


APPENDIX C – COVER PAGE FOR GRANT APPLICATION

Criminal Justice, Mental Health and Substance Abuse Reinvestment Grant

PROPOSAL INFORMATION		
Type of Grant:	Planning Grant <input checked="" type="checkbox"/>	Implementation and Expansion Grant <input type="checkbox"/>
Project Title:	Dixie County Planning Grant	
County(ies):	Dixie	
Preferred Project Start Date:	August 1, 2019	
APPLICANT INFORMATION		
Type of Applicant	County Government <input type="checkbox"/> Consortium of County Governments <input type="checkbox"/> Managing Entity <input type="checkbox"/> NFP Community Provider <input checked="" type="checkbox"/> Law Enforcement Agency <input type="checkbox"/>	
Applicant Organization Name:	Hanley Center Foundation	
Contact Name & Title:	Ryan Wertepny, Director of Prevention Services	
Street Address	700 South Dixie Highway, Suite 103	
City, State and Zip Code:	West Palm Beach, FL 33401	
Email:	Ryan@hanleyfoundation.org	
Phone:	(561) 268-2351	
ADDITIONAL CONTACT		
Participating Organization Name:	Hanley Center Foundation	
Contact Name & Title:	Christopher Glymph, Regional Prevention Coordinator	
Street Address	700 South Dixie Highway, Suite 103	
City, State and Zip Code:	West Palm Beach, FL 33401	
Email:	Christopher@hanleyfoundation.org	
Phone:	(352) 672-2325	
FUNDING REQUEST AND MATCHING FUNDS		
	Total Amount of Grant Funds Requested	Total Matching Funds:
Program Year 1	\$100,000.00	\$50,000.00
Program Year 2	Not Applicable	Not Applicable
Program Year 3	Not Applicable	Not Applicable
Total Project Cost	\$100,000.00	\$50,000.00
CERTIFYING OFFICIAL		
Certifying Official's Signature:		
Certifying Official's Name (printed):	Janice Cairnes	
Title:	Chief Executive Officer	
Date:	1/31/2019	

BOARD OF
COUNTY COMMISSIONERS
DIXIE COUNTY, FLORIDA

214 NE 351 Hwy
Post Office Box 2600
Cross City, FL. 32628

• • •
Phone 352/498-1206
FAX 352/498-1207
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Gene Higginbotham
District One

W.C. Mills
District Two

Mark Hatch
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District Four

David Osteen
District Five

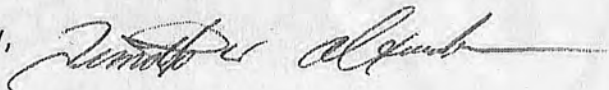
January 30, 2019

Christopher Glymph, MPH | Regional Prevention Coordinator
Hanley Foundation
Center for Philanthropy
700 South Dixie Hwy., Suite 103
West Palm Beach, FL 33401

To Whom it may concern:

We, the Board of County Commissioners of Dixie County, Florida, hereby authorize Hanley Center Foundation as the lead agency to write on behalf of Dixie County for the Department of Children and Families Criminal Justice, Mental Health, and Substance Abuse Reinvestment Grant (RFA112818HSET1). The Dixie County Public Safety Coordinating Council will meet regularly to support the Hanley Center Foundation in managing this grant and will participate as necessary to accomplish its goals.

Sincerely,



Timothy W. Alexander
County Manager

Rhett Bullard
County Attorney

Dana D. Johnson
Clerk/Auditor











Timothy W. Alexander
County Manager

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APPENDIX D – STATEMENT OF MANDATORY ASSURANCES

		Initial
A.	Infrastructure: The Applicant shall possess equipment and Internet access necessary to participate fully in this solicitation.	
B.	Site Visits: The Applicant will cooperate fully with the Department in coordinating site visits, if desired by the Department.	
C.	Non-discrimination: The Applicant agrees that no person will, on the basis of race, color, national origin, creed or religion be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination pursuant to the Act governing these funds or any project, program, activity or sub-grant supported by the requirements of, (a) Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended which prohibits discrimination the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended which prohibits discrimination in employment or any program or activity that receives or benefits from federal financial assistance on the basis of handicaps; (d) Age Discrimination Act 1975, as amended which prohibits discrimination on the basis of age, (e) Equal Employment Opportunity Program (EEO) must meets the requirements of 28 CFR 42.301.	
D.	Lobbying: The Applicant is prohibited by Title 31, USC, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," from using Federal funds for lobbying the Executive or Legislative Branches of the federal government in connection with a specific grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal funds if grants and/or cooperative agreements exceed \$100,000 in total costs (45 CFR Part 93).	
E.	Drug-Free Workplace Requirements: The Applicant agrees that it will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76.	
F.	Smoke-Free Workplace Requirements: Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library projects to children under the age of 18, if the projects are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's projects provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for Inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.	
G.	Compliance and Performance: The Applicant understands that grant funds in Years 2 and 3 are contingent upon compliance with the requirements of this grant program and demonstration of performance towards completing the grant key activities and meeting the grant objectives, as well as availability of funds.	
H.	Certification of Non-supplanting: The Applicant certifies that funds awarded under this solicitation will not be used for programs currently being paid for by other funds or programs where the funding has been committed.	
I.	Submission of Data: The Applicant agrees to provide data and other information requested by the Criminal Justice, Mental Health, and Substance Abuse Technical Assistance Center at the Florida Mental Health Institute to enable the Center to perform the statutory duties established in the authorizing legislation.	
J.	Submission of Reports: The Applicant agrees to submit quarterly progress reports and quarterly fiscal reports, signed by the County Administrator, to the Department.	

Appendix I - MATCH SUMMARY
(for the entire grant period)

Date - 1/31/2019 _____

County - Dixie _____

Type of Grant - _____ Planning Grant _____

Match Requirement Percentage - _____ 50% _____

Total Match Required for the Grant \$ _____ 50,000.00 _____

Match Committed:

Cash \$ _____

In-Kind \$ _____ 50,000.00 _____

Total \$ _____

Comments: _____

Prepared By 

Approved By 

**APPENDIX H – COMMITMENT OF MATCH DONATION FORMS
(FOR THE ENTIRE GRANT PERIOD)**

TO: (name of county) Dixie County
 FROM: (donor name) Hanley Center Foundation
 ADDRESS: 700 South Dixie Highway, Suite 103
West Palm Beach, FL 33401

The following space, equipment, goods or supplies, and services, are donated to the County permanently (title passes to the County) temporarily (title is retained by the donor), for the period _____ to _____.

Description and Basis for Valuation (See next page)

<u>Description</u>	<u>Value</u>
(1) Project Oversight- 25% of staff member	\$12,500.00
(2) Facility Use-Planning Meetings	\$ 6,000.00
(3) Facility Use-Project Operation	\$ 12,500.00
(4) Planning council Personnel Time (20 individuals)	\$ 19,000.00
	TOTAL VALUE \$ <u>50,000.00</u>

The above donation is not currently included as a cost (either direct or matching) of any state or federal contract or grant, nor has it been previously purchased from or used as match for any state or federal contract.

San Cai 2-1-19
 (Donor Signature) (Date)

 (County Designee Signature) (Date)

**Appendix H (cont.)
BASIS OF VALUATION**

Building/Space

1. Donor retains title:

- a. Fair commercial rental value - Substantiated in provider's records by written confirmation(s) of fair commercial rental value by qualified individuals, e.g., Realtors, property managers, etc.
- b. (1) Established monthly rental of space \$ 1,041.66
- (2) Number of months donated during the contract 12
- Value to the project [b.(1) X b.(2)] \$ 12,500.00

2. Title passes to the County:

Depreciation

- a. Cost of Fair Market Value (FMV) at acquisition (excluding land) \$ _____
- b. Estimated useful life at date of acquisition _____ yrs.
- c. Annual depreciation (a./b.) \$ _____
- d. Total square footage _____ sq. ft.
- e. Number of square feet to be used on the grant program _____ sq. ft.
- f. Percentage of time during contract period the project will occupy the building or space _____ %

Value to project (e./d. X f. X c.) \$ _____

Use Allowance

- a. To be used in the absence of depreciation schedule (i.e., when the item is not normally depreciated in the County's accounting records).
- b. May include an allowance for space as well as the normal cost of upkeep, such as repairs and maintenance, insurance, etc.

Equipment

1. Donor retains title: Fair Rental Value

2. Title passes to County:

- a. FMV at time of donation \$ _____
- or
- b. Annual value to project (not to exceed 6 2/3% X a.) = \$ _____

Goods or Supplies

FMV at time of donation

Personnel Services

- 1. Staff of another agency or organization:
 Annual Salary Number of hours 2080 X to be provided = \$ _____
- 2. Volunteer -- Comparable annual salary \$
 Annual Salary Number of hours 2080 X to be provided = \$ _____

3.8.5 Tab 5 – Statement of the Problem

3.8.5.1

The Hanley Center Foundation is requesting funding for a planning grant to launch a coordinated effort to improve the accessibility and effectiveness of treatment systems in Dixie County, Florida, for juveniles and adults with mental illness, substance abuse, and co-occurring mental health and substance abuse disorders. Through this planning grant, the Hanley Center Foundation and its partnering agencies will engage in a robust needs assessment and strategic planning process that will generate a plan of action based upon the Substance Abuse and Mental Health Services Administration (SAMHSA) Strategic Intercept Model.

Extent of the problem with local or state data analysis and trend data:

Dixie county youth are reporting a notable pattern of substance abuse that begins at a fairly young age. According to the 2018 Florida Youth Substance Abuse Survey, 44.8% of Dixie County youth have used alcohol or illicit drugs, which exceeds the statewide average of 42.9%. This pattern of abuse reflects a current problem, given that **27.2% percent of youth reported using alcohol or illicit drugs in the past 30 days.**

Alcohol and Drug Abuse Reported by Dixie County Youth				
Substance	% of Middle School Students, lifetime use	% of Middle School Students, past 30-days	% of High School Students, lifetime use	% of High School Students, past 30-days
Alcohol	24.5%	8.3%	57.6%	35.0%
Cigarettes	15.2%	4.0%	41.3%	19.7%
Marijuana	10.2%	5.3%	36.0%	26.0%
Inhalants	6.6%	1.9%	4.0%	1.2%
Club Drugs	0.6%	0.6%	5.2%	0%
Hallucinogenic	1.1%	0.6%	2.7%	0%
Cocaine	1.2%	1.3%	7.4%	3.2%
Heroin	0.6%	0%	1.2%	0.7%
Depressants	1.6%	1.0%	4.0%	1.5%
Prescription Drugs	4.5%	1.6%	11.4%	5.6%

2018 Florida Youth Substance Abuse Survey

Youth abuse of alcohol and illicit drugs is a key indicator of both unmet treatment needs and the presence of co-occurring mental illness disorders. According to the

National Alliance for Mental Health, an estimated 660,000 Florida adults and 181,000 children are living with a serious mental illness (NAMI State Advocacy Report, 2010). Despite the need for mental illness treatment, Florida's public mental health system only serves about 26% of adults. As of 2017, Florida spent a mere \$36 per capita on mental health services. Addressing the mental illness and co-occurring disorder treatment gap has the potential for a profound impact on Florida's criminal justice system. The cycle of interactions with affected individuals often begins during adolescence when mental illness disorders commonly manifest. An estimated 70% of incarcerated youth experience some level of mental illness, with 20% presenting a severe mental health condition (NAMI State Advocacy Report, 2010).

The Hanley Center Foundation is requesting this planning grant to implement positive, systemic change in Dixie County. By leveraging community stakeholders and relevant local partner agencies to engage in deep, meaningful assessment, reflection, and strategic planning, the Hanley Center Foundation will position Dixie County to successfully launch a Sequential Intercept Model of support. This model will target proactive interventions at each identified intercept point with a focus on eventually removing the target population from the ongoing criminal justice cycle of incarceration and release.

Geographic Area: The Hanley Center Foundation is seeking financial support to serve Dixie County. Dixie County is a rural county located in Northwest Florida. The closest population center is Gainesville. Dixie County is comprised of the cities of Horseshoe Beach and Cross City. According to the 2018 Census, it is home to 16,673 individuals. The local population is 87.6% non-Hispanic white, 9.8% Black, and 4.4% Hispanic/Latino. 18.5% of the local population are children and 23.4% are retirees age 65 and older.



Target population: This planning grant is targeted at developing an effective support services plan for both juveniles and adults with mental health, substance abuse, and co-occurring mental illness and substance abuse disorders. The Hanley Center Foundation has a long history of serving both populations simultaneously. By implementing systemic change for both populations, the Hanley Center Foundation will be able to launch a continuum of effective services and interventions.

Socioeconomic factors: The average per capita income in Dixie County is a mere \$19,342, which is 48.76% below the statewide average of \$28,774.

Recent data shows that 24.4% of the county's residents live in poverty, and 15.2% of local residents under the age of 65 do not have health insurance, which makes it extremely difficult for many Dixie County youth and parents to pursue treatment options when they realize they are battling mental illness, substance abuse, or co-occurring disorders. Despite being located close to several community colleges and major state universities, only 9.1% of the adult population has a baccalaureate degree. The combination of low educational attainment, high poverty, and lack of access to health insurance only serves to perpetuate an intergenerational cycle of poverty, substance abuse, and untreated mental illness.

Priority as a community concern: The cost to continually re-incarcerate the mentally ill is significant. According to Florida Tax Watch, individuals with mental health issues commonly have substance abuse disorders, require ongoing prescription drugs. They are also five times more likely to be placed in a jail or correctional facility than in a mental health treatment institution (March, 2015).

3.8.5. 2 - Analysis of current inmate and juvenile detention center population

Dixie County is home to two adult offender detention facilities: 1) the Dixie County Jail and 2) Cross City Correctional Facility. While there are no youth offender facilities directly located within Dixie County, the Alachua Regional Juvenile Detention Center in Gainesville serves 12 counties, including Dixie County. Other Department of Juvenile Justice services (probation, post-release monitoring, etc.) are provided through staff in Dixie County.

The Dixie County Jail is a 124-bed facility that houses both sentenced and pretrial offenders. The jail receives the majority of its bookings from the Dixie County Sheriff's Office, with an average daily population of approximately 128 inmates, meaning the facility runs over capacity. The Dixie County Jail does not have programming in place to provide substance abuse or mental health support.

Cross City Correctional Institution is an all-male, adult facility that houses over 1,000 inmates of custody levels that include minimum, medium, and closed custody. The facility offers inmates educational opportunities such as earning a GED, adult basic education and learning to read. This facility participates in the P.R.I.D.E. program allowing inmates to work in a customer service center offering sales support, and digital services. The work camp at this facility allows inmates to work in the surrounding community in various support jobs for the department of transportation, and other contracted interagency work roles. Inmates can also better their own lives by taking advantage of the vocational programs offered, including automotive and collision repair, computer repair and programming, and cabinetmaking.

The Alachua Regional Juvenile Detention Center is a 42-bed, hardware secure

facility that serves youth detained by various circuit court(s). The average daily population is 42 detainees, meaning the facility consistently runs at capacity. Youth are detained pending adjudication, disposition or placement in commitment facility. The facility provides supervision of youth in a safe, secure and humane environment. Services for youth include: education, mental health, substance abuse, and health care. Medical and mental health are contracted services. Educational services are funded by the Department of Education through local school districts. A typical day in secure detention would involve hygiene, meals, school, structured physical and educational activities, and court appearance as scheduled. The average length of stay in secure detention is approximately 17 days, 3 days above the state average of 14 days.

The Alachua Regional Juvenile Detention Center utilizes the basic components of a mental health and substance abuse services system in a DJJ facility or program, which provide a systematic framework for identifying youths in need of mental health and/or substance abuse services, determining the existence and severity of a mental disorder or substance related disorder, and providing treatment appropriate for the needs of the youth. The components of this framework include, but are not limited to: screening, comprehensive assessment and evaluation services, mental health and substance abuse treatment, sex offender treatment services, crisis intervention, suicide prevention and emergency care. The facility superintendent or program director is responsible for ensuring that mental health and substance abuse services are provided by individuals with appropriate qualifications.

3.8.5.2.1 Screening and assessment process used to identify the target population: The Hanley Center Foundation will work with local service providers, corrections services, law enforcement agencies, mental health professionals, juvenile justice staff, school district personnel, and medical professionals to compile data regarding sub-populations with lack of access to effective interventions for substance abuse, mental health, and co-occurring disorders. The screening process will be used to primarily identify those demographic groups most likely to realize positive change from proactive interventions applied at various interception points within the criminal justice systems (adult and juvenile). These interception points will also reach into the public school system, as they often encounter students with distinct behavior patterns prior to or coinciding with initial interaction with the juvenile justice system.

3.8.5.2.2 Percentage of persons admitted with mental illness, substance abuse, or co-occurring mental health disorders: Dixie County has excessive detention and incarceration rates. Of those individuals, many are estimated to have substance abuse and co-occurring mental health disorders. In 2017, Dixie County reported 152 Baker Acts. Of which, over 20% were youth under 18. What is troubling is that

Dixie county does not contain a Baker Act receiving facility within the entire county, and from FY12-13 to FY16-17, there has been a 67% increase in Baker Act exams in the region. According to the Florida Department of Corrections, 23% of arrests are drug-related events; however, for those with substance abuse disorders, treatment program completion has been found to have a significant impact on recommitment rates.

Recommitment Rates Following Treatment Program		
Treatment Group	2-year program	3-year program
Completers	24.0%	30.3%
Non-Completers	26.6%	48.2%

Florida Department of Corrections, 2015

While a significant difference is not present among completers and non-completers of 2-year programs, there is a notable impact with individuals completing a 3-year program.

3.8.5.2.3 Analysis of observed contributing factors: While Dixie County does have a county counseling center for substance abuse treatment, it does not offer programs specializing in co-occurring substance abuse and mental health disorders. This is a significant local service gap that can be directly attributed to the significant incarceration rates present in the county, as well as the local recidivism rates for youth and adults. Without available programs for co-occurring disorders, these individuals may not receive interventions that effectively treat their underlying conditions. When inmates are released back to their communities without effective treatment plans, the likelihood of relapse and recidivism are much higher.

Meridian Behavioral Healthcare's Dixie County Counseling Center offers outpatient treatment for individuals with alcohol and/or substance addiction. The program includes individual, group and family therapy; as well as intensive outpatient options for young adults, men and women.

Community Input: In the 2017 Community Health Needs Assessment for Dixie County, the Florida Health Department engaged the services of WellFlorida Council to research strengths and shortages in the effort of building healthier communities. Respondents were asked to select what they felt to be the five most important health problems for residents of Dixie County. The **number one ranking was substance abuse/drug abuse**, with mental health problems ranking number 4. With regards to mental health and substance use disorder services, the largest number of respondents felt that this area does not have enough availability of services. The report noted 32 promising interventions, and even with substance abuse gaining the number one spot of most important health problems – only one from this table addressed substance use disorders.

3.8.5.2.4 Factors that put the target population at-risk of entering or re-entering the criminal or juvenile justice systems: The state of Florida has established minimum sentences for 108 offenses, of which 47 are for drug offenses. Experts have examined what the best public safety response is for offenders with substance abuse issues, and they have found that drug offenders sentenced to prison were 5-6 times more likely than probationers to be rearrested. According to the Florida Department of Corrections, approximately 60% of inmates who enter prison have substance abuse needs requiring treatment. Geography is a strong indicator whether an offender with substance abuse needs will go to prison. Counties, like Dixie, with high prison admission rates often do not have drug courts, which is has shown to be an effective alternative.

Adult and youthful offenders with substance abuse, mental illness, or co-occurring substance abuse and mental illness disorders in Dixie County are much less likely to exit the criminal justice system without positive interventions at an early interception point. Many of these children and families are low-income, lack access to healthcare or the resources to secure private treatment, and come from families with little hope of breaking the intergenerational cycle of poverty and hard living. These individuals spiral downward into a life of criminal behavior, incarceration, and long-term interaction with the criminal justice system.

3.8.6 Tab 6: Project Design and Implementation

3.8.6.1 – Description of the Planning Council

The Hanley Center Foundation has brought together the ideal team to effectively develop a plan for more accessible and impactful support services for juveniles and adults battling mental illness, substance abuse, and co-occurring mental health and substance abuse disorders. The **Dixie County Public Safety Coordinating Council** will serve as the Planning Council for the Dixie County Planning Grant as follows.

3.8.6.1.1 A description of the composition of the planning council or committee including the role of each member: The Planning Council will be comprised agency representatives which are mandatory participants in accordance with Florida Statute 394.657.

Confirmed Council Members and Role	
Agency	Required Partner – FS 394.657
Project Director	Project Staff
Ryan Wertepny Director of Prevention Services	Substance Abuse Program Representative
Dixie County Board of County Commissioners	Chairperson or Designee of Board of County Commissioners
Dixie County Sheriff	County Sheriff Chief Correctional Officer
State's Attorney Office	State Attorney
Public Defender's Office	Public Defender
Circuit Judge	Circuit Judge
Dixie County Judge	County Court Judge
Probation Office	State Probation District Administrator Probation and Pretrial Intervention
Florida Department of Corrections – Dixie County Office	Chief Correctional Officer
Dixie County School District	Support service provider for homeless youth
Meridian Behavioral Healthcare	Substance Abuse and Mental Health Program Representative
Mid-Florida Area Agency on Aging	Representative from a local homeless program or supportive housing

Additional members will be added as follows to ensure that all twenty (20) required committee members are included as outlined in FS 394.657.

Expected Confirmed Council Members and Role	
Agency	Required Partner – FS 394.657
Cross City Police Department	Police Chief or Designee
DCF System of Care	Department of Children and Families, Office of Substance Abuse & Mental Health
Department of Juvenile Justice	Juvenile Justice Detention Facility and Probation Services
Lutheran Services of Florida	DCF Managing Entity
Dixie County Anti-Drug Coalition	Substance Abuse Prevention Coalition
SEDNET Project	Department of Education
<i>To be appointed during first quarter</i>	Primary Consumer of Mental Health Services
<i>To be appointed during first quarter</i>	Family Member of a Consumer of Mental Health Services
<i>To be appointed during first quarter</i>	Department of Children and Families, Office of Substance Abuse & Mental Health

During the first quarter of the project period, Ryan Wertepny and the Project Director will seek recommendations from partnering agencies for individuals to serve in the three consumer roles on the Planning Council. All efforts will be taken to maintain personal privacy in the recruitment and screening process.

3.8.6.1.2 An outline of the Planning Council's Activities: The Hanley Center Foundation will bring together the entire Planning Council for bi-monthly meetings throughout the 12-month project period. Currently, the Dixie County Public Safety Coordinating Council meets as needed. They have held 0 meetings over the last 12 months.

In addition to the bi-monthly Planning Council meetings, a smaller working group will meet monthly throughout the project period. This work group will be comprised of the Project Director, Hanley Center Foundation staff, and community stakeholders from the school district, Community Mental Health and substance abuse providers, law enforcement, Juvenile Justice, Criminal Justice, SAMH services consumers, and other local adult or youth service providers who come into contact with SAMH concerns among their clients.

Planning Council Activities
Objective 1 – Conduct a current and thorough needs assessment.
Objective 1 Benchmarks
1.1 – Delineate needs of youth with substance abuse, mental illness, or co-occurring disorders
1.2 – Delineate needs of adults with substance abuse, mental illness, or co-occurring disorders
Objective 2 – Develop a Strategic Plan to initiate systemic change
Objective 2 Benchmarks
2.1 – Identify intercept points
2.2 – Evaluate best practices and recommended interventions in substance abuse, mental illness, and co-occurring disorders
2.3 – Include efforts to successfully launch change in identification, intervention, and treatment of targeted youth and adults
Objective 3 – Engage network partners in professional development for best practices for effectively addressing needs of the targeted youth and adults
Objective 3 Benchmarks
3.1 – Identify best practices
3.2 – Schedule professional development sessions

3.8.6.2 – Planning Grant

The Hanley Center Foundation will utilize the following implementation plan to develop a successful collaboration effort between government agencies, criminal justice systems, mental health and substance abuse providers and community intervention programs in Dixie County. The project team intends to use the Sequential Intercept Model as a conceptual framework to guide the entire strategic planning process from the needs assessment to recommendations for practice. The following project design has been identified as the most effective approach to generating the intended strategic plan within the one-year project period.

3.8.6.2.1 The manner in which the needs assessment will be conducted: The Project Director will work with relevant local agencies to evaluate need with Dixie County for substance abuse treatment, mental healthcare services, and treatment for co-occurring substance abuse and mental illness disorders. Data collected in this process will include both quantitative and qualitative measures to fully-capture local needs and present service gaps.

Quantitative data will include the following: 1) numbers of youth and adult receiving treatment services through local providers; 2) number of individuals with substance abuse and/or mental illness who are receiving corrections services (incarceration, probation, and parole); 3) Dixie arrest rates; 4) Baker and Marchman Act rates; 5) juvenile civil citations; 6) headcount of public school students referred to service

providers; and 7) ER visits and police calls for substance abuse and mental health concerns.

A brief open-response survey tool will be used to collect anecdotal data from service providers. The qualitative data will be used to gather local provider feedback regarding the effectiveness of currently available services, local capacity for providing effective interventions, and recognized best practices for improving local substance abuse and mental health support services available to youth and adults. The process will focus on identifying points of interaction throughout the criminal justice systems (youth and adult) with an emphasis on pinpointing those interceptions where proactive interventions and Evidence-Based Programs can be utilized to improve treatment outcomes.

Findings from the needs assessment will be used to create a data-driven logic model. The needs assessment will be completed during the first quarter of the project period.

3.8.6.2.2 Proposed methodology to identify, coordinate, and share funding and related resources, and recommended organizational or structural changes: The Hanley Center Foundation seeks to engage local stakeholders in a proactive, collaborative process to improve the support infrastructure for individuals struggling with substance abuse and mental illness. Through the bi-monthly meetings, the Planning Council members will engage in collaborative discussions designed to launch systemic change. The project will be driven by the Sequential Intercept Model, which is grounded in the idea that the target population interacts through the Needs Assessment process, partnering agencies will identify critical service gaps and interactions points ideal for intervention services. The Strategic Plan development process will involve an action plan for successfully implementing the Strategic Plan. The Planning Council members will work through the identified issues from the Needs Assessment to pinpoint necessary resources for implementing evidence-based practices, including financial support and shared resources. This process will also involve open discussions of local agency infrastructure, personnel resources, internal and inter-agency processes, and the potential for organizational and structural changes.

3.8.6.2.3 Proposed strategy for project design and implementation: The Planning Council will develop a sound Strategic Plan grounded in the Needs Assessment. This Strategic Plan will include the following critical components. These components have been identified as key factors in successfully implementing the plan with meaningful mental health and substance abuse services.

Identify Professional Development Needs – Provide local practitioners and staff with access to critical training, licensure, and certification.

Use of Evidence-Based Best Practices - The team will identify progressive actions to move mental health and substance abuse treatment towards use of recognized evidence-based best practices (i.e. Motivational Enhancement Therapy and Cognitive Behavioral Therapy).

Modifying Treatment Services to Meet Needs of the Target Population – The Needs Assessment will be used to evaluate current treatment services offered. The Planning Council will be asked to evaluate interventions that best adjust existing treatments to meet the needs of the target population.

Identifying and Addressing Policy, Legal, Social, and Other Barriers – Through the Needs Assessment process, the Planning Council will also pinpoint potential policies or social barriers that potentially serves as obstacles to success for the target population. The Planning Council will collaborate on appropriate ways to modify those barriers to reduce interactions with the criminal justice system by the target population.

Measuring Performance Outcomes and Assuring Quality Improvement - The project team will utilize an iterative project design and approach to evaluation and progress monitoring. The Planning Grant outcomes include a focus on developing a high-quality Strategic Plan grounded in a thorough Needs Assessment. The overall goal of this effort to reduce the interactions Dixie County Youth and Adults with substance abuse and/or mental illness disorders have with the criminal justice system.

3.8.6.2.4 Proposed strategy for coordination, communication, and data sharing: The partnering agencies will develop formal agreements to address successful data identification, sharing, and reporting practices. This agreement will address protecting identifiable information regarding participants. It will also establish a framework for deeper collaboration between agencies with complementary services for at-risk youth and adults.

3.8.6.4 – Performance Measures

The performance measures outlined below will be used to monitor the Dixie County Planning Grant.

Standard Planning Grant Performance Measures	
Performance Measure	Completion Date
Completion of Needs Assessment and Identification of Target Population	Within 90 days of Grant Agreement execution
Formal Partnership Agreements – legally binding agreements executed	Within 180 days (6 months) of Grant Agreement execution
Methodologies finalized for the following: <ul style="list-style-type: none"> • Data sharing among partners • Data collection among partners • Data reporting among partners 	Within 270 days (9 months) of Grant Agreement execution

Identification of policy, legal, social and other barriers with appropriate measures to mitigate said barriers	Within 270 days (9 months) of Grant Agreement execution
Workforce development: training 20 local staff in Youth Mental Health First Aid	Within 365 days of Grant Agreement execution
Completion of Strategic Plan	Within 365 days of Grant Agreement execution

3.8.6.4.1 Description of the process for collecting performance measurement data and any other state or local outcome data to measure project effectiveness: The project team will utilize results of the Needs Assessment, Strategic Planning documents, data compilations, and Planning Council minutes to document project performance and achievement of performance measure benchmarks. The following data will be used to evaluate achievement of each measure.

Completion of Needs Assessment – Summary Needs Assessment report with compilation of quantitative and qualitative data evidencing needs of youth and adults in Dixie County who are suffering from substance abuse, mental illness, or co-occurring disorders.

Identification of Target Population – Data indicating population of youth and adults who are 1) not receiving adequate intervention services and 2) most likely to have reduced future interactions with the criminal justice system given appropriate interventions at key interception points.

Formal Partnership Agreements – Executed agreements between partner agencies

Data sharing, collection, and reporting among partners - A MOU executed between the partners outlining appropriate steps to safely and effectively share data between agencies.

Identification and mitigation of policy, legal, social and other barriers – A completed summary report of identified barriers and mitigating measures.

Workforce Development – Training of 20 local personnel in Youth Mental Health First Aid.

Completion of Strategic Plan – A finalized strategic plan will be released to relevant local stakeholders.

3.8.6.4.2 *Proposed targets and methodologies to address the specified measures:* The Hanley Center Foundation will meet the following performance measures during the 12-month planning grant performance period.

Proposed Targets and Methodologies	
Performance Measure	Methodology
Completion of Needs Assessment	Project Director will collect quantitative and qualitative data from service providers and relevant agencies
Formal Partnership Agreements	Planning Council Partners will execute formal agreements and MOUs to coordinate resources, services, and interventions that utilize evidence-based programs and practices to treat substance abuse, mental illness, and co-occurring disorders
Finalized Methodologies	Planning Council Partners will release formal methodologies for data collection, sharing, and interpretation that support proactive sequential interceptions
Identification and mitigation of policy, legal, social and other barriers	Planning Council Partners will release a summary report of barriers and mitigating measures to be implemented.
Workforce Development	Project Director will collect sign-in sheets for Youth Mental Health First Aid Trainings.
Strategic Plan	Planning Council will release an official Strategic Plan for implementing the new model.

3.8.6.4.3 *Additional proposed performance measure unique to the tasks outlined:* The Hanley Center Foundation will address training and professional development through this planning grant. The rationale behind inclusion of this performance target is that local agencies will need to have staff with current knowledge of best practices in order to effectively move into an Implementation and Expansion project. Cultivating a local network of individuals prepared to engage in the activities and interventions necessary to effectively implement the Strategic Plan will position this effort for long-term success.

The Hanley Center Foundation will also address identification and mitigation of local policy, legal, social and other barriers for the target population. The rationale behind inclusion of this performance target is that the county system of care requires a coordinated process for serving the population, while such barriers impede care delivery. A coordinated effort of the stakeholders should help to bring these barriers to

light and to help find local solutions to mitigate these factors and improve service delivery across the target population.

3.8.6.5 – Capability and Experience

3.8.6.5.1 Capability and experience of the applicant and other participating organizations: The Hanley Center Foundation has the organizational experience and capacity to successfully lead this planning grant effort. The Hanley Center Foundation is a 501(c)(3) charitable organization focused on prevention services to raise awareness, educate and empower individuals and families, in cooperation with community partners, to prevent substance abuse and promote healthy lifestyles.

The Hanley Center Foundation was established in 1983. In 2005, it received charitable organization status, and in 2012 Hanley Center Treatment merged with Caron Treatment Centers and in 2014.

Organizational Capacity and Fiscal Management Experience: HCF has been implementing prevention programs since 1998. HCF received their first grant of \$50,000 to implement parenting programs and then received their first DCF grant, the Florida Youth Initiative in 1999 to implement evidence prevention programs in Palm Beach County middle schools. Since 1998 HCF has received over \$9,673,000 in grant funding (not including match) to implement prevention services in 20 counties in Florida.

Hanley Center Foundation's internal control structure includes a Chief Financial Officer who holds is a Certified Public Accountant and active member of the Florida Institute of Certified Public Accountants and the American Institute of Certified Public Accountants. She received a Bachelor of Science degree in Applied Finance and Accounting from Palm Beach Atlantic University and a Master of Taxation degree from Florida Atlantic University. She joined the Hanley Foundation team in September of 2018 with 18 years of public accounting and auditing experience. She has been responsible for developing and implementing organizational internal controls, establishing and maintaining accounting policies and procedures, preparing and issuing GAAP-compliant financial statements, managing debt and working capital, and supervising all corporate financial and business processes, including HR. As an auditor, she conducted financial statement and single audits for numerous non-profit and governmental clients, including executing and supervising daily field work, assessing audit risk and evaluating internal controls, preparing, reviewing, and revising audit programs and work papers, proposing adjusting journal entries, preparing draft financial statements, presenting audit reports and applicable findings to boards of directors, assisting with implementation of audit recommendations, and preparing Form 990, Return of Organization Exempt From Income Tax.

Experienced Service Provider: HCF has been implementing evidence-based prevention services in Florida for 20 years and has the expertise to develop critical partnerships, hire and train qualified staff, train teachers and facilitators and

successfully implement evidence-based programs fulfilling or exceeding grant requirements similar to this proposal. HCF is currently providing the same scope of services in the following counties: Palm Beach, Broward, Lee, Collier, Manatee, Hendry, St. Johns, DeSoto, Highlands, Glades, Alachua, Dixie, Levy, Gilchrist, Baker, Bradford, Clay, Citrus, Flagler and Putnam. Staff members include national trainers for both Alcohol Literacy Challenge, Botvin LifeSkills and Active Parenting.

Since 1998 HCF has been committed to delivering EBPs that provide strong opportunities for diverse populations. HCF has shown its leadership in providing programming to diverse populations by working with program developers to translate programs into Spanish and Creole to meet the needs of Florida's ever-changing population. HCF has experience in rural, suburban, and urban communities around the state providing programs based on cultural and ethnic needs. HCF trains facilitators from within ethnic communities and encourages program implementation by providing materials, stipends, observations, and support for high quality programming. HCF most recent project involves translating the newest Active Parenting program into Creole. HCF has a partnership with the developer to translate the materials and provide the translations throughout the United States. This long term commitment to serve diverse populations has made HCF a leader in prevention services to better meet the needs of Florida's ever changing cultural and ethnic populations.

HCF is licensed by the Department of Children and Families (DCF) and is CARF accredited. HCF is already licensed for Dixie County and is currently licensed by DCF for Level 1 prevention services in circuits 4, 5, 7, 8, 12, 15, 17, and 20.

In Dixie County, Hanley Foundation will be partnering with Meridian Behavioral Healthcare, who is a current recipient of the reinvestment grant for neighboring Levy County. The remainder of the Dixie County Public Safety Coordinating Council are experts in their respective areas and will contribute that expertise to the successful completion of the project.

3.8.6.5.2 Availability of resources for the proposed project: The key resource needed to execute this Planning Grant is personnel time. The Hanley Center Foundation is requested funding for a full-time position to lead the project, conduct the needs assessment data collection and analysis, and coordinate development of the strategic plan. Partnering agencies have also committed to make their key personnel availability to participate in meetings and engage in data sharing and discussion efforts (please cross-reference attached letters in Tab 8). Project activities will be held at community partner facilities and with large events and meetings in the Dixie County Board of Commissioners building.

3.8.6.5.3 Anticipated role of advocates, peer specialists, family members, and responsible partners: The partner agencies involved in this proposal represent key stakeholders in criminal justice and human services in Dixie County. These agencies are critical service providers for intercept points where interventions will need to be launched.

Two mental health services consumers will be included on the Planning Council, as well as a family member of a consumer. These individuals will provide the Planning Council with invaluable feedback regarding the effectiveness of services and potential service gaps. Advocates and additional family members will have the opportunity to be engaged in the project through the Needs Assessment process. Qualitative data will be collected from a variety of sources, with an emphasis placed on securing the most robust data set possible.

3.8.6.5.4 Proposed staff including Project Director, key personnel and subcontractors who will participate in the project: The Hanley Center Foundation is requesting funding to hire one, full-time Project Director. This individual is expected to have at least a baccalaureate degree and three-five years of experience in project management. Ideal experience and qualifications include an advanced degree in epidemiology or public health and a working knowledge of Dixie County and its social services agencies.

The Hanley Center Foundation will comply with all federal, state, local, and internal procedures to fill this position. The position will be publicly advertised, clearly announcing minimum and preferred qualifications. A screening and hiring committee will be used to evaluate applications and select candidates for interviews. The committee will focus on securing a high-quality individual with the abilities to successfully execute the grant within the 12-month planning grant timeframe.

Partner agencies will be involved in the project through the Planning Council; however, there will be no additional project staff through those agencies.

3.8.6.6. – Evaluation and Sustainability

Project effectiveness will be assessed based upon achievement of stated performance measures, along with qualitative measures of impact gathered from participating parties in the needs assessment, agency coordination, and strategic plan development processes. The following methodology will be utilized to assess effectiveness with each project outcome.

3.8.6.6.1 Evaluation

Evaluation Measures		
Performance Outcome	Assessment Methodology	Responsible Individual
Needs Assessment	Quality will be assessed through provider agency feedback on data elements	Project Director Hanley Center Foundation staff
	Accuracy will be assessed through a strategic comparison to other	Partner agencies

	relevant data sets and provider agency anecdotal feedback.	
Agency Coordination and Collaboration	<p>Planning Council members and support agency representatives will provide quarterly qualitative feedback on the process and quality of the collaborative efforts.</p> <p>Tangible evidence of coordination and collaboration will also be used, including executed agreements, partnership efforts, and data sharing protocol established through the process</p>	<p>Project Director</p> <p>Hanley Center Foundation staff</p> <p>Planning Council Members</p>
Established Methodologies for Data Sharing and Reporting	<p>Formal agreements will be developed to support inter-agency data sharing, collaboration, and reporting</p> <p>Planning Council partners will provide feedback regarding the process to develop those agreements.</p>	<p>Project Director</p> <p>Hanley Center Foundation staff</p> <p>Planning Council Members</p>
Stakeholder Engagement	<p>Planning Council members and community providers will be asked to provide qualitative feedback on a quarterly basis regarding their perceptions of the input process</p>	<p>Project Director</p> <p>Hanley Center Foundation staff</p> <p>Partner agencies</p>
Strategic Plan	<p>Community service providers will be asked to provide quarterly qualitative feedback throughout the project year regarding the strategic planning process, their perceptions of engagement in the process, and</p>	<p>Project Director</p> <p>Hanley Center Foundation staff</p> <p>Partner agencies</p>

	recommendations for improvement (if appropriate).	
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3.8.6.6.3– Sustainability

The Hanley Center Foundation is leveraging the existing Dixie County Public Safety Coordinating Council to launch this collaborative planning effort. Grant funds are being requested to directly engage in the needs assessment and strategic plan development processes. While the needs assessment and strategic plan development activities will be concluded within the 12-month project period, the Dixie County Public Safety Coordinating Council will continue to meet on an ongoing basis following conclusion of grant funding.

The Hanley Center Foundation also intends to apply for an Implementation and Expansion grant following conclusion of the planning grant project. The ultimate goal of this effort is to launch a more effective local support network for individuals battling substance abuse, mental illness, or co-occurring substance abuse and mental health.

3.8.7 Tab 7: Project Timeline

The Hanley Center Foundation has established the following timeline for effectively achieving all stated project objectives and activities.

Project Timeline			
Activity	Start Date	Completion Date	Responsible Person
Project Director Start Date	8/1/2019	N/A	Ryan Wertepny
Convene Planning Council	8/1/2019	10/31/2019	Project Director
Develop Survey Tool			
Distribute Data Collection			
Identify consumers and family member for Planning Council			
Collect all data for needs assessment			
Planning Council Meetings 2 and 3	11/1/2019	1/31/2020	Project Director
Identify Points of Interception			
Draft Model of Interception Points			
Planning Council Meeting 4	2/1/2020	4/30/2020	Project Director
Present summary findings of needs assessment			
Identify Interception Points to target to reduce interaction with the criminal justice system			
Evaluate substance abuse and mental			

illness disorder treatment best practices Draft interventions for each interception point			
Planning Council Meetings 5 and 6 Share model of interventions by interception point Seek external feedback for adjustment/improvement of interventions Prepare to pilot interception model	5/1/2020	7/31/2020	Project Director

3.8.8-Tab 8: Letters of Commitment

Agency Commitments (Letter or Verbal)

Department of Juvenile Justice

Dixie County Anti-Drug Coalition

Meridian Behavioral Healthcare

Guardian ad Litem

Dixie County Sheriff's Office

Dixie County School District

Dixie County Fire Rescue

Partnership for Strong Families



FLORIDA DEPARTMENT OF JUVENILE JUSTICE

February 1, 2019

Jan Cairnes
Hanley Foundation
700 S. Dixie Highway
Suite 103
West Palm Beach, FL 33401

Dear Mrs. Cairnes,

Department of Juvenile Justice strongly supports Hanley Foundation's application for planning funds made available through the Criminal Justice, Mental Health and Substance Abuse Planning Grant (RFA112818HSET1). We support the proposed effort to develop a strategic plan to increase public safety, avert increased spending on criminal and juvenile justice systems, and improve the accessibility and effectiveness of treatment services for residents with behavioral healthcare needs. Department of Juvenile Justice will participate where appropriate and available.

Sincerely,

A handwritten signature in black ink that reads "Tom Witt".

Tom Witt, Chief Probation Officer
Department of Juvenile Justice
690 E. Duval Street
Lake City, FL 32055
(386) 758-1444

2737 Centerview Drive • Tallahassee, Florida 32399-3100 • (850) 488-1850

Ron DeSantis, Governor

Simone Marsteller, Secretary

The mission of the Department of Juvenile Justice is to increase public safety by reducing juvenile delinquency through effective prevention, intervention, and treatment services that strengthen families and turn around the lives of troubled youth.