Central Regional Partnership
Workforce Education and Training Program

Loan Repayment Program Application and Program Guide

Application Submission Deadline:
February 27, 2022 5:00 PM

California Mental Health Services Authority (CalMHSA)
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Executive Summary

The Central Regional Partnership, through the California Department of Health Care Access and Information (HCAI), Mental Health Services Act (MHSA) Workforce Education and Training (WET) program, has developed a Loan Repayment Program (LRP) opportunity. The Central Regional Partnership has partnered with the California Mental Health Services Authority (CalMHSA) to make this funding available to the Public Mental Health System workforce with the Central Region's participating counties. It will award up to $20,000[1] to qualified providers within Public Mental Health System provider networks that commit to a 24-month service obligation in a recognized hard-to-fill or hard-to-retain position in Placer County.

Through this program, the Central Regional Partnership seeks to support its qualified providers that service the most underserved populations within the county and work in the most hard-to-retain positions.

[1] Only applicable towards qualifiable educations loans (see "C. Qualifying and Non-Qualifying Educational Loans")

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Section I: Application Guide

A. Eligibility Requirements

Applicants must meet the following criteria to be considered eligible:

<table>
<tr><th colspan="2">DIRECT CLINICAL SERVICE STAFF</th></tr>
<tr><td colspan="2">Work Hours & Location
Must work a minimum of 32 hours per week in an eligible county-operated public mental health setting or a county-contracted, community-based mental health agency in Placer County. Psychiatrists must work a minimum of 20 hours per week in a public mental health program in Placer County.

Total Weekly Hours of Direct Clinical Service[2]
Must provide a minimum of 20 hours of direct service per week.
Part-time psychiatrists are exempt from the minimum 20-hour direct service requirement.</td></tr>
<tr><th colspan="2">AND AT LEAST ONE OF THE FOLLOWING:</th></tr>
<tr><td>Providers who are bilingual in one of the Central Regional Partnership's threshold languages and/or who represent the ethnically and culturally diverse communities served.</td><td>• Bilingual in Spanish, Cantonese, Mandarin, Tagalog, Farsi, or Vietnamese
and/or
• Have lived experience as a mental health consumer/family member or represent a culturally or ethnically diverse community</td></tr>
<tr><th colspan="2">OR</th></tr>
<tr><td>Providers in hard-to- fill/retain positions, or those who possess experience or expertise in hard-to- fill/retain skill sets.[3]</td><td>• Psychiatric mental health nurse practitioners
• Clinical psychiatric pharmacist
• Psychiatrists, especially child psychiatrists
• Providers with integrated primary care/behavioral health care experience/expertise
• Providers who work in programs delivering services to:
1. Older adults
2. Transitional age youth
3. LGBTQI2-S
4. Youth in the juvenile justice system
5. Clients with forensic mental health services</td></tr>
</table>

Update 01/27/22: Supervisors who oversee eligible professions in public mental health settings may apply if they meet eligibility requirements *except for* 20 hours of direct service per week.

2 Direct Service is defined as: services that generate units of service, opening or closing cases, crisis intervention, assessments, individual /family/group therapy, rehabilitation services, medication evaluation/consultation, integrated behavioral and EBP interventions.

3 To receive credit, your will be asked clearly to identify your qualifying program, job functions and direct service hours on a later issued "Employment Verification," in the Loan Repayment section.

B. Eligible Professions

Eligible provider roles for the program are:

• Licensed Clinical Social Worker	• Associate Professional Clinical Counselor
• Associate Clinical Social Worker	• Licensed Psychiatrist
• Licensed Marriage and Family Therapist	• Psychiatric Mental Health Nurse Practitioner
• Associate Marriage and Family Therapist	• Licensed Clinical Psychiatric Pharmacist
• Licensed Professional Clinical Counselor	*Applicable Placer County HHS job classifications: Client Services Practitioner I, II, Senior and Psychiatrist Board Eligible, Psychiatrist Board Certified*

C. Application to Program

The first step to applying is to submit an initial application for the program through HCAI. This section of the Program Guide will outline how and where a user can access application information and what information applicants will need before and during the application process.

There are four distinct parts to the application:

1. General Eligibility Criteria
2. Applicant Personal Statements
3. Applicant Information
4. Applicant Employment Verification (this document is issued outside of the standard application)

As part of the requirements of the Program, awarded applicants may not serve multiple service obligations concurrently and must be in service of the program during the agreed upon 24 months service obligation.

Application Dates

The current application period for the Program closes February 27, 2022, at 5:00 PM. Upon completion and initial review of the Application with HCAI, CalMHSA will receive the applicant data from HCAI.

Application Software

All WET Loan Repayment Program applicants will be utilizing HCAI's Central Application portal to submit their applications. The application portal is web-hosted and will be utilized to collect all applicant information except loan and lender information and employment verification.

The portal is located here: HCAI WET Central Application
https://oshpd.sjc1.qualtrics.com/jfe/form/SV_8Jt1BS52a39kCdn

CalMHSA will be utilizing DocuSign to facilitate the process of acquiring an employment verification form from all applicants. DocuSign is a secure and simple online tool that allows electronic transmissionof documents that require review and electronic signature from recipients while maintaining the security of the information transmitted.

General Eligibility Criteria

The first section of the application will establish that applicants meet the basic necessary eligibility standards set by the Regional Partnership for this program.

Applicant Information

CalMHSA will be collecting all information provided by HCAI. Based on this data, CalMHSA will work with your county to facilitate any further information gathering needed to support your application.

Employment Verification

Once CalMHSA has received the applications from HCAI, we will require applicants that meet all eligibility criteria to complete an employment verification and lender/loan information form.

This employment verification will require completion and signature by the applicant, then review and signature by the applicant's immediate and direct supervisor via DocuSign.

The employment verification form will be sent to the applicant's email submitted in the Applicant Information segment of the online application. This process will be facilitated through a software called "DocuSign" to ensure secure transmission of information.

D. Qualifying and Non-Qualifying Educational Loans

Government and commercial educational loans obtained for health care professional degrees, which are in current good standing, qualify for Central Regional Loan Repayment Program. Qualifying commercial lending institutions are those subject to examination and supervision by an agency of the United States, or by the state in which the institutions have their place of business.

The following types of debt are **not** eligible for loan repayment under the program:

- Loans in default
- Loans repaid in full
- Credit card debt
- Primary Care Loans
- Personal lines of credit
- Residency loans

The applicant must have obtained the eligible education loans in their own name. Eligible educational loans consolidated with loans owed by any other person, such as a spouse, are ineligible for repayment. For loans to remain eligible, applicant/awardees must keep their eligible educational loans separate from other debts.

E. Post Application

Initial Completeness Review

Once the application period has closed, CalMHSA will be conducting a completeness review of all the applicant and application materials submitted. This will serve as a cursory review to ensure that all requirements were met. All materials including the employment verification documents will needto be submitted no later than two calendar weeks after receipt to be considered eligible and reviewed.

If CalMHSA identifies issues with any applications, it will be at the discretion of the administrator to decide whether applicants will be given the opportunity to correct or modify their submissions. If CalMHSA extends this opportunity, they will attempt to communicate with applicants through their supplied contact information.

Evaluator Selection Process

The independent review panel is comprised of individuals with varied backgrounds, to include professional expertise, lived experience, and personal knowledge. Panelists' information will not be disclosed as a matter of confidentiality. CalMHSA is committed to ensuring the Evaluation Panel is representative of California's racial, ethnic, and cultural diversity.

Details regarding the specific process of selecting evaluators as well as the results of the evaluation process will not be shared as a matter of confidentiality.

Application Review and Employment Verification

Once all applications have been checked for completeness and reviewer personal statement scores have been submitted, CalMHSA will perform their verification of employment. During this process, a representative may contact applicants and/or their designated supervising body to identify discrepancies encountered during the verification process.

Establish Individual Contracts & Begin Service Obligation

Once the final review is complete and the selected applicants are identified, CalMHSA will communicate with all applicants and inform them of the decision made and any next steps.

Chosen applicants (awardees) will have until two weeks to respond to next steps. If an applicant does not confirm acceptance of their award and submit the completed contract, CalMHSA may take this as a forfeit of their interest in this program.

F. Service Obligation

General Service Obligation Information and Requirements

The service obligation is an agreement whereby applicants maintain their position and responsibilities servicing the communities they have identified in their application. Aside from performing bi-annual service check-ins with CalMHSA, an applicant will only need to maintain their employment at their specified job site throughout the length of the service obligation period and remain in good standing on the loan.

Refer to the section on **Worksite Absences and Employment Interruption** for information on disruptions in employment.

Bi-Annual Service Verification

In addition to agreeing to the length of the service obligation, applicants must agree to bi-annual employment verifications (EVs) throughout the length of their service obligation.

Every awardee must submit employment verification documentation (EVs) during the length of their service obligation, which include the initial Employment Verification, the Bi-Annual Employment Verification, and the Final Employment Verification. These EVs serve as check-ins and are intended to ensure program eligibility requirements are being maintained and that circumstances requiring loan repayment do notchange, such as loans falling into default.

The EV form will be communicated during the establishment of contracts with the awardee and must be completed and electronically signed by the awardee. Once completed by the awardee, it will be forwarded to CalMHSA who will confirm with the applicant's practice site. By completing and electronically signing the EV form, the awardee and the practice site are certifying the awardee's compliance or noncompliance with the clinical practice requirements. The Bi-Annual and Final EVs will additionally record the time spent away from the service site during the preceding six - month period to identify personal time off, medical and/or parental leave, or other disruptions in employment.

While CalMHSA will take steps to alert both the awardee and the site to the due date for an SV submission, it is the awardee's responsibility to ensure that their approved service site completes the verification in a timely manner and that it is accurate.

Awardees who fail to ensure that their EV forms are completed and submitted on time risk not receiving service credit and being recommended for default. Awardees who do not submit EVs or who are consistently late in submitting them may not be eligible for future programs.

If an awardee works more than the minimum number of hours per week, then the awardee only needs to report absences (or time spent away from the site) that will impede them from meeting the minimum weekly service requirement. This time should be deducted from the awardee's bank of allowable absences, which is 35 workdays per service year.

Worksite Absences and Employment Interruption

It will be the general policy of the program to defer to the allowable job site policies in relation to interruption in service and duties at the job site. Change of job site is cause for disqualification, as it voids the minimum length of time for the employment requirement. However, a change of job with the same organization, serving the same population in a hard to fill/retain position will not disqualify.

A detailed allowance for job site interruptions will be articulated in an awardee's service contract upon intent to award.

Maternity/Paternity/Adoption Leave

If an applicant needs to request maternity, paternity, or adoption leave, they must contact CalMHSA. CalMHSA will defer to the preferences of the participating County to determine whether an extension will be allowed to accommodate for approved leave within the boundaries of current job site policies.

Breach Policy

CalMHSA reserves the right to recover monies for the awardee's failure to perform the obligations set forth in the program agreement

Section II: Program Guide

G. Program Information

Program Timeline

Event	Key Dates
Close Applications	February 27, 2022 5:00 PM PST
Program Winners Selected & Contacted	TBD
Applicant Contracts Generated, Lender Information Requested	TBD
Service Obligation Period Begins	TBD
Service Period Check-In 1	TBD
Service Period Check-In 4 (Final)	TBD
Service Obligation Period Ends	TBD

For approved new hire or newly hired applicants, 50% of the award amount will be distributed at the end of the first 12-months of the service obligation, and 50% will be distributed once the 24-month obligation has been fulfilled. For approved applicants that have been working for at least 12 months in the PMHS, 50% of the award amount will be distributed following agreement execution, and 50% will be distributed once the 24-month obligation has been fulfilled.

Program Background

The program was developed through Mental Health Services Act (MHSA) Workforce Education and Training (WET) component funding and in collaboration with the California Mental Health Services Authority (CalMHSA).

The purpose of the program is to provide financial incentive to retain current qualified, eligible employees in"hard to fill/retain" positions in the Behavioral Health Care system. A limited numberof awards will be available for up to $20,000 towards repayment of educational loans in exchange for a 24-month service obligation. Eligible applicants must work in the county-operated mental health settings or in contracted, community-based mental health agencies in a "hard to fill/retain" positions.

The Loan Repayment Program is a financial incentive strategy that is included in the California Department of Health Care Access and Information (HCAI) Statewide MHSA WET Plan. It is designed to retain mental health professionals who reflect the population's served and share the same ethnic, cultural, and linguistic backgrounds of the communities served. Through this program the County Behavioral Health Departments seek to support qualified employees who meet eligibility requirements and commit to a 24-month service obligation.

Issuing Body

The California Mental Health Services Authority (CalMHSA) is a Joint Powers Authority, an independent government agency created by California counties and cities, focused on the efficient delivery of California mental health projects for its members. CalMHSA collaborates with the Member Counties/Cities to implement mental health services, project, and educational programs across the state, regionally, and locally.

CalMHSA will perform contract oversight and maintenance for this program. In this role, CalMHSA will serve as

point-of-contact between awardees and County Behavioral Health Departments in issues regarding the Program. CalMHSA will also maintain contact with all recipients of awards and their educational loan providers.

Available Funding and Amounts

Individual awards will not exceed $20,000 for each applicant per service obligation. CalMHSA, on behalf of participating counties, may award full, partial, or no funding to an applicant based on a combination of application eligibility criteria, strength of personal statement submission, and available funding.

H. Communication Requirements

Awardees must email CalMHSA within these specified timeframes for the following reasons:

a. Immediately:
   - If you are no longer employed by the approved job site.

b. 30 calendar days if you:
   - Change to your name, mailing address, phone number, e-mail address or lendinginstitution.
   - Will be changing your position within your organization but remain within the bounds ofthe agreement
   - Begin a leave of absence for medical or personal reasons.

c. 60 calendar days if you:
   - Begin maternity/paternity/adoption leave.
   - Are requesting to switch from full-time to half-time status.

Leaving an Approved Job Site/Provider Role Prior to Completion of Service

CalMHSA expects that awardees will fulfill their obligation at the approved job site in their specified role identified in their initial application. If an awardee feels they can no longer continue working at the approved job site or in their hard-to-fill/retain role, the awardee should discuss the situation and/or concerns with their approved job site management and must contact CalMHSA immediately via phone or email.

If the awardee leaves their approved job site without prior communication with and approval from CalMHSA, they may be placed in default as of the date they stopped providing client care at the approved job site and become liable for any monetary damages specified in the awardee's CalMHSA contract. Awardees who are terminated for-cause by their job site will be placed in default and will no longer be in approval of the obligations of their service period requirements.

Transfer Request to another Approved Job Site/Position

Because the Program is a retention tool, transfers from one job site or provider role into another job siteor provider role may not allowed and could break the requirements of the 24-month service obligation. If an awardee requests a job site transfer due to extenuating circumstances, the awardee must contact both their job site management and CalMHSA. This communication is a guarantee of approval of the job transfer. Each potential transfer will be considered individually, and the approval of one transfer does not guarantee the approval of any additional transfer.

Unemployment During Service Obligation

Awardees who voluntarily resigned from their sites without prior communications and approval with CalMHSA, were terminated for cause, or are deemed ineligible for site assistance will be in violation of the 24-month requirement of their service obligation and will no longer be eligible for participation ofthis program. This cancel of service obligation may have a future effect on the applicant's eligibility for future funding opportunities.

Cancellation of Loan Repayment Obligation

The program obligation will be cancelled in its entirety in the event of an awardee death. No liability will be transferred to the awardee's heirs.

Section III: Additional/Supplemental Information

I. Contact Information

California Mental Health Services Authority (CalMHSA)
Aileen Dizon, Training Manager
aileen.dizon@calmhsa.org

Local County Representative:
Placer County HHS Systems of Care
Sue Compton, MHSA & WET Coordinator
scompton@placer.ca.gov

J. Resource Links

HCAI WET Central Application
https://oshpd.sjc1.qualtrics.com/jfe/form/SV_8Jt1BS52a39kCdn

Placer County Campaign for Community Wellness
https://www.placerccw.org/news-updates/