



Important Grant Announcements 2012 Funding Cycle

*** Please share these announcements with appropriate staff. This document and related attachments can be found on our website at www.KeepingKidsFirst.org under Grantmaking > Request for Proposals.

I. Reimbursement / Important Dates

1. 2012 Schedule of Deadlines (see gray attachment)

1) Invoices

- Invoices are due the 2nd Friday of every month.
- Failure to submit on time will result in delayed payment.
- Payment will generally be received from the Children's Service Fund by the last day of the month.

2) Case Record Audits

- Will occur in April/May 2012 and November/December 2012.
- All hard copy records must be labeled with client IDs on the outside, and they must be organized in stacks by selected month, unit of service, and client ID.
- It is highly recommended that agencies self-audit their records prior to the CSF audit.

3) Demographics and Outcomes Report

- Deadlines are **August 17, 2012** and **February 22, 2013**.
- New Requirement: Reporting for 2012 will include Customer Satisfaction % (goal and actual) and # of Complaints/Grievances (goal and actual). Please begin tracking this if not already doing so.

2. Supplemental and Transfer Request Forms

- The forms required to submit a Supplemental or Transfer Request are available on our website under Grantmaking > Request for Proposals.
- Units may be transferred across different projects.
- Tracking monthly utilization relative to your award amount by unit is your responsibility.
- The deadline to submit a Supplemental or Transfer Request is **September 28, 2012** at 4pm.

3. School-Based Expansion Form

- Key Partners may request to expand into school districts not included in the original proposal.
- The forms required to submit an expansion request are available on our website under Grantmaking > Request for Proposals.
- The deadline is to submit a School-Based Expansion Request is **November 30, 2012**.

II. Service Delivery

1. 2012 Service Directory

- The 2012 Service Directory is now available in electronic and downloadable formats on our website at www.KeepingKidsFirst.org.
- When making referrals, please also utilize the Youth Connection Helpline as a resource.

2. St. Louis County Youth Connection Helpline

- New Requirement: Key Partners are required to respond within 48 hours of a standard referral and within 24 hours of an urgent referral from the St. Louis County Youth Connection Helpline (BHR).
- CSF and BHR will monitor Key Partner response times and waitlists.
- All new Key Partners are required to have intake and direct line staff trained on the Helpline.
- Trainings are scheduled for **February 21, 2012 at 1pm** and **March 22, 2012 at 1pm**, both will be held at BHR, 12647 Olive Blvd, Suite 200, Creve Coeur, MO, 63141.
- Key Partners who have new staff and/or would like to be re-trained are also welcome.
- For questions about training, contact Lisa Lappin at 314-628-6214 or llappin@bhrworldwide.com.

3. Transfer Students

- Transfer students qualify for all school-based programming (prevention, group, individual, family).
- Key Partners must indicate in the chart that the student is a transfer student for audit purposes.

4. Trauma Focused Cognitive Behavioral Therapy (TF-CBT) Training

- Will continue into 2012 as a means to build skills of our workforce and ensure that services are provided with fidelity, quality, and effectiveness.

5. Intensive Outpatient Program (IOP) – Request for Proposals

- An RFP for an Intensive Outpatient Program (IOP) will be combined with and announced during the 2013 Funding Cycle RFP (tentatively scheduled for June 15, 2012).

III. Assessment

1. Community Needs Assessment – Request for Proposals

- An RFP to conduct a comprehensive community needs assessment of children's mental health and substance abuse services in St. Louis County will be posted in February 2012.
- Purpose is to help us understand gaps, needs, and service capacity for our 2013 strategic planning.
- Once a vendor is selected, your contribution and participation will be critical.

2. Center for Effective Philanthropy (CEP) Grantee Perception Survey

- The Children's Service Fund will be partnering with the Center for Effective Philanthropy (CEP) to obtain feedback from Key Partners for quality improvement and benchmarking purposes.
- CEP will administer the survey to Key Partners in May 2012.

3. **Collaboration Research**

- Preliminary results are in about the level of collaboration occurring among Key Partners.
- Researcher Alicia Bunger will present results at our Annual Meeting in June.
- Communication and coordinated treatment planning with one another and other community providers is critical; please obtain releases to be able to share information.

4. **ETO Software Implementation**

- The application for the 2013 Funding Cycle will be in Efforts to Outcomes (ETO) software.
- Technical Assistance will be provided at that time.

IV. **Learning**

1. **2012 Capacity Building Calendar (see pink attachment)**

- **New Requirement:** Key partners must have representation for at least 75% of general events held, including capacity building trainings, and 75% of applicable Learning Workgroups.

2. **2012 MQA Board of Examiners**

- Applications are being accepted for the MQA Board of Examiners (our local Baldrige program).
- The deadline is **February 17, 2012**. Go to www.excellenceinmo.org for more information.
- This is a great way to learn the Baldrige Criteria and begin your performance management journey.

3. **Brown School Professional Development Calendar**

- Provides learning opportunities for staff on topics including evidence-based practices.
- CSF will present on Change and Performance Management in the fall.

4. **Mental Health First Aid Training (see yellow attachment)**

- CSF has funded BHR and their certified trainers to deliver this evidence-based program in 2012.
- Additional dates will be set; contact to Chris Mayer at 314-628-6205 or cmayer@bhrworldwide.com.
- Please share this opportunity with your stakeholders to help educate our community.

5. **Youth at Risk: Finding Solutions Together (see green attachment)**

- The Youth at Risk: Finding Solutions Together project with Nine Network will continue into 2012 to increase awareness, reduce stigma, and build agency capacity. The first cohort included 13 Key Partners and 10 more will be invited for 2012.
- A televised Town Hall will be held on **April 2, 2012**. Key Partners are required to have at least one representative in attendance. Go to www.nineNet.org/youthatrisk to register.