



# March 20, 2025 AMHI/CSP Statewide Meeting

Pam Sanchez, Breanna Bertozzi, Chris Ederer, Jamie Preuss & Stacy Livingston

**AMHI/CSP Team**

# Agenda

Time	Topic
1pm – 1:15	Welcome & Updates
1:15 – 1:30	Cash Advance Reconciliation
1:30 – 1:45	2024 AMHI & CSP MHS Data
1:45 – 2pm	AMHI/CSP Guidance – CCBHC Uncompensated Care
2pm – 2:15	Budget, Workplan & Provider Revisions
2:15 – 3pm	Q & A

# AMHI/CSP Team at DHS



**Chris Ederer**  
*Team Lead*



**Pam Sanchez**  
*Supervisor*



**Breanna Bertozzi**  
*Team Lead*

# AMHI/CSP Team Continued



**Jamie Preuss**

*American Indian  
Consultant*



**Stacy Livingston**

*Consultant*

# Equity Acknowledgement

- Be willing to learn through listening.
- Respect Differences.
- Align efforts and focus on solutions for equity.

- Value others' time.
- When speaking, re-introduce yourself (and the County/Region/Tribe you represent).

- Practice compassionate accountability.
- All members are encouraged to ask questions and share ideas during the meeting.
- Hold each other accountable.

- Make explicit what is implicit.
- Allow yourself to be vulnerable.
- Offer recognition for others.



# AMHI/CSP Updates

- **Communication Request**

- Please send all inquiries to our team email address:
  - [MN DHS amhi.dhs@state.mn.us](mailto:MN_DHS_amhi.dhs@state.mn.us)
- Include AMHI/CSP name, fiscal agent (if applicable), and brief description in email subject line and document names
  - *Example:* Region 2, Beltrami Co. AMHI 2025 Budget Revision Request

# Legislative Session Update

- AMHI/CSP is working towards implementing direct payments.
- Implementation Goal Date: 2027
- What this would mean:
  - AMHIs and CSPs would receive annual allocation up front.
  - Reduced administrative requirements.
  - Increased focus on monitoring funds, data, & sub-contractors.





## AMHI & CSP Cash Advance Reconciliation

Gena Amsden & John Schmitt | Grant Accountants | DHS Financial Operations Division

# 2025-2026 AMHI/CSP Contract Language

- **3.1 Terms of Payment**

- **Advance.** The COUNTY will receive an initial payment of **three hundred twelve thousand five hundred dollars (\$312,500)** which is granted pursuant to [Minnesota Administrative Rule 9535.1740](#) at the start of each calendar year during the contract term.
- **Reconciliation.** Any portion of the cash advances that are unspent must be returned to STATE at the end of each calendar year of the contract term.

# Advance Contract Language Explained

- **Advance.** The COUNTY will receive an initial payment of **three hundred twelve thousand five hundred dollars (\$312,500)** which is granted pursuant to [Minnesota Administrative Rule 9535.1740](#) at the start of each calendar year during the contract term.
  - An advance payment will be issued to each AMHI & CSP County/Tribe/Fiscal agent at the beginning of each calendar year.
    - January 2025 & January 2026
  - Each advance payment will be 25% of the annual allocated amount.
    - *Example: Annual allocation of \$1,250,000 will result in a \$312,500 annual advance.*

# Reconciliation Contract Language Explained

- **Reconciliation.** Any portion of the cash advances that are unspent must be returned to STATE at the end of each calendar year of the contract term.
  - Advance payments will be reconciled at the same time as Q4 expenditures and payments are processed each calendar year.
    - CY 2025 Q4 expenditure reports/DHS-2895 are due by January 30, 2026.
    - CY 2026 Q4 expenditure reports/DHS-2895 are due by January 30, 2027.
- Cash advance reconciliation must occur each year due to the current AMHI/CSP funding appropriation type.

# Advance Reconciliation Example 1

CY 2025 Annual allocation \$1,250,000

Quarter	Expenditures Reported	Payments Issued
ADVANCE		\$312,500
1 (Jan-Mar)	\$275,000	\$275,000
2 (Apr-Jun)	\$315,250	\$315,250
3 (Jul-Sep)	\$295,500	\$295,500
4 (Oct-Dec)	\$364,250	\$51,750
<b>TOTAL</b>	<b>\$1,250,000</b>	<b>\$1,250,000</b>

❖ Q4 payment reduction reconciles annual advance payment.

# Advance Reconciliation Example 2

CY 2025 Annual allocation \$1,250,000

Quarter	Expenditures Reported	Payments Issued
ADVANCE		\$312,500
1 (Jan-Mar)	\$210,000	\$210,000
2 (Apr-Jun)	\$235,250	\$235,250
3 (Jul-Sep)	\$280,000	\$280,000
4 (Oct-Dec)	\$265,250	\$0
<b>TOTAL</b>	<b>\$990,500</b>	<b>\$1,037,750</b>

- ❖ Since Q4 payment reduction is not enough to reconcile the annual advance, the AMHI/CSP County/Tribe/Fiscal agent would receive an invoice from the state for \$47,250.

Questions?





## MHIS Data - AMHI & CSP

MHIS Data Team - [dhs.amhis@state.mn.us](mailto:dhs.amhis@state.mn.us)





## AMHI/CSP Guidance – CCBHC Uncompensated Care

Pam Sanchez | *AMHI/CSP Supervisor*

- Certified Community Behavioral Health Clinics (CCBHCs)
  - Required to provide services to anyone seeking help for a mental health or substance use condition.
    - Regardless of a person's:
      - Diagnosis
      - Place of residence
      - Age
      - Ability to pay

# Allowable Use of AMHI Funds for CCBHC Providers

- Uncompensated care for undocumented & uninsured individuals.
- Must meet AMHI criteria:
  - Adults (Age 18 and over)
  - Serious and Persistent Mental Illness (SPMI)
- Must work towards having a transition plan in place to move away from using AMHI funds.
  - Benefit assistance:
    - The county board must offer to help adults with serious and persistent mental illness in applying for state and federal benefits, including Supplemental Security Income (SSI), Medical Assistance (MA), Medicare, General Assistance (GA), and Minnesota Supplemental Aid (MSA).

- BRASS code 491 - Targeted Case Management
  - AMHIs must ensure that they are invoiced per person served.
    - Individual must meet AMHI and TCM eligibility criteria.
  - AMHIs must ensure that MHIS data is entered on each person served.

Please reach out to the CCBHC general mailbox with any questions pertaining to this guidance: [MN DHS CCBHC@state.mn.us](mailto:MN_DHS_CCBHC@state.mn.us)

Questions?





## Budget, Workplan & Provider Revisions

Breanna Bertozzi | *AMHI/CSP Team Lead*

# 2025-2026 Contract Language

## 3.2 Consideration

- COUNTY must submit a Budget Modification Form provided by STATE and obtain STATE written approval before changing any part of the budget.
- Budget modifications are required when
  - adding or removing a BRASS code from the budget,
  - adding or removing a provider(s),
  - or shifting funds between BRASS codes.
- Notwithstanding Clause 17.1 of CONTRACT, shifting of funds between budget line items does not require an amendment if the amount shifted does not exceed 10% of that budget year total and does not change the total obligation amount.

# Revision Request Form

## Tips for completing the form:

- ✓ One form per funding stream revisions.
- ✓ Under the 'AMHI Region' field, list the County/Region/Tribe and identify if the revisions are for AMHI or CSP.
  - ✓ Example: Anoka Co. CSP
- ✓ Under the 'changes to the AMHI and/or CSP budget' field:
  - ✓ Identify the budget year for the revisions.
  - ✓ List out how much money is being added or removed from each revised BRASS code and why (only full dollars, no cents).

## AMHI/CSP Budget Revision Request

### Budget Revision Criteria

On a quarterly basis, assess if a budget revision is needed. A budget revision is required for AMHI and/or CSP funds if you are:

- Moving funds into a new BRASS code or removing all money from a BRASS code
- Moving more than \$10,000 (or over 50% of funds) between BRASS codes
- Adding or removing a provider to a BRASS code

### Budget Revision Process

Submit this form to your regional consultant at [MN\\_DHS\\_amhi.dhs@state.mn.us](mailto:MN_DHS_amhi.dhs@state.mn.us). Your consultant will send you a copy of the grant application to be modified. Use the copy you receive to make updates and return the file to [MN\\_DHS\\_amhi.dhs@state.mn.us](mailto:MN_DHS_amhi.dhs@state.mn.us).

AMHI REGION	DATE

Describe the changes to the AMHI and/or CSP budget and rationale for the change. Include how much money is being moved and which BRASS codes are being adjusted:

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Describe the changes to the Provider List and rationale for the change. Include name of provider being added/removed and which BRASS codes are being impacted by the change:

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# Budget, Workplan & Provider Revisions

- The revision request form can be found on the [AMHI website](#), under Forms.
- FYI – The [revision request form](#) is currently being updated.
  - Once the form is updated, it will automatically replace the current version on the [AMHI website](#) and via [eDocs](#).
  - Always access the revision request form from the AMHI website or eDocs to ensure you are using the current version.

# Important Reminder



Budget, workplan & provider revisions are needed from those who listed RFP/parked funds on 2025-2026 application.



All funding stream specific revisions need to be submitted together on one form as one request.



Revisions should be submitted/made no more than quarterly.



Keep in mind – budget revisions that exceed 10% of that budget year total require an amendment & additional processing time.

Questions?



# Upcoming 2025 AMHI Statewide Meeting

★ *Don't forget to add it to your calendar!* ★

**June 12th, 1pm – 3pm**

[Click here to join the meeting](#) on your computer, mobile app or room device

Meeting ID: 267 115 323 870, Passcode: vb2QS9pr

Or call in (audio only) by dialing (651) 395-7448, Conference ID: 117 010 473#

*Meeting details are posted on the AMHI website*

[Adult Mental Health Initiatives / Minnesota Department of Human Services \(mn.gov\)](#)

# THANK YOU!



Please email us at

[MN DHS amhi.dhs@state.mn.us](mailto:MN_DHS_amhi.dhs@state.mn.us)