DEPARTMENT OF HEALTH AND MENTAL HYGIENE

BEHAVIORAL HEALTH ADMINISTRATION

**Guidelines for Start-up Funding for Substance-Related Treatment**

**I. General Purpose:**

The Behavioral Health Administration (BHA) may provide start-up funds, contingent on funding availability to local jurisdictions. The start-up funds can be used to expand treatment capacity to fill gaps in the public behavioral health service continuum or to enhance the local addiction authority’s (LAA) capacity to move from a direct service provider to the role of system planners and management. Start-up treatment expansion funding may be used to support the following:

* A new non-profit provider of services
* A current non-profit treatment provider expanding services
* A non-profit provider rendering substance use disorder services in surrounding states (Washington, DC, Virginia, and Delaware) that have completed the following steps:

1) Registered with Medicaid provider and the Administrative Services Organization,

2) Licensed by Office of Health Care Quality

3) Accredited by an approved accrediting body or have submitted to the local jurisdiction a solid plan to become accredited by October 1, 2017

**II. General Requirements:**

The local addiction authority (LAA) or local behavioral health authority (LBHA) will review the continuum of ambulatory substance use disorder (SUD) services available in their jurisdiction and determine the gaps in services that exist. The LAA or LBHA will review proposals provided through BHA’s Request for Expression of Interest process or another locally determined process. Providers selected must meet the eligibility criteria described below to be considered for start-up funding.

**Provider Eligibility Criteria:**

* Be eligible for licensure to provide ambulatory substance use disorder services only or services to individuals who have a co-occurring substance use and mental health disorders in Maryland; AND
* Has demonstrated an ability to bill fee-for-service effectively and efficiently; AND
* Have an audited financial statement showing revenue and collections for a minimum of two years; AND
* Has a letter of endorsement by LAA or LBHA.

**III. Eligible Start-up Costs**

Funds may be requested for one-time start-up cost such as renting, leasing or purchasing space to provide direct services, hiring staff, staff training during start-up, equipment and supplies, utilities, and advertising. Fees for accreditation are an allowable cost.

**IV.** **Application Criteria:**

Interested providers should submit to the LAA the following information.

1) Narrative no more than 10 type written pages describing interest, expertise and abilities to provide ambulatory substance-related services to individuals across the life span who are Medicaid eligible or uninsured. The narrative should include:

* A description of the specific services within the ASAM Levels of Care the agency is capable of providing to individuals with substance-related and/or co-occurring disorders (substance use and mental health).
* Agency’s experience providing substance-related services and/or co-occurring services;
* Medicaid/Federal Medicare status;
* A description of the specific population (s) to be served, i.e. children 0-17, adults 0-64, older adults 65 or above; individuals with substance-related disorders; individuals with co-occurring substance-related and mental health disorders;
* An estimate of the number of persons to be served within the jurisdiction;
* Experience in improving recovery outcomes for individuals with substance-related disorders who may be homeless, involved in the criminal justice system or be unemployed;
* Current accreditation status or plan to become accredited for the ambulatory services of interest by level of care; and a
* Timeline and plan for the start-up and implementation of services.

2) A brief description of the agency’s experience working within the Maryland Public Behavioral Health System.

3) Start-up budget request with budget justification.

**V.** **Submission of Start-up Request:**

The LAA should review proposals and budgets from providers. The LAA must submit to BHA a budget with narrative detailing the cost requested for each provider. If providers have not been identified and the cost is undetermined, the LAA may submit an estimated start-up request. Request for start-up may be submitted on a rolling deadline. The first deadline is September 20, 2016; thereafter, October 20, 2016, November 21, 2016, and December 20, 2016. Request should be sent to:

[Allison.borzymowski@maryland.gov](mailto:Allison.borzymowski@maryland.gov)

Allison Borzymowski, Grants Supervisor

Grants Management Section, Behavioral Health Administration

Telephone: 410-402-8577