Marilyn Doe, Human Resources Director
Department of Health and Human Services
129 Pleasant St
Concord, NH 03301

Regarding: Request to establish a full-time temporary Internal Auditor II, labor grade 21

Dear Ms. Doe:

The Division of Personnel approves of your request dated August 28, 2018 to establish a full-time temporary Internal Auditor II, labor grade 21 for the Division of Behavioral Health, State Opioid Response Management Team, and have assigned the position number of 9T2930 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify me with documentation. Thank you.

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Marilyn Doe, Human Resources Director
Department of Health and Human Services
129 Pleasant St
Concord, NH 03301

Regarding: Request to establish a full-time temporary Program Specialist IV, labor grade 25

Dear Ms. Doe:

The Division of Personnel approves of your request dated August 28, 2018 to establish a full-time temporary Program Specialist IV, labor grade 25 for the Division of Behavioral Health, State Opioid Response Management Team, and have assigned the position number of 9T2932 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify me with documentation. Thank you.

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Department of Health and Human Services
129 Pleasant St
Concord, NH 03301

Regarding: Request to establish a full-time temporary Program Specialist IV, labor grade 25

Dear Ms. Doe:

The Division of Personnel approves of your request dated August 28, 2018 to establish a full-time temporary Program Specialist IV, labor grade 25 for the Division of Behavioral Health, State Opioid Response Management Team, and have assigned the position number of 9T2931 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

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Concord, NH 03301

Regarding: Request to establish a full-time temporary Executive Project Manager,
labor grade 35

Dear Ms. Doe:

The Division of Personnel approves of your request dated August 28, 2018 to establish a full-time temporary Executive Project Manager, labor grade 35 for the Division of Behavioral Health, State Opioid Response Management Team, and have assigned the position number of 9T2933 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

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August 31, 2018

Marilyn Doe, Human Resources Director
Department of Health and Human Services
129 Pleasant St
Concord, NH 03301

Regarding: Request to establish a full-time temporary Business Systems Analyst II,
labor grade 30

Dear Ms. Doe:

The Division of Personnel approves of your request dated August 28, 2018 to establish a full-time temporary Business Systems Analyst II, labor grade 30 for the Division of Behavioral Health, State Opioid Response Management Team, and have assigned the position number of 9T2929 pending approval of funding.

This position number will be inactive until you receive funding approval from the Fiscal Committee per RSA 124:15, and the Position Profile Form (PPF) is subsequently signed off on by the Department of Administrative Services Business Office.

It will be your responsibility to bring the request for funding before the Fiscal Committee. You may use this letter as confirmation of our decision. Once you have obtained Fiscal Committee approval, please notify me with documentation. Thank you.

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