
 <b>pennsylvania</b> DEPARTMENT OF HUMAN SERVICES	<b>DEPARTMENT OF HUMAN SERVICES</b> <b>COMMONWEALTH OF PENNSYLVANIA</b>		
	<b>NUMBER:</b> 2018-1	<b>ISSUE DATE:</b> MAR 26 2018	<b>EFFECTIVE DATE:</b> Immediately
<b>SUBJECT:</b>  Fiscal Year 2018-2019 County Human Services Plan Guidelines		<b>BY:</b>  Teresa D. Miller, Secretary Department of Human Services	

**SCOPE:**

COUNTY COMMISSIONERS AND EXECUTIVES  
 COUNTY MENTAL HEALTH ADMINISTRATORS  
 COUNTY INTELLECTUAL DISABILITY SERVICES ADMINISTRATORS  
 COUNTY SUBSTANCE USE DISORDER ADMINISTRATORS  
 COUNTY HUMAN SERVICES ADMINISTRATORS

**TABLE OF CONTENTS**

**PAGE**

Purpose .....	1
Background .....	2
Discussion .....	2
Procedures .....	3
Public Hearing Notice .....	4
Minimum Expenditure Level .....	4
Technical Assistance to Counties .....	4
Due Date .....	5
Appendix A: County Human Services Plan Assurance of Compliance .....	6
Appendix B: County Human Services Plan Template .....	7
Appendix C: Human Services Proposed Budget and Individuals Served (Spreadsheets Attached)	
C-1: FY 2018-2019 Budget (for Counties Participating in the Block Grant)	
C-2: FY 2018-2019 Budget (for Counties Not Participating in the Block Grant)	
Appendix D: Eligible Human Services Cost Centers .....	30

**PURPOSE**

The purpose of this bulletin is to provide guidelines and instructions to counties for completing the consolidated County Human Services Plan (Plan). This bulletin also explains how the Department of Human Services (DHS) will structure technical assistance on integrated planning to counties.

## **BACKGROUND**

In accordance with Act 80 of 2012, DHS has developed the process and content of a consolidated Plan. DHS is committed to continuing efforts to streamline the planning and reporting requirements for county human services programs. Act 80 of 2012 also established a Human Services Block Grant (HSBG) for the purpose of allocating funds to county governments to provide locally identified county-based human services that will meet the needs of county residents. Act 55 of 2013 further provided for 30 counties to participate in the HSBG. Act 153 of 2016 expanded the HSBG to allow any county to apply for participation beginning in fiscal year (FY) 2017-2018.

The consolidated planning process described in these guidelines will meet the planning requirements for county human services, including Mental Health Community Base Funded Services, Behavioral Health Services Initiative (BHSI), Intellectual Disabilities Community Base Funded Services, Act 152 Funding, Homeless Assistance Program Funding, and Human Services Development Funds, for all counties.

## **DISCUSSION**

Counties in their leadership role will identify local needs, develop goals, create strategies, and identify and track outcomes that support the implementation of quality, cost-effective, and efficient services. Counties will complete the planning process and submit the required Plan based on their categorical allocations. The Plan describes how services are delivered in the areas of mental health, intellectual disabilities, homeless assistance, substance use disorder services, and other human services. The Plan should also describe how there will be meaningful coordination and cooperation with other critical services not directly administered by county government. For counties with a private Single County Authority (SCA), the county planning process should include appropriate representation of the SCA.

Each county should construct a county planning process that includes the development of a county planning team to receive input and create a plan for the delivery of human services in the county. The county planning team should include representation of the program areas included in the plan. Counties should also include key stakeholders on the planning team, such as representatives of other aspects of the human services system, as well as individuals who receive services and their families. Counties who currently have leadership teams developed through System of Care, Integrated Children's Services, Community Support Programs, or other multi-system initiatives may consider using those teams as the basis for a county planning team.

Counties that participate in the HSBG have greater flexibility in the use of those categorical allocations as outlined in Act 80 of 2012 and modified by Act 153 of 2016. The flexibility of the HSBG allows counties to fund traditional categorical services, as well as innovative cross system services to meet locally identified needs. Counties in the HSBG are encouraged to develop approaches based on a local needs assessment. These cross-system services may be achieved through unique combinations of services that had previously been provided by individual categorical services and will provide opportunity to address unique service needs.

## **PROCEDURES**

Each county will submit one (1) Plan that includes the information set forth in these guidelines, including the specifications provided in Appendices A, B, and C-1 (HSBG counties) or C-2 (non-block grant counties). The Plan should be addressed to the Secretary of Human Services and submitted by the designated date for FY 2018-2019. All the specifications and requirements in Appendices A and B pertain to both HSBG and non-block grant counties. For FY 2018-2019, page limitations and content controls apply to specified sections of Appendix B.

Counties are encouraged to undertake a comprehensive planning process that includes all county level human service systems. Counties in local collaborative arrangements (LCA) are encouraged to collaboratively engage in the planning process. DHS will review the Plan and provide the county or appropriate entity with notice of approval or, in the alternative, identify items that must be addressed to obtain approval.

Counties that have service categories (mental health, intellectual disabilities, and substance use disorder) provided by the LCA will submit the information requested in these guidelines as follows:

➤ **When all the counties in the LCA are Block Grant counties, a local decision should be made to determine the Plan and budget submission. One of the following options may be used:**

- The service categories provided by the LCA will be submitted separately in each county's Plan. Each county will submit county specific LCA-related expenditures using Appendix C-1.

OR

- The service categories provided by the LCA will be submitted in aggregate as a part of only one county's Plan and included in Appendix C-1. HSBG LCA-related allocations and expenditures will be reported under columns 2 and 3, respectively. LCA funds that are not included in the HSBG will be reported using column 4.

➤ **When all the counties in the LCA are non-block grant counties:**

- The service categories provided by the LCA will be submitted in aggregate as a part of only one county's Plan document. A local decision should be made to determine which county will include the LCA-related services in their county Plan.
- The county submitting the LCA information will complete the budget in Appendix C-2 for the service categories provided by the LCA.
- The other county/counties that do not submit the information for the service categories provided by the LCA will include a statement under the heading for each of the service categories provided by the LCA. The statement should indicate that the county was included in the planning process for the service category, that the complete information can be found in the submitting county's Plan, and that the county is in agreement with the information.

- The county/counties that do not submit the information for the service categories provided by the LCA will NOT complete the budget included with Appendix C-2 for those service categories provided by the LCA.
- **When one or more counties in the LCA are a block grant county and the other counties are non-block grant counties:**
  - **One Block Grant county will include the LCA-related services in its Plan and budget** (using Appendix C-1). HSBG LCA-related allocations and expenditures will be reported under columns 2 and 3, respectively. LCA funds that are not included in the HSBG will be reported using column 4.
  - **The county/counties that do not submit the information for the service categories provided by the LCA will include a statement under the heading for each of the service categories provided by the LCA.** The statement should indicate that the county was included in the planning process for the service category, that the complete description of services can be found in the submitting county's Plan, and that the county is in agreement with the information provided in the Plan.
  - **The county/counties that do not submit the information for the service categories provided by the LCA will NOT complete the budget** included with Appendix C-2 for those service categories provided by the LCA.

**Public Hearing Notice:** Prior to submitting the Plan to DHS, the county or related entity shall conduct public hearings pursuant to the Sunshine Act, 65 Pa. C.S. 701-716. Counties are to include a copy of the public hearing notice with the Plan and demonstrate how the public was provided an opportunity for input by completing Part II (Public Hearing Notice) of Appendix B.

- Two (2) public hearings are required for counties participating in the HSBG.
- One (1) public hearing is required for counties not participating in the HSBG.

**Minimum Expenditure Level (for counties participating in the block grant):** For FY 2018-2019, there is no minimum expenditure level requirement; however, no categorical area may be completely eliminated. Each county participating in the HSBG may expend funds on Mental Health Community Base Funded Services, Behavioral Health Services Initiative, Intellectual Disability Services, Substance Use Disorder Services, Homeless Assistance Services, and other human services as determined by local need.

**Technical Assistance:** The individual program offices (Office of Mental Health and Substance Abuse, Office of Developmental Programs, Office of Income Maintenance, and the Office of Social Programs) within DHS will continue to provide technical assistance to counties for their specific program areas. Counties that participate in the HSBG may request additional support from DHS for their efforts to plan and deliver services in an integrated fashion. Requests for technical assistance on integration efforts or questions about the planning document should be sent to the HSBG resource account at [RA-pwhsblockgrant@pa.gov](mailto:RA-pwhsblockgrant@pa.gov).

**The following appendices constitute the components of the Plan:**

- **Appendix A: Assurance of Compliance**  
Local authorities shall approve the Plan and assure compliance with requirements by signing and submitting the document contained in Appendix A. Additional signature lines may be added to the document to accommodate the differing arrangements of those local entities.
- **Appendix B: Plan Template**  
The Plan will describe the county planning process, outline the county planning team, and detail how funds will be utilized for services. The Plan will include the service categories of Mental Health, Intellectual Disability, Homeless Assistance, Substance Use Disorder, and Human Services Development Fund.
- **Appendix C-1: Human Services Proposed Budget and Individuals Served Spreadsheet** (to be completed by HSBG counties) In addition to proposed expenditures and individuals served, counties will enter their HSBG allocation according to the instructions in Appendix C-1.

The county should submit to DHS for prior approval, a revised budget for any change in service expenditure level of 10 percent or more from the approved Plan.

- **Appendix C-2: Human Services Proposed Budget and Individuals Served Spreadsheet** (to be completed by non-block grant counties) In addition to proposed expenditures and individuals served, counties will enter their DHS allocation according to the instructions in Appendix C-2.

The county should submit a revised budget if and when funding is moved between cost centers/service categories in excess of the current re-budget procedures for each program covered in the Plan.

Re-budget notifications should be submitted to the HSBG resource account. The deadline for submitting a re-budget is June 30 of the current fiscal year. If there are questions or concerns regarding the revised budget, the DHS will notify the county within two weeks.

**Due Date:** The due date for the Plan is 60 days from the issuance of this bulletin. It is to be submitted electronically to the HSBG resource account at [RA-pwhsblockgrant@pa.gov](mailto:RA-pwhsblockgrant@pa.gov).

Appendix A  
Fiscal Year 2018-2019

**COUNTY HUMAN SERVICES PLAN**  
**ASSURANCE OF COMPLIANCE**

**COUNTY OF:** \_\_\_\_\_

- A. The county assures that services will be managed and delivered in accordance with the county Human Services Plan submitted herewith.
- B. The county assures, in compliance with Act 80, that the county Human Services Plan submitted herewith has been developed based upon the county officials' determination of county need, formulated after an opportunity for public comment in the county.
- C. The county and/or its providers assures that it will maintain the eligibility records and other records necessary to support the expenditure reports submitted to the Department of Human Services.
- D. The county hereby expressly, and as a condition precedent to the receipt of state and federal funds, assures that in compliance with Title VI of the Civil Rights Act of 1964; Section 504 of the Federal Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and the Pennsylvania Human Relations Act of 1955, as amended; and 16 PA Code, Chapter 49 (Contract Compliance regulations):
  - 1. The county does not and will not discriminate against any person because of race, color, religious creed, ancestry, origin, age, sex, gender identity, sexual orientation, or disability in providing services or employment, or in its relationship with other providers; or in providing access to services and employment for individuals with disabilities.
  - 2. The county will comply with all regulations promulgated to enforce the statutory provisions against discrimination.

**COUNTY COMMISSIONERS/COUNTY EXECUTIVE**

*Signatures*

*Please Print*

	Date:
	Date:
	Date: