

**California Department of Mental Health (DMH)  
Stakeholder Input Process  
Mental Health Services Act (MHSA)  
Community Services and Supports Component  
April 19, 2005**

**Background**

On February 15, 2005, DMH released a draft of the Program Plan Requirements for the MHSA Community Services and Supports component. Stakeholder input is critical if this document is to reflect the goals of the MHSA and transform the public mental health system beyond “business as usual.”

At the December 17, 2004 General Stakeholders Meeting in Sacramento, one of the Group Feedback sessions focused on the Public Planning Process for the Community Services and Supports component of the MHSA. From input at that meeting and subsequent communications with stakeholders, the following items were the most commonly expressed concerns:

- There should be general meetings in Southern and Northern California
- There should be pre-meetings for clients and family members
- DMH should hold smaller workgroup meetings as necessary on specific topics
- The input process should employ conference calls, the Internet and teleconferencing if possible.
- Funding should be provided so that a variety of stakeholders may attend MHSA meetings – particularly clients and family members.
- DMH should publicize its Stakeholder Input Process widely to draw the broadest group of participants
- Cultural competency should be embedded throughout all MHSA activities.

**MHSA Stakeholder Input Process**

Based on this feedback, the DMH MHSA Stakeholder Input Process on Community Services and Supports will include seven strategies using different ways that stakeholders can participate. These strategies are:

- **General Stakeholder meetings on a quarterly basis in Los Angeles and Sacramento** – General Stakeholder meetings will be held in pairs on a quarterly basis, one in Los Angeles and one in Sacramento, usually one day after another. Agendas for the pair of meetings will be identical and summaries of the two meetings will be combined. Locations, agendas and meeting materials will be posted on the DMH website in advance.

- **Special Topic Workgroup sessions in Sacramento** – Special Topic Workgroup sessions will be organized by topic. All workgroup meetings will be held in Sacramento. DMH encourages attendance by people with special knowledge, expertise and interest in the issues under discussion at each of the workgroups. Summaries of all workgroup meetings will be posted on the DMH website. All Workgroups will be held from 1:00 – 4:00 p.m. Some workgroup sessions may run concurrently.
- **Client and Family Member Pre-meetings before each General Stakeholder meetings and Special Topic Workgroup session** - These Client and Family Member Pre-Meetings will be facilitated and provide an opportunity for clients and family members to review the purpose of the upcoming meeting/workgroup, review materials and ask questions. All Client and Family Member Pre-Meetings will be held the day of the meeting or workgroup session from 9:30 – 11:30 a.m.
- **Statewide conference calls on toll-free lines to orient stakeholders to major work products after they have been posted on the DMH website** - Conference calls will be held for orientation purposes as new materials are available on the website. In addition, each time we post important documents we will have an orientation conference call for one hour to introduce the materials, explain how the materials were developed and how we hope to use them in the workgroup sessions. All conference calls will be held with a toll-free number for participants and will be held from 3:00 – 4:00pm. They will start and end on time. See the [MHPA SAVE THE DATES](#) document on DMH website for dates and telephone numbers for conference calls as they are scheduled.
- **Written summaries of all General Stakeholder meetings and Special Topic Workgroup sessions** - Summaries will be developed for all General Stakeholder meetings as well as all Special Topic Workgroup sessions. These summaries will be developed by Pacific Health Consulting Group and will be posted no later than 7 days after the stakeholder or workgroup meeting on the DMH website.
- **Continuous posting of critical information on the DMH website** – The MHPA portion of the DMH website will be the location where all meeting notices, locations, times, materials and other relevant questions and issues will be posted. Please consult [www.dmh.ca.gov](http://www.dmh.ca.gov) weekly for regular updates and new information, including Frequently Asked Questions as new issues arise. For those stakeholders on the DMH MHPA mailing list who DO NOT have email addresses, hard copies will be sent.
- **Continuous availability of the MHPA@ dmh.ca.gov email address and an MHPA toll-free number for stakeholders without Internet access.**

The MHSA toll-free number is 800-972-MHSA (6472). MHSA Project Team members will respond to your call within five working days.

### **Payment of Expenses for Clients and Family Members Participation**

Welfare and Institutions Code Section 5892(c) allows for reimbursement of county mental health departments for MHSA planning costs. The planning costs shall include funds for county mental health programs to pay for the costs of clients, family members and other stakeholders to participate in the planning process.

In a letter posted to the DMH website on December 31, 2004, DMH Director Stephen W. Mayberg, PhD addressed use of MHSA funds prior to Community Services and Supports Plan approval. Local planning expenditures incurred beginning January 1, 2005 for the MHSA will be allowable under the MHSA if such expenditures are consistent with the local planning request that is subsequently approved by DMH. Therefore, a county may pay expenses for clients and family members to participate in the MHSA planning process if this is consistent with the county plan that is finally approved.

DMH will provide funding, either directly or through selected organizations, to assure that the concerns of clients and family members will be heard throughout the Stakeholder Input Process on the Community Services and Supports Plan.