

CYBHI School-Linked Partnership & Capacity Grants

COE Toolkit

Introduction

This toolkit is intended to provide support and guidance to county offices of education for the CYBHI School-Linked Partnership and Capacity Grant. The toolkit will be updated periodically as resources are developed. For more information about the grant program, see the [grant program website](#).

Step 1 – Gather and Review Information

- View the DHCS [video overview of the CYBHI fee schedule](#)
- Review your COE's allocation of grant funds. Allocations are posted to the [Grant Program webpage](#).
- Review the [DHCS Funding Guidance Overview](#).
- Review webinar materials — video recordings and slides are posted to the [webpage](#).
- Review the Essential Program Components document [here](#).

Step 2 – Complete the COE Baseline Survey

The COE baseline survey is intended to gather information about your current infrastructure, priorities, and efforts related to student behavioral health services. The baseline survey does not require any information about how you will spend grant funds (this information will be required as part of the COE implementation plan — see [Step 5](#)).

The COE baseline survey is available [here](#). A MS Word version is available for download [here](#). **The COE baseline survey is due by 5/10/2024.**

Step 3 – Internal Strategy Convening

Convene a strategy meeting at the COE level to share information about the grant program and begin identifying ideas for how grant funds can best support student behavioral health in your county. Meeting invitees may include staff working on community schools, expanded learning, special education, social and emotional learning, curriculum and instruction, multi-tiered system of support (MTSS), data, contracts, and administration.

Step 4 – LEA & Community Engagement

- a. **Identify points of contact** at each LEA in your county and communicate with LEAs about the fee schedule and capacity grant program. Draft communications to LEAs are available on the [webpage](#). Charter schools are eligible entities in the CYBHI School-Linked Partnership & Capacity Grant. When sending communications to LEAs, include your charter schools.

- b. **Engage LEAs and community partners in discussion** about student behavioral health needs and how grant funds can best be utilized to address these needs and prepare LEAs to implement the fee schedule. This may include individual and group meetings with LEA representatives, a forum to engage community organizations and other partners, and/or meeting with existing networks and associations in your county to discuss the grant. Communications to LEAs should encourage their participation in the grant program and outline their options for participation.
- c. **Support LEAs to complete the baseline survey.** LEAs will need to complete a baseline survey, which is available [here](#) (MS Word version [here](#)). **The LEA baseline survey is due by 8/1/24.**
 - All LEA baseline surveys must be submitted by 8/22/24.
- d. **For LEAs that are not responsive to COE outreach** about the LEA's participation in the grant program, **the COE must complete the following steps prior to August 22, 2024.** The COE will be required to submit documentation of these steps as part of the COE's implementation plan (due June 10, 2024 - September 10, 2024).
 - 1. **Conduct outreach through email, phone, and mail over a 4-week (minimum) period** (i.e., at least 4 weeks between the first and last communication attempts). These communications should include information about the intent of the grant program and value of LEA participation and specify that the LEA must respond to the COE to be eligible to receive grant funding. At **minimum**, this must include:
 - 3 email messages
 - 2 phone calls
 - 1 letter by email
 - 2. If the LEA does not respond to any of these communications, **send by standard mail a second letter, signed by the County Superintendent, indicating the COE decision to not allocate grant funding to the LEA due to non-responsiveness.** The letter must state that the LEA has at least one week from receipt of the letter to contact the COE to indicate the LEA's interest in participating in the grant program. The letter should also detail the COE's outreach attempts to date by mail, email, and phone. A letter template is available [here](#).

Step 5 – COE Implementation Plan

- a. **Download the planning tool** (Excel document) from the [webpage](#).
- b. Based on discussions at the COE level and with LEAs and community partners, **complete the "Implementation Plan & Budget" tab.** This tab includes a high-level budget (i.e., amount of grant funds dedicated to each permissible spending category) with corresponding deliverables. This tab is specific to funds that the COE will retain and spend directly, and should not include deliverables related to LEA use of grant funds.
- c. **Specify allocations to LEAs** in your county along with a brief justification for each LEA's allocation.
 - Consider the following guidance from page 8 of the [DHCS Funding Guidance Overview](#) when determining the distribution to LEA allocations vs. COE activities:

“The majority of the funding for this grant program is intended to go to Local Education Agencies (LEAs). County Offices of Education (COEs) will work in collaboration with their LEAs as LEAs determine their priority funding activities. LEAs may choose to delegate or defer to their COE to fulfill an objective of the priority funding activity, for example purchasing an electronic health record system or claims submission software for multiple LEAs within the County. In that case, the COE will pool the contributions from the LEAs to support activities on behalf of their LEA(s). However, should a COE not fulfill activities on behalf of their LEAs, 80% of the funding is intended to flow directly to LEAs. As a part of the COE Implementation Plan process, COEs must provide rationale for LEA allocations. Should LEAs have lower than 80% allocation overall to their LEAs, the Grant Administrator will require sufficient rationale for the COE role in LEA funding activities.”

- It is up to each COE to determine their own LEA allocation strategy. Examples of data that COEs might use to inform this strategy include: LCFF allocations, unduplicated pupil count or percentage, other demographic data, and available health and behavioral health data.
 - When considering your allocation strategy, there is no singular correct approach. Your allocation strategy may include one of more of the following strategies:
 - Direct allocation to LEAs, where LEAs receive grant funds for priority funding activities.
 - A centralized (i.e., consortium) strategy where LEAs agree to delegate all or part of grant funds to the COE for COE-led activities in support of LEA operational readiness.
 - Other strategies such as partnering with another COE by allocating all or part of the grant funding to the multi-county partnership.
 - A hybrid approach that includes more than one strategy.
- Every LEA should be listed in the LEA Allocations portion of the COE implementation plan, even if their allocation is \$0.
- Specify whether an LEA is receiving capacity grant funding.
 - If an LEA opts into a centralized (i.e., consortium) strategy instead of receiving funds directly, indicate from 0 to [x] the amount of funds they are keeping in their LEA allocation as part of the COE Implementation Plan.
 - If an LEA is opting into a centralized (i.e., consortium) strategy, documentation of their agreement is needed. See the [link](#) for a template of the LEA letter.
 - LEAs and charter schools within a county can provide documentation indicating that they agree to the centralized strategy if it includes the signature of their superintendent and details the strategy for which they are providing consent.

The COE implementation plan is due 6/10/24 - 9/10/2024. COEs will have the opportunity to submit modifications to the implementation plan as part of semi-annual progress reports.

Step 6 – Support LEAs to Complete Implementation Plans

- a. LEA Implementation Plans are required for every LEA receiving an allocation of grant funds.
- b. LEA Implementation Plans are due by **January 31, 2025**.
- c. COEs are responsible for the approval of the LEA Implementation Plans prior to distributing funds.
 - COEs should follow timelines specified in their MOUs with LEAs. If a timeline is not specified, COEs can mirror the Grant Admin timeline of a maximum of 45 days, if this works for their local context. COEs should consult their local business office.
 - The Grant Admin team will not conduct a review of LEA Implementation Plans.