



Bureau for Behavioral Health

**Announcement of Funding Availability  
Positive Behavior Support (PBS) Program**



# Proposal Guidance and Instructions

## AFA Title: Positive Behavior Support (PBS) Targeting Regions: Statewide AFA Number 03-2020

West Virginia Department of Health and Human Resources  
Bureau for Behavioral Health (BBH)  
350 Capitol Street, Room 350  
Charleston, WV 25301-3702

*For Technical Assistance, please include the AFA number (03-2020) in the subject line and forward all inquiries in writing at least two days prior to the Technical Assistance Call to [DHHRBBHAnnouncements@wv.gov](mailto:DHHRBBHAnnouncements@wv.gov)*

Key Dates	
Date of Release	October 3, 2019
Technical Assistance Call	<b>Date/time change:</b> October 15, 2019, at 3 p.m.
Application Deadline	November 4, 2019
Funding Announcement(s) To Be Made	December 2, 2019
Funding Amount Available	Not to exceed \$590,000 per year

The following are requirements for the submission of proposals to the BBH:

- Responses must be submitted electronically using the required Proposal Template available at <http://www.dhhr.wv.gov/bhhf/afa/Pages/default.aspx> to [DHHRBBHAnnouncements@wv.gov](mailto:DHHRBBHAnnouncements@wv.gov) with “Proposal for Funding” and the AFA number (03-2020) in the subject line. Paper copies of proposals will not be accepted. Receipt confirmation will follow by email from the BBH Announcements mailbox.
- A Statement of Assurance agreeing to the terms of this AFA is required of all proposal submissions. Available at [dhhr.wv.gov/bhhf/afa](http://dhhr.wv.gov/bhhf/afa), this statement must be signed by the agency’s CEO, CFO, and Project Officer and attached to the Proposal Template.
- To request Technical Assistance, please email all inquiries to [DHHRBBHAnnouncements@wv.gov](mailto:DHHRBBHAnnouncements@wv.gov) and include “Proposal Technical Assistance” and the AFA number (03-2020) in the subject line at least two days prior to the Technical Assistance Call. Questions will not be answered after the Technical Assistance Call.

## SECTION 1. FUNDING AVAILABILITY OVERVIEW

The West Virginia Department of Health and Human Resources (DHHR), Bureau for Behavioral Health (BBH) is soliciting applications from behavioral health providers with experience in providing services to individuals of all ages in Positive Behavior Support (PBS).<sup>1</sup> PBS is an evidence-based strategy used to improve independence, decrease behavioral challenges, teach new skills, and improve overall quality of life of individuals who are experiencing significant maladaptive behavioral challenges. PBS is a positive, proactive approach that focuses on preventing and intervening with challenging behaviors. The PBS approach can be used to work with anyone, not just individuals with intensive needs.

The PBS Program focuses on providing prevention and intervention supports for individuals who are demonstrating significant maladaptive behaviors, are at risk of out-of-home placement or involuntary commitment at a psychiatric hospital or psychiatric residential treatment facility (PRTF), or are ready to return to the community from an out-of-home placement. The PBS Program will build workforce capacity to support individuals who have challenging behaviors through the following: using consistent PBS plan implementation; consulting with and training identified agencies or individuals on PBS prevention and intervention supports; making referrals and linkages to services; providing trauma-informed behavioral assessments to understand and identify behaviors that drive challenging behaviors; service planning to enhance adaptive behaviors and quality of life; providing coaching and mentoring for treatment teams, families, and community agencies; and working with Children's Mental Health Wraparound Facilitators and Children's Mobile Crisis Response and Stabilization Teams to mentor, train, and develop the skills necessary to complete assessments and provide PBS system supports and services.

Applicants should have a working knowledge of available statewide services and proficiency to complete Functional Behavior Assessments (FBAs),<sup>2</sup> which seek to describe the behavior, environmental factors, and setting events that predict behavior and are a key component in the development of individuals' PBS plans. FBAs are used to guide the development of effective behavior support plans and typically address the following: a description of the problem behavior and its general setting of occurrence; identification of events, times, and situations that predict problem behavior; identification of consequences that maintain behavior; identification of the motivating function of behavior; collection of direct observational data; and identification of alternative behavior that could replace the child's or adult's problem behavior (i.e., what a typical child or adult does). Often this is measured through direct observation or standardized behavioral assessment instruments. BBH will expect the successful applicant to embrace the conceptual approaches of Wraparound and person-centered planning for individuals who have challenging behavioral needs requiring intensive support to help them demonstrate competencies, participate in community life, develop satisfying relationships, make positive choices, and maintain personal dignity and respect.

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<sup>1</sup> See, e.g., "Positive Behavior Support for Individuals with Behavior Challenges" by Meme Hieneman, <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5048254/>.

<sup>2</sup> See, e.g., <https://my.vanderbilt.edu/specialeducationinduction/files/2013/07/Tip-Sheet-Functional-Behavior-Assessment-Function-Based-Interventions.pdf>.

In the first year, the successful applicant will have the capacity to serve at least 50-75 individuals and their families through direct services. These services will include the following:

- Assessment and planning for individuals and families;
- Behavioral plan implementation and training in homes for families;
- Education to individuals and their families; and
- Education to the providers, schools, and agencies working with the individuals and families.

The number of individuals and their families served through direct services will increase in subsequent grant years.

The successful applicant will also collaborate with licensed behavioral health agencies and other agencies to increase PBS workforce capacity and build sustainability of services by providing the following:

- Technical assistance on PBS and billing of PBS services through third parties to build PBS service availability and sustainability;
- Enhancing the skills of other BBH grantees, including Wraparound facilitators, Children’s Mobile Crisis Response crisis specialists, Regional Youth Service Centers, and Community Engagement Specialists;
- Active participation in calls or meetings at the request of BBH, including weekly Children’s Mental Health Wraparound referral reviews, Bureau of Juvenile Services (BJS) “Zoom” calls, and monthly calls for out-of-state reviews;
- Training first responders on using PBS when responding to calls for individuals experiencing behavioral health crises; and
- Educating, consulting, and raising awareness of PBS with agencies, hospitals, schools, court systems, community providers, and other systems.

**Applicants should address and describe each of the following topics in their proposals:**

- Organizational experience and training in PBS implementation;
- Organizational knowledge of the following programs or agencies and how is PBS applicable to them:
  - BBH grantees, including Children’s Mental Health Wraparound providers, Children’s Mobile Crisis Response and Stabilization agencies, Regional Youth Service Centers, and Community Engagement Specialists;
  - Bureau for Children and Families (BCF);
  - Bureau for Juvenile Services (BJS); and
  - PRTFs and psychiatric hospitals;
- How coordination with existing resources will optimize funding, including how funding from this grant will be braided with Medicaid and other funding;

- How they will educate and partner with first responders to increase knowledge about inappropriate behaviors and effective interventions and resources that can be used to de-escalate situations and decrease the number of individuals entering the court system;
- Include a theoretical implementation plan demonstrating how the organization will cultivate partnerships with organizations to facilitate consistent PBS plan implementation at the individual plan level;
- How they will consult with and train identified agencies or individuals on the following:
  - referrals and linkage to services;
  - trauma-informed behavioral assessments to understand and identify behaviors that drive challenging behaviors;
  - service planning to enhance adaptive behaviors and quality of life; and
  - coaching for treatment teams, families, and community agencies.
- How they will develop and use data collection and evaluation of PBS activities to ensure fidelity to the PBS standards of practice; and
- How they will collect data to measure outputs and outcomes for individuals and families who receive services.

**Applications must also include a completed PBS plan, including an FBA, using a fictional individual or family.** Please do not submit a plan with an actual scenario, names, or other identifying information.

Funding will be awarded to the highest-scoring proposal that meets all the required criteria contained within this AFA. This AFA was made possible by state general revenue funds. **Funding will be awarded for a six-month planning period from December 31, 2019, to June 30, 2020, and then for a full fiscal year for implementation beginning July 1, 2020.** It is anticipated that this program will be renewed annually with a new AFA issued every three to five years.

## SECTION 2. PROPOSAL INSTRUCTIONS/REQUIREMENTS

All proposals for funding will be reviewed by BBH staff for administrative compliance, service need, and feasibility. A review team, including reviewers independent of BBH, will review the full proposals. Proposals must contain the following components:

☛ A completed Proposal for Funding Application, available at <http://www.dhhr.wv.gov/bhhf/afa/Pages/default.aspx>.

☛ A Proposal Narrative of up to 15 pages with the following sections:

- ✓ **Statement of Need and Population of Focus (5 points):** Describe the need for the proposed service(s). Applicants should identify and provide relevant data on the target population to be served, as well as the geographic area to be served, to include the specific region(s) and county(ies) and existing service gaps. Applicants should also explain how the community currently addresses the need for crisis response to children with behavioral health needs and where PBS will fit into the crisis response system.

- ✓ **Proposed Evidence-Based Service/Practice (5 points):** Delineate the program/service being proposed, set forth the goals and objectives for the proposed service(s), and list all evidenced-based practices (EBPs) that will be used. Applicants should describe how the proposed services/interventions will be trauma informed and promote family engagement. Applicants should also identify creative outreach methods to serve geographically isolated families in their region(s).
  
- ✓ **Proposed Implementation Approach (45 points):** Describe how the applicant intends to implement the proposed service(s), including the following:
  - A description of how your program will develop and measure the eight dimensions of quality of life indicators.
  - A description of how your program will implement training to agency providers and in the home with individuals and families on those same eight dimensions of the quality of life
  - A description of the strategies/service activities proposed to achieve the goals and objectives identified above, those responsible for action, and a one-year timeline for these activities, including planning/development, training/consultation, outreach and marketing, implementation, and data management.
  - A description of program sustainability, including how existing resources/services and alternative funding sources will be exhausted before using this grant funding. A grantee must seek reimbursement from any and all third-party administrators or coverage providers, including private insurance, Medicaid and the Children’s Health Insurance Program (CHIP), and state funds from DHHR.
  - An explanation of how the agency will structure and develop PBS services to meet the specific needs of the target population, including collaboration with other agencies and community partners as described on page 1.
  - Identification of specific service development needs and barriers and how the applicant will work collaboratively to ensure that each of the necessary PBS services are made available to help support children, youths, adults, and families. If additional service development is required, applicants must explain what additional services are needed, how current services may need to be enhanced, and how the applicant will either develop or collaborate with existing stakeholders to develop what is needed.
  
- ✓ **Staff and Organizational Experience (10 to 15 points):** Describe the Applicant’s existing capacity to carry out the proposed PBS services, to include its experience and qualifications to reach and serve the target population. Agencies with experience providing PBS services as a BBH grantee will receive five extra points, pending a BBH administrative review of the grantee’s prior performance.
  
- ✓ **Data Collection and Performance Measurement (30 points):** Describe the information/data the applicant plans to collect, as well as the process for using data to manage and improve quality of the service, ensuring each goal is met and assessing

outcomes within the target population.

- ✓ **References/Works Cited (5 points):** All sources referenced or used to develop this proposal must be included on this page. This list does not count toward the 15-page limit.
- ✎ Applicants must use 12-point Arial or Times New Roman font, single line spacing, and one-inch margins. Charts or graphs may be no smaller than 10-point font. Page numbers must also be included in the footer. The Project Narrative must not exceed 15 pages. References and attachments do not count toward the page limit.
- ✎ **Attachment 1. Targeted Funding Budget(s) and Budget Narrative(s)**
  - ✓ **Targeted Funding Budget (TFB) form**, which includes sources of other funds where indicated on the TFB form. A separate TFB form is required for any capital or start-up expenses. This form and instructions are located at <http://www.dhhr.wv.gov/bhhf/forms/Pages/FinancialForms.aspx>
  - ✓ **Budget Narrative for each Targeted Funding Budget (TFB) form**, with specific details on how funds are to be expended. The narrative should clearly specify the intent of and justify each line item in the TFB. The narrative should also describe any potential for other funds or in-kind support. The Budget Narrative is a document created by the applicant and not a BBH Fiscal form.
- ✎ **Attachment 2. Applicant Organization's Valid WV Business License.** The applicant's organization must be a licensed behavioral health agency.
- ✎ **Attachment 3. Memoranda of Understanding (MOUs) and letters of support.** MOUs or letters of support must be submitted with the application to demonstrate established partnerships between community behavioral health providers and other potential community organizations. Please list full partner information, including agency name, address, phone, key contact person, and email address.

### SECTION 3. EXPECTED OUTPUTS/OUTCOMES AND PERFORMANCE MEASURES

#### Expected Outcomes

1. Increase by 50% PBS services to children, youths, adults, and their families through both direct implementation and training in homes.
2. Increase knowledge and ability of individuals, families, providers, and agencies to manage behaviors and the challenges associated with those behaviors by 75%.
3. Reduce child, youth and adult psychiatric admissions, out-of-home placements, out-of-state placements, school disciplinary actions, days absent from school or work, and juvenile justice or other court involvement by 80%.
4. Reduce the occurrence of challenging behaviors and improve the quality of life of children, youths, adults, and their families who receive services.

5. Complete a Child and Adolescent Needs and Strengths (CANS) assessment on 100% of individuals within 5 days of referral and first contact of family if one has not been completed.
6. Increase number of parents and youth who have increased skills and strengths and their needs are reduced, as evidenced by CANS scores, by 50%.
7. Increase number of parents with a higher level of skill to deal with youth behaviors and needs and enhanced well being and satisfaction in their role as a parent as evidenced by CANS scores by 50%.
8. Increase number of Wraparound facilitators and mobile crisis team members with a higher level of skill to deal with youth behaviors and needs and enhanced well- being and satisfaction in their role as an agency provider.
9. Develop a method of data collection and use the information collected in Year 1 as baseline data.
10. Provide at least 2 trainings per quarter to emergency first responders.

### **Performance Measures**

1. Maintain and provide documentation of ALL activities related to service areas indicated by:
  - a. Number of Unduplicated Persons Served by Type of Activity.
  - b. Number of Unduplicated Persons Served by Age, Gender, Race and Ethnicity, and Diagnosis(es).
2. Maintain and provide documentation related to the following:
  - a. Number of Cross Planning (partnering/multi-system collaborative) initiatives, service activities implemented with other sectors indicating type and number.
  - b. Number and type of professional development trainings attended and provided.
  - c. Number, type (focus groups, surveys, or key-informant interviews), and aggregate results of consumer feedback activities conducted.
  - d. Resources and services developed and made available in the service area.
3. BBH is developing specific reporting requirements that will be instrumental in measuring the individual and systemic outcomes of the PBS Program. Examples of reporting requirements BBH is establishing include the following:
  - a. Timeliness of response to the site of the escalating behavior.
  - b. Number of assessments completed.
  - c. Number of PBS Plans and FBAs developed.
  - d. Number of individuals who were hospitalized or had court involvement after PBS intervention.
  - e. Number of children or adults requiring a placement other than a crisis bed, by type of placement after PBS intervention.
  - f. Number of parents and youth who have increased skills and strengths and their needs are reduced, as evidenced by CANS scores.



- g. Number of parents with a higher level of skill to deal with youth behaviors and needs and enhanced well-being and satisfaction in their role as a parent as evidenced by CANS scores.
- h. Number of Wraparound facilitators and mobile crisis team members with a higher level of skill to deal with youth behaviors and needs and enhanced well-being and satisfaction in their role as an agency provider.
- i. Number of families who established new or existing community/natural supports.
- j. Number of youths served with less intensive behavioral needs.
- k. Number of youths served with more intensive behavioral needs.
- l. Number of children or adults maintained or returned to their current living arrangement after PBS intervention.
- m. Census reports regarding the Medicaid status of the children and adults served after PBS intervention.
- n. Referrals made after PBS intervention and if the individuals and families receiving assistance used recommended services and resources.
- o. Number of school suspensions, expulsions, and absences for each child or youth after PBS intervention.

Please note that BBH grantees must submit all service data reporting by the 25<sup>th</sup> working day of each month.

## **SECTION 4. CONSIDERATIONS**

### **LEGAL REQUIREMENTS**

Eligible applicants are public or private organizations with a valid West Virginia Business License and/or unit of local government. If the applicant is not already registered as a vendor in the State of West Virginia, registration must either be completed prior to award or the vendor must demonstrate proof of such application.

The Grantee is solely responsible for all work performed under the agreement and shall assume all responsibility for services offered and products to be delivered under the terms of the award. The State shall consider the designated Grantee applicant to be the sole point of contact regarding all contractual matters. The Grantee may, with the prior written consent of the State, enter into written sub-agreements for performance of work; however, the Grantee shall be responsible for payment of all sub-awards.

### **STARTUP COSTS**

Applicants who wish to request reasonable startup funds for their programs must submit a separate “startup” target funded budget (TFB) and budget narrative, along with their proposal narrative. For purposes of this funding, startup costs are defined as non-recurring costs associated with the initiation of a program. These include costs such as fees, registrations, training, equipment purchases, renovations, or capital expenditures.

For the purpose of proposal review, all startup cost requests submitted by the applicant will be necessary for the development of the proposed program. If, when taken together, the startup costs and program costs exceed funding availability, BBH will contact the applicant organization and arrange a meeting to discuss remedial budget action.

### **FUNDING REIMBURSEMENT**

The PBS Program grant will be awarded on a schedule-of-payment (SOP) basis. All expenditures must be incurred within the approved grant project period in order to be reimbursed. Providers must maintain timesheets for grant-funded personnel, and activities performed should be consistent with the stated program objectives.

### **OTHER FINANCIAL INFORMATION**

#### **Allowable Costs:**

Please note that Departmental Policies are predicated on requirements and authoritative guidance related to federal grants management and administrative rules and regulations. Grantees shall be required to adhere to those same requirements when administering other DHHR grants or assistance programs, the source of which is non-federal funds (e.g. state-appropriated general revenue and appropriated or non-appropriated special revenue funds) unless specifically provided direction to the contrary.

#### **Cost Principles:**

Subpart E of the Code of Federal Regulations (2 CFR 200) establishes principles for determining the allowable costs incurred by non-federal entities under federal awards. The Grantee agrees to comply with the cost principles set forth within 2 CFR 200 Subpart E, regardless of whether the Department is funding this grant award with federal pass-through dollars, state-appropriated dollars or a combination of both.

#### **Grantee Uniform Administrative Regulations, (Cost Principles, and Audit Requirements for Federal Awards):**

Title 2, Part 200 of the Code of Federal Regulations (2 CFR 200) establishes uniform administrative requirements, cost principles and audit requirements for federal awards to non-federal entities. Subparts B through D of 2 CFR 200 set forth the uniform administrative requirements for grant agreements and for managing federal grant programs. The Grantee agrees to comply with the uniform administrative requirements set forth within 2 CFR 200 Subparts B through D, regardless of whether the Department is funding this grant award with federal pass-through dollars, state appropriated dollars or a combination of both.