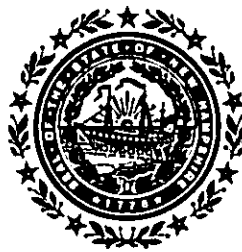


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Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-3495
FAX (603) 271-1953

May 14, 2021

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

REQUESTED ACTION

Authorize the Department of Education, Bureau of Vocational Rehabilitation (VR) to enter into a Memorandum of Understanding (MOU), with the Department of Health and Human Services (DHHS), Bureau of Mental Health Services, Concord, NH, (Vendor # 177923), in an amount not to exceed \$1,600,000. The MOU will provide funding support for all ten (10) community mental health centers (CMHC) to hire and train one full-time equivalent (FTE) to become a Certified Work Incentives Counselor (CWIC), effective upon Governor and Council approval through June 30, 2023. 100% Federal Funds.

Funds to support this request are anticipated to be available in the account titled VR-Field Programs-Federal in FY2022 and FY2023, upon the availability and the continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between State Fiscal years through the Budget Office, without further Governor and Council approval, if needed and justified.

	<u>FY2022</u>	<u>FY2023</u>
06-56-56-565010-25380000-102-500731	\$800,000	\$800,000
Contracts for Program Services		

EXPLANATION

This MOU will provide funding support to all ten (10) CMHC's to hire one FTE to become a CWIC. VR is interested in increasing the number of individuals with mental health disabilities who are in the workforce. According to data from the Bureau of Mental Health Services ending 2/28/2021, there are 3,483 current clients of the CMHC's unemployed and 4,933 current clients of the CMHC's not in the workforce in NH. This means 28.7% of adults served by the CMHC's are unemployed and 40.6% of adults served are not in the workforce. We have a real opportunity to partner for success.

The primary responsibility of a CWIC is to review all the public benefits (state and federal) of an individual, do a benefits analysis and share with the individual how their benefits will change if they work. This information is complex and very valuable when making decisions on whether to enter the workforce. It is almost always the case that working will increase the financial security of individuals, they just have to understand the numbers to make an informed decision.

Virginia Commonwealth University (VCU) has a specialized training program specifically designed to prepare individuals to become a CWIC. Their courses are online and available on a monthly basis. The benefit of having each center hire an individual with this specialized training, will be the peer sharing, expertise development and capacity building nature of this project. The state needs more individuals trained in this work to increase the employment rate of individuals with mental health disabilities that are engaged in employment.

The CMHC's have established competitive, integrated employment services that assist in the placement and support of individuals in the workforce. The Individual Placement Support (IPS) model has been successful for many years with an evidence-based supported employment foundation. Once an individual has made the decision to seek employment, they can avail themselves of the services right within their CMHC.

VR and HHS leadership will create a community of practice to bring together all the CWIC's-in-training to share data being captured, share successes and understand how to reduce barriers. This will bring together the VR system and mental health system in ways not done before in NH, a real benefit to the mutual customer served.

If Federal Funds become unavailable, General Funds will not be requested to support this project.

Respectfully Submitted,



Frank Edelblut
Commissioner of Education

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE STATE OF NEW HAMPSHIRE DEPARTMENT OF EDUCATION
AND
THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES,
DIVISION FOR BEHAVIORAL HEALTH**

**MOU-2021-BVR Work Incentives Counseling Capacity Building
Interagency MOU**

1. GENERAL PROVISIONS

- 1.1. This Memorandum of Understanding (MOU) is between the New Hampshire Department of Education ("DOE"), Bureau of Vocational Rehabilitation, 21 S. Fruit Street, Suite 20 Concord, New Hampshire 03301 and the New Hampshire Department of Health and Human Services (DHHS), Division for Behavioral Health, 129 Pleasant Street, Concord, NH 03301 and (referred to as the "Parties").
- 1.2. The purpose of this MOU is to set forth the roles and responsibilities of the DOE and DHHS regarding the use of funds from the Rehabilitation Services Administration (RSA). The purpose of this collaboration is to improve the availability of certified work incentives counselors (CWIC) to engage more individuals, within the community mental health center (CMHC), in employment, leading to independence and self-sufficiency. This effort supports the training, implementation, and integration of a CWIC into each of the ten (10) local CMHC's in the state. Funds will be used in amended contracts with ten CMHC's developed by the DHHS. These funds will allow CMHCs to provide work incentives counseling to individuals not yet engaged in employment, looking to increase work hours or to obtain a general understanding of the impact of employment on their benefits. Contracts will also support increased collaboration with regional Vocational Rehabilitation (VR) offices, including the development and use of facilitated referral processes, participation in the use of work incentives counseling and the supported employment process.
- 1.3. The Administrator of the Bureau of Vocational Rehabilitation serves as the Principle Investigator of this project and is responsible for administering the budget approved by the funder.
- 1.4. Vocational Rehabilitation receives federal funding from the Rehabilitation Services Administration each year to provide vocational and rehabilitation services to individuals with disabilities.
- 1.5. Through these efforts, the DOE, in partnership with DHHS will increase capacity for work incentives counseling and employment outcomes. These efforts center largely on building strong collaboration between the CMHC, VR staff, behavioral health providers, and their communities', and using evidence-based frameworks to deliver high-quality supports and services.
- 1.6. In connection with the performance of this MOU, DOE and DHHS shall comply with all applicable laws and regulations.

2. DURATION

2.1. **Effective date:** This MOU is effective upon Governor and Executive Council approval.

Duration: The duration of this MOU is from the date of approval by the Governor and Executive Council through June 30, 2023.

Modification: The parties may modify this MOU by mutual written agreement at any time, subject to the approval of the Governor and Executive Council.

2.2. **Termination:** Either party may unilaterally terminate this MOU upon written notice to the other party, in which case the termination shall be effective thirty (30) days after the date of that notice or at a later date specified in the notice.

3. REPORTING MEASURES TABLE

Measure	Source	Collection	Responsible
Number of benefits orientation presentations provided	Project records	CWIC tracking sheet	CWIC
Number of individuals in the mental health and related workforce training as a CWIC	Project records	Quarterly meeting team meeting count	Project Manager DHHS
Number of benefits analyses/reports completed	Project records	CWIC tracking sheet	CWIC
Number of individuals referred to VR who receive CMHC services	Project records	CWIC tracking sheet	CWIC
Number of individuals who receive evidence-based supported employment services	Project records	CWIC tracking sheet	CWIC
Quality/fidelity of evidence-based interventions	Fidelity review form	Once annually per site	CWIC/Supported Employment CMHC staff
Number of individuals who engage in supported employment services	Project records	CWIC tracking sheet	CWIC
Number of individuals who increase employment hours to part-time and full-time	Project records	CWIC Tracking System	CWIC

4. RESPONSIBILITIES OF THE DEPARTMENT OF HEALTH AND HUMAN SERVICES

The DHHS agrees to:

- 4.1. Use the funding provided by the DOE from the Rehabilitation Services Administration (RSA), to amend existing contracts with ten CMHC's. These funds will allow CMHCs to provide work incentives counseling, leading to engagement in employment, within each catchment area, who have been diagnosed with mental health disabilities. Contracts will also support increased collaboration with regional VR offices, including the development and use of facilitated referral processes, providing work incentives counseling and increasing utilization of supported employment services.
- 4.2. Participate in implementation and monitoring of state-level activities as outlined in this MOU.
- 4.3. Ensure that participating CMHC's report on the following required project indicators on a quarterly basis via the collaborative tracking measures identified in #3 Reporting Measures Table.
- 4.4. Provide quarterly summaries on the progress of the use of funds to the Bureau of Vocational Rehabilitation. Any data provided in these summaries shall be aggregated and not include any personally identifiable information or other confidential information.

5. RESPONSIBILITIES OF THE DEPARTMENT OF EDUCATION

The DOE agrees to:

- 5.1. Provide funding to the DHHS to amend existing contracts with ten Community Mental Health Centers (CMHCs). These funds will allow CMHCs to provide work incentives counseling within each catchment area to individuals served by each CMHC, as appropriate. Contracts will also support increased collaboration with regional VR offices including the development and use of a work incentives counseling, leading to an increase in engagement in supported employment services, leading to employment.
- 5.2. Participate in implementation and monitoring of state-level activities as outlined in this MOU.

Ensure that reporting requirements are met as identified in the table #3 Reporting Measures Table.


6. BUDGET

- 6.1 DOE shall pay DHHS \$160,000 to each of ten (10) CMHC's over two years. The total amount of funding for two years will be \$1,600,000.
- 6.2 Payment to DHHS shall be on a cost reimbursement basis for actual expenditures incurred quarterly in the fulfillment of this MOU. DHHS shall submit an invoice in a mutually agreed upon format following the end of the quarter which identifies and requests reimbursement for authorized expenses incurred in the prior quarter. Funds to support this request are anticipated to be available in the account titled VR-Field Programs-Federal in FY2022 and FY2023, upon the availability and the continued appropriation of funds in the future operating budget, with the ability to adjust encumbrances between State Fiscal years through the Budget Office, without further Governor and Council approval, if needed and justified.

7. ADDITIONAL TERMS:

- 7.1 It is further understood that the funds for this agreement are 100% Federal Funds. DHHS agrees to submit quarterly expenditure reports to the DOE. Reports must include a description of services and associated costs. Reports and invoices shall be emailed to Lisa.K.Hatz@doe.nh.gov.
- 7.2 Notwithstanding any provision of this MOU to the contrary, all obligations of the DOE hereunder are contingent upon the availability and continued availability of federal funds. The DOE shall not be required to transfer funds from any other source in the event that such funds become unavailable.

8. APPROVALS



Katja Fox
Director, Division for Behavioral Health
NH Department of Health and Human Services

5/3/2021
Date

Lisa Hinson-Hatz

Lisa Hinson-Hatz
Director, Bureau of Vocational Rehabilitation

5/3/2021
Date



Lori Shabinette
Commissioner, NH Department of Health and Human Services

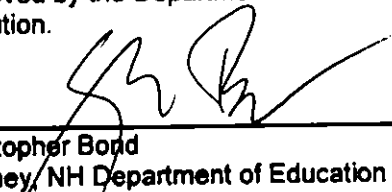
4.30.21
Date



Frank Edelblut
Commissioner, NH Department of Education

5-20-21
Date

Approved by the Department of Justice this 24th day of May 2021 as form, substance and execution.



Christopher Bord
Attorney, NH Department of Education

5/24/21
Date