

MHSA

Outreach & Engagement (O&E)

**Guidelines, Process, and Timelines for Service Area
Events funded by MHSA**

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Stakeholder Engagement & CBO Development Unit



Agenda

- Overview of O&E
- Planning an Event
- Process for Executing an Event
Timely
- Questions & Discussion
- Dialogue on Successes & Barriers



MHSA-O&E: Overview

- **Purpose and Focus: Outreach & Engagement (O&E)** is a vital component of the [Mental Health Services Act \(MHSA\)](#), which aims to inform the public about MHSA programs and services, garner community input, and integrate feedback into planning process. O&E activities focus on reaching a wide diversity of backgrounds and perspectives represented throughout the county, with a special emphasis on the uniqueness of each service area, and the unserved, underserved, inappropriately served and hard-to-reach populations. O&E creates an infrastructure that supports partnerships with schools, community-based agencies, faith-based organizations, historically disenfranchised communities, and other county departments.
- **DMH Structure for O&E with the SALTs:** DMH provides support to SALTs through our O&E Teams (Service Area Liaisons and Community Health Workers). O&E Teams are staffed in the eight Service Areas.

MHSA-O&E: Planning an Event

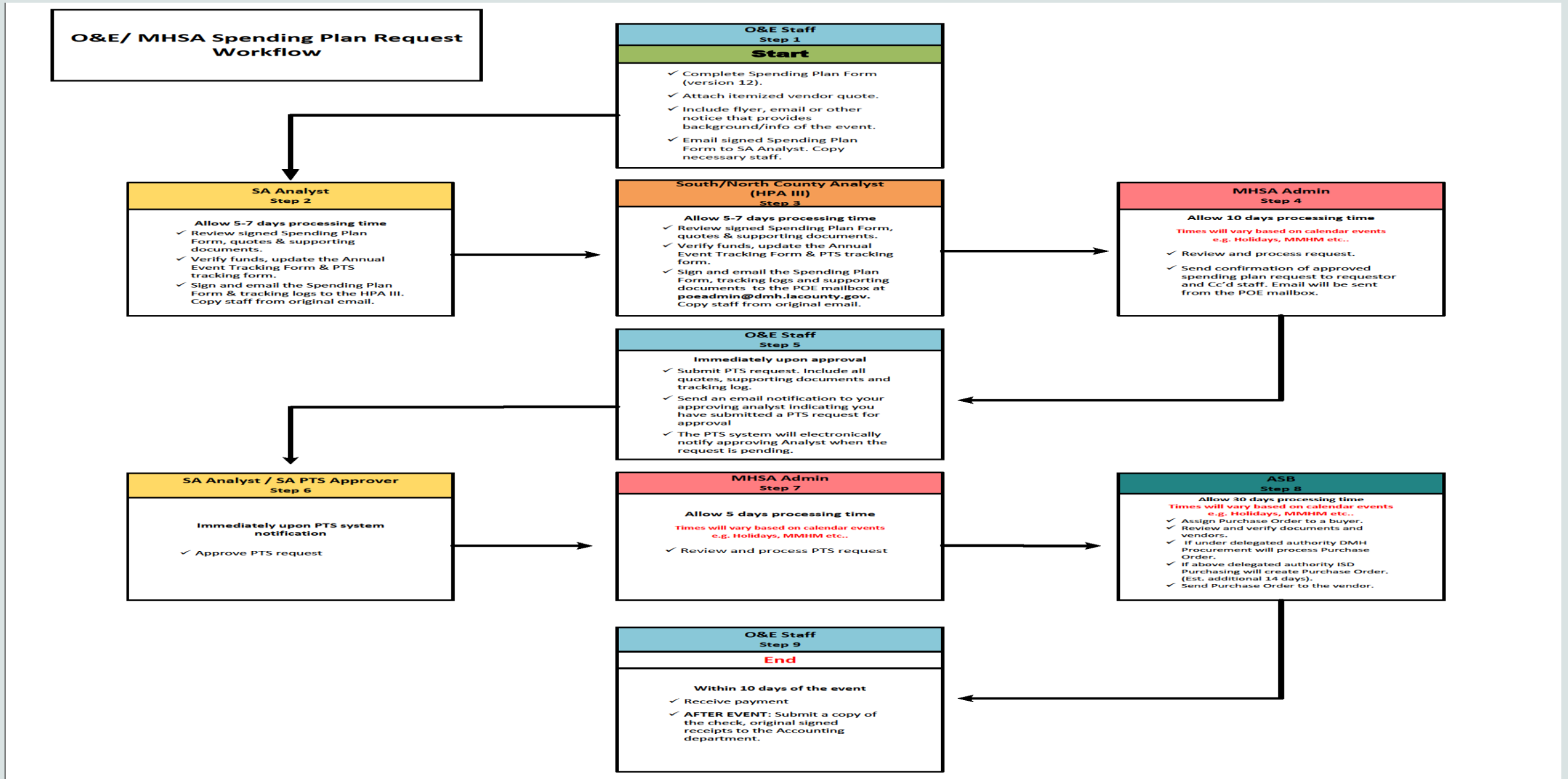
- **Allowable Activities: Rule of Thumb:** Activities and Events that are strategies to provide outreach, education, and engagement as a means of increasing access and linkage to mental health services to support mental wellness for individuals, families and communities and reduce stigma. Examples:
 1. *Community Fairs*
 2. *Cultural Events*
 3. *Service Area (SA) Info Meetings*
 4. *Other events (TBD) that focus on O&E as a strategy to increase access and linkage to Mental Health Services*

MHSA-O&E: Planning an Event

- **Process**

- *Events/Activities must be proposed to the general SALT membership to gain consensus from the membership on conducting the activity/event*
- *If approved by the SALT through an approved motion (reflected in the minutes), Info/Flyers and other information supporting the Activity/Event as a MHSA Allowable Activity must be submitted to the SA Liaison for review and approval by DMH MHSA Administration*
- *MHS Admin Approved Events must be submitted with a spending plan and required quotes for the items that need to be purchased (60 days prior to the event to ensure timely processing) this process is coordinated by the SA Liaison*
- *Requests for approved funding will be processed and checks will be distributed to approved vendors*

MHSA-POE: Planning an Event : Workflow & Timeline



MHSA-O&E: Planning an Event: Purchasing

- Purchasing goods and services for events require quotes from vendors that will provide items/services requested.
- **Purchasing quote guidelines are as follows:**
 - *Up to \$1,499 only one quote required*
 - *\$1,500-\$4,999 three bids required, except if using a certified Preference Program Entity (PPE), in which case, only one PPE vendor quote is required*
 - *\$5,000-\$9,999 three bids required, and a DMH Solicitation must be engaged to get the three quotes, except if using a certified Preference Program Entity (PPE), in which case, only two PPE vendor quotes are required*
 - *\$10,000+ A bidding process must be done by LA County Internal Services Dept (ISD) as this is beyond DMH's purchasing authority. ISD timelines vary and are beyond the control of DMH*
 - *There are stringent rules around fragmenting (splitting purchasing) so all requests will be reviewed to ensure appropriate competitive processes (Purchasing Policy & Procedures 14.1.4.2)*

MHSA-O&E: Planning an Event: Vendor Info

- **Information on how to become a registered vendor:**

<https://camisvr.co.la.ca.us/webven/>

- **Information on how to become a PPE vendor:**

[Office of Small Business - Certifications Home Page - eConsumer Application \(lacounty.gov\)](#)

To request County of Los Angeles certification for LSBE, DVBE, SE or CBE program participation, a business must:

1. Register as a vendor with Los Angeles County
2. Register an account in the DCBA Certification Portal
3. Complete all sections of the application
4. Submit all requested supporting documentation

MHSA-O&E: Questions and Answers

- **Questions re: POE Purpose, Workflow, Timelines, Allowable Activities/Events**
- **Questions for SALT Discussion and Trouble Shooting for future**

Activities/Events:

1. *What significant milestones has the SA achieved or wants to achieve?*
2. *What Activities/Events have been successful? What can be applied to future Activities/Events?*
3. *What community feedback has been received? How can we use this knowledge to inform future Activities/Events?*
4. *What information/data has been collected to measure the success/relevance of Activities/Events? What can we collect going forward to measure success?*



Thank you

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