

Central Regional Partnership- Stanislaus County Workforce Education and Training Program Retention Program Guide



Application Submission Deadline:
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Executive Summary

The Central Regional Partnership through the Mental Health Services Act Workforce Education and Training (WET) Program has developed a Retention Program (RP) opportunity. Stanislaus County, in collaboration with other counties in the region, has partnered with the California Mental Health Services Authority (CalMHSA) and the California Department of Health Care Access and Information (HCAI) to make this funding available to make this funding available to the county Public Mental Health System workforce. It will award up to \$12,000 to qualified workers within the Region's Behavioral Health care workers that commit to a 12-month service obligation in a recognized hard-to-fill or hard-to-retain position. Through this program, the Regional Partnership seeks to support its qualified providers that service the most underserved populations within the county and work in the most hard-to-retain positions. Stanislaus Behavioral Health and Recovery Services (BHRS) is targeting this Retention Program toward licensed and experienced clinical staff who do not have outstanding student loan debt, which would qualify them for the Loan Repayment Program.



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Section I: Application Guide

A. Eligibility Requirements

Applicants must meet the following criteria to be considered eligible:

DIRECT CLINICAL SERVICE STAFF
<p>Work Hours & Location Must work a minimum of 32 hours per week in an eligible County Mental Health Plan*. Options include:</p> <ul style="list-style-type: none"> - Employed by and working in a County-operated mental health setting. - Working under contract as an Individual or Group provider delivering services, on average, at least 25 hours per week to Department of Behavioral Health Mental Health Plan persons served - Psychiatrists must work a minimum of 20 hours per week in a County Mental Health Plan mental health program. <p>Employment Status Must be employed in an eligible provider role as identified in the application, for a minimum of five (5) years or more in a permanent position within Stanislaus Behavioral Health and Recovery Services (BHR).¹</p> <p>Total Weekly Hours of Direct Clinical Service^{2*3}</p> <ul style="list-style-type: none"> • For service-delivery staff, applicants must provide a minimum of 20 hours of direct service per week. Serving on the On-Call Crisis Team is included as direct service. <p>County employed Utilization Management, Quality Services, Training Department, Compliance and Supervisors/Coordinators staff are exempt from the direct service delivery requirement. Part-time psychiatrists are exempt from the minimum 20-hour direct service requirement.</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> • Eligibility for this program is restricted to individuals without outstanding higher education student loans. Individuals with outstanding higher education student loans may be eligible for the Stanislaus County Behavioral Health (BHR) Loan Repayment Program. • No pending disciplinary action with BHR.

County Mental Health Plan will prioritize awards based on local criteria in the event that applications meeting eligibility criteria exceed available round one funds.

* Individuals that support only substance use disorder services as well as individuals working in correctional facilities including youth detentions are excluded from eligibility.

*Directors and Managers are excluded from eligibility.

¹ Change of jobs to a different organization during the application review process is cause for disqualification, as it voids the minimum length of time for the employment requirement. However, a change of job within the same organization, serving the same population in a hard to fill/retain position will not disqualify.

² Direct Service is defined as: services that generate units of service, opening or closing cases, crisis intervention, assessments, individual/ family/group therapy, rehabilitation services, medication evaluation/consultation, integrated behavioral and EBP interventions.

³ To receive credit, your will be asked clearly to identify your qualifying program, job functions and direct service hours on a letter issued "Employment Verification," in the Loan Repayment section.

B. Eligible Professions

<ul style="list-style-type: none"> Licensed Clinical Social Worker 	<ul style="list-style-type: none"> Licensed Medical Doctor
<ul style="list-style-type: none"> Associate Clinical Social Worker 	<ul style="list-style-type: none"> Psychologist, either doctoral degree or doctoral degree pre-licensed
<ul style="list-style-type: none"> Licensed Marriage and Family Therapist 	<ul style="list-style-type: none"> Licensed Clinical Pharmacist
<ul style="list-style-type: none"> Associate Marriage and Family Therapist 	<ul style="list-style-type: none"> Psychiatric Mental Health Nurse Practitioner
<ul style="list-style-type: none"> Licensed Professional Clinical Counselor 	<ul style="list-style-type: none"> Nursing Personnel including LVN, Psych Techs, RN and related job titles
<ul style="list-style-type: none"> Associate Professional Clinical Counselor 	<ul style="list-style-type: none"> Phlebotomist
<ul style="list-style-type: none"> Behavioral Health Worker 	<ul style="list-style-type: none"> Case Manager, Rehabilitation Specialist, or related job titles

C. Award Process

This section of the Program Guide will outline how and where a user can access application information and what information applicants will need before and during the application process. The first step to applying is to submit an initial application for the program through HCAI.

There are **four** distinct parts to the application:

- General Eligibility Criteria**
- Applicant Personal Statements**
- Applicant Information**
- Applicant Employment Verification**
(this document is issued outside of the standard application)

Application Software

All WET Retention Program applicants will be utilizing HCAI’s Central Application portal to submit their applications. The application portal is web-hosted and will be utilized to collect all applicant information except applicable county-level eligibility criteria, loan and lender information, and employment verification. The portal is located here: [HCAI Application Portal Link 2023-2024](#)

CalMHSA will be utilizing DocuSign to facilitate the process of acquiring an employment verification form from all applicants. DocuSign is a secure and simple online tool that allows electronic transmission of documents that require review and electronic signature from recipients while maintaining the security of the information transmitted.



General Eligibility Criteria

The first section of the application will establish that applicants meet the basic necessary eligibility standards set by the Regional Partnership for this program.

As part of the requirements of the Program, awarded applicants may not serve multiple service obligations concurrently and must be in service of the program during the agreed upon 12 months service obligation.

Applicant Personal Statements

This is completed in HCAI's Central Application.

Applicant Information

CalMHSA will be collecting all information provided by HCAI. Based on this data, CalMHSA will work with your county to facilitate any further information gathering needed to support your application.

Employment Verification

Once CalMHSA has received the applications from HCAI we will require applicants that meet all eligibility criteria to complete an employment verification and lender/loan information form.

This employment verification will require completion and signature by the applicant, then review and signature by the applicant's immediate and direct supervisor via DocuSign.

The employment verification form will be sent to the applicant's email submitted in the Applicant Information segment of the online application. This process will be facilitated through "DocuSign" to ensure secure transmission of information.

Application Dates

The open application period for the Program Cycle 3 will be formally from Dec. 11, 2023, through Feb. 9, 2024. Upon completion and initial review of the Application with HCAI, CalMHSA will receive the applicant data from HCAI.

D. Post Application

Initial Completeness Review

Once the application period has closed, CalMHSA will be conducting a completeness review of all the applicant and application materials submitted. This will serve as a cursory review to ensure that all requirements were met. All materials including the employment verification documents will need to be submitted no later than two calendar weeks after receipt to be considered eligible and reviewed.

If CalMHSA identifies issues with any applications, it will be at the discretion of the administrator and participating county to decide whether applicants will be given the opportunity to correct or modify their submissions. If CalMHSA extends this opportunity, they will attempt to communicate with applicants through their supplied contact information.



Evaluator Selection Process

The independent review panel is comprised of individuals with varied backgrounds, including professional expertise, lived experience, and personal knowledge. Panelists' information will not be disclosed as a matter of confidentiality. CalMHSA is committed to ensuring the Evaluation Panel is representative of California's racial, ethnic, and cultural diversity.

Details regarding the specific process of selecting evaluators as well as the results of the evaluation process will not be shared as a matter of confidentiality.

Application Review and Employment Verification

Once all applications have been checked for completeness and reviewer personal statement scores have been submitted, representatives of the participating counties will perform their verification of employment. During this process, the County representative may contact applicants and/or their designated supervising body to identify discrepancies encountered during the verification process. It is at the discretion of the County to determine their process for resolving discrepancies.

Establish Individual Contracts & Begin Service Obligation

Once the final review is complete and the selected applicants are identified, CalMHSA will communicate with all applicants and inform them of the decision made and any next steps.

Chosen applicants (awardees) will have up to two weeks to respond to the next steps. If an applicant does not confirm acceptance of their award and submit the completed contract by the two-week deadline, CalMHSA may take this as a forfeit of their interest in this program.

E. Service Obligations

General Service Obligation Information and Requirements

The service obligation is an agreement whereby awardees maintain their position and responsibilities servicing the communities they have identified in their application. Aside from performing bi-annual service check-ins BHR, an awardee will only need to maintain their employment at their specified job site throughout the length of the service obligation period and remain in good standing.

Refer to the section on [Worksite Absences and Employment Interruption](#) for information on disruptions in employment.

Bi-Annual Employment Eligibility Verification

In addition to agreeing to the length of the service obligation, awardees must agree to bi-annual Employment Eligibility verifications (EVs) throughout the length of their service obligation.

Every awardee must submit EVs during the length of their service obligation, which include the initial EV, Bi-Annual EVs, and the Final EV. These EVs serve as check-ins and are intended to ensure all retention program eligibility requirements are being maintained and do not change.

The EV form will be communicated during the establishment of contracts with the awardee and must be completed and signed by the awardee. Once completed by the awardee, it will be housed at BHR, who will confirm with the awardee's worksite and role. By completing and signing the EV form, the awardee and BHR worksite are certifying the awardee's compliance or noncompliance with the retention requirements. The Bi-Annual and Final EVs will additionally record the time spent away from the service



site during the preceding six - month period to identify personal time off, medical and/or parental leave, or other disruptions in employment.

It is the awardee's responsibility to ensure that their approved service site completes the verification in a timely manner and that it is accurate. Awardees who fail to do so risk not receiving service credit and being recommended for default. Awardees who do not submit EVs or who are consistently late in submitting them may not be eligible for future programs.

If an awardee works more than the minimum number of hours per week, then the awardee only needs to report absences (or time spent away from the site) that will impede them from meeting the minimum weekly service requirement. This time should be deducted from the awardee's bank of allowable absences, which is 35 workdays per service year.

Worksite Absences and Employment Interruption

It will be the general policy of the program to defer to the allowable job site policies in relation to interruption in service and duties at the job site. Changing job site is cause for disqualification, as it voids the minimum length of time for the employment requirement. However, a change of job with the same organization, serving the same population in a hard to fill/retain position will not disqualify. A detailed allowance for job site interruptions will be articulated in an awardee's service contract upon intent to award.

Maternity/Paternity/Adoption Leave

If an applicant needs to request maternity, paternity, or adoption leave, they must contact CalMHSA. CalMHSA will defer to the preferences of the participating County to determine whether an extension will be allowed to accommodate for approved leave within the boundaries of current job site policies.

Breach Policy

CalMHSA reserves the right to recover monies for the awardee's failure to perform the obligations set forth in the program agreement.

More Than 35 Days Absence

To make up additional time in case of pregnancy or newly adopted baby please find instructions for return and make-up of days.

Up to 60-day absence for pregnancy and newly adopted baby may be made up 1-day exchange for 1-day absence at the end of the service year. Missed days may be made up in only this circumstance.



Section II: Program Guide

A. Program Information

Program Timeline

Event	Key Dates
Close Applications	February 9, 2024
Program Winners Selected & Contacted	May 2024
Applicant Contracts Generated, Lender Information Requested	June 2024
Service Obligation Period Begins	June 2024
Service Period Check-In 1	Dec 2024
Service Period Check-In 2 (Final)	May 2025
Service Obligation Period Ends	May 2025
Funds Dispersed	20 Days after Service Obligation Ends

***While it is our intention to adhere to the timeline shown, due to varying factors dates are subject to change and an addendum with new dates will be provided.**

Program Background

The program was developed through Mental Health Services Act (MHSA) Workforce Education and Training (WET) component funding and in collaboration with the California Mental Health Services Authority (CalMHSA).

The purpose of the program is to provide financial incentive to retain current qualified, eligible employees in “hard to fill/retain” positions in the Behavioral Health Care system. A limited number of awards will be available for up to \$12,000 in exchange for a 12-month service obligation. Eligible employees must work in the county-operated settings in a “hard to fill/retain” position, as defined by their county.

The Retention Program is a financial incentive strategy that is included in the Statewide MHSA WET Plan. It is designed to retain mental health professionals who reflect the population’s served and share the same ethnic, cultural, and linguistic backgrounds of the communities served. Through this program the County Behavioral Health Departments seek to support qualified employees who meet eligibility requirements and commit to a 12-month service obligation.

Issuing Body

Stanislaus County Behavioral Health and Recovery Services and Workforce Education and Training MHSA is to work as the issuing body for the Retention Program. This program is to reward longevity and dedication. After the service obligation awardees will be rewarded for the number of years spent working at BHRS.



Available Funding and Amounts

Individual awards will not exceed \$12,000 for each applicant per service obligation. Funding is dependent on availability of funds from the Loan Repayment Program and scoring threshold maybe be imposed due to fund availability.

B. Communication Requirements

Awardees must email the Mental Health Coordinator, Workforce Development and Training Department, within these specified timeframes for the following reasons:

- a. Immediately:
 - If you are no longer employed by the approved job site.
- b. 30 calendar days if you:
 - Change to your name, mailing address, phone number, e-mail address or lending institution.
 - Will be changing your position within your organization but remain within the bounds of the agreement.
 - Begin a leave of absence for medical or personal reasons.
 - Begin maternity/paternity/adoption leave.
 - Are requesting to switch from full-time to half-time status.

Leaving the Job Site Prior to Completion of Service

Stanislaus County Behavioral Health and Recovery Services expects that awardees will fulfill their obligation at the approved job site in their specified role identified in their initial application. If an awardee feels they can no longer continue working at the approved job site or in their hard-to-fill/retain role, the awardee should note that they **will violate** the agreement signed by them to work at BHRS for 12 months.

Unemployment During Service Obligation

Awardees who voluntarily resigned from their sites and/or were terminated for cause will be in violation of the 12-month requirement of their service obligation and will no longer be eligible for participation in this program. This cancellation of service obligation may have a future effect on the applicant's eligibility for future funding opportunities.

Cancellation of Retention Obligation

The program obligation will be cancelled in its entirety in the event of an awardee death. No liability will be transferred to the awardee's heirs.



Section III: Additional/Supplemental Information

A. Contact Information

California Mental Health Services Authority (CalMHSA)
Aileen Dizon, Training Manager
aileen.dizon@calmhsa.org

Stanislaus County Behavioral Health and Recovery Services (BHRS)

BHRS Workforce Development & Training Department
1581 Cummins Drive, Suite 147
Modesto, CA 95358
Phone: 209.525.6081
Fax: 209.558.4320
bhrstraining@stanbhers.org

B. Resource Link

Stanislaus County Behavioral Health and Recovery Services
[HCAI Application Portal Link 2023-2024](#)