

**Mental Illness and Drug Dependency
2008 Annual Report**

Attachment E

New Strategy Request Process Proposal

Ordinance 16261 directs that the Mental Illness and Drug Dependency (MIDD) Oversight Committee (OC) propose a process and schedule for new strategies and programs to be considered for funding by the sales tax revenue.

Strategies are activities, interventions, programs that achieve the goals of the MIDD plan. Once a strategy is adopted, existing County procurement policies guide the implementation of the work¹.

The ordinance directs that the process shall:

1. Be easily accessible and transparent to the potential proposers of new strategies and programs;
2. Provide clear and simple directions for the potential proposers of new strategies and programs;
3. Specify the key elements required in any proposal or request for funding;
4. Include a schedule and timeline for the proposal process; and
5. Provide at least two dates during the calendar year when new strategies and any necessary supplemental appropriation ordinances would be sent to the council for consideration. One of those dates shall be April 1, when the MIDD annual report is due.

Proposed Process

1. Interested parties shall obtain and complete a New Strategy Recommendation (NSR) form (available at <http://www.kingcounty.gov/healthservices/MHSA/MIDDPlan.aspx>) that describes the scope of the strategy and submit the completed form to the MIDD OC co-chairs. The NSR form will be modeled after the strategy description forms.
2. The party will receive a letter that acknowledges receipt of the recommendation, describes the process timeline, and provides a contact name and number.
3. A subcommittee of the MIDD OC will be designated to review the NSRs. The New Strategy Subcommittee will meet at least twice a year to consider the recommendations submitted during the prior period.
4. Staff to the New Strategy Subcommittee will conduct a minimum qualifications review of each NSR and submit findings with each NSR to the subcommittee.
5. At the meetings, the New Strategy Subcommittee will discuss and score the NSRs against a set of criteria. The subcommittee may request further information from the recommending party and may invite the recommending party to a meeting of the subcommittee.
6. The New Strategy subcommittee will prepare a report to the MIDD OC that includes a description of all NSRs received during the period and the subcommittee's recommendations regarding which new strategies, if any, should be forwarded to the King County Executive for potential forwarding to the King County Council.
7. The MIDD OC will consider the report of the subcommittee and utilizing the existing operating rules of the MIDD OC, make a recommendation to King County Executive as

¹ An entity proposing a new strategy will not necessarily be selected as the service provider.

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to which new strategy recommendations should be forwarded to the King County Council. The Executive shall forward new strategies recommendations to the Council at least twice annually.

8. A list of all NSRs received during the period shall be included in the reports transmitted at every level through this approval process.

Subcommittee Composition

The New Strategies Subcommittee shall be comprised of at least seven members including the following:

- Two provider representatives
- Two County government representatives
- One Other government representative
- Two at large members

One member will be selected by the group to chair the subcommittee.

Administrative support will be provided by staff to the MIDD OC.

New Strategy Recommendation Schedule

New strategy recommendations have two submittal deadlines: October 31 and April 30.

For NSRs submitted by October 31, the schedule is as follows:

- Staff review recommendations during November and provide analysis.
- The New Strategy Subcommittee meetings and recommendations occur in December and early January.
- The Subcommittee recommendation report is due to MIDD OC by February 1.
- The MIDD OC considers requests at February meeting and makes report on recommendations, if any, to the King County Executive by March 1.
- The Executive will consider the report and send recommendations to KC Council by April 1.

For NSRs submitted by April 30, the schedule is as follows:

- Staff review recommendations during May and provide analysis.
- New Strategy Subcommittee meetings and recommendations occur in June and early July.
- The Subcommittee report due to MIDD OC by August 1.
- The MIDD OC will consider requests at August meeting and make report on recommendations, if any, to King County Executive by September 1.
- The Executive will consider report and send recommendations to KC Council by October 1.

Criteria for Rating NSRs

The criteria to be used by the New Strategy Subcommittee to evaluate the NSRs shall include but is not limited to the following:

Pursuant to RCW 82.14.460, any program or service funded must be a new or expanded mental health program, chemical dependency program or therapeutic courts programs.

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Other criteria may include:

- Identifies and documents need of the target population
- Enables the implementation of a full continuum of treatment, housing and case management services
 - Addresses the full continuum of treatment
 - Addresses housing needs
 - Addresses case management services
- Focuses on the prevention and reduction of
 - chronic homelessness
 - over-use of jail by persons whose criminal conduct is a direct result of drug addiction or mental illness
 - unnecessary involvement in the emergency medical systems
- Promotes recovery for persons with disabling mental illness and chemical dependency
- Builds on or integrates with existing services
- Achieves the goals of KC ordinance 15949
 - A reduction of the number of people with mental illness and chemical dependency using costly interventions like jail, emergency rooms and hospitals
 - A reduction of the number of people who cycle through the jail, returning repeatedly as a result of their mental illness or chemical dependency
 - A reduction of the incidence and severity of chemical dependency and mental and emotional disorders in youth and adults
 - Diversion of youth and adults with mental illness and chemical dependency from initial or further justice system involvement
 - Explicit linkage with, and furthering the work of, other council directed efforts including, the Adult and Juvenile Justice Operational Master Plans, the Ten-Year Plan to End Homelessness in King County, the Veterans and Human Services Levy Service Improvement Plan and the Recovery Plan for Mental Health Services

Attachment 1: New Strategy Recommendation Form

Attachment 2: New Strategy Recommendation Rating Form

New Strategy Recommendation Form

In accordance with King County Ordinance 16261, the Mental Illness Drug Dependency Oversight Committee (MIDD OC) has developed a process for the submission and recommendation of New Strategies. New Strategies are plans of action to achieve MIDD goals. Once new strategies are recommended by the MIDD Oversight Committee and adopted by the King County Council, established county policies on procurement will be followed².

Parties interested in submitting a New Strategy proposal³ are required to complete the attached New Strategy Recommendation Form and submit as outlined below.

Completed New Strategy Recommendation Forms should be sent to the MIDD Oversight Committee c/o Andrea LaFazia, MIDD Project Manager at 401 5th Avenue, Suite 400, Seattle, WA 98104. Please submit eight copies (double-sided and stapled in the upper left-hand corner) and an electronic copy to midd@kingcounty.gov.

New Strategy Recommendations will be considered by the MIDD OC at least twice each year. The submission due dates are October 31 and April 30 annually. New Strategy Recommendation Forms received between May 1–October 31 will be reviewed during the October 31 review period and New Strategy Recommendation Forms received between November 1–April 30 will be reviewed during the April 30 review period.

Timelines

October 31 New Strategy Recommendation Form timeline

November: Minimum qualification review of all New Strategy Recommendation Forms received

December and January: New Strategy Recommendation Forms rated

January and February: MIDD OC considers New Strategy Recommendation; MIDD OC takes action on New Strategy Recommendation.

March: New Strategy Recommendations recommended for inclusion in the MIDD are transmitted to the King County Executive (KCE).

April 1: KCE forwards New Strategy Recommendations to the King County Council (KCC) for consideration and possible action.

April 30 NSR Form timeline

May: Minimum qualification review of all New Strategy Recommendation Forms received

June and July: New Strategy Recommendation Forms rated July and August; MIDD OC considers New Strategy Recommendation.

September: New Strategy Recommendations recommended for inclusion in the MIDD are transmitted to the King County Executive (KCE).

October 1: KCE forwards New Strategy Recommendations to the King County Council (KCC) for consideration and possible action.

² Entities proposing a new strategy will not necessarily be selected as the service provider

³ Current MIDD funded strategies are not eligible for the new strategy recommendation process

New Strategy Recommendation Form

Name Contact	
Agency/ Organization (if applicable)	
Address	
Email	
Phone Number	

Date New Strategy Recommendation Form submitted	
<input type="checkbox"/> October 31 pool (received May 1–October 31)	<input type="checkbox"/> April 30 pool (received November 1–April 30)

I. Name of New Strategy:

1. Area [Check the box (or boxes) of the new strategy topic area]:

- A. Mental Health
- B. Chemical Dependency
- C. Therapeutic Courts

2. Type of service(s)

- A. New programming/service delivery
- B. Expansion or enhancement programming/service delivery
- C. Infrastructure Development

II. Content

Complete the following content areas for the new strategy recommendation.

1. New Strategy Program/Service Description Section (no more than 1,000 words)

- A. Provide a brief description of the new strategy
- B. Identify the problem or need to be addressed by the new strategy
- C. Specify the reason(s) for the recommendation of the new strategy

- D. *Identify the new strategy service components/design*
- E. *Identify the target population to be served by the new strategy (include demographics and geography for the target population)*
- F. *Identify the overall goal of the new strategy (ensure that the goal is measurable)*
- G. *Specify the outputs/outcomes of the new strategy (ensure that the outputs/outcomes are measurable)*
- H. *Identify and discuss potential barriers to implementation and success of the new strategy (e.g., housing, transportation, language, medication, etc.)*

2. Partnerships and Collaboration Section

- A. *How does the new strategy integrate with or otherwise affect existing services?
Please elaborate:*

- B. *Does the new strategy include partnerships and linkages? That is, is it linked with existing county initiatives, current MIDD strategies, does it includes partnerships with entities already engaged in the work, etc?*

Yes No Don't Know

If yes, please identify partnerships/linkages:

- C. *Does the new strategy link with any of the existing MIDD strategies?*

Yes No Don't Know

If yes, please specify which strategies and how it is linked:

III. Consistency with the Goals of the MIDD Sales Tax Section

Are the goals of the new strategy consistent with one or more the goals of the MIDD Ordinance

(<http://www.kingcounty.gov/healthservices/MHSA/MIDDPlan/MIDDThreePlans.aspx>).

(Check all that apply and provide a narrative explanation on new strategy consistency for each goal selected).

- A reduction of the number of people with mental illness and chemical dependency using costly interventions like jail, emergency rooms and hospitals*

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- A reduction of the number of people who cycle through the jail, returning repeatedly as a result of their mental illness or chemical dependency*

- A reduction of the incidence and severity of chemical dependency and mental and emotional disorders in youth and adults*

- Diversion of youth and adults with mental illness and chemical dependency from initial or further justice system involvement*

- Explicit linkage with, and furthering the work of, other county initiatives including, the Adult and Juvenile Justice Operational Master Plans, the Ten-Year Plan to End Homelessness in King County, the Veterans and Human Services Levy Service Improvement Plan and the Recovery Plan for Mental Health Services.*

IV. Optional

Budget information (not rated): If possible, please provide estimated cost range for this recommendation.

V. Other Comments:

New Strategy Recommendation Rating Form

Name of interested party: _____

Date proposal received: _____

Proposal review pool date:

October 31 proposal pool or April 30 proposal pool
(Received May 1–October 31) (Received November 1–April 30)

DATE: _____

REVIEWED BY: _____

TOTAL POINTS POSSIBLE: _____

POINTS AWARDED: _____

Please review the new strategy recommendation below and answer the questions.

Name of New Strategy: _____

Area (Check the box (or boxes) next to the new strategy topic area):

- A. Mental Health
- B. Chemical Dependency
- C. Therapeutic Courts
- D. None of the above

I. Content

Is the content clear for each of the topics within the new strategy?

**Check the box next to the topic if you think it is clear and provide a rating for each topic.
List questions, comments and concerns below the topic heading.**

1. New Strategy Program/Service Description

A. Identifies a new strategy program/service description consistent with MIDD goals

Rating scale:

Strongly Agree (4) Agree (3) Disagree (2) Strongly Disagree (1)

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B. Identifies an important, prioritized or unmet problem or need to be addressed by new strategy

Rating scale:

Strongly Agree (4) Agree (3) Disagree (2) Strongly Disagree (1)

C. Provides compelling reasoning and justification for Recommending the New Strategy

Rating scale:

Strongly Agree (4) Agree (3) Disagree (2) Strongly Disagree (1)

D. Identifies the new strategy service components/design

Rating scale:

Strongly Agree (4) Agree (3) Disagree (2) Strongly Disagree (1)

E. Identifies and provides data supporting the target population

Rating scale:

Strongly Agree (4) Agree (3) Disagree (2) Strongly Disagree (1)

F. Articulates the overall goals and is consistent with MIDD goals

Rating scale:

Strongly Agree (4) Agree (3) Disagree (2) Strongly Disagree (1)

G. Provides measurable and appropriate outputs and outcomes

Rating scale:

Strongly Agree (4) Agree (3) Disagree (2) Strongly Disagree (1)

H. Identifies and explains potential barriers to implementation and success of the new strategy (e.g., housing, transportation, language, medication, etc.)

Rating scale:

Strongly Agree (4) Agree (3) Disagree (2) Strongly Disagree (1)

2. Partnerships and Collaboration

A. *Does the new strategy build on or integrate with existing services?*

Rating scale:

Strongly Agree (4) Agree (3) Disagree (2) Strongly Disagree (1)

B. *The new strategy includes partnership and linkages. That is, is it (or could it be) linked with existing county initiatives, such as other MIDD strategies? Does it include partnerships with entities already engaged in the work, etc...*

Rating scale:

Strongly Agree (4) Agree (3) Disagree (2) Strongly Disagree (1)

C. *Any questions, comments, concerns? (Not rated)*

II. Consistency with the Goals of the MIDD Sales Tax

Are the goals of the proposed new strategy consistent with one or more the goals of the MIDD as listed in King County Ordinance 15949? (Check all that apply).

A reduction of the number of people with mental illness and chemical dependency using costly interventions like jail, emergency rooms and hospitals

A reduction of the number of people who cycle through the jail, returning repeatedly as a result of their mental illness or chemical dependency

A reduction of the incidence and severity of chemical dependency and mental and emotional disorders in youth and adults

Diversion of youth and adults with mental illness and chemical dependency from initial or further justice system involvement

Explicit linkage with, and furthering the work of, other council directed efforts including, the Adult and Juvenile Justice Operational Master Plans, the Ten-Year Plan to End Homelessness in King County, the Veterans and Human Services Levy Service Improvement Plan and the Recovery Plan for Mental Health Services.

None of the above.

Rating scale:

Strongly Agree (4) Agree (3) Disagree (2) Strongly Disagree (1)

III. Other Comments:

IV. Overall Rating

Should this new strategy be recommended for MIDD funding?

Rating scale:

- Strongly Agree (4) Agree (3) Disagree (2) Strongly Disagree (1)

Comments:
