

HEALTH MANAGEMENT ASSOCIATES

January 10, 2019

Renee Smith, LCSW
Program and Re-Entry Services Manager
Solano County Sheriff's Office

Dear Ms. Smith,

This letter is in regard to the funding that will be provided to Solano County through its participation in the project *Expanding Access to MAT in County Criminal Justice Systems*. Solano County is one of 23 California counties that have been selected to participate in this project and committed to the participation of a team of key stakeholders from jail custody and health care services, the county administrator's office, the county drug treatment program, and the courts/legal system.

Funding for this project is granted by the California Department of Health Care Services (DHCS) under its federally-funded response to the opioid crisis. During the course of this project, DHCS has decided to provide county teams with funds to enable rapid implementation or expansion of Medication Assisted Treatment and SUD treatment in jails and drug courts, while counties secure sustainable funding. Solano County is eligible to receive a one-time grant up to \$150,000 based on submittal of a plan that meets program guidelines.

Spending guidelines and application instructions will be forthcoming, and funds will be issued in the first quarter of 2019. You will have through December 2019 to spend this grant, and possibly a longer period of time. We are also seeking permission to allow no-cost extensions, and this will be detailed in the instructions.

Please direct any further questions to me and congratulations on this important award.

Sincerely,



Donna Strugar-Fritsch
Principal, Health Management Associates
Project Director, Expanding Access to MAT in County Criminal Justice Settings

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APPLICATION FOR GRANT FUNDS: EXPANDING ACCESS TO MAT IN COUNTY CRIMINAL JUSTICE SETTING

PROGRAM DESCRIPTION

The California Department of Health Care Services, under its federal funding for the State Opioid Response “Medication Assisted Treatment Expansion Project 2.0” has provided funds to be distributed to county teams participating in the first cohort of *Expanding Access to MAT in County Criminal Justice Settings*. The table below provides the maximum funding allocated to each eligible county.

Maximum Grant	Counties
\$110,000	Mono, Plumas, Siskiyou, Tehama, Nevada, Mendocino, Marin, Shasta, Imperial, Kings, San Louis Obispo
\$160,000	Placer, Solano, Santa Barbara
\$210,000	Contra Costa
\$260,000	Ventura, Kern
\$310,000	Alameda, Santa Clara, Riverside, Orange
\$340,000	Los Angeles

FUNDING OBJECTIVES

Funds are intended to expedite implementation of SUD screening, assessment, treatment, and access to MAT in county jails and drug courts while local sustainable funds are secured. As each county has unique circumstance, there is flexibility in the use of funds so long as funds support the stated objective.

ELIGIBILITY REQUIREMENTS

Only one agency may apply from each team. To be responsive to unique county needs, any agency represented on the County Team is eligible to be the applicant for the funds. The Lead Agency for the project is not required to be the applicant agency for this funding.

Eligibility is contingent upon submittal of data from the county jail(s) for at least the period November 2018 – January 2019 to include all the following data elements. Full 2018 reporting is preferred but not required, and applicants should provide data for as many months as possible. This data will be tracked aggregated and tracked across jails, and no jail identifiers will appear in any use of this data.

- Average daily population
- Number of intakes
- Monthly # intakes requiring detox/withdrawal protocol for:
 - Alcohol
 - Opioids
 - Benzodiazepines
 - Methamphetamine
 - Other

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- Monthly # persons withdrawn from methadone
- Monthly # persons withdrawn from buprenorphine
- Monthly # persons withdrawn from naltrexone
- Monthly # persons continued on methadone
 - Pregnant women
 - Others
- Monthly # persons continued on buprenorphine
 - Pregnant women
 - Others
- Monthly # persons continued on naltrexone
- Monthly # persons inducted on methadone
- Monthly # persons inducted on buprenorphine
- Monthly # persons inducted on naltrexone
- Monthly # persons given Vivitrol injections
- Monthly # drug overdoses in jail
- # units of naloxone provided at release and/or to visitors

PROJECT TIMEFRAME

Application submittal	Friday February 15, 2019 at 5:00 p.m.
Notice of funding approval	Friday March 1, 2019
MOU issued to applicant	Friday March 15, 2019
MOU signed and returned by applicant	Friday April 5, 2019
Initial funds disbursed	No later than Friday April 26, 2019
Interim report due	Friday July 26, 2019
Remaining funds disbursed	Friday August 16, 2019

FUNDING DECISIONS

DHCS reserves the right to approve or deny funds under this grant and to recoup unspent funds after the grant period ends.

GRANT PAYMENTS

HMA will disburse 50% of project funds to award agencies no later than Friday April 26, 2019. Pending receipt of an acceptable interim report no later than July 26, 2019 the remaining 50% of funds will be disbursed no later than August 16, 2019.

SPENDING TIMEFRAME

Counties are expected to spend these funds by January 31, 2020. A no-cost extension may be granted upon the agency's request, contingent on extending reporting requirements and appropriate oversight. Extension requests will likely occur in November-December. Agencies will forward requests to HMA and HMA will seek approval from DHCS.

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ELIGIBLE EXPENSES

The following expenses are eligible for grant funds. Refer questions about other expenses to your HMA team coach.

- Salary and benefits for permanent or limited term county employees, for duties that address grant objectives.
- Staff contracted through county-approved contractors, for duties that address grant objectives
- Equipment required by employees or contractors in carrying out duties that address grant objectives. This may include computers or software.
- Professional materials related to grant objectives, including subscriptions, manuals, and reference materials.
- Training expenses related to grant objectives.
- Travel expenses for agency staff or MAT team members related to grant activities, within state allowances
- Patient education materials specific to MAT and OUD
- Indirect expenses not to exceed 5% of the grant total may be used for administration and overhead costs related to the grant.
- Cost of Sublocade or other subcutaneous or injectable MAT medications if under a pilot which includes measurable outcomes and a specific time period
- Medication safes and lock boxes
- Telehealth expenses for hardware and provider fees directly related to providing MAT
- Minor facility improvements to enable administration and safeguarding of MAT in jail or drug court
- Improvements to electronic health records such as templates and data sharing functionality related to MAT
- Hosting or conducting outreach, meetings, and other events to engage stakeholders and directly related to MAT expansion in criminal justice
- Promotional materials related to expanding MAT in criminal justice settings
- Other expenses approved by HMA

INELIGIBLE EXPENSES

Funds may not be used to:

- Supplant existing activities or staff assignments
- Purchase methadone, oral or sublinguabuprenorphine, oral naltrexone, or naloxone
- Supplant existing Vivitrol purchases
- Purchase equipment or supplies other than as noted above
- Indirect costs in excess of 5% of the grant total
- Telehealth kiosks
- Facility improvements unrelated to those named above
- Non-FDA approved medication or devices for treating OUD
- Alcoholic beverages

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FEDERAL AND STATE OF CALIFORNIA REGULATIONS/FUNDING

Agreements are subject to the approval of and the receipt by HMA of funding from the State of California's Department of Healthcare Services (DHCS). DHCS' funding of the Expanding MAT in County Criminal Justice Program is federal pass-through money from the Substance Abuse and Mental Health Services Administration (SAMSHA), a branch of the U.S. Department of Health and Human Services

(DHSS). Accordingly, site agreements will include standard federal rules and regulations, notably 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards., and applicable rules and regulations from the State of California. HMA will incorporate the applicable federal and state rules and regulations into the terms and conditions of the agreements.

Applicants are required to adhere to the budget guidelines included in the MAT in County Criminal Justice Program Budget Template (Attachment 2). Applicants must submit their budget in the template format. Applications that do not conform to this template may not be considered. All items budgeted must be inclusive of all costs, including taxes and fees, in US Dollars. Costs should remain valid for ninety (90) calendar days from application submission.

REPORTING REQUIREMENTS

Grant recipients will be required to submit the following:

- Monthly statistics for the period February 2019 –project end date for the data points noted in Eligibility Requirements.
- Interim Project Status Report and Financial Report by July 26, 2019. Reporting templates will be provided.
- Final Project Report and Financial Report within 30 days of project end date.

SUBMITTAL REQUIREMENTS

Applicant must submit the following completed forms via email to the County MAT HMA coach no later than Friday February 15 at 5:00 p.m.

- Attachment 1 Application Form
- Attachment 2 Project Budget
- Attachment 3 Jail Data (minimum Nov 2018 – Jan 2019)

APPLICATION FOR GRANT FUNDS:
EXPANDING ACCESS TO MAT IN COUNTY CRIMINAL JUSTICE SETTING

ATTACHMENT 1: APPLICATION FORM

Section 1: Entity Information	
Entity's Legal Name	Solano County Sheriff's Office
Doing Business As (If Applicable)	
Street Address	530 Union Avenue, Suite 100
City, State, Zip / Country	Fairfield, CA 94533
Mailing Address, If Different	
Email Address	https://www.solanocounty.com/depts/sheriff/
Main Telephone Number	707784-7001

Section 2: Entity Representatives		
Primary Grant Director <small>Individual leading the implementation of this grant in the county</small>	Authorized Signatory <small>Individual authorized to sign on behalf of the applicant entity</small>	Contract Representative <small>Individual responsible for agreement processing and negotiations</small>
Name Renee L. Smith, LCSW	Name Thomas A. Ferrara	Name Lisa Woods
Title Criminal Justice Program Services Manager	Title Sheriff-Coroner	Title Staff Analyst
Email rsmith@solanocounty.com	Email tferrara@solanocounty.com	Email ldwoods@solanocounty.com
Phone 707-784-4813	Phone 707-784-7030	Phone 707-784-7049

Section 3: Grant Proposal

Objective: State the specific objective(s) of the proposed activities.

Solano County intends to develop access to Medication Assisted Treatment (MAT) in the Solano County Jails by maintaining inmates who enter the Jails on Suboxone or Buprenorphine and Methadone on those medications while in custody.

We are in the process of developing an MOU with MedMark, our area Hub, and Wellpath, our Medical and Mental Health provider. This MOU will outline relationships between the Sheriff's Office, MedMark and Wellpath. It is our hope that MedMark will deliver MAT medications (as identified in the previous paragraph) to the jail and will work with Wellpath regarding dispensing the medication and documentation. Further details will be developed as we proceed with the program.

Additionally, we intend to develop a Narcan distribution program whereby inmates who request Narcan to take with them when they release into the community will have Narcan placed on their property.

Project activities: State the specific activities that will be funded.

1. Hire a Mental Health Clinician to serve as the MAT Coordinator, working with MedMark, Wellpath (Medical and Mental Health staff) and Healthright 360 (Substance Use Disorder staff) as well as assisting to connect inmates to community based spokes and other treatment providers in the community upon release.

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2. Develop a screening and assessment process to identify inmates for inclusion in the MAT and SUD programs.
3. Develop protocols for the administration of Suboxone or Buprenorphine and Methadone to inmates included in the MAT program in the county jail.
4. Develop and deliver MAT training to jail Medical staff.
5. Develop and deliver MAT training to Solano County Jail custody staff.
6. Develop and deliver MAT training to in-custody Mental Health and SUD staff.
7. Develop a data base system that will accurately capture MAT data including: medication at admission, drug withdrawals and type of drug, individuals maintained on MAT in jail, # of individuals who received Narcan Education, # of Narcan doses placed on inmate property, and additional elements as the project builds out.
8. Reach out to Touro University to identify potential interns to provide Narcan administration education to inmates in jail.
9. Develop Narcan education protocol for delivery to inmates in jail.
10. Develop Narcan distribution protocol.
11. Develop instruction card and resource list for inclusion in Narcan kit to be placed on inmate's property.
12. Launch MAT program for those who enter the jail on Suboxone or Buprenorphine and Methadone.
13. Launch Narcan distribution program.

Impact: Describe the precise desired impact of the proposed activities and how many persons in the jail and/or drug courts will gain increased access to MAT as a result of the activities. For activities that involve administering MAT, identify which medications will be used, the target population(s) and the number of people you will try to maintain and/or induct on MAT.

The desired impact of this project is to increase the coordination of services for those receiving MAT across our community. Currently, we have a drug court with an MAT component as well as a Probation Department referring folks to our Hub. The jail is not on board yet with MAT which poses a risk to those criminal justice involved folks should they return to jail.

Our goal is for the jail to become a spoke in our county's Hub and Spoke system in order that those currently on MAT can remain on their medication should they enter jail.

Ideally, we would eventually hope to move to a system where we were able to induct those needing MAT in the jail. However, we need to begin with this pilot program.

Our project includes maintaining those who enter the jail taking Suboxone or Buprenorphine and Methodone on their medications.

We anticipate maintaining approximately 45 individuals on methadone (annually) or 15 between September 15, 2019 and January 15, 2020.

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We anticipate maintaining approximately 20 individuals on Suboxone or Buprenorphine (annually) or 7 between September 15, 2019 and January 15, 2020.

We anticipate serving approximately 4 pregnant women who will be converted to or inducted on to Buprenorphine (annually) or 1 between September 15, 2019 and January 15, 2020.

These numbers were derived based on statistics generated from a one year study—October 1, 2017 through September 28, 2018. Below are the numbers from this study, unfortunately, they are aggregated rather than by month:

Pregnant opioid users who came in on methadone: 2
Pregnant Opioid users not on methadone (converted to buprenorphine): 2
Detainees who reported heavy alcohol use: 571
Detainees who reported heavy benzo use: 36
Detainees on methadone at intake: 41
Detainees with OUD on buprenorphine at intake: 18
Detainees with OUD on Vivitrol: 0
Detainees with OUD not receiving any treatment: 541

Please note that the data we supplied for November 2018-January 2019 is lacking in detail related to those who entered the jail on MAT. Wellpath changed its electronic Health Record System which launched in October 2018. This new system made it difficult for staff to pull data from the Electronic Health Records and therefore we did not have appropriate data for November 2018-January 2019.

As a part of this project we will be work to develop a series of custom reports for the MAT data and to help us improve service delivery to this population.

In terms of our Narcan distribution program, we anticipate educating every pod of individuals in our jail on a schedule to be determined by the implementation team.

We anticipate distributing 600-1000 doses of Narcan (annually) or 150-250 between November 1, 2019 and January 30, 2020.

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Project oversight: Describe the oversight of these activities and how the agency and the County MAT in CJ Team will be kept apprised of project development, implementation, and outcomes.

The County MAT in CJ Team will complete preliminary work on the overarching development of the project components, the MOUs with partners, creation of the job description for the MAT Coordinator, posting and hiring of this Limited Term County position. These activities will be assigned to different personnel on the Team and during every Team Meeting activities and due dates will be reviewed.

Undersheriff Dewall is the Team Champion and will be attending Team Meetings. He will thus be able to track progress and present to the Sheriff and Management Team.

Once the MAT Coordinator is hired a work plan with due dates will be developed with guidance from her/his supervisor. The MAT Coordinator will present this plan to the County MAT in CJ Team who will approve or require adjustment of the plan. After this point the MAT Coordinator will discuss progress on goals/activities in weekly supervision as well as presenting progress to the Team on a monthly basis.

It should be noted that not all activities required to move this project along will be the responsibility of the MAT Coordinator. Various Team members will take on tasks within their areas of expertise. These tasks will be placed on the master work plan along with the name of the responsible Team member and due date. All activities will be reviewed at monthly Team Meetings.

Project Staffing: For any staffing covered by these funds, describe the following for each position

- Permanent, limited term, or contracted
- Hiring and/or contracting timeframes
- % FTE
- If contracted, describe anticipated process and prospective pool of contractors
- Location
- Supervision

We plan to hire an MAT Coordinator (Mental Health Clinician), which will be a 100% FTE, Limited Term County position. We anticipate hiring this position by July 1, 2019. The individual will be located in the County Jail and will be supervised by Renee Smith, LCSW, the Grant Director.

Time Line and Milestones

Provide a timeline for the period April 2019 – January 2020 that includes key project activities and milestones.

Execute MOU between Sheriff's Office, MedMark and Wellpath for administration of MAT in the Jail—
April 1, 2019

Develop Job Description and Posting for MAT Coordinator - April 15, 2019

Develop MAT Training for Jail Medical Staff - April 15, 2019

Develop MAT Training for Custody Staff - May 15, 2019

Develop MAT Training for in-custody Mental Health and SUD Staff - June 15, 2019

Execute MOU between SO and Touro University for Students to Provide Narcan Education in the Jail -
June 30, 2019

Hire MAT Coordinator - July 1, 2019

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Develop protocols for the administration of Suboxone or Buprenorphine and Methadone to inmates included in the MAT program in the county jail - July 15, 2019

Develop a screening and assessment process to identify inmates for inclusion in the MAT and SUD programs - July 30, 2019

Deliver MAT training to jail Medical staff - August 1, 2019

Develop data base to capture and store data related to MAT program - August 15, 2019

Deliver MAT training to Solano County Jail custody staff - August 15, 2019

Deliver MAT training to in-custody Mental Health and SUD staff - September 3, 2019

Launch MAT program for those who enter the jail on Suboxone or Buprenorphine and Methadone - September 15, 2019

Develop Narcan education protocol for delivery to inmates in jail - September 30, 2019

Develop Narcan distribution protocol - October 15, 2019

Develop instruction card and resource list for inclusion in Narcan kit to be placed on inmate's property - October 30, 2019

Launch Narcan distribution program - November 1, 2019

Sustainability Plan

Describe intent to secure permanent funding for successful activities that arise from this grant.

Sustainability of any grant funded program can be challenging yet, at this point in time, there seems to be a wealth of funding to combat the Opioid epidemic. Our plan is to be aggressive in identifying these funding opportunities from entities such as the DOJ, SAMHSA and others to apply for and obtain any grant funding that seems to fit our program. Additionally, being a part of the Solano County Opioid Safety Coalition puts us in contact with a variety of partners that we have previously not had access to. We hope to develop relationships with these new partners that might lead to partnering to secure additional funds or being invited to apply for Foundation grants that might support our project.

Once an infrastructure is built and a project is underway, our past experience has been that other county partners have been willing to braid some funding with Sheriff's Office dollars in order to sustain a project as that program fills an important service gap. We have also learned through participation in previous grants that sustainability often means leveraging partner agencies to provide services where there are funding gaps. The Sheriff's Office has been successful at creating partnerships within the county where by staff were shared in order to provide necessary treatment, and reentry services to the participants of its programs. This collaborative spirit will be enhanced during this grant process in order to create additional fruitful partnerships to assist with program sustainability.

SIGNATURES

Do you certify that the funding received by your organization from HMA would be allocated solely for the programmatic implementation of the Expanding MAT in County Criminal Justice Systems?

X YES NO

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Do you certify that the funding received by your organization from HMA would be allocated solely to increase access to treatment for persons presenting to the jail or drug courts with opioid addiction?
 YES NO

Do you certify that the individuals listed in this application budget (including employees, independent contractors, or third-party contractors) will receive the funding as outlined?
 YES NO

Do you certify that to the best of your knowledge, the information included in this application form, budget form, and back-up documents are complete and accurate?
 YES NO

Thomas A. Ferrara, Sheriff-Coroner

Name of Authorized Signatory

for  2/15/19
Signature Date

2/15/19

ATTACHMENT 2: PROJECT BUDGET

Submit budget using the following table format. Add lines as necessary. Refer to sample calculations. Complete the budget narrative below the table.

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BUDGET: EXPANDING ACCESS TO MAT IN COUNTY CRIMINAL JUSTICE SYSTEMS				
COUNTY NAME: SOLANO COUNTY				
PERSONNEL				
Salary				
Position Title	% FTE	Annualized Salary	Number of Months	Project Cost*
Mental Health Clinician (Reg)	100	\$85,312	12	\$85,312
Subtotal Salary				\$85,312
Fringe Benefit Cost				
Position Title	Fringe Rate			Project Cost**
Mental Health Clinician (Reg)	59.468%			\$50,733
Subtotal Fringe Benefit				\$50,733
Total Personnel (subtotal salary + subtotal fringes)				\$136,045
Contractor/Consultant				
Position Title	Hours/month	Number months	Hourly rate	Project Cost***
N/A				\$0
Total Contractor/Consultant				\$0
Other Cost				
Equipment (Office Equipment)				\$3,000
Other (Duplicating Services)				\$1,500
Other (Database Development)				\$10,000
Other (Office Supplies)				\$1,500
Other (Mileage)				\$500
Subtotal Other				\$16,500
Indirect	Rate			Project Cost****
Applied to MH Clinician (Reg) pers. costs	5%			\$6,802
TOTAL PROJECT COST^				\$159,347

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* % (FTE x annualized salary)/12 months x # months

Example .8 FTE at \$60,000 per year for 7 months: $(.8 \times \$60,000)/12 \times 7 = \$28,000$

** Project cost for salary x fringe rate

Example \$28,000 project cost for example above with fringe rate 32% = $\$28,000 \times .32 = \$8,960$

*** Contractor project cost = hours per month x # months X hourly rate

Example 80 hours per month x 7 months \$ \$125 per hour = \$7,000

**** Indirect cost = Indirect rate X cost to which it is applied

Example = Indirect rate 5% applied to personnel costs of \$130,000 = \$6,500

^ TOTAL PROJECT COST = Total Personnel + Total; Fringes + Total Contractors + Other + Indirect

Budget Narrative

- For each line in the budget, provide a narrative description of the expense, in reasonable detail.
- For travel expense, provide detail on mileage (reimbursed at state rate of \$0.545 per mile), lodging, meals, cab fare, parking, plane fare, and all other expenses.
- For Indirect, detail the expenses on which indirect costs are applied.

Personnel - \$136,045, to hire one full time, Limited Term, Mental Health Clinician (Registered), pending Solano County Human Resources and County Administrator concurrence, to serve as the MAT Coordinator to work with contracted in house medical, mental health and SUD staff, as well as other County departments and local treatment centers to develop and administer MAT in Solano County jails. Personal costs include salaries as well as costs and benefits associated with full time employment such as retirement, medical, dental and vision, OPEB, POBs, FICA and Medicare and Life Insurance.

Other Costs:

Equipment (Office Equipment) - \$3,000, to purchase a laptop and monitor for the MAT Coordinator, copier/printer as well as office furniture for the administration of the MAT program.

Other (Duplicating Services) - \$1,500, to provide duplication and printing of educational and informational pieces related to the Narcan distribution program.

Other (Database Development) - \$10,000, to develop a series of customized reports to extract data from our jail management system and contracted medical provider's HER, to capture and track data for the MAT and SUD programs.

Other (Office Supplies) - \$1,500, to purchase office supplies such as pens, paper, ink, desk supplies for the MAT Coordinator.

Other (Mileage) -\$500, to provide personal mileage reimbursement for the MAT Coordinator to travel between the County's three jail facilities as well other County departments and local treatment centers as necessary. Mileage will be reimbursed at the standard mileage rates for business use of a vehicle, currently at 58 cents per mile in 2019.

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Indirect Costs - \$6,802, 5% of the personnel costs of the MAT Coordinator for supervision and fiscal staff support of the MAT program.

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ATTACHMENT 3 JAIL DATA

- Applicants must provide data for all lines in the table below, for the period November 2018 – January 2019, at a minimum.
- A full year of data is preferred by not required. Add additional columns to report for more than six months.
- If some data elements are not available, enter NA and develop a means of collecting and reporting the element in the future.
- This data will be tracked aggregated and tracked across jails, and no jail identifiers will appear in any use of this data.

JAIL DATA REPORTING TEMPLATE						
COUNTY: Solano	November 2018	December 2018	January 2019	Insert month	Insert month	Insert month
Average daily population	756	740	723			
Intakes	1163	1222	1154			
Intakes requiring detox or monitoring for:						
Alcohol	39	36	27			
Opioids	22	40	29			
Benzodiazepines	1	0	0			
Methamphetamine	7	6	10			
Other	1	1	0			
Withdrawn from methadone	0	0	0			
Withdrawn from buprenorphine	0	0	0			
Withdrawn from naltrexone	0	0	0			
Continued on methadone						
Pregnant	0	0	0			
Not pregnant	0	0	0			
Continued on buprenorphine						
Pregnant	0	0	0			
Not pregnant						
Continued on naltrexone						
Inducted on methadone						
Inducted on buprenorphine						
Inducted on oral naltrexone						
Received Vivitrol injections						
Drug overdose (fatal and nonfatal)						
Units naloxone given to detainees and/or visitors						

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