

**Division Behavioral Health
FY21 Treatment and Recovery Grant
Program Community Action Plan
Instructions**

The Division of Behavioral Health (DBH) encourages partnerships to support and develop an integrated continuum of care through a local planning process. A major intent of the Community Action Plan (CAP) process is to define the continuum of services, the roles of the behavioral health providers, and to establish mechanisms to coordinate care for behavioral health clients within a defined service area, and across regions if necessary to ensure a continuum of care.

The exact array of services provided by each grantee agency will vary between geographic communities within each Service Area, and the scope of the CAP will depend on the local resources and the partnerships negotiated among the local agencies. Referral relationships and the responsibilities of system partners should be clarified and formalized through this planning process.

DBH is responsible to manage behavioral health Medicaid services for clinical outcomes and cost efficiency. This requires ensuring that grant and Medicaid dollars deliver an effective and integrated continuum of care that meets local, regional and state needs.

Required Elements for the Community Action Plan (CAP)

1. **Regular team meetings:** All DBH Behavioral Health services grantees operating in each local Service Area must have a plan to meet no less than quarterly to engage in ongoing problem-solving and planning for services. The plan should describe the process the agencies in your Service Area will use to conduct meetings on a regular basis for the purpose of community planning to provide a continuum of clinical services and the projected schedule of meetings.
2. **A continuum of care:** The plan should describe the defined continuum of services provided in your Service Area.
3. **A plan to address gaps in service and coordination:** In updating the local continuum of services, the group must identify gaps in service or service coordination that impact DBH Behavioral Health priority populations. The group will describe their plan to address gaps in service or service coordination problems.
4. **A plan to coordinate with primary care providers:** Describe efforts the member agencies are taking to assist their clients to access primary care, to enhance communication between themselves and primary care providers.

For the FY 2021 grant continuation:

- Submit an updated, signed Memorandum of Agreement between the community providers, that addresses plans for regular meetings, leadership roles, and taking of minutes;
- Submit a chart of the current continuum of care.
- Submit the plan to address gaps in services or service coordination problems.
- Describe the plan to coordinate with primary care providers.
- Providers can use a format of their choice for the plan as long as the above elements are included. An optional “Community Action Plan” template is also available as an attachment to the FY21 CBHTR continuation.