



Shift of Funds Requests for School Based Behavioral Health Programs

Limitations

- This process is to be used for school-based behavioral health (SBBH) outpatient programs only and is available anytime during each school year.
- This request can only be made once per site per school year.
- Funds may NOT be shifted between contracted SBBH outpatient programs and ERMHS/CESDC programs.
- Funds may only be shifted between existing SBBH contracted school sites *within* the same Unified School District. *Charter schools will be handled on a case by case basis - please contact your BHCS Program Contract Manager (PCM).*
- Funds may only be shifted between existing SBBH contracted school sites, not to a new school site.
- Funds may not be shifted due to staff vacancies.
- Provider to develop and maintain a system of accounting for the spend-down of the allocation by school district for the purpose of submitting a quarterly report.
- If referrals have been low at a school site for over two fiscal years, BHCS may opt to “right-size” the contract and return money to the general funding pool (not to be shifted to another of provider’s programs)

Process for Shift of Funds Requests when a provider identifies a problem of low referrals at one or more sites

1. Provider to develop active strategy for increasing referrals:

- Develop and implement joint strategy with the School Coordination of Services Team (COST), District Behavioral Health Consultant (BHC), and Site Mental Health (MH) Lead.
- Implement strategy for addressing the issue(s) for three weeks.

2. Referrals remain low:

- Provider to inform BHCS PCM of steps taken to date by email, also copying the COST Team Lead, Site MH Lead, Principal, and District BHC.
- Provider to *temporarily* shift staff hours to another site within the *same* Unified School District for brief therapy needs (up to three visits) for up to three weeks. Provider shall shift staff hours back to original site once issues with referrals are resolved.

3. Referrals continue to remain low:

- Provider shall complete attached application form with COST Team Leads, Site MH Leads, and Principals of both schools and the District BHC and submit to BHCS for approval of longer term shift. Provider shall submit application two weeks after the temporary shift of staff hours takes place.

For questions or clarifications, please contact your assigned PCM at the Network Office.