

COUNTY OF LOS ANGELES

MARVIN J. SOUTHARD, D.S.W.  
Director  
SUSAN KERR  
Chief Deputy Director  
RODERICK SHANER, M.D.  
Medical Director



MENTAL HEALTH

BOARD OF SUPERVISORS  
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DON KNABE  
MICHAEL D. ANTONOVICH

DEPARTMENT OF MENTAL HEALTH

550 SOUTH VERMONT AVENUE, LOS ANGELES, CALIFORNIA 90020

Reply To: (213) 738-4601  
Fax: (213) 386-1297

<http://dmh.co.la.ca.us>

September 23, 2004

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

**ADOPTED**  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

29

OCT 05 2004

*Violet Varona-Lukens*  
VIOLET VARONA-LUKENS  
EXECUTIVE OFFICER

Dear Supervisors:

**AUTHORIZATION FOR ACCEPTANCE OF U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS GRANT PERIOD ADJUSTMENT  
APPROVAL OF APPROPRIATION ADJUSTMENT FOR THE SUBJECT GRANT  
(ALL SUPERVISORIAL DISTRICTS)  
(4 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve the acceptance of a U.S. Department of Justice (DOJ) Office of Justice Programs Grant Adjustment that extends the grant period of a \$145,864 grant (Attachment I), previously approved by the Board on September 16, 2003, for Fiscal Year (FY) 2003-2004, into FYs 2004-2005 and 2005-2006. The grant will be used to develop a pilot Mental Health Court Transition Project.
2. Approve the Request for Appropriation Adjustment for FY 2004-2005 in the amount of \$122,000 (Attachment II), to increase Salaries and Employee Benefits, \$95,000, and Services and Supplies, \$27,000, to reflect the grant funding in the FY 2004-2005 DMH budget. There is no impact on net County cost.
3. Approve authority to hire, using existing ordinance authority for one (1) full-time equivalent (1.0 FTE) Psychiatric Social Worker II and one (1) full-time equivalent (1.0 FTE) Intermediate Typist Clerk, pursuant to Section 6.06.020 of the County Code, as recommended by the Department of Human Resources. The two ordinance positions will be fully funded by the subject grant.
4. Permit the approvals provided for in this letter to extend until grant funds are expended and, if so approved by the DOJ, into future fiscal year(s) in the event that implementation of the grant crosses into future years.

5. Delegate authority to the Director of Mental Health or his designee to take reasonable and necessary actions to effectuate the purposes of the grant, within the limits of the funding provided.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

These actions will permit the Department of Mental Health (DMH) to utilize the FY 2003-2004 grant award to implement the pilot Mental Health Court Transition Project during FYs 2004-2005 and 2005-2006. This project supports a partnership between DMH and the Mental Health Branch of the Los Angeles Superior Court. It will permit a dedicated DMH Case Manager to work in cooperation with the County Criminal Courts, Public Defender, District Attorney, and Sheriff's Department to (1) expedite stabilization of in-custody mentally ill defendants, (2) improve both judicial and mental health case management and continuity of care, (3) reduce recidivism and re-arrest by improving community care linkage, and (4) reduce lengths of incarceration and hospitalization.

Grant funding for the program was initially awarded by the U.S. DOJ Office of Justice Programs during FY 2003-2004. Your Board authorized its acceptance on September 16, 2003. However, a focus on potential DMH budget problems and issues related to hiring, both in the DMH and in the County, delayed initiation of the project. An 18-month extension of the grant from DOJ has been obtained so that DMH can use the original grant funding to fund the program during FYs 2004-2005 and 2005-2006.

In addition, should implementation of the grant cross into future fiscal year(s), if so approved by the DOJ, DMH is requesting that the approvals provided for in this letter be deemed to extend into such future fiscal year(s), until the funds are expended. DMH also requests that the Director or his designee be delegated the authority to take reasonable and necessary actions to effectuate the purposes of this grant, within the limits of the funding provided.

#### **Implementation of Strategic Plan Goals**

The recommended Board actions are consistent with the County's Goal No.1, "Service Excellence," and Goal No.3, "Organizational Effectiveness," promulgated in the County Strategic Plan. The approved actions will enhance the provision of integrated services and promote collaboration between government and private agencies.

### **FISCAL IMPACT/FINANCING**

There is no impact on net County cost.

The grant award provides a total of \$145,864 in one-time federal funds. The appropriation adjustment in the amount of \$122,000 will be used to fund two (2) ordinance only positions, one (1) full-time (1.0 FTE) Psychiatric Social Worker II, and one (1) full-time (1.0 FTE) Intermediate Typist Clerk, totaling \$95,000, and miscellaneous operating costs of \$27,000. The staff will be hired as temporary employees for the term of the grant and as a result, there are no obligations imposed on the County when the grant expires.

The total projected Mental Health Court Transition Project cost is \$197,906 (Attachment III), of which \$145,864 is funded by the grant, and \$52,042 is funded by in-kind match. For FY 2004-2005, the project cost is \$164,921, of which \$121,553 is funded by the grant, and \$43,368 is funded by in-kind match. The in-kind match is jointly absorbed by DMH and the Mental Health Branch of the Los Angeles Superior Court. The balance of the grant funds, \$24,311, will be included in the FY 2005-2006 budget request.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The U.S. DOJ Office of Justice Programs is the federal agency administering the federal Mental Health Courts Program in coordination with the United States Department of Health and Human Services Substance Abuse and Mental Health Services Administration. This program funds projects nationwide to mobilize communities to implement innovative, collaborative efforts that bring systemwide improvements to the way the needs of adult and juvenile offenders with mental disabilities or illnesses are addressed.

This subject grant requires that the County provide a minimum 25 percent match of the total project cost. This is accomplished through in-kind match, and funding will be absorbed in the DMH's and the Mental Health Branch of the Los Angeles Superior Court's FYs 2004-2005 and 2005-2006 budget. There are no obligations imposed on the County when the Grant expires. The required Grant Management Statement is attached (Attachment IV).

### **CONTRACTING PROCESS**

This subject does not apply.

**IMPACT ON CURRENT SERVICES**

Approval of the acceptance of the Grant Adjustment extension will enable the County to utilize the FY 2003-2004 DOJ award of \$145,864 to fund a pilot project for FYs 2004-2005 and 2005-2006 to increase the efficiency and reduce the cost of providing services to mentally ill defendants, including evaluating competency, providing treatment to stabilize defendants, and continuing community-based care in compliance with a court ordered treatment plan. The DMH Court Program will provide a comprehensive range of mental health services as the required in-kind match.

**CONCLUSION**

The Department of Mental Health will need one (1) copy of the adopted Board's action. It is requested that the Executive Officer of the Board notifies the Department of Mental Health's Contracts Development and Administration Division at (213) 738-4684 when this document is available.

Respectfully submitted,



Marvin J. Southard, D.S.W.  
Director of Mental Health

MJS:RK:LQ:CC

Attachments (4)

c: Chief Administrative Officer  
County Counsel  
Auditor-Controller  
Chairperson, Mental Health Commission



GRANT ADJUSTMENT NOTICE

CHECK APPROPRIATE BOX  OJP  BJS  BJA  NIJ  OJJDP  OVC

PAGE 1 OF 1

1. GRANTEE NAME AND ADDRESS (Including Zip Code)  
Los Angeles Department of Mental Health  
550 South Vermont Avenue  
Los Angeles, CA 90020

3. GRANT NUMBER:  
**2003-DD-BX-0214**

4. ADJUSTMENT NUMBER:  
**1**

1A. GRANTEE IRS/VENDOR NO.  
**953-89-3470**

5. DATE  
**APR 14 2004**

2. PROJECT TITLE  
FY 2003 Congressionally Mandated Award

6. GRANT MANAGER  
Stephen Meyer

SECTION I. DEOBLIGATIONS & REOBLIGATIONS

7. ACCOUNTING CLASSIFICATION CODES

FISCAL YEAR	FUND CODE	BUD ACT.	OFC.	DIV. REG.	SUB.	MBO

9. PREVIOUS GRANT AWARD AMOUNT \$ 145,864.00

10. REOBLIGATION AMT. \$ 0.00

DOCUMENT CONTROL NUMBER

11. ADJUSTED AWARD AMOUNT \$ 145,864.00

SECTION II. CHANGES

12. CHANGE GRANT MANAGER FROM \_\_\_\_\_ TO \_\_\_\_\_

13. CHANGE GRANT PERIOD FROM 03/01/2003 to 02/28/2004 TO 03/01/2003 to 08/31/2005

SECTION III. OTHER ADJUSTMENTS & INFORMATION

14. As requested and justified by the grantee in the attached correspondence of March 25, 2004, the grant period is extended by eighteen months, from 02/28/2004 to 08/31/2005, at no additional cost to the Federal government. The grantee presently has \$145,864.00 in unexpended funds, and is current on the required Financial Status and Progress Reports. All funds not obligated by the end of this period must be returned to the Office of Justice Programs.

15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL  
Stephen Meyer  
State Policy Advisor, Bureau of Justice Assistance

16. SIGNATURE OF AUTHORIZED OFFICIAL

MW  
5/14

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. NO. 435

DEPARTMENT OF MENTAL HEALTH

19

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

4-Votes

Sources:

Department of Mental Health
Federal Other
A01-MH-20500-9031
\$122,000

Uses:

Department of Mental Health
Salaries & Employee Benefits
A01-MH-20500-1000
\$88,000
95,000
Department of Mental Health
Services & Supplies
A01-MH-20500-2000
\$42,000
27,000

This adjustment is requested to increase the appropriation in Salaries and Employee Benefits, \$88,000 and Services and Supplies, \$42,000, for the pilot Mental Health Court Transition Project. This adjustment is fully funded by the Department of Justice. There is no impact on net County cost.

Susan Kereja
Marvin J. Southard, D.S.W.
Director of Mental Health

CHIEF ADMINISTRATIVE OFFICER'S REPORT

Form with fields for 'REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR ACTION', 'APPROVED AS REQUESTED', 'APPROVED (AS REVISED): BOARD OF SUPERVISORS', and 'DEPUTY COUNTY CLERK'. Includes handwritten dates like '9/21 2004' and 'SEPT 8 2004'.

COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH  
 U.S. DEPARTMENT OF JUSTICE (DOJ) OFFICE OF JUSTICE PROGRAMS GRANT  
 MENTAL HEALTH COURT TRANSITION PROJECT  
 FY 2004-2005 AND 2005-2006 PROJECT COST

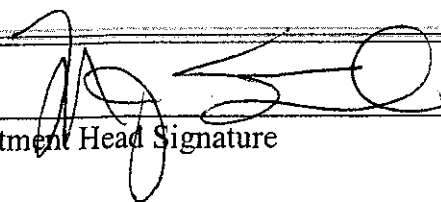
ATTACHMENT III

	(1)		(2)		(3)		(4)=(1)+(2)+(3)		(5)		(6)		(7)		(8)=(5)+(6)+(7)		(9)=(1)+(5)		(10)=(2)+(6)		(11)=(3)+(7)		(12)=(9)+(10)+(11)	
	DOJ Grant	In-Kind Match DMH	In-Kind Match Superior Court	FY 04-05 10 Months	DOJ Grant	In-Kind Match DMH	In-Kind Match Superior Court	FY 04-05 10 Months	DOJ Grant	In-Kind Match DMH	In-Kind Match Superior Court	FY 05-06 2 Months	DOJ Grant	In-Kind Match DMH	In-Kind Match Superior Court	DOJ Grant	In-Kind Match DMH	In-Kind Match Superior Court	DOJ Grant	In-Kind Match DMH	In-Kind Match Superior Court	Project Annual Amount		
<b>1) Salaries &amp; EB</b>																								
Salaries:																								
Mental Health:																								
Case Manager - Psychiatric Social worker/ITC	1.00	\$ 63,840		\$ 53,200				\$ 53,200	\$ 10,640			\$ 10,640	\$ 10,640					\$ 10,640	\$ 63,840				\$ 63,840	
	1.00	30,588		25,490			25,490	25,490	5,098			5,098	5,098					5,098	30,588				30,588	
Superior Court:				26,765			26,765	26,765			5,353	5,353						5,353					32,118	32,118
Sub Total				78,690			105,455	105,455	15,738			21,091	15,738					5,353	94,428				126,546	126,546
Employee Benefits				15,738			21,091	21,091	3,148			4,218	3,148					1,071	18,886				25,310	25,310
Total Salaries & EB				94,428			126,546	126,546	18,886			25,309	18,886					6,424	113,314				151,856	151,856
<b>2) Services &amp; Supplies</b>																								
Computer				4,603			4,603	4,603	921			921	921						5,524				5,524	5,524
Travel				1,667			1,667	1,667	333			333	333						-	2,000			2,000	2,000
Equipment				4,983			4,983	4,983	917			917	917						-	5,500			5,500	5,500
Office Supplies				500			500	500	100			100	100						-	600			600	600
Reprographic Services				6,667			11,167	11,167	1,333			2,233	1,333						8,000	5,400			13,400	13,400
Total Service and Supplies				11,270			22,520	22,520	2,254			4,504	2,254						13,524	13,500			27,024	27,024
<b>3) Administrative Cost</b>				15,855			15,855	15,855	3,171			3,171	3,171						19,026				19,026	19,026
TOTAL	2.00	\$ 121,553	\$ 32,118	\$ 164,921	\$ 24,311	\$ 2,250	\$ 32,984	\$ 145,864	\$ 13,500	\$ 38,542	\$ 197,906													

**Los Angeles County Chief Administrative Office  
Grant Management Statement for Grants \$100,000 or More**

Department:           Mental Health

<b>Grant Project Title and Description:</b> Mental Health Court Transition Project	
The Mental Health Court Transition Project is designed to expedite stabilization of in-custody mentally ill defendants; improve both judicial and mental health case management and continuity of care; reduce recidivism and re-arrest by improving community care linkage; and reduce lengths of incarceration and hospitalization. Under this pilot project, a dedicated DMH Case Manager will work with the County Criminal Courts, Public Defender, District Attorney, and Sheriff's Department to expedite the processing of cases involving mentally ill defendants by shepherding the defendants from the jail to a competency hearing, then through stabilization and disposition of the criminal case, and finally to continuing community-based care.	
<b>Funding Agency</b> US Dept. of Justice- Office of Justice Programs	<b>Program (Fed. Grant #/State Bill or Code #)</b> Public Law 106-515 Award No. 2003- DD-BX-0214
<b>Grant Acceptance Deadline</b> N/A (Grant was accepted 9/16/03)	
<b>Total Amount of Grant Funding:</b> \$145,864	<b>County Match:</b> \$52,042
<b>Grant Period:</b> 30 months	<b>Begin Date:</b> 03/01/03 <b>End Date:</b> 08/31/05
<b>Number of Personnel Hired Under This Grant:</b> 2	<b>Full Time:</b> 2 <b>Part Time:</b> N/A
<b>Obligations Imposed on the County When the Grant Expires</b>	
Will all personnel hired for this program be informed this is a grant-funded program?	Yes <input checked="" type="checkbox"/> No
Will all personnel hired for this program be placed on temporary ("N") items?	Yes <input checked="" type="checkbox"/> No
Is the County obligated to continue this program after the grant expires?	Yes   No <input checked="" type="checkbox"/>
If the County is not obligated to continue this program after the grant expires, the Department will:	
a.) Absorb the program cost without reducing other services	Yes   No <input checked="" type="checkbox"/>
b.) Identify other revenue sources (describe below)	Yes   No <input checked="" type="checkbox"/>
c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.	Yes <input checked="" type="checkbox"/> No
<b>Impact of additional personnel on existing space:</b>	
No impact. Positions to be housed in existing space/facilities.	
<b>Other requirements not mentioned above:</b> None	

  
\_\_\_\_\_  
Department Head Signature

9/22/04  
\_\_\_\_\_  
Date