



**DEPARTMENT OF HUMAN SERVICES
COMMONWEALTH OF PENNSYLVANIA**

NUMBER: 2015-1	ISSUE DATE: May 20, 2015	EFFECTIVE DATE: Immediately
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SUBJECT:

Fiscal Year 2015/16 County Human Services Plan Guidelines

BY:

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Theodore Dallas, Acting Secretary
Department of Human Services

SCOPE:

COUNTY COMMISSIONERS AND EXECUTIVES
 COUNTY CHILDREN AND YOUTH ADMINISTRATORS
 COUNTY MENTAL HEALTH ADMINISTRATORS
 COUNTY INTELLECTUAL DISABILITY SERVICES ADMINISTRATORS
 COUNTY DRUG AND ALCOHOL ADMINISTRATORS
 COUNTY HUMAN SERVICES ADMINISTRATORS

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PURPOSE

The purpose of this bulletin is to provide guidelines and instructions to counties for completing the consolidated County Human Services Plan. This bulletin also explains how the Department of Human Services (DHS) will structure technical assistance on integrated planning to counties.

BACKGROUND

In accordance with Act 80 of 2012, DHS has developed a process and content for counties to submit a consolidated County Human Services Plan. DHS is committed to continuing efforts in the streamlining of planning and reporting requirements for county human services programs. The consolidated planning process described in these guidelines will meet the planning requirements for county human services, including Mental Health Community Base Funded Services, Behavioral Health Services Initiative (BHSI), Intellectual Disabilities Community Base Funded Services, Child Welfare Special Grants, Act 152 Funding, Homeless Assistance Program Funding, and Human Services Development Funds.

Act 80 of 2012 also established a Human Services Block Grant for the purpose of allocating funds to county governments to provide locally identified county-based human services that will meet the needs of county residents. Act 55 of 2013 further provided for 30 counties to participate in the Human Services Block Grant. The consolidated planning process described in these guidelines will meet the planning requirements for counties participating in the Human Services Block Grant and the planning requirements for the non-Block Grant counties.

If legislation is passed to expand the Human Services Block Grant in FY 2015/16, counties will be provided an opportunity to submit a revised plan to DHS. Additional guidelines for the revised plan will be issued at that time.

DISCUSSION

Counties in their leadership role will identify local needs, develop goals, create strategies, and identify and track outcomes that support the implementation of quality, cost effective and efficient services. Counties will complete the planning process and submit the required County Human Services Plan based on their categorical allocations. The Plan describes how services are delivered in the areas of mental health, intellectual disabilities, homeless assistance, children and youth, juvenile justice, drug and alcohol services and other human services. The plan should also describe how there will be meaningful coordination and cooperation with other critical services not directly led by county government. For counties with a private Single County Authority, the county planning process should include appropriate representation of the Single County Authority.

Each county should construct a county planning process that includes the development of a county planning team to receive input and create a plan for the delivery of Human Services in the county. The county planning team should include representation of the program areas included in the plan. Counties should also include key stakeholders on the planning team, such as representatives of other aspects of the human services system as well as individuals who receive services and their families. Counties who currently have leadership teams developed through System of Care, Integrated Children's Services, Community Support Programs or other multi system initiatives may consider using those teams as the basis for a county planning team.

Counties that are participating in the Human Services Block Grant have greater flexibility in the use of those categorical allocations as outlined in Act 80 of 2012. The flexibility of the Human Services Block Grant allows counties to fund traditional categorical services as well as innovative cross system services to meet locally identified needs. Counties are encouraged to develop approaches based on a local assessment of needs. These cross system services may be achieved through unique combinations of services that had previously been provided by individual categorical services and will provide opportunity to address unique service needs.

PROCEDURES

Each county will submit one (1) County Human Services Plan that includes the information set forth in these guidelines to the Secretary of Human Services by the designated date for FY 2015/16.

Each county will submit a Human Services County Plan using the template and the specifications provided in Appendices A, B, and C-1 (Block Grant Counties) or C-2 (non-Block Grant Counties). All of the specifications and requirements in Appendices A and B pertain to both Block Grant and non-Block Grant counties, unless otherwise specified.

Counties are encouraged to undertake a comprehensive planning process which includes all county level human service systems. DHS will review the plan and provide the county or appropriate entity with approval, recommendations for improvement or items that are required to be addressed prior to approval.

For counties that have service categories (mental health, intellectual disabilities and drug and alcohol) provided by local collaborative arrangements (LCA), they will submit the information requested in these guidelines as follows:

➤ **When all of the counties in the LCA are Block Grant Counties:**

- **The service categories provided by the LCA (funded directly by DHS) will be submitted as a part of only ONE county's Plan document.** A local decision should be made to reflect which county will include the LCA related services in their county Plan.
- **The county submitting the LCA information will complete the budget** included with Appendix C-1 for the service categories provided by the LCA, using the Non-Block Grant Expenditure column.
- **The county/counties not submitting the information for the service categories provided by the LCA will NOT complete the budget** included with Appendix C-1 for those service categories provided by the LCA, in the Non-Block Grant Expenditure column.

- **When all of the counties in the LCA are Non-Block Grant Counties:**
- **The service categories provided by the LCA will be submitted as a part of only ONE county's Plan document.** A local decision should be made to reflect which county will include the LCA related services in their county Plan.
 - **The county submitting the LCA information will complete the budget** included with Appendix C-2 for the service categories provided by the LCA.
 - **The county/counties not submitting the information for the service categories provided by the LCA will include a statement under the heading for each of the service categories provided by the LCA.** The statement should indicate that the county was included in the planning process for the service category, that the complete information can be found in the submitting county's Plan, and that the county is in agreement with the information.
 - **The county/counties not submitting the information for the service categories provided by the LCA will NOT complete the budget** included with Appendix C-2 for those service categories provided by the LCA.
- **For counties participating in an LCA where one county is a Block Grant county and one county is a Non-Block Grant county:**
- **The Block Grant county will submit the plan and the budget (using Appendix C-1) including the LCA-funded services.** The LCA-funded expenditures should be reported in the Non-Block Grant expenditure column.
 - **The county/counties not submitting the information for the service categories provided by the LCA will include a statement under the heading for each of the service categories provided by the LCA.** The statement should indicate that the county was included in the planning process for the service category, that the complete information can be found in the submitting county's Plan, and that the county is in agreement with the information.
 - **The county/counties not submitting the information for the service categories provided by the LCA will NOT complete the budget** included with Appendix C-2 for those service categories provided by the LCA.

Public Hearing Notice: Prior to submitting the County Human Services Plan to DHS, the county or related entity shall conduct public hearings pursuant to the Sunshine Act, 65 Pa.C.S. 701-716. The counties are to include a copy of the public hearing notice with the Plan and demonstrate how the public was provided an opportunity for input by completing Part II (Public Hearing Notice) of Appendix B.

- Two (2) public hearings are required for counties participating in the Human Services Block Grant.
- One (1) public hearing is required for counties not participating in the Human Services Block Grant.

Waiver (For Counties Participating in the Block Grant): Each county participating in the Human Services Block Grant is required to have a minimum expenditure level for Mental Health Services, Intellectual Disability Services, Child Welfare Services, Drug and Alcohol Services and Homeless Assistance Services. These minimum expenditure levels are detailed in the county allocation letter. Counties may request a waiver from this requirement by providing justification in writing in Part III (Waiver Request) of Appendix B. As provided in Act 80 of 2012, the minimum expenditure limit for FY 2015/16 is 25% of the FY 2015/16 allocation.

Technical Assistance: The individual program offices (Office of Mental Health and Substance Abuse, Office of Developmental Programs, Office of Children Youth and Families, Office of Income Maintenance, Office of Administration) within DHS will continue to provide technical assistance to counties for their specific program areas. Counties who are participating in the Human Services Block Grant may request additional support from DHS for their efforts to plan and deliver services in an integrated fashion. Requests for technical assistance on integration efforts or questions about the planning document should be sent to the Human Services Block Grant Resource Email Address at RA-pwhsblockgrant@pa.gov.

The following appendices constitute the components of the Human Services Plan:

- **Appendix A: Assurance of Compliance**
Local authorities shall approve the plan and assure compliance with requirements by signing and submitting the document contained in Appendix A. Additional signature lines may be added to the document to accommodate the differing arrangements of those local entities.
- **Appendix B: Template for the Human Services Plan**
The plan will describe the county planning process, outline the county planning team, and detail how funds will be utilized for services. The plan will include the service areas of Mental Health, Intellectual Disability, Homeless Assistance, Children and Youth, Drug and Alcohol, and Human Services Development Fund/Human Services and Supports.
- **Appendix C-1: Human Services Proposed Budget and Individuals Served Spreadsheet** (to be completed by Block Grant Counties). Use FY 2014/15 primary allocation to complete the budget. If your county received a supplemental CHIPP allocation in FY 2014/15, include the annualized amount of the funds in the FY 2015/16 budget. The Department will request your county to submit a revised budget if, based on the budget enacted by the General Assembly, the allocations for FY 2015/16 are significantly different than FY 2014/15. In addition, the county should submit a revised budget if and when it determines, at any point in the fiscal

year, that expenditures in any cost centers/service categories will change by more than 20 percent.

- **Appendix C-2: Human Services Proposed Budget and Individuals Served Spreadsheet** (to be completed by Non-Block Grant Counties). Use FY 2014/15 primary allocation to complete the budget. If your county received a supplemental CHIPP allocation in FY 2014/15, include the annualized amount of the funds in the FY 2015/16 budget. The Department will request your county to submit a revised budget if, based on the budget enacted by the General Assembly, the allocations for FY 2015/16 are significantly different than FY 2014/15. In addition, the county should submit a revised budget if and when funding is moved between cost centers/service categories is in excess of the current re-budget procedures for each program covered in the Plan.

Due Date: The due date for the County Human Services Plan is 45 days from the issuance of this bulletin. It is to be submitted electronically to the Human Services Block Grant Resource Email Address at RA-pwhsblockgrant@pa.gov.

Appendix A
Fiscal Year 2015-2016

COUNTY HUMAN SERVICES PLAN
ASSURANCE OF COMPLIANCE

COUNTY OF: _____

- A.** The County assures that services will be managed and delivered in accordance with the County Human Services Plan submitted herewith,
- B.** The County assures, in compliance with Act 80, that the Pre-Expenditure Plan submitted herewith has been developed based upon the County officials' determination of County need, formulated after an opportunity for public comment in the County.
- C.** The County and/or its providers assures that it will maintain the necessary eligibility records and other records necessary to support the expenditure reports submitted to the Department of Human Services.
- D.** The County hereby expressly, and as a condition precedent to the receipt of state and federal funds, assures that in compliance with Title VI of the Civil Rights Act of 1964; Section 504 of the Federal Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and the Pennsylvania Human Relations Act of 1955, as amended; and 16 PA Code, Chapter 49 (Contract Compliance regulations):
 - 1. The County does not and will not discriminate against any person because of race, color, religious creed, ancestry, origin, age, sex, gender identity, sexual orientation, or handicap in providing services or employment, or in its relationship with other providers; or in providing access to services and employment for handicapped individuals.
 - 2. The County will comply with all regulations promulgated to enforce the statutory provisions against discrimination.

COUNTY COMMISSIONERS/COUNTY EXECUTIVE

<i>Signatures</i>	<i>Please Print</i>
_____	Date: _____
_____	Date: _____
_____	Date: _____