

I. State Information

State Information

Plan Year

Federal Fiscal Year 2016

State Identification Numbers

DUNS Number 878890425

EIN/TIN 16-2600145

I. State Agency to be the Grantee for the PATH Grant

Agency Name Tennessee Department of Mental Health and Substance Abuse Services

Organizational Unit Division of Mental Health Services

Mailing Address 500 Deaderick St. 5th floor

City Nashville

Zip Code 37243

II. Authorized Representative for the PATH Grant

First Name Sejal

Last Name West

Agency Name Tennessee Department of Mental Health and Substance Abuse Services

Mailing Address 500 Deaderick St. Andrew Jackson Bldg., 5th floor

City Nashville

Zip Code 37243

Telephone 615-253-3051

Fax 615-253-6822

Email Address sejal.west@tn.gov

III. State Expenditure Period

From 7/1/2016

To 6/30/2017

IV. Date Submitted

NOTE: this field will be automatically populated when the application is submitted.

Submission Date

Revision Date

V. Contact Person Responsible for Application Submission

Title Director, Housing and Homeless Services

Organizational Unit Name TN Dept of MHSAS

First Name Bob

Last Name Currie

Telephone (615) 532-4651

Fax (615) 253-6822

Email Address bob.currie@tn.gov

Footnotes:

I. State Information

Assurances - Non-Construction Programs

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standard or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standard for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §§794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetland pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

Name	<input type="text" value="Sejal West"/>
Title	<input type="text" value="Assistant Commissioner"/>
Organization	<input type="text" value="TDMHSAS"/>

Signature: _____ Date: _____

Footnotes:

I. State Information

Certifications

1. Certification Regarding Debarment and Suspension

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
- b. have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- d. have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be placed after the assurances page in the application package.

The applicant agrees by submitting this proposal that it will include, without modification, the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions" in all lower tier covered transactions (i.e., transactions with subgrantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

2. Certification Regarding Drug-Free Workplace Requirements

The undersigned (authorized official signing for the applicant organization) certifies that the applicant will, or will continue to, provide a drug-free work-place in accordance with 45 CFR Part 76 by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's work-place and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing an ongoing drug-free awareness program to inform employees about--
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- d. Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will--
 1. Abide by the terms of the statement; and
 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e. Notifying the agency in writing within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- f. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d) (2), with respect to any employee who is so convicted?
 1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

For purposes of paragraph, regarding agency notification of criminal drug convictions, the DHHS has designated the following central point for receipt of such notices:

Office of Grants and Acquisition Management
Office of Grants Management

3. Certifications Regarding Lobbying

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non- appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the applicant organization) certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of this application form.)
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4. Certification Regarding Program Fraud Civil Remedies Act (PFCRA)

The undersigned (authorized official signing for the applicant organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the applicant organization will comply with the Public Health Service terms and conditions of award if a grant is awarded as a result of this application.

5. Certification Regarding Environmental Tobacco Smoke

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, daycare, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the applicant organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The applicant organization agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.

The Public Health Services strongly encourages all grant recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

Name	<input type="text" value="Sejal West"/>
Title	<input type="text" value="Assistant Commissioner"/>
Organization	<input type="text" value="TDMHSAS"/>

Signature: _____ Date: _____

Footnotes:

I. State Information

Funding Agreement

FISCAL YEAR 2016

PROJECTS FOR ASSISTANCE IN TRANSITION FROM HOMELESSNESS (PATH) AGREEMENT

I hereby certify that the State of Tennessee agrees to the following:

Section 522(a)

Amounts received under the PATH Formula Grant Program will be expended solely for making grants to political subdivisions of the State, and to nonprofit private entities for the purpose of providing the services specified in Section 522(b) to individuals who:

- Are suffering from serious mental illness;
- Are suffering from serious mental illness and have a substance use disorder; and
- Are homeless or at imminent risk of becoming homeless.

Section 522(b)

Entities receiving grants under the PATH Formula Grant Program will expend funds for the following services:

- Outreach;
- Screening and diagnostic treatment;
- Habilitation and rehabilitation;
- Community mental health;
- Alcohol or drug treatment;
- Staff training, including the training of individuals who work in shelters, mental health clinics, substance abuse programs, and other sites where homeless individuals require services;
- Case management services, including:
 - Preparing a plan for the provision of community mental health services to the eligible homeless individual involved, and reviewing such plan not less than once every 3 months;
 - Providing assistance in obtaining and coordinating social and maintenance services for eligible homeless individuals, including services relating to daily living activities, personal financial planning, transportation services, habilitation and rehabilitation services, prevocational and vocational services, and housing;
 - Providing assistance to eligible homeless individuals in obtaining income support services, including housing assistance, food stamps, and supplemental security income benefits;
 - Referring eligible homeless individuals for such other services as may be appropriate; and
 - Providing representative payee services in accordance with Section 1631(a)(2) of the Social Security Act if the eligible homeless individual is receiving aid under Title XVI of such act and if the applicant is designated by the Secretary to provide such services.
- Supportive and supervisory services in residential settings;
- Referrals for primary health services, job training, education services and relevant housing services;
- Housing services [subject to Section 522(h)(1)] including:
 - Minor renovation, expansion, and repair of housing;
 - Planning of housing;
 - Technical assistance in applying for housing assistance;
 - Improving the coordination of housing services;
 - Security deposits;
 - The costs associated with matching eligible homeless individuals with appropriate housing situations;
 - One-time rental payments to prevent eviction; and
 - Other appropriate services, as determined by the Secretary.

Section 522(c)

The State will make grants pursuant to Section 522(a) only to entities that have the capacity to provide, directly through arrangements, the services specified in Section 522(b), including coordinating the provision of services in order to meet the needs of eligible homeless individuals who are both mentally ill and suffering from a substance abuse disorder.

Section 522(d)

In making grants to entities pursuant to Section 522(a), the State will give special consideration to entities with a demonstrated effectiveness in serving homeless veterans.

Section 522(e)

The state agrees that grants pursuant to Section 522(a) will not be made to any entity that:

- Has a policy of excluding individuals from mental health services due to the existence or suspicion of a substance abuse disorder; or
- Has a policy of excluding individuals from substance abuse services due to the existence or suspicion of mental illness.

Section 522(f)

Not more than 4 percent of the payments received under the PATH Formula Grant Program will be expended for administrative expenses regarding the payments.

Section 522(g)

The State will maintain State expenditures for services specified in Section 522(b) at a level that is not less than the average level of such expenditures maintained by the State for the 2-year period preceding the fiscal year for which the State is applying to receive such payments.

Section 522(h)

The State agrees that:

- Not more than 20 percent of the payments will be expended for housing services under section 522(b)(10); and
- The payments will not be expended:
 - To support emergency shelters or construction of housing facilities;
 - For inpatient psychiatric treatment costs or inpatient substance abuse treatment costs; or
 - To make cash payments to intended recipients of mental health or substance abuse services.

Section 523(a)

The State will make available, directly or through donations from public or private entities, non-Federal contributions toward such costs in an amount that is not less than \$1 for each \$3 of funds provided in such payments. The amount of non-Federal contributions shall be determined in accordance with Section 523(b).

Section 523(c)

The State will not require the entities to which grants are provided pursuant to Section 522(a) to provide non-Federal contributions in excess of the non-Federal contributions described in Section 523(a).

Section 526

The State has attached hereto a Statement

- Identifying existing programs providing services and housing to eligible homeless individuals and gaps in the delivery systems of such programs;
- Containing a plan for providing services and housing to eligible homeless individuals, which:
 - Describes the coordinated and comprehensive means of providing services and housing to homeless individuals; and
 - Includes documentation that suitable housing for eligible homeless individuals will accompany the provision of services to such individuals;
- Describing the source of the non-Federal contributions described in Section 523;
- Containing assurances that the non-Federal contributions described in Section 523 will be available at the beginning of the grant period;
- Describing any voucher system that may be used to carry out this part; and
- Containing such other information or assurances as the Secretary may reasonably require.

Section 527(a)(1), (2), and (3)

The State has attached hereto a description of the intended use of PATH Formula grant amounts for which the State is applying. This description:

- Identifies the geographic areas within the State in which the greatest numbers of homeless individuals with a need for mental health, substance abuse, and housing services are located; and
- Provides information relating to the program and activities to be supported and services to be provided, including information relating to coordinating such programs and activities with any similar programs and activities of public and private entities.

Section 527(a)(4)

The description of intended use for the fiscal year of the amounts for which the State is applying will be revised throughout the year as may be necessary to reflect substantial changes in the programs and activities assisted by the State pursuant to the PATH Formula Grant Program.

Section 527(b)

In developing and carrying out the description required in Section 527(a), the State will provide public notice with respect to the description (including any revisions) and such opportunities as may be necessary to provide interested clients, such as family members, consumers and mental health, substance abuse, and housing agencies, an opportunity to present comments and recommendations with respect to the description.

Section 527(c)(1)(2)

The services to be provided pursuant to the description of the intended use required in Section 527(a), have been considered in the preparation of, have been included in, and are consistent with the State Plan for Comprehensive Community Mental Health Services under P.L. 102-321.

Section 528(a)

The State will, by January 31, 2017, prepare and submit a report providing such information as is necessary for:

- Securing a record and description of the purposes for which amounts received under the PATH Formula Grant Program were expended during fiscal year 2016 and of the recipients of such amounts; and
- Determining whether such amounts were expended in accordance with the provisions of Part C- PATH.

Section 528(b)

The State further agrees that it will make copies of the reports described in Section 528(a) available for public inspection.

Section 529

Payments may not be made unless the State agreements are made through certification from the chief executive officer of the State.

Charitable Choice Provisions:

The State will comply, as applicable, with the Substance Abuse and Mental Health Services Administration's (SAMHSA) Charitable Choice statutes codified at sections 581-584 and 1955 of the Public Health Service Act (42 U.S.C §§290kk, et seq., and 300x-65) and their governing regulations at 42 C.F.R part 54 and 54a respectively.

Name	<input type="text" value="Sejal West"/>
Title	<input type="text" value="Assistant Commissioner"/>
Organization	<input type="text" value="TDMHSAS"/>

Signature: _____ Date: _____

Footnotes:

I. State Information

Disclosure of Lobbying Activities

Are there lobbying activities pursuant to 31 U.S.C. 1352 to be disclosed?

Yes

No

To print a Standard Form - LLL if required for submission, click the link below.

[Standard Form LLL \(click here\)](#)

Name	<input type="text" value="Sejal West"/>
Title	<input type="text" value="Assistant Commissioner"/>
Organization	<input type="text" value="TDMHSAS"/>

Signature: _____ Date: _____

Footnotes:

I. State Information

State PATH Regions

Name	Description	Actions
Region 1	Washington, Carter, Unicoi, Sullivan, Greene	
Region 2 - Knox	Knox County	
Region 2-TN Valley	Blount, Monroe, Sevier, Loudon	
Region 3 & 5	Hamilton, Putnam, Rutherford	
Region 4 & 5	Davidson, Montgomery, Sumner, Wilson	
Region 6 - North	Benton, Carroll, Gibson, Henry, Lake, Obion, Weakley	
Region 6 - South	Haywood, Henderson, Madison	
Region 7	Shelby, Fayette, Tipton	

Add Region

Footnotes:

II. Executive Summary

1. State Summary Narrative

Narrative Question:

Provide an overview of the state's PATH program with key points that are expanded upon in the State Level Sections of WebBGAS.

Footnotes:

Projects to Assist in the Transition from Homelessness (PATH)

Summary of Tennessee's SFY 2017 plan

In FFY 2016 / SFY 2017, Tennessee will again contract with 8 agencies to deliver PATH homeless outreach and case management services based at 10 locations across the state. Although a comprehensive array of services is eligible for reimbursement, emphasis is on outreach to literally homeless individuals and on linking program participants to mainstream mental health services and to housing. Like most states, Tennessee's homeless services are primarily organized through the local HUD Continua of Care where all PATH programs are active participants. Tennessee has 10 CoCs, all governed by local agencies and covering all 95 counties. There is no state-run, balance-of-state CoC. There is at least one PATH program in each CoC region although most PATH programs serve people from counties in multiple CoCs. The transition of PATH data reporting into HMIS has raised some coordination issues that will be receiving more attention in SFY 2017, such as better communication to reduce people being enrolled in multiple CoCs. Although data indicates the number of homeless including those with serious mental illness has remained roughly unchanged overall in recent years, there are some indicators progress is being made on addressing this major social challenge. There are an increasing number of resources in addition to PATH now available to address this issue such as increases in Rapid Rehousing sites, new SSVF grants, increased VASH vouchers, more full-time SOAR Specialists, and two very successful 100,000 Homes Initiative sites that have now transitioned into "Zero in 2016" sites.

PATH providers are projecting to enroll 2413 program participants in SFY 2017 compared to 1900 projected to be enrolled in SFY 2016. A major theme in the PATH program for SFY 2017 will be enhancing access and usefulness of HMIS data to PATH programs and aggregation of HMIS/PATH data at the state level. By the beginning of this grant period, all 8 contracted providers serving 10 PATH program sites will be reporting client data to HMIS and successfully receiving program reports. However, for most sites, this is a duplicate entry process. Technical assistance from SAMHSA was provided on September 22, 2015 to help eliminating duplicate entry in agency EHR systems, HMIS, and backup legacy systems, to enhance sharing of HMIS / PATH data within local CoC provider systems, and to enhance aggregation of HMIS/PATH data at the state level from the 10 CoCs in the state. In summary, communication, coordination, and technical assistance will be increasing this year. With additional, more effective resources being delivered in a more coordinated manner, a reduction in homelessness among the seriously mentally ill can be anticipated.

II. Executive Summary

2. State Budget

Planning Period From 7/1/2016 to 6/30/2017

* Indicates a required field

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
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a. Personnel	\$ 0	\$ 0	\$ 0	<input type="text"/>
No Data Available				

Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
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b. Fringe Benefits	0.00 %	\$ 0	\$ 0	\$ 0	<input type="text"/>
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Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
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c. Travel	\$ 1,500	\$ 500	\$ 2,000	<input type="text"/>
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Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Annual PATH Conference	\$ 1,500	\$ 500	\$ 2,000	<input type="text"/>

d. Equipment	\$ 0	\$ 0	\$ 0	<input type="text"/>
No Data Available				

e. Supplies	\$ 0	\$ 0	\$ 0	<input type="text"/>
No Data Available				

f1. Contractual (IUPs)	\$ 902,822	\$ 300,941	\$ 1,203,763	<input type="text"/>
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f2. Contractual (State)	\$ 0	\$ 0	\$ 0	<input type="text"/>
No Data Available				

g. Construction (non-allowable)				
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h. Other	\$ 0	\$ 0	\$ 0	<input type="text"/>
No Data Available				

i. Total Direct Charges (Sum of a-h)	\$ 904,322	\$ 301,441	\$ 1,205,763	
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Category	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
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j. Indirect Costs (Administrative Costs)	\$ 0	\$ 0	\$ 0	<input type="text"/>
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k. Grand Total (Sum of i and j)	\$ 904,322	\$ 301,441	\$ 1,205,763	
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Allocation of Federal PATH Funds	\$ 904,322	\$ 301,441	\$ 1,205,763	
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Source(s) of Match Dollars for State Funds:

Footnotes:

II. Executive Summary

3. Intended Use Plans (IUPs)

Expenditure Period Start Date: **07/01/2016**

Expenditure Period End Date: **06/30/2017**

Primary IUP Provider	Provider Type	Geographic Service Area	Allocations	Matching Funds	Estimated # to Contact	Estimated # to Enroll	# Trained in SOAR	# Assisted through SOAR
Carey Counseling Center	Community mental health center	Region 6 - North	\$80,680	\$26,893	200	80	1	25
Case Management, Inc.	Community mental health center	Region 7	\$115,000	\$38,333	350	250	3	6
East Tennessee State University- Johnson City Downtown Clinic	Health Care for the Homeless/other health agency	Region 1	\$102,000	\$34,000	500	200	1	1
Helen Ross McNabb Center	Community mental health center	Region 2 - Knox	\$99,660	\$33,220	360	90	3	16
Mental Health Cooperative	Other mental health agency	Region 4 & 5	\$206,000	\$68,667	3,500	1,400	1	38
Pathways	Community mental health center	Region 6 - South	\$58,500	\$19,500	230	173	3	2
Peninsula / Parkwest Medical Center	Community mental health center	Region 2-TN Valley	\$47,322	\$15,774	75	30	0	0
Volunteer Behavioral Health	Community mental health center	Region 3 & 5	\$193,660	\$64,554	350	190	4	8
Grand Total			\$902,822	\$300,941	5,565	2,413	16	96

Footnotes:

1. Carey Counseling Center

201 West Main St.

Union City, TN 38261

Contact: Fran Howe

Contact Phone #: 731-571-2834

Has Sub-IUPs: No

Provider Type: Community mental health center

PDX ID: TN-010

State Provider ID:

Geographical Area Served: Region 6 - North

Planning Period From 7/1/2016 to 6/30/2017

* Indicates a required field

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
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a. Personnel \$ 44,684 \$ 14,895 \$ 59,579

Position *	Annual Salary *	PATH-Funded FTE *	PATH-Funded Salary	Matched Dollars *	Total Dollars	Comments
Case Manager	\$ 31,828	0.75	\$ 23,871	\$ 7,958	\$ 31,829	<input type="text"/>
Case Manager	\$ 27,750	0.75	\$ 20,813	\$ 6,937	\$ 27,750	<input type="text"/>

Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
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b. Fringe Benefits 24.00 % \$ 14,299 \$ 4,766 \$ 19,065

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
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c. Travel \$ 11,250 \$ 3,750 \$ 15,000

Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Other (Describe in Comments)	\$ 11,250	\$ 3,750	\$ 15,000	Mileage Reimbursement, Travel Expense, Lodging Expense, <input type="text"/>

d. Equipment \$ 0 \$ 0 \$ 0

No Data Available

e. Supplies \$ 188 \$ 62 \$ 250

Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Office: Supplies	\$ 188	\$ 62	\$ 250	<input type="text"/>

f. Contractual \$ 0 \$ 0 \$ 0

No Data Available

g. Construction (non-allowable)

h. Other \$ 2,924 \$ 975 \$ 3,899

Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Office: Insurance (Property, Vehicle, Malpractice, etc.)	\$ 150	\$ 50	\$ 200	<input type="text"/>
Office: Other (Describe in Comments)	\$ 2,774	\$ 925	\$ 3,699	Telephone and Occupancy <input type="text"/>

i. Total Direct Charges (Sum of a-h) \$ 73,345 \$ 24,448 \$ 97,793

Category	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
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j. Indirect Costs (Administrative Costs) \$ 7,335 \$ 2,445 \$ 9,780

k. Grand Total (Sum of i and j) \$ 80,680 \$ 26,893 \$ 107,573

Source(s) of Match Dollars for State Funds:

Estimated Number of Persons to be Contacted: 200 Estimated Number of Persons to be Enrolled: 80

Estimated Number of Persons to be Contacted who are Literally Homeless: 100

Number Staff trained in SOAR in Grant year ended in 2014: 1 Number of PATH-funded consumers assisted through SOAR: 25

GRANT BUDGET SUMMARY				
Agency Name: Carey Counseling Center, Inc.				
Program Code Name: PATH Combined				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$58,983.00	\$19,661.00	\$78,644.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$2,962.00	\$987.00	\$3,949.00
11. 12	Travel, Conferences & Meetings ²	\$11,250.00	\$3,750.00	\$15,000.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$150.00	\$50.00	\$200.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$7,335.00	\$2,445.00	\$9,780.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$80,680.00	\$26,893.00	\$107,573.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

PATH State FY 2017 Intended Use Plan

- 1. Local Provider Description** – Provide a brief description of the provider organization receiving PATH funds, including name, type of organization, region served, and the amount of PATH funds the organization will receive.

Carey Counseling Center, Inc.(CAREY), a licensed community mental health agency, receives PATH funds to provide services to those outside the agency who are aged eighteen (18) and over, with serious mental illness, and homeless or at risk of being homeless as defined by the U.S. Dept of HUD. The organization provides clinical outpatient services; independent living, adult, and child Y youth case management services; medication management; mobile crisis services; school based services; individual and group therapy. Recently, CAREY has implemented the same day access intake process to increase timeliness to treatment & decrease resistance to treatment. The agency also administers the Emergency Solutions Grant, the Community Targeted Transitional Support, and the Shelter plus Care Grant. CAREY provides housing for individuals that are mentally ill in Benton, Carroll, Gibson, Henry, Lake, Obion, and Weakley counties. In addition, the agency operates four (4) Peer Support Centers, sponsors a psychiatric rehabilitation program, and provides A & D services. The agency as a whole serves counties in Northwest Tennessee including Benton, Carroll, Gibson, Henry, Lake, Obion, and Weakley.

The organization will receive \$80,680 in Federal PATH funds for FFY 2016 with the local match being \$26,893.

- 2. Collaboration with HUD Continuum of Care (CoC) Program** – Describe the organization’s participation in the HUD Continuum of Care program, other local planning activities and program coordination initiatives, such as coordinated entry and coordinated assessment activities. If you are not currently working with the Continuum of Care (CoC), briefly explain the approaches to be taken by the agency to collaborate with the local CoC.

CAREY currently employs two (2) PATH case managers and a PATH supervisor, all of whom participate in the following: attending CoC meetings, participate in the CoC committees, and maintain a working relationship with other CoC participants.

- 3. Collaboration with Local Community Organizations** – Provide a brief description of partnerships and activities with local community organizations that provide key services (i.e., outreach teams, primary health, mental health, substance abuse, housing, employment, etc.) to PATH eligible clients, and describe coordination of activities and policies with those organizations. Provide specific information about how coordination with other outreach teams is achieved.

The CAREY PATH program coordinates services with the following local organizations in Northwest Tennessee: local homeless shelters, Ministerial Alliances, law enforcement, Dept. of Human Services, Dept. of Child Services, Salvation Army, Red Cross, food banks, senior centers, other disaster relief agencies, Vocational Rehabilitation, probation offices, Career Centers, Job Corps, housing authorities, and other community programs targeting the poor and homeless. Many of these agencies refer clients to CAREY PATH Case Managers. CAREY provides mental health, housing, substance abuse treatment, employment opportunities, and refers PATH clients to local health departments, Vocational Rehabilitation, and career centers for additional assistance.

PATH staff regularly attend county interagency meetings to ensure continuity of communication with the above-stated providers, as well as visiting these agencies individually.

- 4. Service Provision** – Describe the organization’s plan to provide coordinated and comprehensive services to eligible PATH clients, including: Describe how the services to be provided using PATH funds will align with PATH goals to target street outreach and case management as priority services, and maximize serving the most vulnerable adults who are literally and chronically homeless.
- Provide specific examples of how the agency maximizes use of PATH funds by leveraging use of other available funds for PATH client services.
 - Describe any gaps that exist in the current service systems.
 - Provide a brief description of the current services available to clients who have both a serious mental illness and a substance use disorder.
 - Describe how the local provider agency pays for providers or otherwise supports evidenced-based practices, trainings for local PATH-funded staff, and trainings and activities to support collection of PATH data in HMIS.

PATH staff will continue to build partnerships with area organizations such as county and city officials, law enforcement officials, churches, and hospitals that service literally homeless or may be aware of areas where literally homeless live. PATH staff will also work closely with Independent Living Case Managers to provide intensive case management services to the most vulnerable adults.

CAREY PATH staff provide services in Northwest Tennessee, primarily a rural area. PATH staff has continued to struggle with a lack of limited local financial resources to provide assistance to the population served and in some areas a lack of affordable housing that meets requirements provided by HUD. PATH staff continues to experience a shortage of homeless shelters willing to provide temporary shelter until permanent housing can be obtained. PATH staff has also encountered barriers through a shortage of permanent and temporary housing for lower income families.

CAREY provides an array of services for individuals with co-occurring disorders such as alcohol and drug groups, individual therapy, medication management, and office or community-based mental health case management. All CAREY case managers and therapists are trained to provide and/or link services to clients with co-occurring disorders.

PATH staff receives training on a regular basis in evidence-based practices as other case managers and therapists employed at CAREY and are credentialed by the Managed Care Organizations. PATH case managers work in collaboration with independent case managers though weekly staffing targeted at providing the best care available to current and past PATH clients. PATH staff attends two HMIS trainings a year with our local CoC.

- 5. Data** – Describe the provider’s status on the HMIS transition plan, with accompanying timeline, to collect PATH data by fiscal year 2017. If providers are fully utilizing HMIS for PATH services, please describe plans for continued training and how providers will support new staff.

CAREY currently utilizes HMIS for PATH data and will continue to work with the local CoC to provide input and suggestions regarding usage of the HMIS system. PATH staff receives HMIS training through the local CoC and the CAREY HMIS administrator. CAREY staff plans to coordinate with the local HMIS administrator to acquire PATH data reports.

- 6. SSI/SSDI Outreach, Access, Recovery (SOAR)** – Describe the provider’s plan to train PATH staff on SOAR. Indicate the number of PATH staff trained in SOAR during the grant year ended in 2015 (2014- 2015), and the number of PATH-funded consumers assisted through SOAR. If the provider does not use SOAR, describe the system used to improve accurate, timely completion of mainstream benefit applications and timely determination of eligibility. Also describe efforts used to train staff on this system. Indicate the number of staff trained, the number of PATH funded consumers assisted through this process, and application eligibility results.

Currently, CAREY has one PATH staff trained in SOAR who has assisted or completed any applications this year. CAREY has a SOAR trainer that has completed two applications this year.

- 7. Housing** – Indicate the strategies that will be used for making suitable housing available for PATH clients (i.e., indicate the type of housing provided and the name of the agency).

Rental housing is available through various independent rental agencies, apartment complexes, and private individuals. CAREY provides rentals based on Fair Market Rent or below. Subsidized housing is available through local housing authorities, and independent agencies that follow HUD requirements. Supervised/Independent Living Group Homes are available through CAREY and other agencies in surrounding areas. PATH case managers will work closely with various rental agencies/individuals and group homes to be aware of housing openings available for clients. PATH case managers will also coordinate with the CoC on available housing. For those in need of rental assistance PATH case managers initiate the application for Shelter Plus Care on behalf of qualifying individuals.

- 8. Staff Information** – Describe the demographics of staff serving the clients; how staff providing services to the population of focus will be sensitive to age, gender, disability, lesbian, gay, bisexual and transgender, racial/ethnic, and differences of clients; and the extent to which staff receive periodic training in cultural competence and health disparities. A strategy for addressing health disparities is use of the recently revised national Culturally and Linguistically Appropriate Services (CLAS) standards: (<http://www.ThinkCulturalHealth.hhs.gov>).

Staffing for the PATH program consists of two (2) full time employees, one white female and one white male. PATH staff are expected to adhere to agency standards through following all corporate practices, including but not limited to policies, procedures, and protocols relating to antidiscrimination, ethics, confidentiality, and cultural sensitivity. PATH staff are required by CAREY to participate in annual trainings or Unique Needs of Clients, as well as Cultural Diversity. Documentation of the training consists of attendance and pre- and post-testing which is maintained in the staff’s personnel record. PATH staff will also review during CLAS standards

provided by the Dept. of Health and Human Services during regular monthly supervision meetings.

- 9. Client Information** – Describe the demographics of the client population, the projected number of adult clients to be contacted and enrolled, and the percentage of adult clients served using PATH funds to be literally homeless.

CAREY PATH staff provide services in the following counties in Northwest Tennessee: Lake, Obion, Weakley, Henry, Benton, Carroll, and Gibson. The total population of the service area, based on the 2010 U.S. Census is 201,684, of which 85% are white, 11% are African-American, 2% are Hispanic, 1% are two or more races, and 1% other ethnic groups. The projected number of adults to be contacted is 200. The projected number of adults to be enrolled is 80. It is estimated that 50% of adults served using PATH funds are projected to be literally homeless.

- 10. Consumer Involvement** – Describe how individuals who experience homelessness and have serious mental illnesses, and family members will be involved at the organizational level in the planning, implementation, and evaluation of PATH-funded services. For example, indicate whether individuals who are PATH-eligible are employed as staff or volunteers or serve on governing or formal advisory boards. See **Appendix I** “Guidelines for Consumer and Family Participation”.

Each recipient of PATH services is asked to complete a satisfaction survey upon being discharged from the PATH program. This information is reviewed and analyzed with the objective of increasing the quality of services provided by the PATH program. Individual consumers are encouraged to attend one of four of CAREY’s Peer Support Centers. In addition, families and individual consumers of PATH are encourage to attend Regional Planning Council meetings, CoC meetings, BRIDGES training, National Alliance for the Mentally Ill (NAMI) support groups, and they become involved with the Tennessee Mental Health Consumers Association (TMHCA). PATH eligible consumers housed in CAREY apartments are urged to participate in a tenant association, which provides input and suggestions to management regarding housing issues.

- 11. Budget Narrative** – Provide a budget narrative that includes the local-area provider’s use of PATH funds. See **Appendix C** for a sample detailed budget.

Budget Justification:

Salaries will be included for two full-time PATH Case Managers. Fringe benefits is approximately 32%.

Supplies for the grant has been budgeted at \$250.

Other costs such as travel, telephone, insurance, and occupancy expenses have been included for those expenses directly charged to the PATH grant. The breakdown is as follows:

Telephone	\$2,000
Insurance	\$200
Occupancy	\$1,699
Travel	\$15,000

(Consisting of Annual PATH meeting in Nashville (travel, meals, hotel) and local mileage).

Indirect costs of \$9,780 have been included for other administrative expenses.

Matching funds of \$26,893 will be provided by the grantee.

2. Case Management, Inc.

3171 Directors Row

Memphis, TN 38131

Contact: Ursula Thomas

Contact Phone #: 901-628-8094

Has Sub-IUPs: No

Provider Type: Community mental health center

PDX ID: TN-005

State Provider ID:

Geographical Area Served: Region 7

Planning Period From 7/1/2016 to 6/30/2017

* Indicates a required field

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
a. Personnel	\$ 97,455	\$ 0	\$ 97,455	

Position *	Annual Salary *	PATH-Funded FTE *	PATH-Funded Salary	Matched Dollars *	Total Dollars	Comments
Case Manager	\$ 28,000	0.70	\$ 19,600	\$ 0	\$ 19,600	
Case Manager	\$ 22,766	0.68	\$ 15,481	\$ 0	\$ 15,481	
Outreach worker	\$ 25,000	0.68	\$ 17,000	\$ 0	\$ 17,000	
PATH Administrator	\$ 30,401	0.68	\$ 20,673	\$ 0	\$ 20,673	
Peer Support Specialist	\$ 9,804	0.68	\$ 6,667	\$ 0	\$ 6,667	
Other (Describe in Comments)	\$ 26,520	0.68	\$ 18,034	\$ 0	\$ 18,034	PATH SOAR Specialist

Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
b. Fringe Benefits	18.00 %	\$ 17,545	\$ 0	\$ 17,545	

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
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c. Travel	\$ 0	\$ 0	\$ 0	
No Data Available				

d. Equipment	\$ 0	\$ 0	\$ 0	
No Data Available				

e. Supplies	\$ 0	\$ 0	\$ 0	
No Data Available				

f. Contractual	\$ 0	\$ 0	\$ 0	
No Data Available				

g. Construction (non-allowable)

h. Other	\$ 0	\$ 38,333	\$ 38,333	
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Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Client: Other (Describe in Comments)	\$ 0	\$ 38,333	\$ 38,333	Specific Assistance to Individuals

i. Total Direct Charges (Sum of a-h)	\$ 115,000	\$ 38,333	\$ 153,333	
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Category	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
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j. Indirect Costs (Administrative Costs)	\$ 0	\$ 0	\$ 0	
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k. Grand Total (Sum of i and j)	\$ 115,000	\$ 38,333	\$ 153,333	
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Source(s) of Match Dollars for State Funds:

Estimated Number of Persons to be Contacted:

350 Estimated Number of Persons to be Enrolled:

250

Estimated Number of Persons to be Contacted who are Literally Homeless:

280

Number Staff trained in SOAR in Grant year ended in 2014:

3 Number of PATH-funded consumers assisted through SOAR:

6

GRANT BUDGET SUMMARY				
Agency Name: Case Management Incorporated				
Program Name: Projects for Assistance in Transition from Homelessness (PATH)				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$168,302.00	\$0.00	\$168,302.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$0.00	\$0.00
11. 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$38,333.00	\$38,333.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$168,302.00	\$38,333.00	\$206,635.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET				
Agency Name: Case Management Incorporated				
Program Code Name: PATH Formula Grant (Federal)				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$115,000.00	\$0.00	\$115,000.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$0.00	\$0.00
11, 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$115,000.00	\$0.00	\$115,000.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: Case Management Incorporated
 Program Code Name: PATH Formula Grant (Federal)
 Begin Date: 7/1/2016
 End Date: 6/30/2017

SALARIES, BENEFITS & TAXES	AMOUNT
Complete the "Salaries" tab for Total Budgeted Salaries	\$97,455.00
Complete the "Salaries" tab for Total Budgeted Benefits and Taxes	\$17,545.00
TOTAL	\$115,000.00

Agency Name: Case Management Incorporated
 Program Code Name: PATH Formula Grant (Federal)

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the contract period

Position Title	Name	Full-time Monthly Salary	Percent of Month Working on Program	# of Months working	Salary Allocated for Program (C*D*E)	Taxes & Benefits as % of Salary	Taxes and Benefits allocated for Program (F*G)
PATH Coordinator	U. Thomas	2,542	68.33%	12	\$20,843	18%	\$3,752
Path Case Manager	T Thompson	2,400	68.33%	12	\$19,679	18%	\$3,542
PATH SOAR Specialist	M Jones	2,210	68.33%	12	\$18,121	18%	\$3,262
PATH Peer Counselor	M. Krause	817	68.33%	12	\$6,696	18%	\$1,209
PATH Case Manager	T. Stapleton	1,833	68.33%	12	\$15,033	18%	\$2,706
PATH Outreach Case Manager	T. Elliott	2,083	68.33%	12	\$17,083	18%	\$3,075
TOTAL					\$97,455		\$17,545
Instructions: Enter Position Title Repeat Row(s) as necessary See an Example of a Completed Salaries, Wages, and Benefits Schedule Below	Enter Name	Enter Actual Full-time Monthly Salary for Each Position Above	Enter the Percentage of Employee's Time to be Allocated to Program	Enter the Number of Months Employee will work with Program	This total should equal "Salaries" line item on budget detail	Enter the Percentage of Taxes & Benefits as a % of Salary See Note Below	This total should equal "Benefits & Taxes" line item on budget detail

GRANT BUDGET				
Agency Name: Case Management Incorporated				
Program Code Name: PATH Local Match				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$0.00	\$0.00	\$0.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$0.00	\$0.00
11. 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$38,333.00	\$38,333.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$0.00	\$38,333.00	\$38,333.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: Case Management
 Incorporated
 Program Code Name: PATH Local Match
 Begin Date: 7/1/2016
 End Date: 6/30/2017

SPECIFIC ASSISTANCE TO INDIVIDUALS	AMOUNT
Prescriptions, Transportation and Behavioral Health (Clinic) Assistance	\$38,333.00
TOTAL	\$38,333.00

GRANT BUDGET				
Agency Name: Case Management Incorporated				
Program Code Name: PATH Grant Supplement (State)				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$53,302.00	\$0.00	\$53,302.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$0.00	\$0.00
11. 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$53,302.00	\$0.00	\$53,302.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: Case Management
 Incorporated
 Program Code Name: PATH Grant
 Supplement (State)
 Begin Date: 7/1/2016
 End Date: 6/30/2017

SALARIES, BENEFITS & TAXES	AMOUNT
Complete the "Salaries" tab for Total Budgeted Salaries	\$45,173.00
Complete the "Salaries" tab for Total Budgeted Benefits and Taxes	\$8,129.00
TOTAL	\$53,302.00

Agency Name: Case Management Incorporated
 Program Code Name: PATH Grant Supplement (State)

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the contract period

Position Title	Name	Full-time Monthly Salary	Percent of Month Working on Program	# of Months working	Salary Allocated for Program (C*D*E)	Taxes & Benefits as % of Salary	Taxes and Benefits allocated for Program (F*G)
PATH Coordinator	U. Thomas	2,542	31.67%	12	\$9,662	18%	\$1,739
Path Case Manager	T. Thompson	2,400	31.67%	12	\$9,121	18%	\$1,642
PATH SOAR Specialist	M. Jones	2,210	31.67%	12	\$8,399	18%	\$1,512
PATH Peer Counselor	M. Krause	817	31.67%	12	\$3,106	18%	\$557
PATH Case Manager	T. Stapleton	1,833	31.67%	12	\$6,967	18%	\$1,254
PATH Outreach Case Manager	T. Elliott	2,083	31.67%	12	\$7,918	18%	\$1,425
TOTAL					\$45,173		\$8,129
<i>Instructions: Enter Position Title Repeat Row(s) as necessary See an Example of a Completed Salaries, Wages, and Benefits Schedule Below</i>	<i>Enter Name</i>	<i>Enter Actual Full-time Monthly Salary for Each Position Above</i>	<i>Enter the Percentage of Employee's Time to be Allocated to Program</i>	<i>Enter the Number of Months Employee will work with Program</i>	<i>This total should equal "Salaries" line item on budget detail</i>	<i>Enter the Percentage of Taxes & Benefits as a % of Salary See Note Below</i>	<i>This total should equal "Benefits & Taxes" line item on budget detail</i>

PATH State FY 2017 Intended Use Plan

1. **Local Provider Description** – Provide a brief description of the provider organization receiving PATH funds, including name, type of organization, region served, and the amount of PATH funds the organization will receive.

Agency Name: Case Management Incorporated

Type of Organization

Case Management, Inc. (CMI) is a private, not-for-profit 501c3 organization founded in 1990 that provides community based behavioral health services for adults with serious mental illness, children with serious emotional disturbance and those impacted by substance abuse issues residing in the Memphis and Shelby County community. The organization is licensed by the Tennessee Department of Mental Health and Substance Abuse Services as a Community Mental Health Center. CMI utilizes many principles to assist in the delivery of our services that strive to empower individuals to reach their optimal level in the recovery process of wellness and functional capability. We offer a full array of mental health community based services. Everyone benefits from the successful delivery of these services, to include the consumer being served, their support systems, the health care delivery system and reimbursement sources.

The agency currently has two administrative offices located at 3171 Directors Row and 14 North Bellevue. Case Management Inc. provides an array of services to meet the needs of the community. These services include but are not limited to; psychiatric evaluations, medications, and Case Management Services. The agency also provides prevention services for youth and HIV/AIDS services. CMI has an extensive residential program that serves a variety of populations in the community. CMI provides a food pantry, the Families First Program, housing for mothers with A&D issues, children and youth services, independent living assistance, homeless prevention assistance, therapy services, the SOAR program and VOCA services.

Recently the "Community Health and Wellness" Primary Care Clinic opened which is in collaboration with Case Management, Inc. The Community and Wellness Clinic offers primary care and onsite pharmacy services, nutrition and diabetes and hypertension education classes.

Counties Served

Currently CMI's PATH Program serves Shelby, Fayette, and Tipton Counties.

Amount and source of PATH funds (federal, local match, state supplement, other) the organization will allocate to the PATH program.

Case Management Inc. will receive \$115,000.00 in Federal funds and \$53,302 in State PATH funds. Case Management Inc. will provide a match of \$38,333 for a total of \$206,635.

- 2. Collaboration with HUD Continuum of Care (CoC) Program** – Describe the organization’s participation in the HUD Continuum of Care program, other local planning activities and program coordination initiatives, such as coordinated entry and coordinated assessment activities. If you are not currently working with the Continuum of Care (CoC), briefly explain the approaches to be taken by the agency to collaborate with the local CoC.

Employees of the PATH program and its Department Director participate in planning meetings, trainings and events facilitated by the local HUD Continuum of Care. The PATH Program also enters information into the Homeless Management Information System managed by the local HUD Continuum of Care. Case Management Special Services Staff also serve on the local Continuum of Care’s committee’s for HMIS and Outreach. CMI’s PATH and Special Services Staff have been active in committee meetings held by the local CoC in efforts to create a coordinated entry process. Memphis’s local HUC CoC will use an application in the Homeless Management Information System developed by Bowman Systems for a Coordinated Entry Process.

- 3. Collaboration with Local Community Organizations** – Provide a brief description of partnerships and activities with local community organizations that provide key services (i.e., outreach teams, primary health, mental health, substance abuse, housing, employment, etc.) to PATH eligible clients, and describe coordination of activities and policies with those organizations. Provide specific information about how coordination with other outreach teams is achieved.

When given the approval by PATH program participants staff members work with consumers to access various available key services in the community. Before sharing information with providers PATH program participants sign a release of information granting the sharing of needed information.

There are a number of community organizations that provide key services to the PATH program. They include the Regional Medical Center, Hope and Healing Center, Hope Works, Memphis Union Mission, Lighthouse Memphis, Memphis Health Center, Memphis Mental Health Institute, Community Alliance for the Homeless, First Congregational Church, Mississippi Boulevard Church, the Salvation Army, Manna House, Living for Christ Restoration House, Memphis Shelby County Health Department, The local Veteran’s Administration, Outreach Housing and Community, The Hospitality Hub and The Beers Van Gogh Peer Center. Many of these organizations refer consumers to the PATH program; some agencies such as Christ Community Center and Memphis Health Center provide medical services for PATH consumers who have not achieved insurance. The Memphis Union Mission, Calvary Rescue Mission, Sisters of Charity, Trinity Community Coalition Outreach and Living for Christ Restoration House provide emergency shelter for PATH consumers until more permanent housing can be found. Peabody House Emergency Shelter and Friends for Life, Inc. provide housing and

other HIV/AIDS related services to PATH consumers who are HIV/AIDS positive. MIFA (Metropolitan Inter-Faith Association) provides emergency food, housing and clothing for PATH consumers.

The employee's of the PATH Program follow all guidelines and rules set forth by each provider while completing the referral process.

4. Service Provision – Describe the organization's plan to provide coordinated and comprehensive services to eligible PATH clients, including: Describe how the services to be provided using PATH funds will align with PATH goals to target street outreach and case management as priority services, and maximize serving the most vulnerable adults who are literally and chronically homeless.

- a. Provide specific examples of how the agency maximizes use of PATH funds by leveraging use of other available funds for PATH client services.
- b. Describe any gaps that exist in the current service systems.

There are a number of gaps in mental health, housing and other needed services that are encountered by the PATH program. An ongoing gap is the lack of affordable and decent housing with supportive services for the homeless, mentally ill, low-to-no income consumer. There is also a significant gap in available affordable emergency housing for individuals diagnosed with a mental illness and co-occurring substance use disorder. Homeless individuals also experience issues with securing transportation without insurance or steady income. The PATH program provides bus passes but it does not meet all of the transportation needs of consumers who are working hard to transition from homelessness.

- c. Provide a brief description of the current services available to clients who have both a serious mental illness and a substance use disorder.

Each of the mental health centers in the Memphis, Shelby County area provides services to persons with a serious mental illness and substance use disorders. In addition, a number of other services are available. They include individual alcohol and drug residential services for pregnant women by Case Management Inc. staff and outpatient alcohol and drug group therapy provided by Innovative Counseling. St. Francis Hospital and the Cocaine Alcohol Awareness program (C.A.A.P.'s) provide both inpatient and outpatient alcohol and drug treatment. Inpatient services can also be received at Dozier House, Serenity Recovery Services, Harbor House and Lakeside Behavioral Health Hospital. While PATH Program Participants are enrolled in the program they receive mental health services, housing referral/placement services, medication services and case management services.

- d. Describe how the local provider agency pays for providers or otherwise supports evidenced-based practices, trainings for local PATH-funded staff, and trainings and activities to support collection of PATH data in HMIS.

Case Management Inc. supports the staff of the PATH program attending all local evidenced based trainings. If trainings are fee based CMI pays the fees from its

administrative funds. PATH funding does not cover the cost of training for CMI staff.

- 5. Data** – Describe the provider’s status on the HMIS transition plan, with accompanying timeline, to collect PATH data by fiscal year 2017. If providers are fully utilizing HMIS for PATH services, please describe plans for continued training and how providers will support new staff.

The Case Management Inc. PATH Program is currently fully utilizing HMIS, attends all training relevant to HMIS activities and will continue to attend any additional training as it becomes available. HMIS data is entered by the PATH Program Coordinator on a daily basis. The Program Coordinator was trained to use the Homeless Management Information System on December 28, 2005 and has been entering information for the PATH program since 2009. The PATH program uses HMIS to enter enrollment and outreach data, to track the needs of and to make electronic referrals to other service providers utilizing HMIS.

- 6. SSI/SSDI Outreach, Access, Recovery (SOAR)** – Describe the provider’s plan to train PATH staff on SOAR. Indicate the number of PATH staff trained in SOAR during the grant year ended in 2015 (2014- 2015), and the number of PATH-funded consumers assisted through SOAR. If the provider does not use SOAR, describe the system used to improve accurate, timely completion of mainstream benefit applications and timely determination of eligibility. Also describe efforts used to train staff on this system. Indicate the number of staff trained, the number of PATH funded consumers assisted through this process, and application eligibility results.

Three of the five PATH staff members are SOAR trained. These staff members received training prior to the grant year ending June 30, 2013. Additional staff will attend the next scheduled SOAR training.

During the grant year ending June 30, 2015 there has been one SOAR approval. Two applications are currently pending and three prospective applicants did not continue the SOAR process. Although many PATH Program enrollees have been interested in the SOAR process very few meet the criteria for the process or are in the appeals process and have obtained legal representation.

- 7. Housing** – Indicate the strategies that will be used for making suitable housing available for PATH clients (i.e., indicate the type of housing provided and the name of the agency).

PATH case managers coordinate all housing services for PATH eligible clients. The majority of shelter beds are provided through the Union Mission and Calvary Rescue Mission, for men and Sisters for Charity and The Salvation Army for women. Living for Christ Restoration House provides shelter for both men and women. Peabody House Emergency/Transitional Shelter provides housing for consumers who are HIV/AIDS positive. Consumers are also referred for various other housing programs for which they

may be eligible. These include but are not limited to Family Haven Apartments, Memphis Family Shelter, and Metropolitan Inter-Faith Association's housing.

As well as taking part in the housing process for Memphis's 100K Homes efforts, CMI's PATH Staff have used it as a resource to house chronically homeless, mentally ill individuals that may not typically find housing.

Case Management Inc's PATH staff refers to several of CMI's housing programs including the 610 Poplar program for chronically homeless mentally ill men and the Alice Avenue Project for homeless mentally ill women; all of which are permanent housing programs. Case Management has one scattered site permanent housing program that PATH staff refer to which is the City of Memphis' Shelter Plus Care program. The PATH staff also refers to Case Management Inc.'s TBRA program which is a two year housing assistance program.

Program participants are also referred to Northwood Hills a housing program provided by Alliance Mental Health Center.

- 8. Staff Information** – Describe the demographics of staff serving the clients; how staff providing services to the population of focus will be sensitive to age, gender, disability, lesbian, gay, bisexual and transgender, racial/ethnic, and differences of clients; and the extent to which staff receive periodic training in cultural competence and health disparities. A strategy for addressing health disparities is use of the recently revised national Culturally and Linguistically Appropriate Services (CLAS) standards: (<http://www.ThinkCulturalHealth.hhs.gov>).

The current demographics of the PATH program staff is comprised of five staff members; one Caucasian male, two African American females, and two African American males.

All employees of Case Management Inc. are required to adhere to the agency policy that does not discriminate on the basis of race, gender, sexual orientation, religion, national or ethnic orientation, or age in the provision of services. The PATH Program is now relying on the Memphis Gay and Lesbian Community Center to assist with issues specific to individuals from the gay, lesbian, bisexual and transgendered community. All employees receive annual training regarding cultural diversity, homeless issues, mental health illness, and appropriate client/staff relationships. The PATH Program has completed training specific to the LBGT issues at the Memphis Gay and Lesbian Community Center and works the MGLCC to assist clients that they serve with housing issues pertaining to mental health and housing location. Staff also receive monthly trainings and attend the annual PATH training in Nashville, TN.

The agency continues to recruit employees that are representative of the racial/ethnic diversity of the clients served through the PATH program.

The PATH program has access to the Shelby County Language Line in order to provide better accessibility for and to individuals of non-English speaking origin. Case

Management understands the importance of none English speaking clients having the ability to effectively communicate and advocate for themselves, that is why they have made the Language Line available to all consumers and staff in need of assistance. PATH staff members are trained on how to access language services and how to competently assist individuals that have language needs. The Shelby County Language Line provides assistance with any language spoken in the world. Written materials are easy to read, understand and complete as well as multilingual signage is available in all public areas of Case Management Inc.'s two locations. Case Management Inc. uses the TOMS (Tennessee Outcomes Measurement Systems) survey for tracking and improving the delivery of mental health care for individuals served at CMI. The results gathered from this survey is used to measure and improve the services for all recipients of services provided at Case Management Inc.

- 9. Client Information** – Describe the demographics of the client population, the projected number of adult clients to be contacted and enrolled, and the percentage of adult clients served using PATH funds to be literally homeless.

Although CMI's PATH Program does not provide services based on race, gender, religion, national/ethnic orientation, or age there is a trend in the demographics of Consumers served. All clients served by the CMI's PATH Program will be at least 18 years of age. Consumers served by CMI's PATH Program will come from various populations including the elderly, victims of crime, gay, lesbian, bisexual and transgender communities and individuals with co-occurring disorders. The PATH Program will refer homeless children with a qualified mental health diagnosis to the PATH C&Y HOP Program. Eighty percent or 280 individuals served by the PATH program will be literally homeless. About seventy five percent of PATH program participants are African American and twenty seven percent are Caucasian while less than three percent of program participants are from other ethnic backgrounds. Among program participants around 55% are male and 45% are female.

- a. to be contacted (inc. outreached + walk-ins + referrals) who may or may not become enrolled,

The PATH Program expects to contact at least 350 individuals during the upcoming grant year. These contacts will come from referrals, walk-ins, and individuals outreached on the street and shelters. This total also includes individuals who may or may not fit the criteria for the PATH Program.

- b. the total number enrolled (people contacted and then enrolled + enrolled in previous year and still receiving service)

The PATH Program intends to enroll 250 Program Participants. This number includes people contacted and then enrolled and those enrolled from the previous year and still receiving services.

- c. the percentage of adult clients served using PATH funds who are literally homeless (i.e. number living in place not fit for human habitation + those in emergency shelters the night before being contacted or enrolled / unduplicated number of those contacted or enrolled)

Eighty percent of adult clients enrolled in the PATH Program will be literally homeless.

10. Consumer Involvement – Describe how individuals who experience homelessness and have serious mental illnesses, and family members will be involved at the organizational level in the planning, implementation, and evaluation of PATH-funded services. For example, indicate whether individuals who are PATH-eligible are employed as staff or volunteers or serve on governing or formal advisory boards. See **Appendix I** “Guidelines for Consumer and Family Participation”.

Upon entry into the PATH program emergency contact and family member information is requested and releases of information are signed to release information to selected family members. All PATH program participants and their family members are encouraged to take part in the PATH program process to ensure a higher success rate for PATH program participants.

The PATH program employs one part time formerly homeless consumer with a diagnosed mental illness. This individual is an invaluable asset to the program, providing a consumer’s perspective to the development of policies and procedures for the program. The PATH program distributes satisfaction surveys on a monthly basis to consumers of the PATH program. The responses are reviewed, submitted for evaluation and improvements are implemented as needed.

11. Budget Narrative – Provide a budget narrative that includes the local-area provider’s use of PATH funds. See **Appendix C** for a sample detailed budget.

JUSTIFICATION for travel, equipment, supplies, contractual, and other items. NOTE: equipment purchases (durable goods worth \$5,000+) are generally not allowed.

Other (Specific Assistance To Individuals) - \$38,333

Medications

\$2500 (per month) X 12 mos = **\$30,000**

Transportation (Bus Passes for PATH Program Consumers)

\$1.75 (per bus pass) X 200 (bus passes) X 12 mos = **\$4200.00**

Outreach Supplies

\$200.00 per month X 12 mos = **\$2400**

Other

Flyers/Outreach Advertisement = **\$1,733**

202 West Fairview Ave.

Provider Type: Health Care for the Homeless/other health agency

Johnson City, TN 37614

PDX ID: TN-001

Contact: Judy Rice

State Provider ID:

Contact Phone #: 423-434-0984

Geographical Area Served: Region 1

Planning Period From 7/1/2016 to 6/30/2017

* Indicates a required field

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
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a. Personnel \$ 70,682 \$ 29,890 \$ 100,572

Position *	Annual Salary *	PATH-Funded FTE *	PATH-Funded Salary	Matched Dollars *	Total Dollars	Comments
PATH Administrator	\$ 42,672	0.32	\$ 13,655	\$ 0	\$ 13,655	<input type="text"/>
Registered Nurse	\$ 36,127	0.75	\$ 27,095	\$ 0	\$ 27,095	<input type="text"/>
Registered Nurse	\$ 80,748	0.26	\$ 20,994	\$ 0	\$ 20,994	<input type="text"/>
Registered Nurse	\$ 0	0.00	\$ 0	\$ 29,890	\$ 29,890	<input type="text"/>
Social Worker	\$ 44,688	0.20	\$ 8,938	\$ 0	\$ 8,938	<input type="text"/>

Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
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b. Fringe Benefits 27.24 % \$ 27,395 \$ 4,110 \$ 31,505

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
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c. Travel \$ 0 \$ 0 \$ 0

No Data Available

d. Equipment \$ 0 \$ 0 \$ 0

No Data Available

e. Supplies \$ 0 \$ 0 \$ 0

No Data Available

f. Contractual \$ 0 \$ 0 \$ 0

No Data Available

g. Construction (non-allowable)

h. Other \$ 0 \$ 0 \$ 0

No Data Available

i. Total Direct Charges (Sum of a-h) \$ 98,077 \$ 34,000 \$ 132,077

Category	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
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j. Indirect Costs (Administrative Costs) \$ 3,923 \$ 0 \$ 3,923

k. Grand Total (Sum of i and j) \$ 102,000 \$ 34,000 \$ 136,000

Source(s) of Match Dollars for State Funds:

Estimated Number of Persons to be Contacted: 500 Estimated Number of Persons to be Enrolled: 200

Estimated Number of Persons to be Contacted who are Literally Homeless: 400

Number Staff trained in SOAR in Grant year ended in 2014: 1 Number of PATH-funded consumers assisted through SOAR: 1

GRANT BUDGET SUMMARY				
Agency Name: East Tennessee State University				
Program Name: Projects for Assistance in Transition from Homelessness (PATH)				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$120,471.00	\$19,000.00	\$139,471.00
4, 15	Professional Fee, Grant & Award ²	\$10,000.00	\$15,000.00	\$25,000.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$242.00	\$0.00	\$242.00
11. 12	Travel, Conferences & Meetings ²	\$1,250.00	\$0.00	\$1,250.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$5,278.00	\$0.00	\$5,278.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$137,241.00	\$34,000.00	\$171,241.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET				
Agency Name: East Tennessee State University				
Program Code Name: Federal PATH				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$98,077.00	\$0.00	\$98,077.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$0.00	\$0.00
11, 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$3,923.00	\$0.00	\$3,923.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$102,000.00	\$0.00	\$102,000.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: East Tennessee State University
 Program Code Name: Federal PATH
 Begin Date: 7/1/2016
 End Date: 6/30/2017

SALARIES, BENEFITS & TAXES	AMOUNT
Complete the "Salaries" tab for Total Budgeted Salaries	\$70,382.00
Complete the "Salaries" tab for Total Budgeted Benefits and Taxes	\$27,695.00
TOTAL	\$98,077.00

INDIRECT COST	AMOUNT
4% of Total Direct Costs	\$3,923.00
TOTAL	\$3,923.00

Agency Name: East Tennessee State University
 Program Code Name: Federal PATH

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the contract period

Position Title	Name	Full-time Monthly Salary	Percent of Month Working on Program	# of Months working	Salary Allocated for Program (C*D*E)	Taxes & Benefits as % of Salary	Taxes and Benefits allocated for Program (F*G)
Psych NP	Judith Rice	\$6,794	26.67%	12	\$21,745	31.55%	\$6,860
Case Manager	Toria Gilewala	\$2,979	75.00%	12	\$26,811	45.75%	\$12,266
Coordinator	Jennifer Whitehead	\$3,556	30.00%	12	\$12,803	32.35%	\$4,142
LCSW	Dwight Ernst	\$3,760	20.00%	12	\$9,023	49.06%	\$4,426
TOTAL					\$70,382		\$27,695
Instructions: Enter Position Title Repeat Row(s) as necessary See an Example of a Completed Salaries, Wages, and Benefits Schedule Below	Enter Name	Enter Actual Full-time Monthly Salary for Each Position Above	Enter the Percentage of Employee's Time to be Allocated to Program	Enter the Number of Months Employee will work with Program	This total should equal "Salaries" line item on budget detail	Enter the Percentage of Taxes & Benefits as a % of Salary See Note Below	This total should equal "Benefits & Taxes" line item on budget detail

GRANT BUDGET				
Agency Name: East Tennessee State University				
Program Code Name: Local Match PATH				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$0.00	\$19,000.00	\$19,000.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$15,000.00	\$15,000.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$0.00	\$0.00
11. 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$0.00	\$34,000.00	\$34,000.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: East Tennessee State University
 Program Code Name: Local Match PATH
 Begin Date: 7/1/2016
 End Date: 6/30/2017

SALARIES, BENEFITS & TAXES	AMOUNT
Complete the "Salaries" tab for Total Budgeted Salaries	\$14,913.00
Complete the "Salaries" tab for Total Budgeted Benefits and Taxes	\$4,087.00
TOTAL	\$19,000.00

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Frontier Health	\$15,000.00
TOTAL	\$15,000.00

Agency Name: East Tennessee State University
 Program Code Name: Local Match PATH

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the contract period

Position Title	Name	Full-time Monthly Salary	Percent of Month Working on Program	# of Months working	Salary Allocated for Program (C*D*E)	Taxes & Benefits as % of Salary	Taxes and Benefits allocated for Program (F*G)
Nurse Practitioner	Lee Plemmons	\$6,183	20.10%	12	\$14,913	27.41%	\$4,087
TOTAL					\$14,913		\$4,087
Instructions: Enter Position Title Repeat Row(s) as necessary See an Example of a Completed Salaries, Wages, and Benefits Schedule Below	Enter Name	Enter Actual Full-time Monthly Salary for Each Position Above	Enter the Percentage of Employee's Time to be Allocated to Program	Enter the Number of Months Employee will work with Program	This total should equal "Salaries" line item on budget detail	Enter the Percentage of Taxes & Benefits as a % of Salary See Note Below	This total should equal "Benefits & Taxes" line item on budget detail

GRANT BUDGET				
Agency Name: East Tennessee State University				
Program Code Name: State PATH				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$22,394.00	\$0.00	\$22,394.00
4, 15	Professional Fee, Grant & Award ²	\$10,000.00	\$0.00	\$10,000.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$242.00	\$0.00	\$242.00
11. 12	Travel, Conferences & Meetings ²	\$1,250.00	\$0.00	\$1,250.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$1,355.00	\$0.00	\$1,355.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$35,241.00	\$0.00	\$35,241.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: East Tennessee State University
 Program Code Name: State PATH
 Begin Date: 7/1/2016
 End Date: 6/30/2017

SALARIES, BENEFITS & TAXES	AMOUNT
Complete the "Salaries" tab for Total Budgeted Salaries	\$16,511.00
Complete the "Salaries" tab for Total Budgeted Benefits and Taxes	\$5,883.00
TOTAL	\$22,394.00

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Psych Preceptor - Frontier Health	\$10,000.00
TOTAL	\$10,000.00

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Supplies Budget	\$242.00
TOTAL	\$242.00

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Training and Conferences Attended by Staff Budget	\$1,250.00
TOTAL	\$1,250.00

INDIRECT COST	AMOUNT
4% of Total Direct Costs	\$1,355.00
TOTAL	\$1,355.00

Agency Name: East Tennessee State University
 Program Code Name: State PATH

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the contract period

Position Title	Name	Full-time Monthly Salary	Percent of Month Working on Program	# of Months working	Salary Allocated for Program (C*D*E)	Taxes & Benefits as % of Salary	Taxes and Benefits allocated for Program (F*G)
Coordinator	Jennifer Whitehead	\$3,556	30.00%	12	\$12,803	32.35%	\$4,142
Patient Care Representative	Sarah Fine	\$2,060	15.00%	12	\$3,708	46.96%	\$1,741
TOTAL					\$16,511		\$5,883
Instructions: Enter Position Title Repeat Row(s) as necessary See an Example of a Completed Salaries, Wages, and Benefits Schedule Below	Enter Name	Enter Actual Full-time Monthly Salary for Each Position Above	Enter the Percentage of Employee's Time to be Allocated to Program	Enter the Number of Months Employee will work with Program	This total should equal "Salaries" line item on budget detail	Enter the Percentage of Taxes & Benefits as a % of Salary See Note Below	This total should equal "Benefits & Taxes" line item on budget detail

PATH State FY 2017 Intended Use Plan

1. Local Provider Description – Provide a brief description of the provider organization receiving PATH funds, including name, type of organization, region served, and the amount of PATH funds the organization will receive.

- The PATH program is administered by the Johnson City Community Health Center (JCCHC) and the Johnson City Downtown Clinic Day Center for the Homeless and Indigent. The JCCHC is a federally qualified health center (FQHC) that is managed by East Tennessee State University, College of Nursing (ETSU-CON). The Day Center provides primary and mental health care to homeless and recently homeless. The Day Center is a non-profit, nurse managed clinic that provides primary physical and mental health care to homeless, indigent and TennCare clients six days per week with extended hours on some evenings. As a service of a public university, the clinic is operated as part of a public not-for-profit entity. The JCCHC receives federal funding to operate as a Consolidated Health Center/Healthcare for the Homeless/Migrant Health Center ((CHC/HCH/MHC) in Northeast Tennessee. The JCCHC is designated as a Health Professional Shortage Area (HPSA) facility. The JCCHC and Day Center serve Washington, Carter, Unicoi, Sullivan and Greene County. Additionally, the clinic serves clients from bordering states such as Virginia and North Carolina. The JCCHC and Day Center receives \$102,000.00 in federal funds, \$35,241.00 in state supplemental funds and \$34,000.00 in matching funds for a total of \$171, 241.00.

2. Collaboration with HUD Continuum of Care (CoC) Program – Describe the organization’s participation in the HUD CoC program and any other local planning, coordinating or assessment activities. If you are not currently working with the CoC, briefly explain the approaches to be taken by the agency to collaborate with the local CoC:

- The geographical area served by the Johnson City Day Center PATH program does have a HUD funded Continuum of Care Program and the Day Center continues to be an active participant of the program. PATH clients have access to transitional housing through the HUD Continuum of Care. The Day Center’s most chronic PATH clients will have access to permanent supportive housing as part of the HUD Continuum of Care. The Appalachian Regional Coalition to End Homelessness (ARCH), which is a public, private partnership, is working to address needs of homeless clients. The coalition is comprised of representatives from local agencies including the Day Center, Kingsport Housing and Redevelopment Authority (Shelter Plus Care), Frontier Health, Inc., Good Samaritan, Fairview Housing, Salvation Army, Safe Passage, Haven of Rest Mission, and Hope Haven Rescue Mission. ARCH meetings occur every other month. The ARCH subcommittees meet alternately every other month. The coordinator of the Day Center has been elected to serve on the ARCH Board and as chair of the Coordinated Entry Committee. Representatives from government agencies such as the City of Johnson City, TN, City of Kingsport, TN and City of Bristol, TN as well as several local businesses also participate in ARCH.

3. Collaboration with Local Community Organizations – Provide a brief description of partnerships and activities with local community organizations that provide key services (i.e., primary health, mental health, substance abuse, housing, employment, etc.) to PATH eligible clients and describe coordination of activities and policies with those organizations. Provide specific information about how coordination with other outreach teams is achieved.

- Several local agencies provide services to PATH eligible clients including temporary shelters such as the Salvation Army, Safe Passage, Family Promise and the Haven of Mercy. Food and social support are provided by the Melting Pot, Haven of Mercy, Salvation Army, Second Harvest, Loaves of Fishes, and Good Samaritan. The Day Center also provides food assistance. Housing services for PATH eligible clients are coordinated with East Tennessee Veterans Resources, Kingsport Housing and Redevelopment Agency (shelter plus care housing program), ARCH and the Johnson City Housing Authority. Frontier Health, Inc., the local CMHC, provides crisis and out-patient psychiatric services, along with the James H. Quillen Veterans Medical Center and Mountain States Health Alliance who provide in-patient psychiatric services. The Veterans Administration Mountain Home Homeless Outreach Coordinator comes to the Day Center on a weekly basis which has been helpful with the coordination of services for veterans experiencing homelessness and a mental illness. Primary health care services are provided on-site at the JCCHC as well as the day shelter. Audiology, speech therapy, physical therapy, dental hygiene, radiology and nutritionist services are provided at JCCHC and all PATH clients have access to these services. Associated Pathologists and Mountain States Health Alliance provide laboratory services.

4. Service Provision – Describe the organization’s plan to provide coordinated and comprehensive services to eligible PATH clients, including:

- **Describe how the services to be provided using PATH funds will align with PATH goals to target street outreach and case management as priority services and maximize serving the most vulnerable adults who are literally and chronically homeless:**
- Staff will continue to engage in outreach activities several times per week. The local shelters, soup kitchens, known encampments and the public library will be visited by PATH staff. PATH staff will also maintain weekly contact with local hospitals and police departments. Due to an increasing number of young adults who have aged out of the foster care system, PATH case managers will start outreaching to Holston Homes and Youth Villages to identify any adolescents who may not have housing when they age out. PATH case managers will also start outreaching to the local university (ETSU) and local community college (Northeast State) to identify any LGBT students who are experiencing homelessness and a mental illness. Regular meetings and in-services are provided to the local psychiatric hospital in order to coordinate care of PATH

clients. PATH staff also provide in-services to churches and other community agencies to facilitate identifying any clients in the area who are experiencing homelessness and have a mental illness. PATH staff will continue to outreach to rural areas as many families are now residing in abandoned structures. Case management is provided at the Day Center 5 days per week.

- **Provide specific examples of how the agency maximizes use of PATH funds by leveraging use of other available funds for PATH client services.**
 - The VA homeless outreach coordinator comes to the Day Center every week. PATH staff refer veterans who are homeless and have a mental illness to the VA. PATH staff have worked diligently to find a local agency who would be willing to pay for the cost of obtaining birth certificates and identification cards for clients. The Good Samaritan has agreed to cover these costs for our clients who are homeless. Before using PATH funds to cover housing costs, such as security deposits or emergency rent, staff first reach out to the Salvation Army or Neighborhood services to request assistance.
- **Describe any gaps that exist in the current service systems:**
 - Housing continues to be a significant barrier. Many of our clients are unable to obtain public housing due to having a prior felony. The Shelter Plus Care Housing Program has very limited space and it is not uncommon for clients to have to wait at least nine months before they can obtain housing. It is also difficult for clients to obtain housing due to inability to pay security deposits. Maintaining housing can be difficult when clients experience financial stressors related to unemployment or psychiatric symptom exacerbation. Due to the continued economic downturn, more families are becoming homeless and it is difficult to find housing for them and keep the family unit intact. Several local factories and railroads have closed leading to increased numbers of homeless families. Access to care barriers continue to be a significant service gaps for PATH eligible individuals and families who continue to have trouble assessing traditional mental health services, especially for substance dependence issues. Access to substance abuse treatment is an extremely significant problem in our region. Access to inpatient hospitalization for mental health treatment is also a significant barrier. Access to services is often restricted related to lack of health insurance or other fiscal resources and process of care issues, and lack of availability of inpatient beds. Lack of health insurance continues to be a major barrier to mental health care. Without insurance or fiscal resources, access to needed services or sustainability of current services such as psychotropic medications is problematic. When clients are bridged to the local CMHC, it continues to take at least one month before they are able to see a prescriber, often leading to clinical destabilization. Although a typical day at the Day Center sees 40 to 60 people, resources are not adequate for

half that number. The current building in which the Day Center resides is 2100 square feet and in poor condition. However, the Day Center has received a HRSA \$1,000,000 grant to build a new center. Ground breaking is expected to occur December 2016.

- **Provide a brief description of the current services available to clients who have both a serious mental illness and a substance use disorder:**
 - For nearly 19 years, the Johnson City Day Center has endeavored to provide the homeless population of Northeast Tennessee with daytime access to medical and behavioral health services, shelter, food, clothing, showers, laundry services, telephone, mailboxes, computers, employment assistance, group therapy, and individual case management. In the past fiscal year, the Day Center served 1,151 homeless individuals from the eight counties of Northeast Tennessee; its services are vital and unique to the homeless population of this area.
 - The Day Center PATH staff will continue to work with community agencies to increase availability of, and access to, services for dually diagnosed PATH clients. Day Center PATH services for dually diagnosed clients will continue to include the use of a non-traditional, non-abstinence model at the initiation of services. Group therapy and AA meetings will be conducted on-site at the Day Center by a LCSW. In-patient detoxification services are coordinated with Mountain States Health Alliance or the VA. ETSU is starting a drug addiction treatment and research center which will significantly improve access to substance abuse treatment. Primary care services are provided at the Day Center in addition to the JCCHC site. On site GED training is provided at the Day Center.
- **Describe how the local provider agency pays for providers or otherwise supports evidenced-based practices, trainings for local PATH-funded staff, and trainings and activities to support collection of PATH data in HMIS:**
 - Monthly in-services are provided to PATH staff every month. All content provided in the in-services are related to evidenced-based practices. Additionally, several staff attend annual conferences regarding the care of clients with psychiatric disorders. Many of the conference sessions discuss care of clients who are experiencing homelessness and a mental illness. One PATH staff has presented at both international and national conferences on content related to evidenced-based care to clients experiencing homelessness and mental illness. Because the Day Center is an entity of ETSU, PATH staff have access to free webinars and many other continuing education opportunities. The local COC (ARCH) has offered many trainings on

how to use HMIS and they have a staff member that is devoted to the HMIS system. Three PATH staff at the Day Center have been trained on how to use HMIS by the director of our local COC. The Day Center coordinator has provided training to our volunteers and staff on how to use HMIS.

5. Data – Describe the provider’s status on HMIS transition plan, with accompanying timeline, to collect PATH data by fiscal year 2016. If providers are fully utilizing HMIS for PATH services, please describe plans for continued training and how providers will support new staff:

- Three PATH staff members have been trained on how to use HMIS by the director of our local COC, ARCH. The Day Center coordinator has provided training to our volunteers and staff on how to use HMIS. Our local COC (ARCH) has offered many trainings on how to use the new HMIS system and they have a staff member that is devoted to the HMIS system. They are always available to answer any questions or concerns regarding HMIS. PATH staff are entering data into HMIS on PATH clients. All services provided at the Day Center are logged into HMIS with the exception of outreach. At this point in time, ARCH has requested outreach not be logged into HMIS. The Day Center has the equipment necessary to make HMIS identification cards. However, ARCH is considering using new software for the identification cards. Day Center staff are having ongoing meetings with ARCH to discuss this possible change. The Day Center will be the central intake for HMIS for Washington County.

6. SSI/SSDI Outreach, Access, Recovery (SOAR) – Describe the provider’s plan to train PATH staff on SOAR. Indicate the number of PATH staff trained in SOAR during the grant year ended in 2015 (2014- 20), and the number of PATH funded consumers assisted through SOAR. Also describe efforts used to train staff on this system. Indicate the number of staff trained, the number of PATH funded consumers through this process, and application eligibility results.

- Two PATH members have been trained on SOAR during the recent grant year. A new case manager is currently receiving SOAR training. Every semester, undergraduate social work students who are placed at the Day Center for internships, receive SOAR training. Two applications were made to SOAR this fiscal year, both of which were approved. PATH staff coordinate with Legal Aid Services. Three clients were referred to this agency for SOAR. One was approved and the other two left the area. PATH staff are currently having meetings with Frontier Health, Inc. and in the near future, PATH staff may be providing SOAR services to this agency’s clients.

7. Housing – Indicate what strategies will be used for making suitable housing available for PATH clients (i.e., indicate the type of housing provided and the name of the agency):

- Housing continues to be a critical initiative of PATH services. The Day Center PATH program will continue to offer assistance with security deposits and one time rental payments to prevent eviction from housing when needed.

Every PATH eligible client is provided with a thorough review of housing needs and options. Those clients desiring housing are actively supported through case management, referrals, and coordination with the housing resources of Frontier Health, Inc. The Day Center continues a cooperative effort with the local SRO providers in the community to give preference to Day Center PATH clients and to work with the Day Center when problems arise with a housed client's behavior in order to prevent loss of housing. PATH clients with co-occurring serious mental illness and substance abuse disorders are given preference for placement at Manna House, a transitional housing facility for dually diagnosed clients. There are thirty permanent supportive housing units available for the chronically mentally ill in our region. The Salvation Army in Johnson City offers transitional housing for homeless clients. Eligible clients are enrolled in the Shelter Plus Care Housing Program which is a HUD grant utilized by Kingsport Housing and Redevelopment Authority. If a PATH client isn't eligible for SPC then they would be referred to our local housing authority, Johnson City Housing Authority (JCHA).

8. Staff Information – Describe the demographics of staff serving the clients; how staff providing services to the population of focus will be sensitive to age, gender, disability, lesbian, gay, bisexual and transgender, racial/ethnic, and differences of clients; and the extent to which staff receive periodic training in cultural competence and health disparities. A strategy for addressing health disparities is use of the recently revised national Culturally and Linguistically Appropriate Services (CLAS) standards: (<http://www.ThinkCulturalHealth.hhs.gov>):

- Three of the staff are from the Appalachian region and possess regional awareness and sensitivity to the special needs of individuals from the Appalachian culture and of the population served by PATH services. One staff member is African-American. The majority of PATH staff are female and between the age group of 30-50. Also, 4 PATH consumers volunteer full-time at the day center and serve on the board of the Johnson City Community Health Center. The Primary Health Services for Hispanics and Migrants initiative, funded by the CDC, is still housed at the JCCHC and continues to provide more opportunities for PATH staff to work with the Hispanic population. Outreach is provided to the migrant camps during farming season. Interpreters are available at the Day Center and also go to the migrant camps with PATH staff. PATH staff receive annual training about using interpreters with clients who have a mental illness. Additionally, PATH staff routinely receive in-services and training regarding the provision of culturally competent care to diverse populations. For example, one recent in-service provided training about performing a cultural assessment and the stigma mental illness that is often prevalent in various cultures. The staff of the Day Center PATH program undergoes cultural competency staff

development training twice a year and attend a mandatory, annual cultural diversity workshop offered through East Tennessee State University. PATH staff recently participated in a Safe Zone training Program and are now a designated Safe Zone.

9. Client Information – Describe the demographics of the client population, the projected number of adult clients to be contacted, enrolled, and the percentage of adult clients served using PATH funds to be literally homeless.

- The primary service area for the Day Center PATH program is Washington County, Tennessee, a non-urban county, with an estimated 2013 population of 125,546. Although the county is considered the service area, and includes Johnson City, ETSU, and the Day Center, the clinic attracts clients from the entire northeast Tennessee region. Washington County is a partially designated Medically Underserved Area (MUA). The number of homeless persons in the service area continues to rise. Northeast Tennessee continues to witness enormous growth in the Hispanic population, including migrant farm workers who often experience homelessness. According to the US Census 2000 data, there was a 218% increase in the Hispanic population of Washington County since the US census 1990. However, the majority of adult clients who are homeless are Caucasians. Although approximately 60% of PATH clients are male, the number of female clients has increased and is expected to increase further during FY 2017. Additionally, 35% of PATH clients are between the ages of 50-64, 35% between the ages of 35-49 and 30% between the ages of 18-34. The most common diagnosis of PATH clients is affective disorders with psychotic disorders being the second most common. Approximately 50% of PATH clients have a co-occurring substance abuse disorder. A minimum of 400 outreach contacts and 100 additional PATH eligibility screening will occur. It is projected that at least 80% of PATH clients will be “literally” homeless.

10. Consumer Involvement – Describe how individuals who experience homelessness and have serious mental illnesses, and family members will be involved at the organizational level in the planning, implementation, and evaluation of PATH-funded services. For example, indicate whether individuals who are PATH-eligible are employed as staff or volunteers or serve on governing or formal advisory boards:

- Consumer involvement is an integral part of the Day Center PATH program. All PATH-eligible clients are the leaders of their treatment planning terms and have input at every level of service planning. When new services, or modifications of present services, are planned, consumer input is solicited and is part of the active planning. As part of compliance with the performance measures for the PATH grant, consumer surveys are administered to at least 35% of enrolled clients. Informal forums for PATH clients are held to provide a mechanism to solicit

feedback from clients regarding PATH funded services. Day Center clients have provided significant input into the planning for the new Day Center building. For example, clients have met with the architecture on numerous occasions to make requests and provide feedback. The clients requested a memorial wall in the new building to honor fellow clients that have died and a community garden. Both requests were approved. A governing board for the JCCHC meets on a monthly basis. The governing board has been incorporated as a 501(c)(3) board and includes 51% users among the 19 members. Three members are PATH clients and also volunteer at the day center on a full-time basis. Lastly, the constituency of the Johnson City Coalition membership includes identification of consumers.

11. Budget Narrative – Provide a budget narrative that includes the local-area provider’s use of PATH funds.

- \$1,250.00 will be used travelling to Nashville TN for PATH meetings and for attending conferences that will help PATH staff improve the care to individuals who have a mental illness and are experiencing homelessness. \$242.00 will be used for supplies such as postage, printing, etc. The remainder of the budget will be used for salary, benefit and taxes, rent or security deposit assistance, and professional fees. A detailed budget is attached to the IUP.

PATH BUDGET SFY 16 / FFY 15

Provider:				
Position	Full-time annual salary	PATH-funded FTE (%)	PATH-funded salary	Total
Psych. NP	\$78,187	32.5%	\$25,411	
Case Manager	\$34,710	75.0%	\$26,033	
Coordinator	\$40,899	60.0%	\$25,539	
Patient Care Rep.	\$22,496	15.0%	\$ 3,374	
LCSW	\$43,806	10.0%	\$ 4,381	
Position subtotal				
Benefits subtotal				
Travel				
Equipment				
Supplies				
Contractual				
Other				
TOTAL DIRECT				
Indirect Costs				
PATH Program TOTAL				

PATH REVENUE	
SOURCE	AMOUNT
PATH Federal Formula grant	\$102,000
Local Match (equals 1/3 of formula grant)	\$ 34,000
State Supplement funds	\$ 35,241
Other funds	
Total	\$171,241

Travel:

Travel to annual meeting in Nashville – 285 mi. @ \$.47/mi = \$133.95

Hotel for annual meeting– room and taxes (two nights)- \$151.80 x 4 staff= \$1214.40

Per diem for annual meeting- \$49.50 x 2 days x 4 staff= \$396.00

Conferences for continuing education: 755.65

Travel subtotal - \$2,500.00

Supplies:

Office supplies \$500.00

HMIS scanner, equipment and supplies: \$2,686.00

Supplies Total: \$3,186.00

Contractual (Professional Fee)

Psychiatric Consultation \$10,000.00

Contractual total: \$10,000.00

4. Helen Ross McNabb Center

205 W. Springdale Ave

Knoxville, TN 37917

Contact: Andy O'Quinn

Contact Phone #: 865-637-9711

Has Sub-IUPs: No

Provider Type: Community mental health center

PDX ID: TN-003

State Provider ID:

Geographical Area Served: Region 2 - Knox

Planning Period From 7/1/2016 to 6/30/2017

* Indicates a required field

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
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a. Personnel \$ 55,418 \$ 18,179 \$ 73,597

Position *	Annual Salary *	PATH-Funded FTE *	PATH-Funded Salary	Matched Dollars *	Total Dollars	Comments
Case Manager	\$ 29,352	0.30	\$ 8,806	\$ 4,000	\$ 12,806	<input type="text"/>
Outreach worker	\$ 34,080	0.60	\$ 20,448	\$ 4,000	\$ 24,448	<input type="text"/>
PATH Administrator	\$ 43,752	0.09	\$ 3,938	\$ 4,000	\$ 7,938	<input type="text"/>
Other (Describe in Comments)	\$ 28,068	0.60	\$ 16,841	\$ 2,179	\$ 19,020	SOAR Outreach/Case Manager
Other (Describe in Comments)	\$ 89,757	0.06	\$ 5,385	\$ 4,000	\$ 9,385	Senior Director

Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
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b. Fringe Benefits 20.73 % \$ 15,259 \$ 5,004 \$ 20,263

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
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c. Travel \$ 2,442 \$ 730 \$ 3,172

Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Annual PATH Conference	\$ 481	\$ 0	\$ 481	<input type="text"/>
Other (Describe in Comments)	\$ 1,961	\$ 730	\$ 2,691	Routine Travel (Fuel, mileage)

d. Equipment \$ 1,460 \$ 250 \$ 1,710

Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Other (Describe in Comments)	\$ 1,460	\$ 250	\$ 1,710	Equipment rental and maintenance

e. Supplies \$ 1,044 \$ 375 \$ 1,419

Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Client: Other Supplies (Describe in Comments)	\$ 1,044	\$ 375	\$ 1,419	Clinical/Therapy Supplies, Office Supplies, Minor Equipment

f. Contractual \$ 0 \$ 0 \$ 0

g. Construction (non-allowable)

h. Other \$ 8,792 \$ 3,486 \$ 12,278

Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Office: Insurance (Property, Vehicle, Malpractice, etc.)	\$ 736	\$ 200	\$ 936	<input type="text"/>
Office: Rent Expenses	\$ 1,770	\$ 250	\$ 2,020	<input type="text"/>
Office: Utilities/Telephone/Internet	\$ 614	\$ 200	\$ 814	<input type="text"/>
Office: Other (Describe in Comments)	\$ 4,550	\$ 0	\$ 4,550	Specific Assistance to Individuals
Office: Other (Describe in Comments)	\$ 900	\$ 300	\$ 1,200	Professional Fee
Office: Other (Describe in Comments)	\$ 222	\$ 100	\$ 322	Membership Dues in Professional Organizations, Recruiting, Licensing
Office: Other (Describe in Comments)	\$ 0	\$ 2,436	\$ 2,436	Depreciation

i. Total Direct Charges (Sum of a-h) \$ 84,415 \$ 28,024 \$ 112,439

Category	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
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j. Indirect Costs (Administrative Costs)	\$	15,245	\$	5,196	\$	20,441	
k. Grand Total (Sum of i and j)	\$	99,660	\$	33,220	\$	132,880	

Source(s) of Match Dollars for State Funds:

Local Provider Agency Provided

Estimated Number of Persons to be Contacted:	360	Estimated Number of Persons to be Enrolled:	90
Estimated Number of Persons to be Contacted who are Literally Homeless:	288		
Number Staff trained in SOAR in Grant year ended in 2014:	3	Number of PATH-funded consumers assisted through SOAR:	16

GRANT BUDGET SUMMARY				
Agency Name: Helen Ross McNabb Center, Inc.				
Program Name: Projects for Assistance in Transition from Homelessness (PATH)				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$95,462.00	\$23,183.00	\$118,645.00
4, 15	Professional Fee, Grant & Award ²	\$1,200.00	\$300.00	\$1,500.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$6,782.00	\$1,075.00	\$7,857.00
11. 12	Travel, Conferences & Meetings ²	\$3,300.00	\$730.00	\$4,030.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$977.00	\$200.00	\$1,177.00
16	Specific Assistance To Individuals ²	\$6,150.00	\$0.00	\$6,150.00
17	Depreciation ²	\$0.00	\$2,436.00	\$2,436.00
18	Other Non-Personnel ²	\$300.00	\$100.00	\$400.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$20,730.00	\$5,196.00	\$25,926.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$134,901.00	\$33,220.00	\$168,121.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET				
Agency Name: Helen Ross McNabb Center, Inc.				
Program Code Name: PATH Formula Grant (Federal)				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$70,677.00	\$0.00	\$70,677.00
4, 15	Professional Fee, Grant & Award ²	\$900.00	\$0.00	\$900.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$4,888.00	\$0.00	\$4,888.00
11, 12	Travel, Conferences & Meetings ²	\$2,442.00	\$0.00	\$2,442.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$736.00	\$0.00	\$736.00
16	Specific Assistance To Individuals ²	\$4,550.00	\$0.00	\$4,550.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$222.00	\$0.00	\$222.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$15,245.00	\$0.00	\$15,245.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$99,660.00	\$0.00	\$99,660.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: Helen Ross McNabb
Center, Inc.
Program Code Name: PATH Formula Grant
(Federal)
Begin Date: 7/1/2016
End Date: 6/30/2017

SALARIES, BENEFITS & TAXES	AMOUNT
Complete the "Salaries" tab for Total Budgeted Salaries	\$55,418.00
Complete the "Salaries" tab for Total Budgeted Benefits and Taxes	\$15,259.00
TOTAL	\$70,677.00

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Audit and Legal Fees, Consulting Services, Background Checks, Answering Services, Interpreter Services, Drug Screens for Patients	\$900.00
TOTAL	\$900.00

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Clinical/Therapy Supplies, Office Supplies, Minor Equipment	\$1,044.00
Telephone Budget	\$614.00
Occupancy Budget	\$1,770.00
Equipment Rental and Maintenance Budget	\$1,460.00
TOTAL	\$4,888.00

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Routine Travel	\$1,961.00
Training Conference 3 Staff attending	\$481.00
TOTAL	\$2,442.00

INSURANCE	AMOUNT
Professional, General, Directors and Officers, Property, etc.	\$736.00
TOTAL	\$736.00

SPECIFIC ASSISTANCE TO INDIVIDUALS	AMOUNT
Bus Passes, Basic Needs, sheltering needs (ie. Blowup mattresses, backpacks, etc.)	\$4,550.00
TOTAL	\$4,550.00

OTHER NON-PERSONNEL	AMOUNT
Membership Dues in Professional Organizations, Recruiting, Licensing	\$222.00
TOTAL	\$222.00

INDIRECT COST	AMOUNT
18% of Total Direct Costs of \$84,415	\$15,245.00
TOTAL	\$15,245.00

Agency Name: Helen Ross McNabb Center, Inc.
 Program Code Name: PATH Formula Grant (Federal)

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the contract period

Position Title	Name	Full-time Monthly Salary	Percent of Month Working on Program	# of Months working	Salary Allocated for Program (C*D*E)	Taxes & Benefits as % of Salary	Taxes and Benefits allocated for Program (F*G)
Senior Director	Candace Allen	\$7,480	6.00%	12	\$5,386	27.00%	\$1,454
BA Program Coordinator	Jessica Carlton	\$3,646	9.00%	12	\$3,938	28.00%	\$1,103
Homeless Outreach Worker - T	Andrew Call	\$2,840	60.00%	12	\$20,448	27.00%	\$5,521
Case Manager Outreach Worker	Angela Sullivan	\$2,446	30.00%	12	\$8,806	28.00%	\$2,466
SOAR Outreach / Case Manager	Andrew Parker	\$2,339	60.00%	12	\$16,841	28.00%	\$4,715
TOTAL					\$55,418		\$15,259
Instructions: Enter Position Title Repeat Row(s) as necessary See an Example of a Completed Salaries, Wages, and Benefits Schedule Below	Enter Name	Enter Actual Full-time Monthly Salary for Each Position Above	Enter the Percentage of Employee's Time to be Allocated to Program	Enter the Number of Months Employee will work with Program	This total should equal "Salaries" line item on budget detail	Enter the Percentage of Taxes & Benefits as a % of Salary See Note Below	This total should equal "Benefits & Taxes" line item on budget detail

GRANT BUDGET				
Agency Name: Helen Ross McNabb Center, Inc.				
Program Code Name: PATH Local Match				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$0.00	\$23,183.00	\$23,183.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$300.00	\$300.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$1,075.00	\$1,075.00
11. 12	Travel, Conferences & Meetings ²	\$0.00	\$730.00	\$730.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$200.00	\$200.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$2,436.00	\$2,436.00
18	Other Non-Personnel ²	\$0.00	\$100.00	\$100.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$5,196.00	\$5,196.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$0.00	\$33,220.00	\$33,220.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: Helen Ross McNabb
Center, Inc.
Program Code Name: PATH Local Match
Begin Date: 7/1/2016
End Date: 6/30/2017

SALARIES, BENEFITS & TAXES	AMOUNT
Complete the "Salaries" tab for Total Budgeted Salaries	\$18,179.00
Complete the "Salaries" tab for Total Budgeted Benefits and Taxes	\$5,004.00
TOTAL	\$23,183.00

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Audit and Legal Fees, Consulting Services, Background Checks, Answering Services, Interpreter Services, Drug Screens for Patients	\$300.00
TOTAL	\$300.00

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Clinical/Therapy Supplies, Office Supplies, Minor Equipment	\$375.00
Telephone Budget	\$200.00
Occupancy Budget	\$250.00
Equipment Rental and Maintenance Budget	\$250.00
TOTAL	\$1,075.00

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Routine Travel	\$730.00
TOTAL	\$730.00

INSURANCE	AMOUNT
Professional, General, Directors and Officers, Property, etc.	\$200.00
TOTAL	\$200.00

DEPRECIATION	AMOUNT
Allowable Building and Depreciation Expense	\$2,436.00
TOTAL	\$2,436.00

OTHER NON-PERSONNEL	AMOUNT
Membership Dues in Professional Organizations, Recruiting, Licensing	\$100.00
TOTAL	\$100.00

INDIRECT COST	AMOUNT
19% of Total Direct Costs of \$28,024	\$5,196.00
TOTAL	\$5,196.00

Agency Name: Helen Ross McNabb Center, Inc.
 Program Code Name: PATH Local Match

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the contract period

Position Title	Name	Full-time Monthly Salary	Percent of Month Working on Program	# of Months working	Salary Allocated for Program (C*D*E)	Taxes & Benefits as % of Salary	Taxes and Benefits allocated for Program (F*G)
Senior Director	Candace Allen	\$7,480	2.00%	12	\$1,795	27.00%	\$485
BA Program Coordinator	Jessica Carlton	\$3,646	3.00%	12	\$1,313	28.00%	\$368
Homeless Outreach Worker - T	Andrew Call	\$2,840	20.00%	12	\$6,816	27.00%	\$1,840
Case Manager Outreach Work	Angela Sullivan	\$2,446	9.00%	12	\$2,642	28.00%	\$740
SOAR Outreach / Case Manag	Andrew Parker	\$2,339	20.00%	12	\$5,614	28.00%	\$1,572
TOTAL					\$18,179		\$5,004
Instructions: Enter Position Title Repeat Row(s) as necessary See an Example of a Completed Salaries, Wages, and Benefits Schedule Below	Enter Name	Enter Actual Full-time Monthly Salary for Each Position Above	Enter the Percentage of Employee's Time to be Allocated to Program	Enter the Number of Months Employee will work with Program	This total should equal "Salaries" line item on budget detail	Enter the Percentage of Taxes & Benefits as a % of Salary See Note Below	This total should equal "Benefits & Taxes" line item on budget detail

GRANT BUDGET				
Agency Name: Helen Ross McNabb Center, Inc.				
Program Code Name: PATH Grant Supplement (State)				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$24,785.00	\$0.00	\$24,785.00
4, 15	Professional Fee, Grant & Award ²	\$300.00	\$0.00	\$300.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$1,894.00	\$0.00	\$1,894.00
11. 12	Travel, Conferences & Meetings ²	\$858.00	\$0.00	\$858.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$241.00	\$0.00	\$241.00
16	Specific Assistance To Individuals ²	\$1,600.00	\$0.00	\$1,600.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$78.00	\$0.00	\$78.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$5,485.00	\$0.00	\$5,485.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$35,241.00	\$0.00	\$35,241.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: Helen Ross McNabb
Center, Inc.
Program Code Name: PATH Grant
Supplement (State)
Begin Date: 7/1/2016
End Date: 6/30/2017

SALARIES, BENEFITS & TAXES	AMOUNT
Complete the "Salaries" tab for Total Budgeted Salaries	\$19,434.00
Complete the "Salaries" tab for Total Budgeted Benefits and Taxes	\$5,351.00
TOTAL	\$24,785.00

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Audit and Legal Fees, Consulting Services, Background Checks, Answering Services, Interpreter Services, Drug Screens for Patients	\$300.00
TOTAL	\$300.00

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Clinical/Therapy Supplies, Office Supplies, Minor Equipment	\$513.00
Telephone Budget	\$468.00
Occupancy Budget	\$496.00
Equipment Rental and Maintenance Budget	\$417.00
TOTAL	\$1,894.00

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Routine Travel	\$347.00
Training Conference 3 Staff attending	\$511.00
TOTAL	\$858.00

INSURANCE	AMOUNT
Professional, General, Directors and Officers, Property, etc.	\$241.00
TOTAL	\$241.00

SPECIFIC ASSISTANCE TO INDIVIDUALS	AMOUNT
Bus Passes, Basic Needs, sheltering needs (ie. Blowup mattresses, backpacks, etc.)	\$1,600.00
TOTAL	\$1,600.00

OTHER NON-PERSONNEL	AMOUNT
Membership Dues in Professional Organizations, Recruiting, Licensing	\$78.00
TOTAL	\$78.00

INDIRECT COST	AMOUNT
19% of Total Direct Costs of \$29,756	\$5,485.00
TOTAL	\$5,485.00

Agency Name: Helen Ross McNabb Center, Inc.
 Program Code Name: PATH Grant Supplement (State)

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the contract period

Position Title	Name	Full-time Monthly Salary	Percent of Month Working on Program	# of Months working	Salary Allocated for Program (C*D*E)	Taxes & Benefits as % of Salary	Taxes and Benefits allocated for Program (F*G)
Senior Director	Candace Allen	\$7,480	2.50%	12	\$2,244	27.00%	\$606
BA Program Coordinator	Jessica Carlton	\$3,646	3.50%	12	\$1,531	28.00%	\$429
Homeless Outreach Worker - T	Andrew Call	\$2,840	20.00%	12	\$6,816	27.00%	\$1,840
Case Manager Outreach Work	Angela Sullivan	\$2,446	11.00%	12	\$3,229	28.00%	\$904
SOAR Outreach / Case Manag	Andrew Parker	\$2,339	20.00%	12	\$5,614	28.00%	\$1,572
TOTAL					\$19,434		\$5,351
Instructions: Enter Position Title Repeat Row(s) as necessary See an Example of a Completed Salaries, Wages, and Benefits Schedule Below	Enter Name	Enter Actual Full-time Monthly Salary for Each Position Above	Enter the Percentage of Employee's Time to be Allocated to Program	Enter the Number of Months Employee will work with Program	This total should equal "Salaries" line item on budget detail	Enter the Percentage of Taxes & Benefits as a % of Salary See Note Below	This total should equal "Benefits & Taxes" line item on budget detail

Request for SFY 17 PATH Intended Use Plan

Goal and Purpose of PATH Program

“The goal of the PATH Program is to reduce or eliminate homelessness for individuals with serious mental illnesses or co-occurring substance use disorders who are homeless or at imminent risk of becoming homeless. PATH funds are used to provide a menu of allowable services, including street outreach, case management and services which are not supported by mainstream mental health programs.”

“SAMHSA’s mission is to reduce the impact of substance abuse and mental illness on America’s communities by improving the quality and availability of substance abuse prevention, alcohol and drug abuse treatment, and mental health services. In order to achieve this mission, SAMHSA has identified eight Strategic Initiatives to focus the Agency’s work on improving lives and capitalize on emerging opportunities. These initiatives will streamline SAMHSA’s efforts and maximize the impact of our resources on areas of urgency and opportunity. This will also enable SAMHSA to shift its programs to better complement the changing policy landscape resulting from the Affordable Care Act and Mental Health Parity Act. Housing and homelessness resides in SAMHSA’s Recovery Support Strategic Initiative. This initiative includes objectives designed to provide housing and reduce barriers to accessing effective services that sustain recovery for individuals with mental and substance use disorders who experience homelessness.

PATH-eligible services are the following:

Services to Be Supported by PATH Funds are:

- a. Outreach services
- b. Screening and diagnostic services
- c. Community mental health services
- d. Case management services
- e. Alcohol and drug treatment services
- f. Staff training
- g. Housing services
- h. habilitation and rehabilitation services
- i. referrals for primary health services;
- j. Supportive and supervisory services

Although PATH funds can be used to support this array of services, applicants are encouraged to use the resources to fund street outreach, case management, and housing placement services which are not financially supported by mainstream behavioral health programs.

Provider Intended Use Plans

Keeping in mind this information plus the definitions and guidelines listed below, **please submit an Intended Use Plan for your agency's SFY 17/FFY 16 PATH program including the following information.** Please include each numbered and lettered questions followed by your reply. Please note there are changes in information requested from last year that are required to be addressed.

- 1. Local Provider Description** – Provide a brief description of the provider organization receiving PATH funds, including name, type of organization, region served, and the amount of PATH funds the organization will receive.

Helen Ross McNabb Center (HRMC) is a private, not-for-profit, regional community mental health facility. HRMC began serving the community's children in 1948 and has since evolved into a comprehensive regional system of care that provides mental health treatment, alcohol and drug addiction services, and other social services to children, adults, and families. HRMC serves 21 counties in East Tennessee and has over 20 locations. HRMC's PATH Program serves individuals who reside in Knoxville and Knox County. HRMC receives \$ 99,660 from the Federal PATH Grant. These funds are allocated and received through the State of Tennessee's Department of Mental Health and Developmental Disabilities. The Federal PATH funds go to direct services offered by Helen Ross McNabb Center. The PATH State Grant Supplements \$ 35,241 and the PATH required local match (supplied by agency) provides an additional \$33,220. PATH total \$168,121. Included in the Salary budget is a full time SOAR Outreach Worker specifically designated for SOAR.

- 2. Collaboration with HUD Continuum of Care (CoC) Program** – Describe the organization's participation in the HUD CoC program and any other local planning, coordinating or assessment activities. If you are not currently working with the CoC, briefly explain the approaches to be taken by the agency to collaborate with the local CoC.

Since opening the doors 64 years ago, the vision of Helen Ross McNabb Center has been to provide services that improve the lives and well-being of persons in the community who suffer from the most impairing disorders and the most disadvantaging social circumstances by fostering an environment where the diversity of all populations is valued and respected. Community collaboration and coordination is vital to the success of this program and working to eliminate homelessness. PATH-HRMC collaborates with several different agencies in the community, including but not limited to the Tennessee Valley Homeless Coalition, the Community Action Center Homeward Bound's program, Voluntary Ministry Center, The Salvation Army, and the Knox Area Rescue Mission. PATH staff participates in monthly meetings with the Knox County Homeless Coalition, "Operation HOME" with the Tennessee Valley Homeless Coalition (with a focus on eradicating Veteran Homelessness in Knoxville and the surrounding counties), and the "Difficult Cases" group, which includes representatives from several agencies within the CoC. These meetings bring together several agencies within the CoC in order to increase

the effectiveness of serving those in the homeless population with the greatest barriers to achieving housing (frequently incarcerated and/or multiple evictions). Starting in December, 2015, PATH-HRMC has begun entering all homeless outreach data in to the Knox HMIS database.

- 3. Collaboration with Local Community Organizations** – Provide a brief description of partnerships and activities with local community organizations that provide key services (i.e., primary health, mental health, substance abuse, housing, employment, etc.) to PATH eligible clients and describe coordination of activities and policies with those organizations.

In the Knoxville/Knox County area there are several community agencies that provide services to the homeless population; however, these agencies do not directly target the SPMI population that the PATH and SOAR Program serves. Listed below are local agencies who serve the homeless population and who access and refer to the PATH Program for services such as permanent housing, mental health treatment, assistance in obtaining a source of income, and other linkage and advocacy services. Although this area has several agencies serving the homeless population, Helen Ross McNabb Center's PATH Program is the only program in the area that provides wraparound services and outreach for targeted SPMI homeless population. Some agencies with which we coordinate are: Salvation Army, Knox Area Rescue Ministries, Peninsula Hospital, Mobile Crisis, Knoxville and Morristown Crisis Stabilization Units, Ridgeview Mental Health, Knoxville Section 8 Office, Knox County Community Action Committee, Tennessee Department of Health and Human Services, Home Based Employment, Inc., Benevolent Client Services, Knoxville Community Development Corporation, Catholic Charities, Volunteer Ministries Center, Knox County Health Department, Interfaith Health Clinic, VA Services, Compassion Coalition, Helen Ross McNabb Center, Coordinated Care Meeting, Parkridge Harbor, Knox County Detention Center, Public Defender's Office, Youth Villages, UT Legal Clinic, YWCA, Cherokee Health Systems, Housing and Urban Development, Ladies of Charity, Angelic Ministries, Knox County Housing Authority, Serenity Shelter, Partner's Housing Committee, Family Crisis Center, Legal Aid, Volunteers of America, STEPS House, Family Promise of Knoxville, Minvilla Manor, and Flenniken Landing.

- 4. Service Provision** – Describe the organization's plan to provide coordinated and comprehensive services to eligible PATH clients, including:
 - a. Describe how the services to be provided using PATH funds will align with PATH goals to target street outreach and case management as priority services and maximize serving the most vulnerable adults who are literally and chronically homeless.

THE HRMC PATH Program is a two-tier program. First, the program provides outreach to individuals who are homeless and have a mental illness for the purposes of screening

and diagnostic treatment services. Secondly, the program provides transitional services for acquiring appropriate housing, the entitlement of benefits or employment, and community mental health treatment services geared toward to the mentally ill, dually diagnosed, and post-adolescent consumers who are generally less likely to engage readily. The delivery of services by the PATH Program is typically initiated in one of the area homeless shelters, other service agencies, or on the streets of Knoxville. At the initial contact, the homeless outreach worker will screen the individual to determine whether or not he/she is mentally ill and meets the eligibility requirements of the PATH Program, requires on-going services or information/referral only. Outreach services will include assessment in the community, information and referral resources, pre-vocational services, transportation, basic needs acquisition, supportive counseling, and/or case management services. Case management services offered through the homeless program consists of engagement of the consumer into mental health treatment, technical assistance in apply for housing assistance, locating and securing permanent housing through assisting the consumer with security deposits, first month's rent, one-time rental payment to prevent eviction, or utility assistance. For those clients who are unwilling or unable, due to persistent mental illness, to comply with the traditional PATH model persons will continue to be engaged in order to establish a rapport with the perspective client and case managers may work with ct on a "creative outreach" basis to ensure that the individuals needs are being met.

The HRMC PATH/SOAR Case manager will be engaging and working with the same population and utilizing the same methods for identification or perspective clients as a traditional PATH case manager, with the exception that they will focus on identifying clients who meet criteria to be receiving SSI/SSDI, but are not currently receiving these benefits. In addition to providing the services listed above, the SOAR case manager will aid clients with applying for SSI/SSDI utilizing the SOAR process. Additionally, the SOAR case manager will also act as a trainer, guide, and liaison for other case managers throughout the East Tennessee Region who work with the same target population to aid them in utilizing the SOAR process in applying for SSI/SSDI for their own clients.

PATH and SOAR will continue to foster strong relationships and encourage and accept referrals from our local area shelters, food pantries, soup kitchens, jails, police, housing agencies, other mental health providers, other agencies that target the homeless population, and with local community leaders, and well as, actively seeking out the homeless in our community by visiting areas where the homeless are known to congregate. In addition our SOAR case manager will conduct both local and regional trainings to educate other case managers who target the same population on how to use the SOAR process to obtain SSI/SSDI for those who would qualify. Our SOAR case manager will also act as a service coordinator to act as a "bridge" for other agencies in both Knoxville, and throughout East Tennessee, who need guidance in navigating the Social Security Disabilities Claims process.

- b. Describe any gaps that exist in the current service systems.

One of our greatest challenges continues to be our ability to keep pace with those who are in imminent threat of homelessness or near homelessness. In recent years we have seen a steady increase in the number of near homeless and those on the verge of being homeless. At the same time, there has been very limited development of new subsidized and/or low income housing in recent years, causing increasingly long wait lists for available subsidized properties. While PATH's primary function is identifying SPMI clients on the streets and helping with services and housing, PATH has continued to be faced with a sharp incline in the number of referrals both from other agencies as well as self-referrals. A high volume of these come from mental health consumers who are in imminent threat of homelessness and whom others services cannot aid, or can only partially aid. This increase is at least partly due to PATH's increase in networking in the community and increasing visibility in the community. PATH will continue to endeavor in our mission to enroll and aid all who qualify for services.

Another big gap as a community is the lack temporary emergency shelter for families. Our two largest shelters have limited space and will not allow men to stay in the same room as women and children. Also these shelters will not allow any male children between the ages of 14-18 to stay at their shelters. There is only one shelter that will allow the family to stay together in shelter and allow boys over 14 and that shelter can only host about 8 families at a time, and the families are required to move to a new location every week.

- c. Provide a brief description of the current services available to clients who have both a serious mental illness and a substance use disorder.

In August of 1997, The Helen Ross McNabb Center merged with Detoxification Rehabilitation Institute, creating a range of treatment options for individuals who are homeless and have a need for both addiction services and mental health services. This program is offered to individuals who have no insurance and need both addiction and mental health services. The PATH Program also accesses other area resources for inpatient detoxification, intensive outpatient, and AA/NA support groups in the community.

- d. Describe how the local provider agency pays for providers or otherwise supports evidenced-based practices, trainings for local PATH-funded staff, and trainings and activities to support collection of PATH data in HMIS.

HRMC provides to its entire staff various trainings throughout the year to enhance the knowledge and capabilities of its all of its staff including PATH and SOAR.

PATH/SOAR case managers attend the HOP/PATH providers' state meeting in Nashville yearly. PATH has also participated in training with the local HMIS provider, Lisa Higginbotham, as of December 2015, in order to ensure provide proper communication in the HMIS database. In addition all PATH case managers are also required to train and be certified in CPR and First Aid. Examples of trainings offered by HRMC include trainings

on Communicable Disease Prevention, New Medication's trainings, Crisis Prevention Intervention & Therapeutic Holding, Knoxville Gang Awareness, and several other training opportunities all of which are made available to PATH staff. Staff is also required to complete training modules as it applies to CARF standards (Commission on Accreditation of Rehabilitative Facilities).

- 5. Data** – Describe the provider's status on HMIS transition plan, with accompanying timeline, to collect PATH data by fiscal year 2017. If providers are fully utilizing HMIS for PATH services, please describe plans for continued training and how providers will support new staff.

Helen Ross McNabb Center has begun entering data into the HMIS system beginning on December 15, 2015. All new staff have attended a training at the local HMIS office to receive their HMIS certification as well as login information. PATH staff will then continue to be trained and monitored by the PATH team leader until they are proficient in HMIS usage. HMIS has proven that it can be an indispensable tool in assisting with coordination of care between homeless service providers. This will allow us to better communicate and work together to meet our client's needs with other members in our COC. Along with better coordination of care this should also allow us to avoid duplication of services to clients and allow us to better focus on diversification of services between COC members.

- 6. SSI/SSDI Outreach, Access, Recovery (SOAR)** – Describe the provider's plan to train PATH staff on SOAR. Indicate the number of PATH staff trained in SOAR during the grant year ended in 2015 (2014- 2015), and the number of PATH funded consumers assisted through SOAR.

For the 2014/2015 FY SOAR worked with 9 clients. During this time SOAR had 8 SOAR approvals. PATH has had to replace its former SOAR Regional Coordinator with a new hire as of the beginning of the annual year, 2016. This coordinator has received individual SOAR training online and is currently taking SOAR applications, but has not received training from the state yet, which is scheduled for August 30th, 2016. It is our intention that by the end of FY 2017 100% of PATH case managers and interns working with PATH will be trained in SOAR and that any new employees hired be trained in SOAR within 3 months of hiring.

- 7. Housing** – Indicate what strategies will be used for making suitable housing available for PATH clients (i.e., indicate the type of housing provided and the name of the agency).

The traditional housing options remain consistent through Section 8 Housing, Knoxville Community Development Corp (KCDC), group homes, and other forms of subsidized

housing. HRMC currently operates three complexes for the SPMI population in Knox County which not only provides housing, but also case management, as well as a new facility designed specifically to meet the needs of single parents with children. For the most difficult to house individuals, rental assistance is made available through the Tennessee Department of Mental Health and Developmental Disabilities Rental Assistance Program. Housing assistance is a major priority of the HRMC PATH Program; therefore, all consumers eligible for PATH case management services are offered technical assistance in terms of planning and applying for housing. Also, the HRMC PATH Program staff has worked to build relationships with local private landlords who have affordable housing options for individuals that may have bad credit history, no rental history, and/or a criminal record. Beyond rendering tangible assistance, PATH Program staff actively participates in the Knox County Homeless Coalition to improve the coordination of housing services for the homeless in the Knoxville/Knox County area. PATH continues to collaborate with, and actively participate with the CoC in an effort to find ways to better serve Knoxville/Knox County's homeless population. PATH staff also participates with the "Difficult Cases" committee meet to discuss chronically homeless individuals who require a more intensive and collaborative effort from different agencies in the community to ensure they can locate, attain, and maintain housing.

- 8. Staff Information** – Describe the demographics of staff serving the clients; how staff providing services to the population of focus will be sensitive to age, gender, disability, lesbian, gay, bisexual and transgender, racial/ethnic, and differences of clients; and the extent to which staff receive periodic training in cultural competence and health disparities. A strategy for addressing health disparities is use of the recently revised national Culturally and Linguistically Appropriate Services (CLAS) standards: (<http://www.ThinkCulturalHealth.hhs.gov>).

Current employees of the Helen Ross McNabb Centers PATH program are one white male, who acts as team leader and works as a full time PATH case manager, a white female who splits his time between ½ time PATH ½ time SOAR, and an African American female who works as a ½ time PATH case manager. The Helen Ross McNabb Center does not discriminate on the basis of race, color, creed, sex, age, national origin, sexual orientation, and physical or mental disability. To ensure that all employees of the Helen Ross McNabb Center are culturally sensitive and competent, the center provides ongoing trainings that address cultural diversity. Staff at HRMC are required to complete 5 hours of training each year in regards to cultural competency. Staff is also required to complete training modules as it applies to CARF standards (Commission on Accreditation of Rehabilitative Facilities).

- 9. Client Information** – Describe the demographics of the client population, the projected number of adult clients to be contacted, enrolled, and the percentage of adult clients served using PATH funds to be literally homeless.

The Helen Ross McNabb PATH Program’s client population is expected to follow the same trends as in FY 2015. These trends are as follows: 6% were between the ages of 18-23, 6% were between the ages of 24-30, 46% were ages 31-50, 35% were 51-60, and 7% were over 62 years of age. 65% were Caucasian, 35% were African American, and less than 1% reported being two or more races. 46% are males and 54% are females. HRMC proposes to serve 360 individuals for outreach information and referral services during the course of FY 17 for PATH homeless services. A minimum of 90 will receive additional outreach, case management, and advocacy through enrollment into the PATH Program. Also 16 clients will be assessed for SOAR services. 10 will be enrolled into the SOAR process. The percentage of individuals served with PATH Funds who are projected to be “literally” homeless is 80%. The percentage of individuals “literally” homeless served by SOAR will be 80%.

- 10. Consumer Involvement** – Describe how individuals who experience homelessness and have serious mental illnesses, and family members will be involved at the organizational level in the planning, implementation, and evaluation of PATH-funded services. For example, indicate whether individuals who are PATH-eligible are employed as staff or volunteers or serve on governing or formal advisory boards.

The Helen Ross McNabb Center actively pursues input from consumers and family members in the planning, implementation, and evaluation of our services through a number of different avenues. Clients are encouraged to participate by filling out surveys which not only collect the clients feeling about the program in the form of multiple choice questions, but also asks clients for the input about changes that could be made to the program to make our services more effective. Also, information and data collection are gathered from both consumers and family members through the Knox County Homeless Coalition and HMIS. In addition, involvement with area shelter directors and homeless advocates provides vital information for programming. The HRMC PATH Program does not utilize volunteers. Also, this program does not have a separate governing or formal advisory board, outside of the overall HRMC boards.

5. Mental Health Cooperative

275 Cumberland Bend

Nashville, TN 37228

Contact: Tracy Pekovitch

Contact Phone #: 615-743-1525

Has Sub-IUPs: No

Provider Type: Other mental health agency

PDX ID: TN-004

State Provider ID:

Geographical Area Served: Region 4 & 5

Planning Period From 7/1/2016 to 6/30/2017

* Indicates a required field

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
a. Personnel	\$ 167,480	\$ 0	\$ 167,480	

Position *	Annual Salary *	PATH-Funded FTE *	PATH-Funded Salary	Matched Dollars *	Total Dollars	Comments
Outreach worker	\$ 33,574	1.00	\$ 33,574	\$ 0	\$ 33,574	
Outreach worker	\$ 33,000	1.00	\$ 33,000	\$ 0	\$ 33,000	
Outreach worker	\$ 32,952	1.00	\$ 32,952	\$ 0	\$ 32,952	
Outreach worker	\$ 29,660	1.00	\$ 29,660	\$ 0	\$ 29,660	
PATH Administrator	\$ 50,530	0.40	\$ 20,212	\$ 0	\$ 20,212	
PATH Administrator	\$ 75,341	0.24	\$ 18,082	\$ 0	\$ 18,082	

Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
b. Fringe Benefits	23.00 %	\$ 38,520	\$ 0	\$ 38,520	

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
c. Travel	\$ 0	\$ 9,900	\$ 9,900	

Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Mileage Reimbursement	\$ 0	\$ 9,900	\$ 9,900	

d. Equipment	\$ 0	\$ 0	\$ 0	
No Data Available				

e. Supplies	\$ 0	\$ 0	\$ 0	
No Data Available				

f. Contractual	\$ 0	\$ 0	\$ 0	
No Data Available				

g. Construction (non-allowable)				
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Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
h. Other	\$ 0	\$ 58,767	\$ 58,767	
Office: Rent Expenses	\$ 0	\$ 31,328	\$ 31,328	
Office: Utilities/Telephone/Internet	\$ 0	\$ 3,276	\$ 3,276	
Office: Other (Describe in Comments)	\$ 0	\$ 24,163	\$ 24,163	Specific Assistance to Individuals

i. Total Direct Charges (Sum of a-h)	\$ 206,000	\$ 68,667	\$ 274,667	
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Category	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
j. Indirect Costs (Administrative Costs)	\$ 0	\$ 0	\$ 0	

k. Grand Total (Sum of i and j)	\$ 206,000	\$ 68,667	\$ 274,667	
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Source(s) of Match Dollars for State Funds:

Local Provider will Provide

Estimated Number of Persons to be Contacted: 3,500 Estimated Number of Persons to be Enrolled: 1,400

Estimated Number of Persons to be Contacted who are Literally Homeless: 1,050

Number Staff trained in SOAR in Grant year ended in 2014: 1 Number of PATH-funded consumers assisted through SOAR: 38

GRANT BUDGET SUMMARY				
Agency Name: Mental Health Cooperative				
Program Code Name: PATH Combined				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$206,000.00	\$0.00	\$206,000.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$34,604.00	\$34,604.00
11. 12	Travel, Conferences & Meetings ²	\$8,828.00	\$9,900.00	\$18,728.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$5,465.00	\$24,163.00	\$29,628.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$220,293.00	\$68,667.00	\$288,960.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET				
Agency Name: Mental Health Cooperative				
Program Code Name: Federal PATH				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$206,000.00	\$0.00	\$206,000.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$0.00	\$0.00
11, 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$206,000.00	\$0.00	\$206,000.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: Mental Health
 Cooperative
 Program Code Name: Federal PATH
 Begin Date: 7/1/2016
 End Date: 6/30/2017

SALARIES, BENEFITS & TAXES	AMOUNT
Complete the "Salaries" tab for Total Budgeted Salaries	\$167,480.00
Complete the "Salaries" tab for Total Budgeted Benefits and Taxes	\$38,520.00
TOTAL	\$206,000.00

Agency Name: Mental Health Cooperative
 Program Code Name: Federal PATH

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the contract period

Position Title	Name	Full-time Monthly Salary	Percent of Month Working on Program	# of Months working	Salary Allocated for Program (C*D*E)	Taxes & Benefits as % of Salary	Taxes and Benefits allocated for Program (F*G)
Outreach Specialist	SIVLEY, TINA	\$2,798	100.00%	12	\$33,578	23.00%	\$7,723
Outreach Specialist	BESUDEN, SALLY	\$2,746	100.00%	12	\$32,955	23.00%	\$7,580
Outreach Specialist, 330/340	FOWLER, SHAMONT	\$2,750	100.00%	12	\$32,994	23.00%	\$7,589
Outreach Specialist	SCARLETT, NATHAN	\$2,472	100.00%	12	\$29,660	23.00%	\$6,822
Supervisor	TEMPLETON, MARK	\$4,211	40.00%	12	\$20,212	23.00%	\$4,649
Program Manager, Special Prog	PEKOVITCH, TRACI	\$6,217	24.24%	12	\$18,082	23.00%	\$4,159
TOTAL					\$167,480		\$38,520
Instructions: Enter Position Title Repeat Row(s) as necessary See an Example of a Completed Salaries, Wages, and Benefits Schedule Below	Enter Name	Enter Actual Full-time Monthly Salary for Each Position Above	Enter the Percentage of Employee's Time to be Allocated to Program	Enter the Number of Months Employee will work with Program	This total should equal "Salaries" line item on budget detail	Enter the Percentage of Taxes & Benefits as a % of Salary See Note Below	This total should equal "Benefits & Taxes" line item on budget detail

GRANT BUDGET				
Agency Name: Mental Health Cooperative				
Program Code Name: Local Match PATH				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$0.00	\$0.00	\$0.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$34,604.00	\$34,604.00
11. 12	Travel, Conferences & Meetings ²	\$0.00	\$9,900.00	\$9,900.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$24,163.00	\$24,163.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$0.00	\$68,667.00	\$68,667.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: Mental Health
 Cooperative
 Program Code Name: Local Match PATH
 Begin Date: 7/1/2016
 End Date: 6/30/2017

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Telephone	\$3,276.00
Occupancy Budget	\$31,328.00
TOTAL	\$34,604.00

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Mileage	\$9,900.00
TOTAL	\$9,900.00

SPECIFIC ASSISTANCE TO INDIVIDUALS	AMOUNT
Specific Assistance to Individuals	\$24,163.00
Insert row(s) above as Necessary; Hide any Row(s) not Budgeted	
TOTAL	\$24,163.00

GRANT BUDGET				
Agency Name: Mental Health Cooperative				
Program Code Name: State PATH				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$0.00	\$0.00	\$0.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$0.00	\$0.00
11. 12	Travel, Conferences & Meetings ²	\$8,828.00	\$0.00	\$8,828.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$5,465.00	\$0.00	\$5,465.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$14,293.00	\$0.00	\$14,293.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: Mental Health
 Cooperative
 Program Code Name: State PATH
 Begin Date: 7/1/2016
 End Date: 6/30/2017

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Mileage	\$7,828.00
Training and Conferences Attended by Staff Budget	\$1,000.00
TOTAL	\$8,828.00

SPECIFIC ASSISTANCE TO INDIVIDUALS	AMOUNT
Specific Assistance to Individuals	\$5,465.00
TOTAL	\$5,465.00

PATH State FY 2017 Intended Use Plan
Mental Health Cooperative

1. Local Provider Description – Provide a brief description of the provider organization receiving PATH funds, including name, type of organization, region served, and the amount of PATH funds the organization will receive.

- a. agency name, **Address: Mental Health Cooperative 275 Cumberland Bend Drive Nashville, TN37228 Phone: (615) 726-3340 Fax: (615) 743-1680**
- b. type of organization, **The Mental Health Cooperative, Inc. (MHC) was established in April 1993. MHC is a private, not for profit mental health agency serving persons with serious and persistent mental illness.**
- c. counties served by Mental Health Cooperative (MHC), **MHC serves individuals in Davidson, Cheatham, Williamson, Rutherford, Montgomery, Stewart, Maury, Giles, Lawrence, Lewis, Marshall, Dickson, Houston, Humphreys, Hickman, Perry, Sumner, Wilson, Robertson, Macon, Trousdale, Bedford, Cannon, Coffee, and Wilson. MHC has opened offices in Chattanooga serving the counties of Hamilton, Marion, Sequatchie, Bledsoe, Rhea, Meigs, and Bradley. MHC has opened has established an office in Cookeville serving Putnam, Cumberland, DeKalb, Jackson, Overton, Smith, and White counties. In April 2016, MHC opened another office in Cleveland which serves individuals in Bradley, McMinn, Monroe, and Polk.**
 - i. **The PATH-funded services, specifically serve the counties of Davidson, Sumner and Montgomery Counties.**

The Mental Health Cooperative provides services for children, adolescents, and adults. The following services are provided by MHC:

- ❖ **24 Hour crisis services**
- ❖ **Case management services**
- ❖ **Psychiatric services including medications management, psychiatric evaluations and routine follow up with clinic providers**
- ❖ **Pharmacy services – *NPS Pharmacy***
- ❖ **Social support services**
- ❖ **Primary Health Care – *Integrated Health Cooperative***
- ❖ **Housing assistance/referral services**
- ❖ **Vocational and educational referral services**
- ❖ **Financial support through the Representative Payee Program**
- ❖ **Legal issues**
- ❖ **Assistance in applying for SSI/SSDI and other benefits through SOAR**
- ❖ **Physical health assistance/referral services to coordinate care with local physicians**
- ❖ **School consultation and assistance**
- ❖ **Individual therapy**
- ❖ **Homeless Outreach**
- ❖ **Transportation services**

d. amount and source of PATH funds (federal, local match, state supplement, other) the organization will allocate to the PATH program, **Mental Health Cooperative will receive \$288,960 from the Federal Government, State Supplemental funds, and agency matched funds to provide mental health services to the homeless. The entirety of these funds is used towards specific assistance and salaries of four Outreach Specialist, team supervisor, and program manager. MHC agency provides funds for the remaining members of the homeless team including Team Lead, five care managers, and Psychiatrist, and a Registered Nurse Certified in psychiatry and one care manager. A local grant provides funding for a Ryan White Mental Health Specialist serving on the PATH Team. In August 2012, MHC added a SOAR Specialist who serves as an auxiliary member of the Homeless Services Team. MHC funds this SOAR position.**

2. Collaboration with HUD Continuum of Care (CoC) Program – Describe the organization’s participation in the HUD Continuum of Care program, other local planning activities and program coordination initiatives, such as coordinated entry and coordinated assessment activities. If you are not currently working with the Continuum of Care (CoC), briefly explain the approaches to be taken by the agency to collaborate with the local CoC.

Program Manager and/or another member of the team attend regular Continuum of Care Meetings held at the Nashville Rescue Mission. MHC collaborates with members of the CoC through providing outreach and housing alternatives to those that may otherwise not be eligible for housing options provided through other programs. Within the past year, PATH Program Manager has worked closely with MDHA’s Mandy Wood in developing a process to allow MHC and other local partners to utilize the HMIS system in order to further improve data collection, sharing, and fulfill PATH requirements. In January 2016, 100% of MHC’s outreach team participated in the annual CoC organized PIT count; at which time staff were assigned to the Davidson County interstates and overpasses.

3. Collaboration with Local Community Organizations – Provide a brief description of partnerships and activities with local community organizations that provide key services (i.e., outreach teams, primary health, mental health, substance abuse, housing, employment, etc.) to PATH eligible clients, and describe coordination of activities and policies with those organizations. Provide specific information about how coordination with other outreach teams is achieved.

PATH Program Manager serves on the *How’s Nashville Leadership team* developed by the Metro Homeless Commission and How’s Nashville partners which consists of leaders of non-profit homeless outreach and advocacy groups. This group meetings two times a month to discuss ways to strengthen the outreach methods, identify barriers to housing, and offer suggestions to improve a currently used

coordinated entry system known as *Home Link*. This coordinated system is used for matching vulnerable, homeless individuals to appropriate housing options. The MHC Program Manager will continue to partner with agencies such as the Homeless Commission, Open Table, Veterans Affairs, Operation Stand Down, Family Safe Haven and Park Center to utilize this system. PATH Program Manager also serves on the Support Services Work Group, which meets monthly to develop strategies for educating the community, individuals experiencing homelessness and services providers of the various services and resources available to those with housing barriers. PATH Outreach specialist and care managers serve as Housing Navigators for individuals experiencing homelessness; completing the VI-SPDAT assessment tool and facilitating and assisting the individuals through the process of applying for and obtaining housing while using this coordinated entry system of *Home Link*.

PATH Supervisor has developed strong working relationships with staff at the local MDHA office to ensure MHC staff are well informed of the requirements and processes necessary to obtain housing through MDHA Programs such as Shelter Plus Care, Section 8 vouchers, Scattered Sites Properties and various towers throughout Nashville available to those retired or with disabilities. PATH Supervisor and staff meet consistently with MDHA staff to ensure they are properly completing the required documentation.

MHC provides scheduled “in reach” in large part due to the strong relationships build with local homeless shelters, day shelters and community libraries. MHC has offices at both the Nashville Rescue Mission and Family Life Center and provides in-reach at scheduled intervals throughout the week. During this time, PATH staff meet with eligible clients identify housing resources, substance abuse programs, employment opportunities, and facilitate the scheduling and transporting to mental health appointments in efforts to provide quick integration into services. MHC also works with clients via the mobile clinic with the psychiatrist on site every other week in order to assess clients whom otherwise may not be willing or able to attend appointments at the office. Outreach specialist also has scheduled hours at the Community Care Fellowship (aka Ken and Carol’s), Nashville Downtown Library, and Room In The Inn.

MHC PATH contracts with Park Center and the Cooperative Agreements Benefiting Homeless Individuals (CABHI). Through outreach, vocational assistance, supportive and independent housing and the use of the day program both programs share in serving the homeless. MHC and Park Center staff work together beyond the CABHI program as MHC is a referral source for both their day program and housing services.

Beginning in January 2016, PATH Program Manager has been a member of the Encampment Task Force Committee created by the Metro Homeless Commission per request of the Mayor in order to develop recommendations surrounding authorized and unauthorized camps. The issues discussed were related to the Ft Negly encampment though not specific to that situation. The recommendations were designed to focus on long-term approaches for individuals living on the streets or in encampments. The following vision was endorsed by the Encampment Task Force

To create a system that addresses and identifies need around encampments and outlines how we, as a community, can create a collaborative effort to move people from encampments and the streets to permanent housing.

Outreach specialist worked in conjunction with advocacy groups, outreach teams, Metro Social Services and other non-profits to assist in providing outreach support to those staying in encampments.

- 4. Service Provision** – Describe the organization’s plan to provide coordinated and comprehensive services to eligible PATH clients, including: Describe how the services to be provided using PATH funds will align with PATH goals to target street outreach and case management as priority services, and maximize serving the most vulnerable adults who are literally and chronically homeless.
- Provide specific examples of how the agency maximizes use of PATH funds by leveraging use of other available funds for PATH client services.

PATH Funds provide salary and resources to outreach specialist providing “outreach” and “in reach” to homeless individuals in the Nashville and surrounding areas. Outreach specialist will identify homeless individuals in the community and identify locations being developed as encampments or uninhabitable residences for individuals. Outreach specialists have maintained their presence at local libraries throughout the Nashville area designating set in-reach hours as well as the Clarksville Downtown Library. MHC has also designated in-reach times at the local Room In The Inn shelter. In addition to providing linkage to services for those staying at or near homeless shelters, outreach specialist will focus on street and bridge outreach and locating encampments. MHC will continue involvement in the Encampment Task Force to provide recommendations of safe alternatives to those experiencing barriers to housing and living in encampments. Outreach specialist will maintain familiarity with available resources, referring to Mental Health Cooperative’s case management services for those willing and eligible for services due to a severe, persistent mental illness. Outreach specialist will continue to refer to the MHC Safety Net Behavioral Health program at for those not eligible for case management services. MHC PATH Homeless Services Team consists of care managers (partially PATH funded). These care managers meet daily with outreach specialist providing seamless referrals and assistance in completing short and long term treatment goals. Individuals assigned to a PATH care manager will meet with care managers a minimum of 2 times/month for assistance in locating and applying for housing, advocacy, and assistance in accessing resources and completing referrals to primary care providers, housing providers, alcohol and drug treatment, and other needs identified by the consumer during completion of treatment plans. PATH funds supplement the salary for the PATH provider, allowing psychiatric evaluations, crisis assessments, and med management for individuals contacted, referred and integrated into Mental Health Cooperative’s outpatient services.

Outreach specialist and care managers will refer and link eligible individuals to the SOAR Specialist (MHC-funded) for assistance in applying for SSI/SSDI benefits. The SOAR specialist will meet with the PATH Team monthly or as needed to discuss the status and needs of homeless individuals applying for benefits. This consistent communication between SOAR specialist and PATH outreach specialist and care managers will also allow for increased accessibility to otherwise difficult to locate individuals.

MHC PATH Homeless Services Team will continue to participate in the How's Nashville Campaign and other community efforts that provide communication and collaboration to provide homeless individuals access to hard to obtain services. We will continue to complete Vi-SPDAT assessments and utilize the *Home Link* Coordinated Entry System as a means of "matching" homeless individuals to housing resources. MHC Outreach specialist and care managers will serve as "housing navigators" for those identified during this process.

In regards to PATH funds available for move-in costs, etc. MHC outreach specialist will work with clients to identify their financial goals and budgets and available financial resources in order to identify the most appropriate funding options (PATH Funds, ILS, and/or Basic Needs funds). MHC will work with other community resources for assistance before utilizing PATH funds. These resources include; The Arc, Need Link, Roof Tops, Metro Action Commission, Metro Social Services, The Metro Homeless Commission, the Adventist Community Center, and Ladies of Charity.

- Describe any gaps that exist in the current service systems.

Nashville's booming housing market has made availability of low-income housing sparse throughout the community. Subsidized vouchers through Shelter Plus, Section 8, and VASH have become increasingly more available however it's become increasingly more difficult to locate housing once the voucher is received.

Homeless Shelters are not an option for everyone without housing and/or income, leading many to stay in uninhabited areas or encampments. With increasing publicity given to encampments and citations issued to those staying in encampments or found to be "trespassing", it's becoming increasingly more difficult for individuals experiencing homelessness to find a location to exist as they wait for the, often times, lengthy process of obtaining housing. The "battle for space to wait" to obtain documents, complete applications, obtain vouchers, locate housing, pass background checks, secure deposits, sign a lease and move in strains an already difficult to establish relationship between individuals and providers. Individuals experiencing homelessness often feel as though they need to stay on the move to avoid citation, making it nearly impossible to connect with individuals to provide assistance in time sensitive situations.

Other identified barriers include few housing providers develop housing with the intent of housing a sex offenders or felons; therefore little consideration is given to the location of the residence. Few options exist to provide affordable, well managed, housing options for individuals with a history of these offenses. As a result sex offenders and felons remain on the streets and homeless, often violating probation and parole. Secondly, only two family shelters are known to be in the Davidson County area. Age limitations for males to reside at the Family Life Center prevent mothers with adolescent children from having the structure and stability needed to ensure a safe and nurturing environment for children. Males with children are often forced to stay on the streets or in local motels if funding is available.

Lastly, the community lacks ample medical respite or housing options for those being discharged from hospitals, particularly for those homeless veterans. Lack of care and respite options often prevents homeless individuals from becoming physically stable enough to survive on the streets or at available shelters, resulting in a recurrence of hospitalizations and death of consumers. Nursing facilities and supportive residential housing options with trained staff are often not available for individuals with chronically, physically ill individuals. Though VA Services provide medication management, veterans often lack case management and supportive services needed to sustain independent housing.

- Provide a brief description of the current services available to clients who have both a serious mental illness and a substance use disorder.

The outreach specialist will provide services to individuals who lack housing, are in imminent risk of becoming homeless, or are literally homeless and living in locations not suitable for human habitation and have a mental illness. Outreach specialist will identify individuals living on the streets, in encampments, in cars, under bridges and in short-term shelters through outreach and in-reach methods. Outreach specialist will be allowed to work some “team flex hours” in order to engage with individuals who are difficult to find between the hours of 8am-5pm. Outreach specialist will develop relationships with community service organizations, criminal justice liaisons, churches, private residents and at other locations where individuals might seek shelter or assistance. They will continue to maintain good working relationships with these organizations to better serve the homeless in Davidson, Montgomery and other surrounding counties. Outreach specialist will assist in linking frequently incarcerated, homeless individuals with outpatient community services and housing resources at the time of release from jail. All specialists will advocate for any homeless person seeking any type of services, though the priority and enrollment will occur with homeless individuals with severe mental illness. They will refer individuals to the appropriate services to ensure emotional/mental health, physical health, alcohol/drug, housing, financial, vocation, and social issues are met in the manner of the consumer’s choosing. There will be a monitoring of the transition of individuals into referrals services such as case management, housing, medical care, etc. Since building trust and relationships with homeless individuals can take time, the amount of contact an individual may require will be unlimited to ensure seamless and smooth transition and integration into an appropriate system of care. Efforts and monitoring will

be made to link consumers to the appropriate services within the first 90 days of enrollment into the PATH program, whenever possible. Outreach specialist will work to efficiently discharge those individuals integrated into care in a timely manner to allow for continued assistance and attention to be given to newly identified homeless individuals. Care managers will advocate for appropriate resources needed for individuals to gain treatment needed to obtain and maintain physical and psychiatric stability.

Care managers will work with individuals to develop a treatment plan of short and long terms goals within the first 30 days of admission to services. Service plans will address emotional/mental, physical health, housing, financial goals first. MHC will place emphasis on integrating both the mental and physical health care through the services of the Integrated Health Cooperative at MHC as well as collaborating with local physical healthcare providers.

Outreach Specialist will identify individuals who are appropriate candidates for SOAR process and will refer to MHC SOAR Specialist as appropriate and requested by the individual. SOAR Specialist will then screen, interview, and assist those meeting the SOAR criteria in completing the application process for receiving SSI/SSDI benefits.

CABHI CTI CM's (non-PATH Funded) will provide (3) Phases of Critical Time Intervention Case Management to uninsured, chronically homeless individuals and veterans experiencing homelessness of whom are referred by Park Center's CABHI Outreach Team. The CABHI CTI CM will assist individuals experiencing homelessness in obtaining housing and developing a support system within their community to increase the likelihood of sustainable housing. MHC's CABHI CTI CM's will utilize Park Center's SOAR and vocational assistance program for CABHI- eligible individuals.

- Describe how the local provider agency pays for providers or otherwise supports evidenced-based practices, trainings for local PATH-funded staff, and trainings and activities to support collection of PATH data in HMIS.

MHC is committed to providing training in evidence based practices and other relevant and helpful trainings to PATH-funded staff. Our contracts with other payors allow us to provide funds for these trainings. And on-site Director of Staff Development is also responsible for selecting appropriate trainings, ensuring appropriate accrual of CEU's, and providing supervision for license eligible staff.

Program Manager will advocate for the participation and inclusion of all homeless services staff in the education and trainings provided by MHC and other community supports. Such trainings include, but are not limited to; Trauma Informed Care, ASIST Suicide Prevention, and Motivational Interviewing.

PATH Program Manager is currently working with MHC Information Systems Department as well as the MDHA HMIS Systems Administrator to discuss the implementation of HMIS System by July

2016. Through this process HMIS Administrator will work with MHC staff to provide training and licensing for the HMIS system.

- 5. Data** – Describe the provider’s status on the HMIS transition plan, with accompanying timeline, to collect PATH data by fiscal year 2017. If providers are fully utilizing HMIS for PATH services, please describe plans for continued training and how providers will support new staff.

MHC’s Information Technology Department (IT) is coordinating with MDHA HMIS Systems Administrator, Mandy Wood, to develop a process for uploading data from MHC electronic medical record to the HMIS database. In early late 2015, funds were approved through the CoC to purchase a necessary module needed to complete uploads from other systems. MHC’s IT staff is currently creating a specific form to be used by MHC outreach specialist and care managers to capture necessary data for HMIS. PATH Program Manager will review this form ensuring necessary data elements are being accounted for and to determine what other programs other programs that may be able to use the form to more fully capture data following an individual’s discharge from PATH thereby reducing duplication and accurately capturing housing data.

Per the IT Staff, the timeline below was provided:

- **TIER HMIS Form is 80% complete and the integration into TIER Inquiry Screen is at approximately 50%.**
- **Forms will be released for production to allow for the capture of data on the Inquiry Screens in order to track contacts.**
- **Data extracts will be modified to use the populated data and create samples for testing submissions on or before 5/13.**
- **First set of files ready for submission on or before 5/13.**
- **Begin testing forms on or before 5/13.**
- **Schedule HMIS Training for all MHC staff to take place in May 2016.**

- 6. SSI/SSDI Outreach, Access, Recovery (SOAR)** – Describe the provider’s plan to train PATH staff on SOAR. Indicate the number of PATH staff trained in SOAR during the grant year ended in 2015 (2014- 2015), and the number of PATH-funded consumers assisted through SOAR. If the provider does not use SOAR, describe the system used to improve accurate, timely completion of mainstream benefit applications and timely determination of eligibility. Also describe efforts used to train staff on this system. Indicate the number of staff trained, the number of PATH funded consumers assisted through this process, and application eligibility results.

MHC has one fulltime dedicated SOAR Specialist that served 38 PATH consumers in FY 2014-2015. During this time, 100% of the consumers assisted through the SOAR program were approved for disability benefits. MHC uses the following criteria to determine eligibility for the SOAR Program:

- ✓ **Homeless or at-risk of Homelessness**
- ✓ **Must have severe persistent mental illness or other physical impairments that would impact one’s ability to work**

- ✓ Individual cannot be currently working with another representative
- ✓ Receiving case management and clinic services

In addition to MHC defining criteria, MHC has streamlined the referral process to ensure every consumer who is in need of SOAR is served in a timely manner. Each MHC SOAR referrals involves care manager and consumer's treating physician to ensure all parties are aware of the consumer's participation in the SOAR program. The SOAR Specialist reports all outcomes to SOAR OAT system.

MHC conducted a needs assessment to determine interests in expanding the SOAR program to the satellite locations. As a result one SN Care Coordinator came forth interested in learning the SOAR process and requested to participate in a pilot project to expand SOAR to the satellite locations. Although interest was expressed during the fiscal year by PATH funded staff, zero PATH-funded staff were trained during this period.

7. **Housing** – Indicate the strategies that will be used for making suitable housing available for PATH clients (i.e., indicate the type of housing provided and the name of the agency).

Housing can be secured through the Mental Health Cooperative's Housing Coordination program, which attempts to maintain several housing options available for consumers. These housing options include group homes, boarding homes, independent living arrangements, room-mate situations, and single room occupancies.

MHC contracts with Park Center Housing/Safe Haven to provide two female beds for the homeless population. An individual can use this bed for up to 30-90 days rent-free. These consumers may have recently been discharged from psychiatric hospitalization or need to stabilize on medications. Most often individuals referred to these beds are identified by PATH outreach specialist or care managers and use this placement as transitional housing until benefits are secured through SOAR or assistance in collaboration with Social Security Administration.

By utilizing independent living subsidies (ILS), which are administered through MHC, other agencies' and faith-based organizations, and other funds; the outreach specialist are able to obtain deposit and rent assistance. The Family Life Center, Nashville Rescue Mission, Room at the Inn, and other shelter programs are helpful to consumers who do not qualify for emergency housing programs.

MHC is participating in *the How's Nashville 2016 x 2016 Campaign*, which has developed a coordinated entry system (CES) known as *Home Link* for the community. This CES is used to identify and prioritize vulnerable and at-risk homeless individuals and "match" them with an appropriate housing option. Outreach specialist and care managers have served as "Navigators" in this process assisting in completing (ViSPDAT) assessments, filing necessary documentation, and completing applications. Once "matched" outreach specialist and care managers assist individuals in transitioning from homelessness into their new homes and linking and referring them to the appropriate supportive services.

- 8. Staff Information** – Describe the demographics of staff serving the clients; how staff providing services to the population of focus will be sensitive to age, gender, disability, lesbian, gay, bisexual and transgender, racial/ethnic, and differences of clients; and the extent to which staff receive periodic training in cultural competence and health disparities. A strategy for addressing health disparities is use of the recently revised national Culturally and Linguistically Appropriate Services (CLAS) standards: (<http://www.ThinkCulturalHealth.hhs.gov>).

All members of the Homeless Services team (not all are PATH funded) are included in the demographics provided below. This includes Psychiatrist, Registered Nurse, Program Manager, Supervisor, Team Lead, four Outreach Specialist, one SOAR Specialist, six care managers, three CABHI CTI Case Manager, and one Ryan White Specialist.

- 15 of 20 (75%) of staff -White
- 5 of 20 (25%) of staff - Black
- 8 of 20 (40%) of staff - Female
- 12 of 20 (60%) of staff - Male

MHC does not discriminate against any mentally ill consumer on the basis of race, gender, sexual orientation, religion, age, or national/ethnic origin. All service eligible consumers will be provided with access to all services and treatment programs.

MHC is home to a Ryan White Mental Health Services Provider who provides mental health services to homeless individuals with HIV/AIDS. This position is staffed as a non-PATH funded member of the Homeless Services Team. During the FY2014-2015, Ryan White MHS served 40 homeless individuals. 21 of 40 (53%) were male, 18 of 40 (45%) were female, and 1 of 40 (2%) were transgendered. Of the 40 PLWHA (People Living with HIV/AIDS), 28 (70%) were African-American and 12 (30%) were White. 100% of those served through Ryan White were non-Hispanic. Outreach specialist refers eligible PLWHA to the MHC Ryan White Program. Once established into services, eligible individuals are referred to the SOAR Specialist for assessment and assistance to obtain disability benefits. Once benefits are obtained, individuals are referred and served through traditional ACT case management services offered at MHC or an agency of their choosing.

During FY2014-2015, only 3% of those enrolled were Hispanic. This is an identified under-served population in both area of mental health as well as HIV/AIDS treatment. Efforts to increase outreach support include deliberate and frequent outreach efforts to specific areas of town where this sub-population are known to stay, including Nolensville Road and Murfreesboro Road. The PATH team has one Spanish-speaking outreach specialist who is primarily responsible for providing outreach to these locations.

Mental Health Cooperative provides a Cultural Awareness Committee responsible for providing policies, procedures, and training steps to ensure staff are aware and sensitive to diverse populations served by MHC. Policy #10-095, Limited English Proficiency, states MHC will assess consumers for limited English proficiency. Interpreter services should be provided to persons served by MHC assessed to have limited English proficiency.

All MHC staff complete annual courses including Cultural Diversity and Cultural Issues in Mental Health through the Essential Learning program. Certificates of completion are available for each staff member upon completion of the course.

9. **Client Information** – Describe the demographics of the client population, the projected number of adult clients to be contacted and enrolled, and the percentage of adult clients served using PATH funds to be literally homeless.

Of the individuals contacted and enrolled approximately 45% will be female, 55% will be male. Children will be referred to other agencies serving children and youth; therefore none of the individuals enrolled will be under the age of 18 years. 25% will be between the ages of 18-23, 47% will be 31-50 years of age, 20% will be 51-60 years of age, and 5% will be 62 and over, and 3% will be unknown.

MHC will have contact with approximately 3500 persons who may or may not become enrolled in services. This will be done through “in-reach” and “outreach” methods and referrals. Some referrals may be received from Mobile Crisis or diversion services.

MHC will have approximately 1400 (40%) individual of those enrolled throughout the FY, this will include those previously enrolled in PATH and still receiving services.

MHC will strive for 1050 (75% of those enrolled) to be literally homeless. This will be achieved through providing consistent “in-reach” to those staying at the shelters and identifying those individuals living in encampment areas. It’s anticipated that this will be an area of great focus during the next fiscal year as the community, Mayor’s office, and local law enforcement focus on encampment areas.

Improvements will be made to better obtain unduplicated, demographic information to allow for only <25% of data provided to be unknown.

Due to combined efforts that will be shared with the Child & Youth and Transitional care management teams, it’s projected that there will be an increase in the amount of enrollment and data obtained for those between the ages of 18-23 years.

10. **Consumer Involvement** – Describe how individuals who experience homelessness and have serious mental illnesses, and family members will be involved at the organizational level in the planning, implementation, and evaluation of PATH-funded services. For example, indicate whether individuals who are PATH-eligible are employed as staff or volunteers or serve on governing or formal advisory boards. See **Appendix I** “Guidelines for Consumer and Family Participation”.

MHC involves consumers and family members of consumers in the planning, implementation, and evaluation of services through our Consumer Advisory Committee. This committee meets to address services within the agency. Recommendations are reviewed and implemented as appropriate. MHC

also provides PATH surveys to homeless individuals being transferred from PATH Case Management services to traditional ACT Case Management Services, once housing and resources have been obtained. PATH Surveys are also completed randomly and distributed amongst homeless individuals in the community, at local shelters, and day shelters. Additionally, CABHI CTI Case Manager will be completing the GPRA per CABHI requirements. These GPRA surveys will be completed at the time of intake, at the 6 month mark and at discharge.

- 11. Budget Narrative** – Provide a budget narrative that includes the local-area provider’s use of PATH funds. See **Appendix C** for a sample detailed budget.

6. Pathways

238 Summar Drive

Jackson, TN 38301

Contact: Alvin Bonds

Contact Phone #: 731-541-9918

Has Sub-IUPs: No

Provider Type: Community mental health center

PDX ID: TN-007

State Provider ID:

Geographical Area Served: Region 6 - South

Planning Period From 7/1/2016 to 6/30/2017

* Indicates a required field

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
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a. Personnel \$ 41,204 \$ 14,207 \$ 55,411

Position *	Annual Salary *	PATH-Funded FTE *	PATH-Funded Salary	Matched Dollars *	Total Dollars	Comments
Case Manager	\$ 27,188	1.00	\$ 27,188	\$ 0	\$ 27,188	<input type="text"/>
Case Manager	\$ 35,040	0.40	\$ 14,016	\$ 0	\$ 14,016	<input type="text"/>
PATH Administrator	\$ 0	0.00	\$ 0	\$ 14,207	\$ 14,207	<input type="text"/>

Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
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b. Fringe Benefits 23.79 % \$ 13,185 \$ 4,546 \$ 17,731

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
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c. Travel \$ 0 \$ 0 \$ 0

d. Equipment \$ 0 \$ 0 \$ 0

e. Supplies \$ 0 \$ 0 \$ 0

f. Contractual \$ 0 \$ 0 \$ 0

g. Construction (non-allowable)

h. Other \$ 0 \$ 0 \$ 0

i. Total Direct Charges (Sum of a-h) \$ 54,389 \$ 18,753 \$ 73,142

Category	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
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j. Indirect Costs (Administrative Costs) \$ 4,111 \$ 747 \$ 4,858

k. Grand Total (Sum of i and j) \$ 58,500 \$ 19,500 \$ 78,000

Source(s) of Match Dollars for State Funds:

Estimated Number of Persons to be Contacted: 230 Estimated Number of Persons to be Enrolled: 173

Estimated Number of Persons to be Contacted who are Literally Homeless: 121

Number Staff trained in SOAR in Grant year ended in 2014: 3 Number of PATH-funded consumers assisted through SOAR: 2

GRANT BUDGET SUMMARY				
Agency Name: Pathways of TN, Inc.				
Program Name: Projects for Assistance in Transition from Homelessness (PATH)				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$64,520.00	\$18,753.00	\$83,273.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$2,400.00	\$0.00	\$2,400.00
11. 12	Travel, Conferences & Meetings ²	\$1,000.00	\$0.00	\$1,000.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$1,645.00	\$0.00	\$1,645.00
16	Specific Assistance To Individuals ²	\$11,000.00	\$0.00	\$11,000.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$450.00	\$0.00	\$450.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$12,726.00	\$747.00	\$13,473.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$93,741.00	\$19,500.00	\$113,241.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET				
Agency Name: Pathways of TN, Inc.				
Program Code Name: Federal PATH				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$54,389.00	\$0.00	\$54,389.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$0.00	\$0.00
11, 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$4,111.00	\$0.00	\$4,111.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$58,500.00	\$0.00	\$58,500.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: Pathways of TN, Inc.
 Program Code Name: Federal PATH
 Begin Date: 7/1/2016
 End Date: 6/30/2017

SALARIES, BENEFITS & TAXES	AMOUNT
Complete the "Salaries" tab for Total Budgeted Salaries	\$41,204.00
Complete the "Salaries" tab for Total Budgeted Benefits and Taxes	\$13,185.00
TOTAL	\$54,389.00

INDIRECT COST	AMOUNT
Indirect Allocations	\$4,111.00
TOTAL	\$4,111.00

Agency Name: Pathways of TN, Inc.
 Program Code Name: Federal PATH

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the contract period

Position Title	Name	Full-time Monthly Salary	Percent of Month Working on Program	# of Months working	Salary Allocated for Program (C*D*E)	Taxes & Benefits as % of Salary	Taxes and Benefits allocated for Program (F*G)
Case Manager	Evelyn Henning	\$2,920	40.00%	12	\$14,017	32.00%	\$4,485
Non-Licensed Clinical Manager	Yolanda Neal	\$3,682	0.00%	12	\$0	32.00%	\$0
Case Manager	Dusty Dyer	\$2,266	100.00%	12	\$27,187	32.00%	\$8,700
Director	Kimberly Parker	\$5,919	0.00%	12	\$0	32.00%	\$0
TOTAL					\$41,204		\$13,185
Instructions: Enter Position Title Repeat Row(s) as necessary See an Example of a Completed Salaries, Wages, and Benefits Schedule Below	Enter Name	Enter Actual Full-time Monthly Salary for Each Position Above	Enter the Percentage of Employee's Time to be Allocated to Program	Enter the Number of Months Employee will work with Program	This total should equal "Salaries" line item on budget detail	Enter the Percentage of Taxes & Benefits as a % of Salary See Note Below	This total should equal "Benefits & Taxes" line item on budget detail

GRANT BUDGET				
Agency Name: Pathways of TN, Inc.				
Program Code Name: Local Match PATH				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$0.00	\$18,753.00	\$18,753.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$0.00	\$0.00
11. 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$747.00	\$747.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$0.00	\$19,500.00	\$19,500.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: Pathways of TN, Inc.
 Program Code Name: Local Match PATH
 Begin Date: 7/1/2016
 End Date: 6/30/2017

SALARIES, BENEFITS & TAXES	AMOUNT
Complete the "Salaries" tab for Total Budgeted Salaries	\$14,207.00
Complete the "Salaries" tab for Total Budgeted Benefits and Taxes	\$4,546.00
TOTAL	\$18,753.00

INDIRECT COST	AMOUNT
Indirect Allocation	\$747.00
TOTAL	\$747.00

Agency Name: Pathways of TN, Inc.
 Program Code Name: Local Match PATH

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the contract period

Position Title	Name	Full-time Monthly Salary	Percent of Month Working on Program	# of Months working	Salary Allocated for Program (C*D*E)	Taxes & Benefits as % of Salary	Taxes and Benefits allocated for Program (F*G)
Case Manager	Evelyn Henning	\$2,920	0.00%	12	\$0	32.00%	\$0
Non-Licensed Clinical Manager	Yolanda Neal	\$3,682	0.00%	12	\$0	32.00%	\$0
Case Manager	Dusty Dyer	\$2,266	0.00%	12	\$0	32.00%	\$0
Director	Kimberly Parker	\$5,919	20.00%	12	\$14,207	32.00%	\$4,546
TOTAL					\$14,207		\$4,546
Instructions: Enter Position Title Repeat Row(s) as necessary See an Example of a Completed Salaries, Wages, and Benefits Schedule Below	Enter Name	Enter Actual Full-time Monthly Salary for Each Position Above	Enter the Percentage of Employee's Time to be Allocated to Program	Enter the Number of Months Employee will work with Program	This total should equal "Salaries" line item on budget detail	Enter the Percentage of Taxes & Benefits as a % of Salary See Note Below	This total should equal "Benefits & Taxes" line item on budget detail

GRANT BUDGET				
Agency Name: Pathways of TN, Inc.				
Program Code Name: State PATH				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$10,131.00	\$0.00	\$10,131.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$2,400.00	\$0.00	\$2,400.00
11. 12	Travel, Conferences & Meetings ²	\$1,000.00	\$0.00	\$1,000.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$1,645.00	\$0.00	\$1,645.00
16	Specific Assistance To Individuals ²	\$11,000.00	\$0.00	\$11,000.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$450.00	\$0.00	\$450.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$8,615.00	\$0.00	\$8,615.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$35,241.00	\$0.00	\$35,241.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: Pathways of TN, Inc.
 Program Code Name: State PATH
 Begin Date: 7/1/2016
 End Date: 6/30/2017

SALARIES, BENEFITS & TAXES	AMOUNT
Complete the "Salaries" tab for Total Budgeted Salaries	\$10,131.00
Complete the "Salaries" tab for Total Budgeted Benefits and Taxes	\$0.00
TOTAL	\$10,131.00

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Supplies - Office, Disposable, etc	\$600.00
Telephone	\$1,300.00
Utilities	\$500.00
TOTAL	\$2,400.00

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Training and Conferences Attended by Staff Budget	\$1,000.00
TOTAL	\$1,000.00

INSURANCE	AMOUNT
Insurance Budget	\$1,645.00
TOTAL	\$1,645.00

SPECIFIC ASSISTANCE TO INDIVIDUALS	AMOUNT
Specific Assistance to Individuals Budget	\$11,000.00
TOTAL	\$11,000.00

OTHER NON-PERSONNEL	AMOUNT
TN Homeless Solution Subscription	\$450.00
TOTAL	\$450.00

INDIRECT COST	AMOUNT
Indirect Allocaions	\$8,615.00
TOTAL	\$8,615.00

Agency Name: Pathways of TN, Inc.
 Program Code Name: State PATH

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the contract period

Position Title	Name	Full-time Monthly Salary	Percent of Month Working on Program	# of Months working	Salary Allocated for Program (C*D*E)	Taxes & Benefits as % of Salary	Taxes and Benefits allocated for Program (F*G)
Case Manager	Evelyn Henning	\$2,920	10.00%	12	\$3,504	0.00%	\$0
Non-Licensed Clinical Manager	Yolanda Neal	\$3,682	15.00%	12	\$6,627	0.00%	\$0
Case Manager	Dusty Dyer	\$2,266	0.00%	12	\$0	0.00%	\$0
Director	Kimberly Parker	\$5,919	0.00%	12	\$0	0.00%	\$0
Position 5	Name 5	\$0	0.00%	12	\$0	0.00%	\$0
Position 6	Name 6	\$0	0.00%	12	\$0	0.00%	\$0
Position 7	Name 7	\$0	0.00%	12	\$0	0.00%	\$0
Position 8	Name 8	\$0	0.00%	12	\$0	0.00%	\$0
Position 9	Name 9	\$0	0.00%	12	\$0	0.00%	\$0
Position 10	Name 10	\$0	0.00%	12	\$0	0.00%	\$0
Position 11	Name 11	\$0	0.00%	12	\$0	0.00%	\$0
Position 12	Name 12	\$0	0.00%	12	\$0	0.00%	\$0
Position 13	Name 13	\$0	0.00%	12	\$0	0.00%	\$0
Position 14	Name 14	\$0	0.00%	12	\$0	0.00%	\$0
Position 15	Name 15	\$0	0.00%	12	\$0	0.00%	\$0
Position 16	Name 16	\$0	0.00%	12	\$0	0.00%	\$0
Position 17	Name 17	\$0	0.00%	12	\$0	0.00%	\$0
Position 18	Name 18	\$0	0.00%	12	\$0	0.00%	\$0
Position 19	Name 19	\$0	0.00%	12	\$0	0.00%	\$0
Position 20	Name 20	\$0	0.00%	12	\$0	0.00%	\$0
Repeat Row(s) as necessary							
TOTAL					\$10,131		\$0
Instructions: Enter Position Title Repeat Row(s) as necessary See an Example of a Completed Salaries, Wages, and Benefits Schedule Below	Enter Name	Enter Actual Full-time Monthly Salary for Each Position Above	Enter the Percentage of Employee's Time to be Allocated to Program	Enter the Number of Months Employee will work with Program	This total should equal "Salaries" line item on budget detail	Enter the Percentage of Taxes & Benefits as a % of Salary See Note Below	This total should equal "Benefits & Taxes" line item on budget detail

Note: The Estimated Benefits Calculation Tool may be used to provide an estimate of the Agency's Total Benefits as a percent of Total Salaries and Wages.

Estimated Benefits Calculation Tool

Instructions: Enter below the Agency's Total Salaries and Benefits from the Agency's Financial Statements:

Description of Benefit	Actual Annual Total Agency Salaries	Estimated Annual Total Benefits Percentage	Actual Annual Total Agency Benefits
Employer Paid FICA	//////////	0.00%	\$0
Federal Unemployment	//////////	0.00%	\$0
State Unemployment	//////////	0.00%	\$0
Workers' Comp Insurance	//////////	0.00%	\$0
Health Insurance	//////////	0.00%	\$0
Life Insurance	//////////	0.00%	\$0
Disability Insurance	//////////	0.00%	\$0
Retirement and Pension	//////////	0.00%	\$0
Enter Description for Other	//////////	0.00%	\$0
Enter Description for Other	//////////	0.00%	\$0
Repeat Row(s) as necessary	//////////		
Totals	\$0	0.00%	\$0

PATH State FY 2017 Intended Use Plan

- 1. Local Provider Description** – Provide a brief description of the provider organization receiving PATH funds, including name, type of organization, region served, and the amount of PATH funds the organization will receive.

Pathways of Tennessee, Inc. is a community mental health center, serving Region VI (rural West Tennessee). The PATH program of Pathways of Tennessee, Inc. provides services to the following counties: Hardeman, Henderson, Haywood, and Madison. Services provided by Pathways of Tennessee, Inc. include medication management, crisis services, individual, group and family therapy, case management, peer support services, supportive employment, independent living, inpatient psychiatric, medical detoxification, alcohol and drug abuse treatment, crisis stabilization, respite, forensics and intensive outpatient services. Pathways of Tennessee Inc. will receive funding for the PATH program in the amount of \$93,741.00 and \$19,500.00 in matching revenue, for a total of \$113,241.00.

- 2. Collaboration with HUD Continuum of Care (CoC) Program** – Describe the organization’s participation in the HUD Continuum of Care program, other local planning activities and program coordination initiatives, such as coordinated entry and coordinated assessment activities. If you are not currently working with the Continuum of Care (CoC), briefly explain the approaches to be taken by the agency to collaborate with the local CoC.

PATH employees are active in the West Tennessee HUD Continuum of Care program. At least one representative from Pathways attends each meeting. PATH employees are responsible for coordinating services for Shelter Plus Care vouchers and are active in the annual Point in Time count for the homeless population. They work closely with Area Relief Ministries that conducts the Room-in-the-Inn program. Pathways provides mental health and substance abuse training for those agencies working with the homeless population.

- 3. Collaboration with Local Community Organizations** – Provide a brief description of partnerships and activities with local community organizations that provide key services (i.e., outreach teams, primary health, mental health, substance abuse, housing, employment, etc.) to PATH eligible clients, and describe coordination of activities and policies with those organizations. Provide specific information about how coordination with other outreach teams is achieved.

The Pathways of Tennessee, Inc. PATH program will collaborate with West Tennessee agencies to provide the needed services and outreach to those adults who are considered “literally homeless.” West Tennessee Legal Services partners with the PATH program by providing assistance with legal matters for some individuals in the community. The PATH program coordinates services with the Pathways of

Tennessee, Inc. Crisis Stabilization Unit (CSU) to provide linkage services for individuals discharging from the CSU. The PATH Program works to provide services for individuals discharged from WMHI that are identified as homeless. Aspell Manor Recovery Center, JACOA, Area Relief Ministries, Regional Inter-Faith Association (RIFA), Southwest Human Resource Agency, West Tennessee Housing Network, Jackson Housing Authority Shelter Plus Care and local Law Enforcement CIT and Homeless task force are all partners in reducing the number of homeless individuals and providing appropriate care and treatment for the target population. The PATH program coordinates with all of these agencies to provide services to the target population through community network meetings, one-to-one referrals, as well as other means of outreach. The PATH program participates with many of these agencies in the monthly WTHRN, Inc. / Tennessee Homeless Solutions Continuum of Care meetings. The PATH program coordinates with local pharmacies, Health Departments, medical clinics, and/or primary care agencies to coordinate services for the target population. Pathways of Tennessee, Inc. PATH program is part of West Tennessee Healthcare and has several affiliates located throughout rural West Tennessee that provide primary health to the clients in need.

4. Service Provision – Describe the organization’s plan to provide coordinated and comprehensive services to eligible PATH clients, including: Describe how the services to be provided using PATH funds will align with PATH goals to target street outreach and case management as priority services, and maximize serving the most vulnerable adults who are literally and chronically homeless.

- Provide specific examples of how the agency maximizes use of PATH funds by leveraging use of other available funds for PATH client services.

In keeping with SAMHSA’s mission of “to reduce the impact of substance abuse and mental illness on America’s communities,” the Pathways of Tennessee, Inc. PATH program will utilize funding to enhance street outreach and case management services for the target population. Homeless individuals without insurance will work with the PATH case manager to get enrolled in the TennCare system and then be referred for mental health case management as needed. Funding will be set aside to provide housing deposits, utility deposits, meals and supplies for those individuals that are considered “literally homeless” during the transition of obtaining housing. The PATH program will incorporate SAMHSA’s Strategic Initiatives in all PATH-related services.

Describe any gaps that exist in the current service systems.

The community providers have identified emergency shelters and transitional housing as gaps in services for this area. The Area Relief Ministries along with many local churches provides shelter for men during the months of November – April. The shelters have recently expanded their availability outside of this time frame, but this continues to be a challenge to offer available shelters for men in this area. There are no shelters for women with older male children.

- Provide a brief description of the current services available to clients who have both a serious mental illness and a substance use disorder.

Pathways of Tennessee, Inc. has received certification as a Co-Occurring enhanced provider, with all staff having received co-occurring training. Aspell Manor provides housing for those individuals struggling with addictions. The local law enforcement has partnered with Pathways

of Tennessee, Inc. to help meet the needs of clients who present with a serious mental illness and/or a substance use disorder. The CIT and the homeless task force will bring clients into the Crisis Walk-in Triage for assessment and follow-up treatment. Pathways has a grant funded detoxification program for those clients who are in need of this service.

- Describe how the local provider agency pays for providers or otherwise supports evidenced-based practices, trainings for local PATH-funded staff, and trainings and activities to support collection of PATH data in HMIS.

Pathways of Tennessee, Inc. PATH program has provided evidence-based trainings for the PATH case managers. They have received training in Motivational Interviewing, Seeking Safety as well as crisis intervention. All PATH staff received annual trainings on a variety of subjects related to homelessness, mental health disorders, substance abuse, etc. The PATH staff participate in trainings on the HMIS system. The PATH staff will continue these trainings to be able to migrate PATH data into HMIS. The PATH staff will utilize any available online training to increase familiarity with the staff in being able to migrate PATH data into the HMIS system. The PATH staff have subscribed to different email list serves to receive information on various trainings that may be offered within the community without any costs, or that may be offered through webinar or online training. All PATH staff will attend the Annual Meeting of PATH/CYHOP providers.

- 5. Data** – Describe the provider’s status on the HMIS transition plan, with accompanying timeline, to collect PATH data by fiscal year 2017. If providers are fully utilizing HMIS for PATH services, please describe plans for continued training and how providers will support new staff.

Pathways of Tennessee, Inc. currently utilizes a web-based electronic health record (EHR) system and the PATH staff will have access to protected health information as indicated by for their job description.

Pathways of Tennessee, Inc. currently uses the electronic health record (EHR) Carelogic by Qualifacts Systems, Inc. and Carelogic received certification by the Office of the National Coordinator for Health IT (ONC) on February 18, 2014 – Report Number: 0000T9vFI-1.

Pathways of Tennessee, Inc. is actively involved in submitting data into the HMIS system for clients who meet eligibility for the program. The PATH staff will communicate with the IT department at Pathways regarding the feasibility of integrating Carelogic data into the HMIS system.

Pathways of Tennessee, Inc. PATH program is prepared to migrate data based on the SAMHSA Technical Assistance Plan for PATH Program Participation in Homeless Management Information System (HMIS). The PATH staff will utilize for Pathways IT staff for any hardware/software issues with the Pathways equipment, and can also coordinate with the HMIS SHP Coordinator/HPRP Field Specialist from Tennessee Homeless Solutions with any HMIS-specific issues that cannot be addressed by the Pathway staff.

PATH employees have been entering and discharging clients in the HMIS system. The system is not currently working with the PDX system to be able to efficiently transfer data for an accurate report.

- 6. SSI/SSDI Outreach, Access, Recovery (SOAR)** – Describe the provider’s plan to train PATH staff on SOAR. Indicate the number of PATH staff trained in SOAR during the grant year ended in 2015 (2014- 2015), and the number of PATH-funded consumers assisted through SOAR. If the provider does not use SOAR, describe the system used to improve accurate, timely completion of mainstream benefit applications and timely determination of eligibility. Also describe efforts used to train staff on this system. Indicate the number of staff trained, the number of PATH funded consumers assisted through this process, and application eligibility results.

The Pathways of Tennessee, Inc. PATH case managers were trained on SOAR May 7 and May 8, 2015 in Memphis, TN. Any new PATH staff will be scheduled to attend any upcoming SOAR trainings. The Pathways of Tennessee, Inc. currently has one other staff that has completed the SOAR training while interning with Pathways and has worked with two clients. PATH staff will continue ongoing SOAR webinar trainings. PATH staff have connected consumers with SOAR trained individuals in different areas across the state.

- 7. Housing** – Indicate the strategies that will be used for making suitable housing available for PATH clients (i.e., indicate the type of housing provided and the name of the agency).

Suitable permanent housing is made available through the Shelter Plus Care program in the Madison County area. Transitional housing is provided in this area through Montgomery Hall A&D Transitional Living Home and the Save Haven shelter Turning Point. The mental health link through the Shelter Plus Care program provides on-site support services for clients participating in the program. Public housing units are available through the local housing authorities, as well as vouchers for Section 8 Housing. The PATH program also partners with Aspell Manor, the Care Center, Dream Center, and Area Relief Ministries in partnership with local churches and the Jackson Housing Authority for temporary and transitional housing opportunities for clients. The PATH case managers will continue to be active members of the West Tennessee Housing Network in an attempt for making suitable housing available to PATH clients.

- 8. Staff Information** – Describe the demographics of staff serving the clients; how staff providing services to the population of focus will be sensitive to age, gender, disability, lesbian, gay, bisexual and transgender, racial/ethnic, and differences of clients; and the extent to which staff receive periodic training in cultural competence and health disparities. A strategy for addressing health disparities is use of the recently revised national Culturally and Linguistically Appropriate Services (CLAS) standards: (<http://www.ThinkCulturalHealth.hhs.gov>).

The demographics of the staff serving the clients; 50% are female and 50% African American, 50% male and 50% Caucasian. Staff will receive annual training and will be monitored for compliance monthly during the probationary period and annually thereafter. The staff will be representative of the racial/ethnic diversity of clients as the application pool allows. Pathways of Tennessee, Inc. is an affiliate of West Tennessee Healthcare does not discriminate based on age, gender, disability, lesbian, gay, bisexual and

transgender, racial/ethnic, and differences of clients. Additionally, Pathways of Tennessee, Inc. as an affiliate of West Tennessee Healthcare has 24-7 access to interpreter services for any client.

9. Client Information – Describe the demographics of the client population, the projected number of adult clients to be contacted and enrolled, and the percentage of adult clients served using PATH funds to be literally homeless.

The demographics of the client population: approximately 60% are African American, 39% are Caucasian and less than 1% are Hispanic; 60% male and 40% female.

The PATH program will have approximately 230 contacts made throughout the year by way of outreach and community referrals.

The PATH program will enroll approximately 75% (173) of the contacts into the program

The PATH program will have 70% (121) of the clients enrolled considered “literally homeless.”

10. Consumer Involvement – Describe how individuals who experience homelessness and have serious mental illnesses, and family members will be involved at the organizational level in the planning, implementation, and evaluation of PATH-funded services. For example, indicate whether individuals who are PATH-eligible are employed as staff or volunteers or serve on governing or formal advisory boards. See **Appendix I** “Guidelines for Consumer and Family Participation”.

Pathways of Tennessee, Inc. has Certified Peer Specialists who work in the system and Pathways has a client representation as a member of the Pathways formal advisory board. Pathways partners with NAMI on several projects and continues to develop and implement various ways for consumer and family participation.

11. Budget Narrative – Provide a budget narrative that includes the local-area provider’s use of PATH funds. See **Appendix C** for a sample detailed budget.

PATH BUDGET SFY 17 / FFY 16

Provider:				
Position	Full-time annual salary	PATH-funded FTE (%)	PATH-funded salary	Total
PATH Case Manager	\$36,244.00	1.0	\$36,244.00	
PATH Case Manager	\$28,272.00	0.5	\$14,136.00	
PATH Clinical Manager	\$44,624.00	0.3	\$13,387.00	
Position subtotal				\$63,767.00
Benefits subtotal				\$21,043.00
Travel				\$1,200.00
Equipment				\$0
Supplies				\$200.00
Contractual				\$0
Other				\$15,108.00
TOTAL DIRECT				\$101,318.00
Indirect Costs				\$11,923.00
PATH Program TOTAL				\$113,241.00

PATH REVENUE	
SOURCE	AMOUNT
PATH Federal Formula grant	\$58,500.00
Local Match (equals 1/3 of formula grant)	\$19,500.00
State Supplement funds	\$35,241.00
Other funds	
Total	\$113,241.00

JUSTIFICATION for travel, equipment, supplies, contractual, and other items. **NOTE:** equipment purchases (durable goods worth \$5,000+) are generally not allowed.

There will be 3 staff members that will attend the 2017 mandatory state meeting. Therefore, we have allocated \$1200.00. Supplies in the amount of \$200.00 for FY 2017 will cover needed office supplies throughout the year. The \$15,108.00 in other will include occupancy and utilities for 1.8 FTEs, telephone expense and client assistance funds to assist in obtaining and maintaining permanent housing.

State's Operational PATH Definitions

- a. Homeless Individual**—A homeless individual is defined an individual who lacks housing, regardless whether the individual is a member of a family, including an individual whose primary residence during the night is a supervised public or private facility that provides temporary living accommodations and an individual who is a resident in transitional housing.
- b. Imminent Risk of Becoming Homeless**—Imminent risk of becoming homeless means that without assistance the individual will become homeless in the next fourteen (14) calendar days. This would include, but not be limited to, individuals such as: 1) those living in a condemned building without a place to move; 2) those who have received an eviction notice; 3) those living in temporary housing that carries time limits including a hotel room that can no longer be afforded; and 4) those soon to be discharged from a health care institution or criminal justice institution without a place to live.
- c. Literally homeless**-- Literally homeless is defined as an individual or family currently living on the street, in a car, in a building with no utilities, or in a similar location not appropriate for human habitation or in an emergency shelter intended for short-term, stays.
- d. Serious Mental Illness**—"Serious mental illness" means a mental disorder diagnosable using Diagnostic and Statistical Manual, Fourth Edition, Text Revision (DSM-IV-TR) or more current edition, and of such severity and duration that the individual is unable to independently live in stable housing or work or both as a result of functional impairment in at least one (1) of these four (4) life functioning domains: (1) Activities of daily living, (2) Interpersonal functioning, (3) Concentration, task performance, and pace; and (4) Adaptation to change..
- e. Co-occurring Serious Mental Illness and Substance Use Disorders**—means combined conditions of serious mental illness and substance use disorders. "Substance use disorders" means substance-related disorders as diagnosed according to the Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition (DSM IVR) or current revision.
- f. Outreach** - means the process of engaging individuals who do not access traditional services and bringing them into contact with those services through active outreach and "inreach". Active outreach is face-to-face interaction with homeless individuals where the worker seeks out the individual on the streets, in shelters, and similar non-traditional settings. "Inreach" is outreach where the staff members are located at a service site frequented by homeless individuals and where these individuals seek out face-to-face contact with the outreach worker.

7. Peninsula / Parkwest Medical Center

210 Simmons St.

Maryville, TN 37801

Contact: Doug O'Neil

Contact Phone #: 865-640-4794

Has Sub-IUPs: No

Provider Type: Community mental health center

PDX ID: TN-011

State Provider ID:

Geographical Area Served: Region 2-TN Valley

Planning Period From 7/1/2016 to 6/30/2017

* Indicates a required field

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
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a. Personnel \$ 26,313 \$ 5,199 \$ 31,512

Position *	Annual Salary *	PATH-Funded FTE *	PATH-Funded Salary	Matched Dollars *	Total Dollars	Comments
PATH Administrator	\$ 26,313	1.00	\$ 26,313	\$ 5,199	\$ 31,512	

Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
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b. Fringe Benefits 4.25 % \$ 1,339 \$ 4,018 \$ 5,357

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments
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c. Travel \$ 2,933 \$ 1,467 \$ 4,400

Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Annual PATH Conference	\$ 750	\$ 250	\$ 1,000	
Mileage Reimbursement	\$ 2,183	\$ 1,217	\$ 3,400	

d. Equipment \$ 0 \$ 0 \$ 0

No Data Available

e. Supplies \$ 2,867 \$ 1,433 \$ 4,300

Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Client: Outreach Supplies/Hygiene kits/Misc.	\$ 2,667	\$ 1,333	\$ 4,000	
Office: Supplies	\$ 200	\$ 100	\$ 300	

f. Contractual \$ 0 \$ 0 \$ 0

No Data Available

g. Construction (non-allowable)

h. Other \$ 10,403 \$ 1,924 \$ 12,327

Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
Office: Utilities/Telephone/Internet	\$ 267	\$ 133	\$ 400	
Office: Other (Describe in Comments)	\$ 10,103	\$ 1,774	\$ 11,877	Specific Assistance to Individuals
Staffing: Other (Describe in Comments)	\$ 33	\$ 17	\$ 50	Annual Membership Fees for TN Valley Coalition to End Homelessness

i. Total Direct Charges (Sum of a-h) \$ 43,855 \$ 14,041 \$ 57,896

Category	Federal Dollars *	Matched Dollars *	Total Dollars	Comments
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j. Indirect Costs (Administrative Costs) \$ 3,467 \$ 1,733 \$ 5,200

k. Grand Total (Sum of i and j) \$ 47,322 \$ 15,774 \$ 63,096

Source(s) of Match Dollars for State Funds:

Local Provider Agency Provides Match

Estimated Number of Persons to be Contacted: 75 Estimated Number of Persons to be Enrolled: 30

Estimated Number of Persons to be Contacted who are Literally Homeless: 30

Number Staff trained in SOAR in Grant year ended in 2014: 0 Number of PATH-funded consumers assisted through SOAR: 0

GRANT BUDGET SUMMARY				
Agency Name: Parkwest Medical Center				
Program Name: Projects for Assistance in Transition from Homelessness (PATH)				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$27,652.00	\$9,217.00	\$36,869.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$3,134.00	\$1,566.00	\$4,700.00
11. 12	Travel, Conferences & Meetings ²	\$2,933.00	\$1,467.00	\$4,400.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$10,103.00	\$1,774.00	\$11,877.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$33.00	\$17.00	\$50.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$3,467.00	\$1,733.00	\$5,200.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$47,322.00	\$15,774.00	\$63,096.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET				
Agency Name: Parkwest Medical Center				
Program Code Name: PATH Formula Grant (Federal)				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$27,652.00	\$0.00	\$27,652.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$3,134.00	\$0.00	\$3,134.00
11, 12	Travel, Conferences & Meetings ²	\$2,933.00	\$0.00	\$2,933.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$10,103.00	\$0.00	\$10,103.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$33.00	\$0.00	\$33.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$3,467.00	\$0.00	\$3,467.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$47,322.00	\$0.00	\$47,322.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: Parkwest Medical Center
 Program Code Name: PATH Formula Grant (Federal)
 Begin Date: 7/1/2016
 End Date: 6/30/2017

SALARIES, BENEFITS & TAXES	AMOUNT
Complete the "Salaries" tab for Total Budgeted Salaries	\$23,634.00
Complete the "Salaries" tab for Total Budgeted Benefits and Taxes	\$4,018.00
TOTAL	\$27,652.00

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Supplies Budget: Incentive items including personal hygiene items (underwear, , toothpaste, razors), backpacks, snacks.	\$2,667.00
Telephone Budget: Program Person's Cell Phone	\$267.00
Printing and Publication Budget: Program Informational Flyer	\$200.00
TOTAL	\$3,134.00

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Local Travel Budget: Program Person's Mileage	\$2,183.00
Training and Conferences Attended by Staff Budget: State Required Yearly Training	\$750.00
TOTAL	\$2,933.00

SPECIFIC ASSISTANCE TO INDIVIDUALS	AMOUNT
Specific Assistance to Individuals Budget: Security Deposits & Rent	\$10,103.00
TOTAL	\$10,103.00

OTHER NON-PERSONNEL	AMOUNT
Other Non-personnel Budget: Annual Membership Dues for TN Valley Coalition to End Homelessness 2016.	\$33.00
TOTAL	\$33.00

INDIRECT COST	AMOUNT
Indirect Cost Budget: Administrative costs per State approved cost allocation plan.	\$3,467.00
TOTAL	\$3,467.00

Agency Name: Parkwest Medical Center
 Program Code Name: PATH Formula Grant (Federal)

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the contract period

Position Title	Name	Full-time Monthly Salary	Percent of Month Working on Program	# of Months working	Salary Allocated for Program (C*D*E)	Taxes & Benefits as % of Salary	Taxes and Benefits allocated for Program (F*G)
PATH Program Coordinator	Farmer, Glayds J.	\$2,626	75.00%	12	\$23,634	17.00%	\$4,018
TOTAL					\$23,634		\$4,018
<i>Instructions: Enter Position Title Repeat Row(s) as necessary See an Example of a Completed Salaries, Wages, and Benefits Schedule Below</i>	<i>Enter Name</i>	<i>Enter Actual Full-time Monthly Salary for Each Position Above</i>	<i>Enter the Percentage of Employee's Time to be Allocated to Program</i>	<i>Enter the Number of Months Employee will work with Program</i>	<i>This total should equal "Salaries" line item on budget detail</i>	<i>Enter the Percentage of Taxes & Benefits as a % of Salary See Note Below</i>	<i>This total should equal "Benefits & Taxes" line item on budget detail</i>

GRANT BUDGET				
Agency Name: Parkwest Medical Center				
Program Code Name: PATH Local Match				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$0.00	\$9,217.00	\$9,217.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$1,566.00	\$1,566.00
11. 12	Travel, Conferences & Meetings ²	\$0.00	\$1,467.00	\$1,467.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$1,774.00	\$1,774.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$17.00	\$17.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$1,733.00	\$1,733.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$0.00	\$15,774.00	\$15,774.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: Parkwest Medical
Center
Program Code Name: PATH Local Match
Begin Date: 7/1/2016
End Date: 6/30/2017

SALARIES, BENEFITS & TAXES	AMOUNT
Complete the "Salaries" tab for Total Budgeted Salaries	\$7,878.00
Complete the "Salaries" tab for Total Budgeted Benefits and Taxes	\$1,339.00
TOTAL	\$9,217.00

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Supplies Budget: Incentive items including personal hygiene items (underwear, , toothpaste, razors), backpacks, snacks.	\$1,333.00
Telephone Budget: Program Person's Cell Phone	\$133.00
Printing and Publication Budget: Program Information Flyers	\$100.00
TOTAL	\$1,566.00

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Local Travel Budget: Program Person's Mileage	\$1,217.00
Training and Conferences Attended by Staff Budget: State Required Yearly Training	\$250.00
TOTAL	\$1,467.00

SPECIFIC ASSISTANCE TO INDIVIDUALS	AMOUNT
Specific Assistance to Individuals Budget: Security Deposits & Rent	\$1,774.00
TOTAL	\$1,774.00

OTHER NON-PERSONNEL	AMOUNT
Other Non-personnel Budget: Annual Membership Dues for TN Valley Coalition to End Homelessness 2016.	\$17.00
TOTAL	\$17.00

INDIRECT COST	AMOUNT
Indirect Cost Budget: Administrative costs per State approved cost allocation plan.	\$1,733.00
TOTAL	\$1,733.00

Agency Name: Parkwest Medical Center
 Program Code Name: PATH Local Match

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the contract period

Position Title	Name	Full-time Monthly Salary	Percent of Month Working on Program	# of Months working	Salary Allocated for Program (C*D*E)	Taxes & Benefits as % of Salary	Taxes and Benefits allocated for Program (F*G)
Position 1	Farmer, Gladys J.	\$2,626	25.00%	12	\$7,878	17.00%	\$1,339
TOTAL					\$7,878		\$1,339
Instructions: Enter Position Title Repeat Row(s) as necessary See an Example of a Completed Salaries, Wages, and Benefits Schedule Below	Enter Name	Enter Actual Full-time Monthly Salary for Each Position Above	Enter the Percentage of Employee's Time to be Allocated to Program	Enter the Number of Months Employee will work with Program	This total should equal "Salaries" line item on budget detail	Enter the Percentage of Taxes & Benefits as a % of Salary See Note Below	This total should equal "Benefits & Taxes" line item on budget detail

Peninsula - SFY 17 PATH Intended Use Plan

1. **Local Provider Description** – Peninsula Hospital and Peninsula Outpatient Centers provide behavioral health services under the auspicious of Parkwest Medical Center. This includes four outpatient service centers located in Knox, Blount, Sevier and Loudon Counties. Services will be offered through the PATH grant in Sevier, Blount, Loudon and Monroe Counties to homeless individuals eighteen years of age or older.
2. **Collaboration with HUD Continuum of Care Program** – Peninsula participates in the Continuum of Care process. Peninsula has a relationship with the Section 8 group homes and 811 PRAC apartment complexes in Blount and surrounding counties. These complexes are designed to provide housing for mentally ill and homeless individuals. The PATH Case Manager accesses the units in Blount County. The PATH Case Manager also utilizes the Maryville housing authority, and local providers to obtain housing for PATH clients. Peninsula maintains ongoing participation in Region II Mental Health Planning Council, as well as participates in meetings with The Tennessee Valley Coalition to end homelessness.
3. **Collaboration with Local Community Organizations** – The PATH Case Manager have developed effective and collaborative relationships with key service and housing providers in the service area. The County Health Department is a resource in all the Counties served. The Mountain Hope Good Shepherd Clinic in Sevierville and the Good Samaritan Clinic in Maryville also provide free primary healthcare. Peninsula Outpatient Centers is a BHSN provider and prioritizes PATH clients for Intake. Helen Ross McNabb Center and Cherokee Health are also a resource in the service area that PATH Case Manager refer to. There are no IOPs service for substance abuse operating in the service area so PATH Case Manager refer to the IOPs operated by Peninsula and HRMC in Knoxville. For housing in Sevier County Sevierville Government Housing, Pigeon Forge Government Housing and Hardin Hensley Partnership are the primary resources. Private landlords willing to work with the program are used. In Blount County Maryville Housing Authority and private landlords willing to work with the program are used. The Career Center is available in Blount County and is referred to frequently. Haven House is a domestic violence shelter in Blount County that is both a source of referrals to the PATH program and a resource for PATH clients. There is also a faith based shelter in Blount County called Family Promise that collaborates with the PATH program.
4. **Service Provision** – Describe the organization’s plan to provide coordinated and comprehensive services to eligible PATH clients, including: PATH Case Manager will intensify outreach efforts via continuous contact with organizations that are likely to have contact vulnerable adults
 - a. **Services aligned with PATH goals** – The Peninsula program will prioritize individuals who are literally homeless. Fliers and posters will be utilized to disseminate information about the program. Path Case Manager will answer all inquiries about the program and will follow up on any opportunity for street outreach. Assistance funds and case management efforts will continue to be directed toward assisting the PATH target population group secure permanent and affordable housing.
 - b. **Service Gaps** - There are very few services in Sevier, Blount, Loudon and Monroe Counties that are dedicated to serving the homeless population. The greatest need for all four counties is some type of transitional or emergency housing. Other gaps of service are local drug/ alcohol services, employment services and public transportation.

- c. **Co-occurring Capable Services** - There are no IOPs service for substance abuse operating in the service area so PATH Case Manager refer to the IOPs operated by Peninsula and HRMC in Knoxville.
- d. Peninsula participates in the Behavioral Health Safety Net and in most cases PATH program participants qualify for services through BHSN. All PATH service participants who follow through with an Intake at Peninsula Outpatient Centers receive a psychiatric assessment which includes referral to appropriate and available services. The PATH program Case Manager receive annual training that includes information about evidenced based practices. The PATH Case Manager are trained in submission of data to HMIS and are in ongoing communication with the local System Administrator.

5. **Data**

- a. Peninsula is fully utilizing HMIS for PATH services and is using EMR for all case management services.
- b. Peninsula is utilizing HER at this time.
- c. Covenant Health is currently working on certification through the Office of the National Coordinator's EHR certification program. However this has not yet been done for Peninsula and we have not been told of a time frame for completion.
- d. Peninsula is not currently integrating HMIS and EHR. There is no future plan at this point for an integration of HMIS and EHR.

6. **SSI/SSDI Outreach, Access, Recovery (SOAR)** – The Peninsula PATH program utilizes the “Legal Aid of East Tennessee Homeless Law Project”, collaboration between Legal Aid of East Tennessee and Tennessee Valley Coalition to End Homelessness to access SOAR assistance for PATH clients. The PATH Case Managers assist the client in the information gathering and linkage with the Legal Aid representative. This allows PATH clients access to the SOAR process while allowing the case managers to utilize the time available to in direct services. For FY 17 Peninsula PATH program will outsource PATH assistance as described above and preserve Case Manager time for outreach/in reach services.

7. **Access to Housing** – Peninsula PATH Case Manager utilize the public Housing Authority agencies although this sometimes involves lengthy waiting lists. The Peninsula PATH Case Manager have also been very active in cultivating relationships with private landlords who are sympathetic with the PATH mission and willing to work with PATH clients. The work with private landlords also allows for a wider variety of housing types and increased ability to meet unique needs.

8. **Staff Information** – Currently the Peninsula PATH case management staff consists one African American female. Required annual training addresses population specific sensitivities and culturally competence as well as health disparities.

9. **Client Information** – Sevier, Blount, Loudon and Monroe Counties are primarily rural though there are significant urban areas as well. The racial makeup of the area is primarily Caucasian. African Americans make up about 10 % of the population. A very small number of Mexican Americans and

Native Americans live in the area. Since the FY 17 Budget has not been finalized we are anticipating that we will contact 75 adult clients through outreach. 30 of these adult clients will be enrolled in the program. 30 of the adult clients will be literally homeless.

10. **Consumer Involvement** – Peninsula utilizes a client centered, strength based approach in providing services. Consumer participation in treatment planning and evaluation is a constant and ongoing process. Peninsula does have opportunities for PATH eligible clients to receive training to serve as volunteers and staff. Their input is incorporated into program design. Peninsula also has a training program that prepares people in recovery for work including some opportunities in Peninsula. PATH eligible clients are able to apply for this opportunity. PATH program participants are asked to advise and assist ongoing outreach efforts.

11. **Budget and budget narrative– PATH BUDGET SFY 17 / FFY 16**

Budget Detail Narrative (see budget file)

Salaries

\$31512.00 (1) Full time Employee - 160 hours per month

Benefits

\$5357.00 Benefit Allocation based on approved 2015 Cost Allocation Plan. Benefits allocated based on % of total salaries.

Equipment

\$400.00 1 Cell Phone – Program employee @ \$33.00 per month.

Supplies

\$4000.00 Incentive items including personal hygiene items, backpacks, snacks.

\$300.00 PATH Promotional flyers and brochures.

Travel

\$3800.00 Local Travel based on 675 miles per month @ .47 per mile

\$ 265.00 Hotel for Annual Meeting-Nashville 2 employees based on Consus Rate.

\$170.00 Travel to Annual Meeting-Nashville based on 360 miles @ .47

\$172.00 Per Diem to Annual Meeting-Nashville 2 employees based on \$47 per day for 2 days.

Community Benefit

\$11877.00 Assistance to Peninsula patients for rent/security deposits.

Indirect Costs

\$6250.00 corporate overhead allocation based on approved 2015 Cost Allocation plan. Allocation is based on % of total expenses. This covers various administrative cost of overhead departments to administer the program (management, accounting, accounts payable).

8. Volunteer Behavioral Health

Has Sub-IUPs: No

PO Box 4028
Chattanooga, TN 37405

Provider Type: Community mental health center

PDX ID: TN-008 TN-009 TN-012

Contact: Vickie Harden

State Provider ID:

Contact Phone #: 615-278-6255

Geographical Area Served: Region 3 & 5

Planning Period From 7/1/2016 to 6/30/2017

* Indicates a required field

Category	Federal Dollars	Matched Dollars	Total Dollars	Comments		
a. Personnel	\$ 112,320	\$ 0	\$ 112,320			
Position *	Annual Salary *	PATH-Funded FTE *	PATH-Funded Salary	Matched Dollars *	Total Dollars	Comments
Outreach worker	\$ 30,660	1.00	\$ 30,660	\$ 0	\$ 30,660	
Outreach worker	\$ 28,968	1.00	\$ 28,968	\$ 0	\$ 28,968	
Outreach worker	\$ 27,600	1.00	\$ 27,600	\$ 0	\$ 27,600	
Other (Describe in Comments)	\$ 25,092	1.00	\$ 25,092	\$ 0	\$ 25,092	SOAR Coordinator
Category	Percentage	Federal Dollars *	Matched Dollars *	Total Dollars	Comments	
b. Fringe Benefits	25.00 %	\$ 28,080	\$ 64,554	\$ 92,634		
Category	Federal Dollars	Matched Dollars	Total Dollars	Comments		
c. Travel	\$ 3,666	\$ 0	\$ 3,666			
Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments		
Mileage Reimbursement	\$ 3,666	\$ 0	\$ 3,666			
d. Equipment	\$ 3,152	\$ 0	\$ 3,152			
Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments		
Computer Lease/Purchase	\$ 2,199	\$ 0	\$ 2,199			
Other (Describe in Comments)	\$ 733	\$ 0	\$ 733	Equipment Rental and Maintenance		
Other (Describe in Comments)	\$ 220	\$ 0	\$ 220	Security Software		
e. Supplies	\$ 1,466	\$ 0	\$ 1,466			
Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments		
Office: Supplies	\$ 1,466	\$ 0	\$ 1,466			
f. Contractual	\$ 0	\$ 0	\$ 0			
No Data Available						
g. Construction (non-allowable)						
h. Other	\$ 25,610	\$ 0	\$ 25,610			
Line Item Detail *	Federal Dollars *	Matched Dollars *	Total Dollars	Comments		
Office: Insurance (Property, Vehicle, Malpractice, etc.)	\$ 2,199	\$ 0	\$ 2,199			
Office: Rent Expenses	\$ 1,466	\$ 0	\$ 1,466			
Office: Utilities/Telephone/Internet	\$ 5,132	\$ 0	\$ 5,132			
Office: Other (Describe in Comments)	\$ 16,813	\$ 0	\$ 16,813	Specific Assistance to Individuals		
i. Total Direct Charges (Sum of a-h)	\$ 174,294	\$ 64,554	\$ 238,848			
Category	Federal Dollars *	Matched Dollars *	Total Dollars	Comments		
j. Indirect Costs (Administrative Costs)	\$ 19,366	\$ 0	\$ 19,366			
k. Grand Total (Sum of i and j)	\$ 193,660	\$ 64,554	\$ 258,214			

Source(s) of Match Dollars for State Funds:

Local Provider Agency will Provide Match.

Estimated Number of Persons to be Contacted:	350	Estimated Number of Persons to be Enrolled:	190
Estimated Number of Persons to be Contacted who are Literally Homeless:	288		
Number Staff trained in SOAR in Grant year ended in 2014:	4	Number of PATH-funded consumers assisted through SOAR:	8

GRANT BUDGET SUMMARY				
Agency Name: Volunteer Behavioral Health Care System				
Program Name: Projects for Assistance in Transition from Homelessness (PATH)				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$183,609.00	\$0.00	\$183,609.00
4, 15	Professional Fee, Grant & Award ²	\$3,300.00	\$0.00	\$3,300.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$12,000.00	\$0.00	\$12,000.00
11. 12	Travel, Conferences & Meetings ²	\$5,000.00	\$0.00	\$5,000.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$3,000.00	\$0.00	\$3,000.00
16	Specific Assistance To Individuals ²	\$26,002.00	\$0.00	\$26,002.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$31,231.00	\$0.00	\$31,231.00
24	In-Kind Expense ²	\$0.00	\$64,554.00	\$64,554.00
25	GRAND TOTAL	\$264,142.00	\$64,554.00	\$328,696.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET				
Agency Name: Volunteer Behavioral Health Care System				
Program Code Name: PATH Formula Grant (Federal)				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$140,400.00	\$0.00	\$140,400.00
4, 15	Professional Fee, Grant & Award ²	\$2,419.00	\$0.00	\$2,419.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$8,797.00	\$0.00	\$8,797.00
11, 12	Travel, Conferences & Meetings ²	\$3,666.00	\$0.00	\$3,666.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$2,199.00	\$0.00	\$2,199.00
16	Specific Assistance To Individuals ²	\$16,813.00	\$0.00	\$16,813.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$19,366.00	\$0.00	\$19,366.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$193,660.00	\$0.00	\$193,660.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A*. (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: Volunteer Behavioral
Health Care System
Program Code Name: PATH Formula Grant
(Federal)
Begin Date: 7/1/2016
End Date: 6/30/2017

SALARIES, BENEFITS & TAXES	AMOUNT
Complete the "Salaries" tab for Total Budgeted Salaries	\$112,320.00
Complete the "Salaries" tab for Total Budgeted Benefits and Taxes	\$28,080.00
TOTAL	\$140,400.00

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Computer System Access	\$2,199.00
Security	\$220.00
TOTAL	\$2,419.00

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Supplies	\$1,466.00
Telephone and Other Communication	\$5,132.00
Occupancy	\$1,466.00
Equipment Rental and Maintenance	\$733.00
TOTAL	\$8,797.00

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Local Travel	\$3,666.00
TOTAL	\$3,666.00

INSURANCE	AMOUNT
Liability and Other Insurance	\$2,199.00
TOTAL	\$2,199.00

SPECIFIC ASSISTANCE TO INDIVIDUALS	AMOUNT
Specific Assistance to Individuals	\$16,813.00
TOTAL	\$16,813.00

INDIRECT COST	AMOUNT
Admin	\$19,366.00
TOTAL	\$19,366.00

Agency Name: Volunteer Behavioral Health Care System
 Program Code Name: PATH Formula Grant (Federal)

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the contract period

Position Title	Name	Full-time Monthly Salary	Percent of Month Working on Program	# of Months working	Salary Allocated for Program (C*D*E)	Taxes & Benefits as % of Salary	Taxes and Benefits allocated for Program (F*G)
Outreach Coordinator	Name 1	\$2,555	100.00%	12	\$30,660	25.00%	\$7,665
Outreach Coordinator	Name 2	\$2,300	100.00%	12	\$27,600	25.00%	\$6,900
Outreach Coordinator	Name 3	\$2,414	100.00%	12	\$28,968	25.00%	\$7,242
SOAR Coordinator	Name 4	\$2,091	100.00%	12	\$25,092	25.00%	\$6,273
TOTAL					\$112,320		\$28,080
Instructions: Enter Position Title Repeat Row(s) as necessary See an Example of a Completed Salaries, Wages, and Benefits Schedule Below	Enter Name	Enter Actual Full-time Monthly Salary for Each Position Above	Enter the Percentage of Employee's Time to be Allocated to Program	Enter the Number of Months Employee will work with Program	This total should equal "Salaries" line item on budget detail	Enter the Percentage of Taxes & Benefits as a % of Salary See Note Below	This total should equal "Benefits & Taxes" line item on budget detail

GRANT BUDGET				
Agency Name: Volunteer Behavioral Health Care System				
Program Code Name: PATH Local Match				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$0.00	\$0.00	\$0.00
4, 15	Professional Fee, Grant & Award ²	\$0.00	\$0.00	\$0.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$0.00	\$0.00	\$0.00
11. 12	Travel, Conferences & Meetings ²	\$0.00	\$0.00	\$0.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$0.00	\$0.00	\$0.00
16	Specific Assistance To Individuals ²	\$0.00	\$0.00	\$0.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$0.00	\$0.00	\$0.00
24	In-Kind Expense ²	\$0.00	\$64,554.00	\$64,554.00
25	GRAND TOTAL	\$0.00	\$64,554.00	\$64,554.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: Volunteer Behavioral Health Care System
 Program Code Name: PATH Local Match
 Begin Date: 7/1/2016
 End Date: 6/30/2017

IN-KIND EXPENSES	AMOUNT
In-kind Expenses	\$64,554.00
TOTAL	\$64,554.00

GRANT BUDGET				
Agency Name: Volunteer Behavioral Health Care System				
Program Code Name: PATH Grant Supplement (State)				
The grant budget line-item amounts below shall be applicable only to expense incurred during the following				
Applicable Period: BEGIN 7/1/2016 END: 6/30/2017				
POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY ¹	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes ²	\$43,209.00	\$0.00	\$43,209.00
4, 15	Professional Fee, Grant & Award ²	\$881.00	\$0.00	\$881.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications ²	\$3,203.00	\$0.00	\$3,203.00
11. 12	Travel, Conferences & Meetings ²	\$1,334.00	\$0.00	\$1,334.00
13	Interest ²	\$0.00	\$0.00	\$0.00
14	Insurance ²	\$801.00	\$0.00	\$801.00
16	Specific Assistance To Individuals ²	\$9,189.00	\$0.00	\$9,189.00
17	Depreciation ²	\$0.00	\$0.00	\$0.00
18	Other Non-Personnel ²	\$0.00	\$0.00	\$0.00
20	Capital Purchase ²	\$0.00	\$0.00	\$0.00
22	Indirect Cost ²	\$11,865.00	\$0.00	\$11,865.00
24	In-Kind Expense ²	\$0.00	\$0.00	\$0.00
25	GRAND TOTAL	\$70,482.00	\$0.00	\$70,482.00

¹ Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, *Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A.* (posted on the Internet at: <http://www.tn.gov/assets/entities/finance/attachments/policy3.pdf>)

² Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

Agency Name: Volunteer Behavioral
Health Care System
Program Code Name: PATH Grant
Supplement (State)
Begin Date: 7/1/2016
End Date: 6/30/2017

SALARIES, BENEFITS & TAXES	AMOUNT
Complete the "Salaries" tab for Total Budgeted Salaries	\$40,008.00
Complete the "Salaries" tab for Total Budgeted Benefits and Taxes	\$3,201.00
TOTAL	\$43,209.00

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Computer System Access	\$801.00
Security	\$80.00
TOTAL	\$881.00

SUPPLIES (includes "Sensitive Minor Equipment"), TELEPHONE, POSTAGE & SHIPPING, OCCUPANCY, EQUIPMENT RENTAL & MAINTENANCE, PRINTING & PUBLICATION	AMOUNT
Supplies	\$534.00
Telephone and Other Communication	\$1,868.00
Occupancy	\$534.00
Equipment Rental and Maintenance	\$267.00
TOTAL	\$3,203.00

TRAVEL, CONFERENCES & MEETINGS	AMOUNT
Local Travel	\$1,334.00
TOTAL	\$1,334.00

INSURANCE	AMOUNT
Liability and Other Insurance	\$801.00
TOTAL	\$801.00

SPECIFIC ASSISTANCE TO INDIVIDUALS	AMOUNT
Specific Assistance to Individuals	\$9,189.00
TOTAL	\$9,189.00

INDIRECT COST	AMOUNT
Admin	\$11,865.00
TOTAL	\$11,865.00

Agency Name: Volunteer Behavioral Health Care System
 Program Code Name: PATH Grant Supplement (State)

APPLICABLE PERIOD: The grant budget line-item amounts below shall be applicable only to expense incurred during the contract period

Position Title	Name	Full-time Monthly Salary	Percent of Month Working on Program	# of Months working	Salary Allocated for Program (C*D*E)	Taxes & Benefits as % of Salary	Taxes and Benefits allocated for Program (F*G)
Homeless CM	Name 5	\$1,137	100.00%	12	\$13,644	8.00%	\$1,092
Homeless CM	Name 6	\$1,137	100.00%	12	\$13,644	8.00%	\$1,092
Homeless CM	Name 7	\$1,060	100.00%	12	\$12,720	8.00%	\$1,018
TOTAL					\$40,008		\$3,201
Instructions: Enter Position Title Repeat Row(s) as necessary See an Example of a Completed Salaries, Wages, and Benefits Schedule Below	Enter Name	Enter Actual Full-time Monthly Salary for Each Position Above	Enter the Percentage of Employee's Time to be Allocated to Program	Enter the Number of Months Employee will work with Program	This total should equal "Salaries" line item on budget detail	Enter the Percentage of Taxes & Benefits as a % of Salary See Note Below	This total should equal "Benefits & Taxes" line item on budget detail

PATH State FY 2017 Intended Use Plan

- 1. Local Provider Description** – Provide a brief description of the provider organization receiving PATH funds, including name, type of organization, region served, and the amount of PATH funds the organization will receive.

Volunteer Behavioral Health Care System is a nonprofit community behavioral health provider serving 31 counties in the Middle Tennessee area. The agency has three PATH programs, in Murfreesboro (The Guidance Center), Chattanooga (Johnson MHC) and Cookeville (Plateau MHC), Tennessee. These sites provide services Region 3 and 5 of the Tennessee Department of Mental Health and Substance Abuse Services regions. The agency provides a full continuum of behavioral health services for adults, children and youth.

The Murfreesboro location services Rutherford County. The Chattanooga location serves Hamilton County and the Cookeville location serves Putnam, White, Overton, Cumberland, DeKalb and Warren Counties of Tennessee.

The amount of PATH funds for FY 2017 are as follows:

Federal PATH funds - \$165,468

Matching funds from State and local sources - \$125,638

Total PATH funds - \$291,106

- 2. Collaboration with HUD Continuum of Care (CoC) Program** – Describe the organization’s participation in the HUD Continuum of Care program, other local planning activities and program coordination initiatives, such as coordinated entry and coordinated assessment activities. If you are not currently working with the Continuum of Care (CoC), briefly explain the approaches to be taken by the agency to collaborate with the local CoC.

Each program collaborates with local entities to serve individuals who are homeless and have mental health conditions.

At the Murfreesboro site, PATH providers educate the public about the Continuum of Care and find qualified applicants in the community that become a part of this program. PATH helps the housing authority get the necessary match money for the Continuum of Care. The PATH coordinator is in charge of the “street count” for the point in time count of the homeless that is required by HUD each year. PATH staff are integral members of the Homeless Alliance of Rutherford County (CoC) and serve as an active voice for individuals and families experiencing homelessness in Rutherford County. The SOAR coordinator meets once a month with other board members of the CoC that is collectively called the Executive Council. The PATH Coordinator is a member of the Service Planning subcommittee of the CoC that coordinates needed services for the homeless.

The PATH program in Chattanooga serving Hamilton County participates in the HUD Continuum of Care via the Hamilton County Homeless Coalition as well as utilizing the HMIS Homeless Management Information System for entering data. The members of the PATH program are also

actively participation in Coalition meetings with various agencies within the CoC and are active in Case Conferencing Meetings to end veteran homelessness in the city of Chattanooga.

Currently the PMHC PATH is active in the Upper Cumberland CoC. PMHC PATH has currently taken the role of leader of homeless outreach coalition with the city of Cookeville, the mayor, police department, churches, and Upper Cumberland area resources. We are getting all the surrounding areas benevolence programs together and creating or looking to create a better form of working together. HMIS has been mentioned to all agencies and faith based organizations. We are also taking the lead in the Homeless Awareness Week and putting that together during November.

- 3. Collaboration with Local Community Organizations** – Provide a brief description of partnerships and activities with local community organizations that provide key services (i.e., outreach teams, primary health, mental health, substance abuse, housing, employment, etc.) to PATH eligible clients, and describe coordination of activities and policies with those organizations. Provide specific information about how coordination with other outreach teams is achieved.

The Murfreesboro Housing Authority provides housing for PATH clients through referrals that are generated by both agencies. Several public housing areas (Spring Valley, Imperial Gardens, and Midtown Estates) provides section 8 housing to PATH clients by appointment. The Murfreesboro Health Department and St. Louise Clinic provide primary healthcare to PATH clients by appointment. The Guidance Center provides mental healthcare and substance abuse services to PATH clients by appointment. Vocation Rehabilitation and Goodwill Career Solutions provide job training and placement for PATH clients by appointment. Salvation Army, Room in the Inn, and The Way of Hope provide emergency shelter for PATH clients on a first come first serve basis. Domestic Violence provides shelter to those with police reports of domestic violence by referral. Greenhouse Ministries provides sober living apartments for PATH clients as well as a food pantry, GED classes and computer classes. Rutherford County food bank provides food boxes to PATH clients once a month on a first come first serve basis. The Journey Home provides hot meals daily, showers, storage, clothing and supportive housing apartments to PATH clients by appointment. The Outreach Thrift Store provides emergency clothing and household items to PATH clients by referral. PATH staff coordinate with other outreach volunteers through referrals where the homeless person or camp agrees that other outreach workers can visit their location and offer needed services.

The PATH program in Chattanooga works closely with many local community organizations that provide key services to the homeless including, but not limited to, The Hamilton County Homeless Healthcare Center, Relevant Hope, Mustard Tree Ministries, The Salvation Army, the Maclellan Family Shelter, the Community Kitchen, and the RAM Remote Area Medical Project programs when available. Path participants access mental health services via Volunteer Behavioral Health Care System and receive counseling from a psychiatrist located at the Homeless Healthcare Center, Dr. Robert Huston. Participants have access to substance abuse treatment through the V.I.P. drug and alcohol program at the Homeless Healthcare Center, which includes participation in several A.A. and N.A meetings. Additional services for substance abuse include a local agency, CADAS (Council for Alcohol and Drug Abuse Services) which offers inpatient and outpatient

services. PATH participants are linked to services with the CABHI Program at VBHCS, The Chattanooga Housing Authority, HUD, AIM Center, as well as other group homes and assisted living facilities when housing assistance is needed. When housing is acquired for client's resources such as the Furniture Bank, Second Blessings Thrift Store, and The Samaritan Center are utilized to obtain household items and furniture. Employment services are provided via the CABHI Program at VBHCS, the AIM Center, the Community Kitchen's H.E.L.P. II program, and the Tennessee Career Center. The PATH program also works with the Partnership for Families, Children and Adults to assist participants who are victims of domestic violence in finding safe emergency shelter in times of crisis. The Hamilton County Homeless Coalition works with the PATH program to develop and facilitate community actions that assist in moving homeless individuals and families to self-sufficiency and permanent housing. The PATH case manager attends weekly homeless veterans housing meetings with the Chattanooga governor's office, monthly Homeless Coalition meetings and participates in the yearly Project Homeless Connect.

In Cookeville, PATH is housed at the mental health facility. This provides ready access to mental health and substance abuse treatment and recovery programming. PMHC PATH works with the local hospital for referrals as well as primary health care. The program regularly refers to the Putnam County Health Department for primary health. A new SAMHSA grant to provide integrated primary and behavioral health care at the facility will be a new referral source for the program. PMHC PATH has a relationship with the Goodwill Career Center and local job agencies to refer to for jobs, as well as keeps a list of job opportunities in the area. PMHC PATH has also made relationships with local landlords. We are also working close with the Cookeville Rescue Mission. PATH coordinator is on the board and helping with future of mission and the direction it could/needs to go.

- 4. Service Provision** – Describe the organization’s plan to provide coordinated and comprehensive services to eligible PATH clients, including: Describe how the services to be provided using PATH funds will align with PATH goals to target street outreach and case management as priority services, and maximize serving the most vulnerable adults who are literally and chronically homeless.

Each program within VBHCS conducts specific outreach activities to meet the needs of the communities being served. These may direct outreach to homeless individuals, working within the homeless services organizations, and at shelters as well as via referrals from individuals and agencies.

PATH provides street and shelter outreach weekly in Rutherford County and provides case management to those living outside, in cars, in emergency shelters, and in places not meant for human habitation. The literally and chronically homeless are priority due to being more vulnerable and having more risk factors. The PATH goal is to permanently house over 50% of those enrolled by providing rental assistance, security deposits, utility deposits and paying past due utility bills, paying for needed vital records, providing transportation, needed medical services, medication and helping with basic needs of other available funds for PATH client services.

At the Chattanooga location, prioritizing case management and street outreach will be achieved by continuing to increase the amount of homeless camp and shelter visits and collaborating with existing homeless outreach providers, such as Relevant Hope, Mustard Tree Ministries, and outreach programs in existence at Homeless Health Care to ensure maximum coverage and education regarding new and previously unknown homeless sites. At first contact, case managers will educate potential PATH participants about available case management, mental health options, housing and community services that client may need and attempt to link client with needed services as quickly as possible.

The PATH program works with local shelters, as well as has spent many hours doing outreach to let the community know that the PATH program is available. There are 3 shelters that refer to the PATH program on a regular basis, as well as the local hospital, and other organizations that are frequented by homeless individuals.

- Provide specific examples of how the agency maximizes use of PATH funds by leveraging use

The use of United Way funds to pay for any needed services for PATH clients allows PATH to focus PATH funds on outreach, case management and housing. United Way funds are used to assist PATH clients with basic needs, outreach supplies, bus passes, vital records, medication and medical services such as primary care.

- Describe any gaps that exist in the current service systems.

There is not enough shelter space and transitional housing in Rutherford County. The community needs more low-income housing such as section 8 properties and single room occupancies. There are not enough group homes to refer PATH clients.

The Chattanooga location identifies several gaps in services. Chiefly lack of local coordination with SOAR trained individuals to prioritize SOAR applications for those in greatest need. With the new CABHI program that has recently been implemented at the Chattanooga location this barrier will soon be overcome. There is also a need for increased shelter occupancy and an increase in available housing units.

In Cookeville, the staff identify job placement issues and a current lack of staff to assist with SOAR applications.

- Provide a brief description of the current services available to clients who have both a serious mental illness and a substance use disorder.

Outpatient services at the Guidance Center address co-occurring disorders. Specialty programs such as a woman's intensive outpatient program has grant funding to assist with individuals with no ability to pay for services. Buffalo Valley and Vanderbilt Hospital provide inpatient services for those with a co-occurring disorder. Middle Tennessee Mental Health Institute provides inpatient treatment for those that have a serious mental illness.

The agency's Chattanooga location provides outpatient services for individuals with co-occurring disorders. Participants who fall into this category can receive free treatment at The Homeless Healthcare Center's VIP program for alcohol and drug abuse. The Council for Alcohol and Drug Abuse Services (CADAS) also has inpatient programs for those in need and serves individuals with co-occurring disorders. Some PATH clients have received inpatient treatment at facilities in or around the region as well.

Plateau Mental Health Center offers treatment for both mental health and substance abuse. There are several programs offered at PMHC for those with co-occurring disorders. Treatments: med management, therapy, case management services, IOP, New Leaf, group therapy sessions, grief counseling, PMHC wellness clinic, Connecting to my recovery, my recovery. Any and all that is needed.

- Describe how the local provider agency pays for providers or otherwise supports evidenced-based practices, trainings for local PATH-funded staff, and trainings and activities to support collection of PATH data in HMIS.

VBHCS uses PATH funds to pay for needed services such as case management, outreach, screening and diagnostic services, community mental health services, housing services, and training for PATH staff. Murfreesboro Housing Authority uses a grant to train PATH staff on HMIS data entry and VBHCS pays for a license for HMIS usage. The PATH program at Johnson Mental Health Center has been trained and is currently entering PATH data for each client served into the HMIS data base known as Service Point. The agency currently pays for access to this system and the training was at no cost to the agency and was provided by staff at the Homeless Coalition.

- 5. Data** – Describe the provider's status on the HMIS transition plan, with accompanying timeline, to collect PATH data by fiscal year 2017. If providers are fully utilizing HMIS for PATH services, please describe plans for continued training and how providers will support new staff.

PATH is currently entering data on PATH clients into the HMIS database, such as demographics, if the PATH client agrees to sign a HMIS release of information. PATH is using HMIS to gather information on PATH clients and other services they receive and plans to continue using HMIS more as the local HMIS systems evolves and grows. Murfreesboro Housing Authority has committed to training all current PATH staff and new PATH staff on HMIS usage and data entry.

Chattanooga's PATH location is currently entering all data into HMIS and will continue to insure compliance by insuring that all staff is trained in HMIS data entry.

PMHC PATH has just finished a complete training on HMIS and now in the process of putting in back data and will be fully utilizing HMIS for PATH services. We plan to continue training once to twice as a refresher for staff.

- 6. SSI/SSDI Outreach, Access, Recovery (SOAR)** – Describe the provider’s plan to train PATH staff on SOAR. Indicate the number of PATH staff trained in SOAR during the grant year ended in 2015 (2014- 2015), and the number of PATH-funded consumers assisted through SOAR. If the provider does not use SOAR, describe the system used to improve accurate, timely completion of mainstream benefit applications and timely determination of eligibility. Also describe efforts used to train staff on this system. Indicate the number of staff trained, the number of PATH funded consumers assisted through this process, and application eligibility results.

All PATH staff have been trained in SOAR. In 2016-2017, any PATH staff that has not been trained in SOAR will be trained by the regional SOAR coordinator that is an employee at The Guidance Center in Rutherford County. In 2014-2015, eight PATH clients were assisted through SOAR. Six clients were approved for Social Security benefits, 1 client was denied and 1 client has a case that is pending.

The Chattanooga PATH location will work to increase SOAR coordination with trained staff working under the CABHI program, once they are established, as well as outreaching to SOAR trained staff working at other agencies.

The Cookeville PATH program is in need of SOAR training, due to new staff and this will be planned for the 2016-2017 program year.

- 7. Housing** – Indicate the strategies that will be used for making suitable housing available for PATH clients (i.e., indicate the type of housing provided and the name of the agency).

The most preferable housing for PATH clients are Shelter Plus Care vouchers attained at the Murfreesboro Housing Authority. The Journey Home provides supportive housing to some PATH clients and Greenhouse Ministries provides transitional housing to those that have addiction disorders. PATH also refers clients to privately owned section 8 properties such as, Spring Valley, Imperial Gardens and Midtown Estates. PATH refers clients to First Things First sober living homes, which is licensed through the state, if they are co-occurring. Privately owned group homes that are licensed through the state are utilized by PATH clients if this services is needed. Also, PATH assists clients to get into rental properties such as, apartments, houses and mobile homes that are privately owned.

The PATH program in Chattanooga works closely with local HUD and Section 8 housing providers as well as individual landlords in Hamilton County who rent regularly to PATH clients and have an understanding of their unique needs, PATH assists clients with rental deposits and/or first month’s rent to secure housing. The PATH program is also continually working to identify housing that is available to those clients with extensive criminal histories or special needs.

In Cookeville, PATH plans to continue their relationship with Crossville Housing Authority which offers housing assistance through Shelter Plus, Section 8, Community Supportive Housing, and Iris Cottage, all of which are available to PATH clients if they qualify and there is an opening. PATH also works with local landlords to provide availability and prices to clients. Both PATH workers are trained and qualified to approve housing that goes through the ESG grant that is

provided through Crossville Housing Authority. By doing this we are helping house people faster.

- 8. Staff Information** – Describe the demographics of staff serving the clients; how staff providing services to the population of focus will be sensitive to age, gender, disability, lesbian, gay, bisexual and transgender, racial/ethnic, and differences of clients; and the extent to which staff receive periodic training in cultural competence and health disparities. A strategy for addressing health disparities is use of the recently revised national Culturally and Linguistically Appropriate Services (CLAS) standards: (<http://www.ThinkCulturalHealth.hhs.gov>).

VBHCS adheres to CLAS standards, and provides annual training of staff regarding cultural competence. The agency has a Cultural Competence Plan and reports quarterly to the Quality Management department as well as provides an annual report to the Board of Directors.

Current PATH and SOAR staff is one white male that is 39 years old and one white female that is 30 years old. VBHCS provides services to all individuals without regard to age, gender, disabilities, sexual orientation, race/ethnicity, religion, veteran's status or any other differences of clients. VBHCS is fully committed to assuring equal and fair treatment to all. PATH staff is required to take a cultural diversity course and a client's rights and patient's rights course.

In Chattanooga, the position of one part time PATH Case Manager is still open at this time. Joe Brackett is a full time PATH Outreach Coordinator, white male and age 22. PATH employees receive extensive ongoing training at Joe Johnson Mental Health Center and at The Hamilton County Homeless Healthcare Center regarding sensitivity to age, gender, disability, racial, ethnic as well as sexual orientation. Cultural competence training is mandatory at both Johnson Mental Health Center and The Homeless Healthcare Center where the PATH office is located.

At the Cookeville location there are 2 males, one white and one black, working in the PATH program.

- 9. Client Information** – Describe the demographics of the client population, the projected number of adult clients to be contacted and enrolled, and the percentage of adult clients served using PATH funds to be literally homeless.

In 2014-2015, the client population was 33% female and 67% male; 8% were from ages 18-23, 13% were ages 24-30, 63% were ages 31-50, 13% were ages 51-61 and 2% were age 62 and over; 6% were American Indian, 8% were African American, 79% were white and 8% were two or more races; 98% were Non-Hispanic and 2% was Hispanic; 6% were Veterans and 94% were Non-Veterans; 67% were Co-occurring, 33% were not Co-occurring; and 96% were literally homeless. PATH staff projects to contact 100 adult clients, enroll 65 and 80% of these clients to be literally homeless.

The Chattanooga PATH location anticipates to contact 150 adults at 53% male and 47% female based on the reporting information from the previous year

In Chattanooga, the following breakdown is anticipated based on last year's data: Age 18-34 20%, Age 35-49-56%, Age 50-64-22%, Age 65-74-2%, Male 53%, Female 47%, Caucasian

52%, African American- 46%, Hispanic 2%. We anticipate that 85% of the clients enrolled at the Chattanooga location will be literally homeless

In Cookeville, the staff anticipate contacting 100 individuals, and enrolling 50. It is expected that 80% of adult clients served using PATH funds who are literally homeless (i.e. number living in place not fit for human habitation + those in emergency shelters the night before being contacted or enrolled / unduplicated number of those contacted or enrolled)

10. Consumer Involvement – Describe how individuals who experience homelessness and have serious mental illnesses, and family members will be involved at the organizational level in the planning, implementation, and evaluation of PATH-funded services. For example, indicate whether individuals who are PATH-eligible are employed as staff or volunteers or serve on governing or formal advisory boards. See **Appendix I** “Guidelines for Consumer and Family Participation”.

PATH has recruited two volunteers whom were chronically homeless and have been diagnosed with a serious mental illness and were both housed while enrolled in PATH. They are both members of the Homeless Alliance of Rutherford County (CoC) and are involved with planning and coming up with strategies to end chronic homelessness. The PATH coordinator helped start the Consumer Council that is made up of currently homeless individuals or formerly homeless individuals that is a working group of the CoC which meets every two weeks and reports its ideas and strategies to the Homeless Alliance of Rutherford County. Anytime a family member of a PATH client wants to be involved with a client's planning of services and goal setting then PATH staff encourage the family member to ask the PATH client if they want them to be a part of their recovery. If the PATH client has expressed that they want the help of a family member then PATH staff will make the family member a part of the client's support network. VBHCS has a peer support center that is located in Murfreesboro called Our Place that is fully staffed by consumers and is open to all PATH clients. Our Place can be a part of the PATH client's recovery plan if the client has agreed to this. Our Place staff are in charge of many classes that educate consumers of local services and about their mental illness. PATH staff gives all available PATH clients a survey form to complete before discharging them from PATH.

Joe Johnson Mental Health Center sponsors a community advisory council that meets once every month. Homeless and formerly homeless consumers attend this council along with Joe Johnson Mental Health staff. These staff members include employees under both the PATH and CABHI grants. Along with these meetings a PATH representative also attends the CABHI monthly meetings. All clients served under the PATH grant are encouraged to be involved at every level in the planning and implementation of services received. Whenever possible any family members or other support systems that are available are also involved in this process.

In Cookeville, previous homeless individuals are invited to join the UCCoC, join the homeless outreach coalition with the city, be involved in Homeless Awareness week in November, as well as volunteer with any fundraiser or event that is done to assist other homeless individuals.

11. Budget Narrative – Provide a budget narrative that includes the local-area provider’s use of PATH funds. See **Appendix C** for a sample detailed budget.

III. State Level Information

A. Operational Definitions

Term	Definition
Homeless Individual:	<p>a. Homeless Individual — individual who lacks housing regardless of whether the individual is a member of a family; including, but not limited to, an individual whose primary residence during the night is a supervised public or private facility that provides temporary living accommodations; and an individual who is a resident in transitional housing.</p>
Imminent Risk of Becoming Homeless:	<p>b. Imminent Risk of Becoming Homeless — means that without assistance the individual will become homeless in the next fourteen (14) calendar days. This would include, but not be limited to, individuals such as: 1) those living in a condemned building without a place to move; 2) those who have received an eviction notice; 3) those living in temporary housing that carries time limits including a hotel room that can no longer be afforded; and 4) those soon to be discharged from a health care institution or criminal justice institution without a place to live.</p>
Serious Mental Illness:	<p>c. Serious Mental Illness — means a mental disorder diagnosable using Diagnostic and Statistical Manual, Fifth Edition, (DSM-V) or more current edition, and of such severity and duration as to result in being unable to live in stable housing or work independently because he/she is unable to perform sufficiently in at least one of the four life functioning domains including (1) Activities of daily living; (2) Interpersonal functioning; (3) Concentration, task performance, and pace; and (4) Adaptation to change.</p>
Co-occurring Serious Mental Illness and Substance Abuse Disorders:	<p>d. Co-occurring Serious Mental Illness and Substance Use Disorders means combined conditions of serious mental illness and substance use disorder. "Substance use disorder", for purposes of this definition, means substance-related disorders as diagnosed according to the Diagnostic and Statistical Manual of Mental Disorders, Fifth (DSM V) or current revision.</p>
Footnotes:	

III. State Level Information

B. Veterans

Narrative Question:

Describe how the state gives consideration in awarding PATH funds to entities with demonstrated effectiveness in serving veterans experiencing homelessness.

Footnotes:

Serving Veterans

Strategies to improve services and community resource awareness, specifically for homeless veterans and their families was discussed during Tennessee's annual PATH meeting held April 26-27, 2016. PATH providers are encouraged to become aware of all the agencies and services in their communities that serve veterans. These include VA medical centers, local VA service offices, private, non-profit agencies that specialize in serving veterans, and other agencies that serve veterans. Several localities in Tennessee have also been successful in securing several VASH vouchers and Support Services for Veteran Families (SSVF) grants. As veterans are encountered through PATH outreach efforts, they are linked to these services as appropriate. PATH providers have identified where these can be accessed and are making referrals to access these resources for eligible PATH clients. Some of the 2009 increase in PATH funding was allocated to increasing the quality and quantity of services in Clarksville, TN, home base of the 101st Airborne, Fort Campbell, which attracts many homeless veterans because of the large military presence in the community.

Tennessee is also a recipient of the 2014 Cooperative Agreement to Benefit Homeless Individuals (CABHI-States) grant and the 2015 Cooperative Agreement to Benefit Homeless Individuals Enhancement (CABHI-ENH) grant, which gives priority to linking homeless veterans with housing and support services in Nashville and Memphis where the Point in Time counts indicate the largest concentration of homeless veterans are located in the State of Tennessee. Local PATH providers are aware they are expected to be a primary source of referrals to this program. Intended Use Plans (IUP) included in this application describe additional local provider efforts to increase linkages and referrals to the increasing array of homeless service providers in their localities specifically organized to serve veterans.

III. State Level Information

C. Recovery Support

Narrative Question:

Describe how the services to be provided using PATH funds will reduce barriers to accessing effective services that sustain recovery for individuals with mental and substance use disorders who experience homelessness.

Footnotes:

Recovery and Support

Since 2000, Tennessee's Creating Homes Initiative has been creating safe, affordable, permanent supportive housing opportunities for people with a history of mental illness and co-occurring substance abuse including those who are homeless. To date, over 13,000 housing options have been created by leveraging over \$482 million. The majority of these are operated by mental health and affordable housing agencies across the state and known to PATH providers as housing that gives preference to people they are seeking to serve. By contract and through annual training, PATH workers are encouraged to ensure PATH enrolled clients are successfully linked to these housing opportunities and associated support services before discharge. An increasing percentage of the new housing options include Rapid Rehousing opportunities supported through HEARTH funding, where PATH outreach workers have identified and referred eligible candidates for the supportive housing opportunities.

To reduce barriers to accessing effective services which sustain recovery, Tennessee also has developed a statewide support system to encourage and support development of local SOAR networks. Three Regional SOAR Coordinators, one in each grand division of the state, are supported through the PATH program. Currently, active SOAR local networks regularly meet for information exchange and support in the five largest cities in the state. The statewide network conducts quarterly phone conferences to advance this process. TDMHSAS has also expanded its definition of billable case management services under its state-funded Behavioral Health SafetyNet (BHSN) to allow these state-funded case managers to prepare and implement SOAR applications with prospective SSI / SSDI recipients who are homeless. If the homeless individual is not eligible for SSI and Medicaid, the BHSN will provide case management support to their

transition to community housing. In addition, a pilot state-funded SOAR Liaison position has been created to assist patients, in two of the state's psychiatric hospitals in securing SSI/SSDI and related health benefits prior to discharge, especially those who would otherwise be returning to homelessness. These efforts have increased the number of SSI and SSDI applications for homeless individuals, increased the success on initial application, and shortened the time for approval. Having these benefits of income and health care is the most effective strategy currently employed to reduce barriers to recovery services.

III. State Level Information

D. Alignment with PATH Goals

Narrative Question:

Describe how the services to be provided using PATH funds will target street outreach and case management as priority services and maximize serving the most vulnerable adults who are literally and chronically homeless.

Footnotes:

Alignment with PATH Goals

Tennessee's PATH provider contract includes a clause stating PATH workers' outreach efforts should show evidence each year of moving toward 80% of those enrolled in PATH being literally homeless. Year to date aggregate data indicate PATH providers continue to work to achieve this lofty goal. Techniques and sharing successes to better engage the literally and chronically homeless are major topics in Tennessee's annual PATH provider conference. The contract and trainings further emphasize linking people enrolled in PATH to mainstream mental health services as soon as possible so that they can move on to engaging with other homeless individuals with serious mental illness who have not yet been reached. Providers are regularly reminded that the purpose of the PATH program is to engage the literally homeless with serious mental illness, to link them with mental health and housing services, and then begin disengagement.

III. State Level Information

E. Alignment with State Comprehensive MH Services Plan

Narrative Question:

Describe how the services to be provided using PATH funds are consistent with the State Comprehensive Mental Health Services Plans.

Footnotes:

Alignment with State Comprehensive Mental Health Services Plan

Community service and support needs for people living with mental illness are identified through an annual needs assessment process with input from the seven regional mental health planning councils and a state council. This process allows for a broad grassroots forum to advise the Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS) on the desirable array of prevention, early intervention, treatment, rehabilitation services, and supports for service recipients and their families. It also provides for citizen participation in the development of the Community Mental Health Block Grant, the Substance Abuse Services Plan, and the TDMHSAS Three Year Plan.

Priorities are reviewed and recommended for inclusion into the Department's annual budget request by the Planning and Budget Committee of the TDMHSAS Planning and Policy Council. Service needs of individuals with serious mental illness who are homeless or who are at risk of homelessness are included and prioritized based on input from local and regional stakeholders. Both the Block Grant Plan and the Three Year Plan contain performance indicators and/or strategies related to serving homeless (or at-risk) adults with serious mental illness. The current plan includes specific objectives regarding increasing the number of homeless individuals and families served through PATH and increasing the number of individuals assisted to receive SSI and SSDI benefits through SOAR.

III. State Level Information

F. Alignment with State Plan to End Homelessness

Narrative Question:

Describe how the services to be provided using PATH funds are consistent with the State Plan to End Homelessness. Describe how the PATH program supports the efforts to reduce/eliminate chronic homelessness in the state. Describe how the PATH program integrates disaster preparedness and emergency planning into their continuity of care planning and the process of updating and testing their emergency response plans.

Footnotes:

Alignment with State Plan to End Homelessness

In 2004, a Tennessee team representing 11 state agencies and 4 geographically distributed homeless service providers attended the Homeless Policy Academy and created a state action plan to reduce homelessness. PATH activities are included in the following priorities:

Priority 2: Review and Disseminate Education and Communication Regarding Best Practices and Strategies: PATH providers are trained annually in best practices such as of street outreach, effective referral, and linking service recipients to supportive housing. PATH supported SOAR Regional Coordinator positions focused on implementing SOAR through developing local networks and assuring quality applications are delivered timely to SSA.

Priority 4: Improve Access to Mainstream Services: This is the focus of the PATH program—linking people who are homeless with supportive housing and mental health services. By active participation in local Continua of Care, PATH case managers are kept aware of new and available community mainstream resources.

Priority 5: Expand Inventory of Safe, Affordable, Quality Housing: This priority includes PATH case managers using the CoCs' housing inventory data to identify and make contact with all available housing options for service recipients. PATH case managers are also charged in their contracts with keeping regularly contact with supportive housing providers and facilitating access to this housing for those they meet through outreach. In November 2012, a 1-day conference on family homelessness in Tennessee was convened which included participation by

top-level representatives from 3 state departments, all 10 of Tennessee's Continua of Care, and Tennessee's 3 HUD offices.

Tennessee is a recipient of the Cooperative Agreement to Benefit Homeless Individuals – States (CABHI-States) grant which requires the formation of a state-level Interagency Council on Homelessness and development of a statewide plan to increase partnerships and collaboration among state agencies who serve the homelessness. The Commissioner of Tennessee Department of Mental Health and Substance Abuse Services (TDMHSAS) or his designee where PATH is also housed, will chair this Council. The Council initially convened on November 14, 2014 and continues to meet quarterly. The Council has developed a draft plan to address homelessness in Tennessee as follows:

Tennessee's Statewide Plan

Theme 1: Increase Leadership, Collaboration, and Civic Engagement

Objective 1: Provide and promote collaborative leadership at all levels of government and across all sectors to inspire and energize Tennesseans to commit to preventing and ending homelessness.

Objective 1 Key Measures of Success:

1. At least 3 communities will have met USICH's criteria for ending homelessness for either veteran or chronic homelessness.
2. Tennessee's Plan to End Homelessness will be communicated within state government and to Tennessee communities.
3. The Homeless Data Repository will be established and include data contributed from at least three (3) local homeless service systems (Continua of Care (CoCs)).

Action Step 1.1: Encourage and assist interested Continua of Care and communities to achieve national certification as having ended veteran homelessness, chronic homelessness, and homelessness of families with children and youth by meeting the following criteria:

1.1.1 Develop an active, name-based list of homeless individuals and families in each Continuum of Care in TN.

Lead Partner: Continua of Care

Target Date for Implementation: September 2016

Target Date for Completion: February 2017 for veterans and chronically homeless; July 2018 for families with children and youth

1.1.2 Create a system to document each individual's date of initial contact, document of housing offer, date of move-in to permanent housing.

Lead Partner: Continua of Care

Target Date for Implementation: September 2016

Target Date for Completion: February 2017 for veterans and chronically homeless; July 2018 for families with children and youth

1.1.3 Identify all permanent housing sources available for veterans, chronically homeless individuals, and homeless families with children and youth.

Lead Partner: Continua of Care and Housing Workgroup

Target Date for Implementation: September 2016

Target Date for Completion: February 2017 for veterans and chronically homeless; July 2018 for families with children and youth

1.1.4 Implement a system for identifying homeless individuals entering or returning to homelessness in the future, and those at risk homelessness.

Lead Partner: Continua of Care and Prevention Workgroup

Target Date for Implementation: September 2016

Target Date for Completion: June 2017 for veterans and chronically homeless; October 2018 for families with children and youth

1.1.5 Use multiple data sources and conduct comprehensive outreach and engagement to identify such individuals.

Lead Partner: Continua of Care and the Council

Target Date for Implementation: September 2016

Target Date for Completion: June 2017 for veterans and chronically homeless; October 2018 for families with children and youth

1.1.6 Maintain an adequate level of resources and capacity to provide appropriate services that will, whenever, possible, prevent homelessness for those at-risk, including behavioral and physical health treatment, support and recovery.

Lead Partner: Continua of Care and Prevention Workgroup

Target Date for Implementation: September 2016

Target Date for Completion: June 2017 for veterans and chronically homeless; October 2018 for families with children and youth

1.1.7 Identify an adequate level of resources and appropriate plans and services in place to promote the long-term housing stability of homeless individuals who have entered permanent housing including behavioral and physical health treatment, support and recovery.

Lead Partner: Continua of Care and Prevention Workgroup

Target Date for Implementation: September 2016

Target Date for Completion: June 2017 for veterans and chronically homeless; October 2018 for families with children and youth

* **Action Step 1.2:** Engage the governor to promote “ending homelessness” as a goal of the administration.

Lead Partner: Governor’s Office

Target Date for Completion: May 2016

Action Step 1.3: Increase state interdepartmental communication through quarterly meetings of the ICH and create a communications campaign to increase awareness of homelessness and the Plan.

Lead Partner: The Department of Mental Health and Substance Abuse Services (TDMHSAS) and the Council

Target Date for Implementation: May 2016

Target Date for Completion: On-going

* **Action Step 1.4:** Create and operate a statewide homeless data repository with sustainable data collection and dissemination processes to increase understanding of the nature and extent of homeless in Tennessee as well as the resources and impact of efforts to prevent and address homelessness.

Lead Partner: TDMHSAS and CoCs

Target Date for Implementation: July 2016

Target Date for Completion: On-going

* Priority action steps as identified by the Council.

* Priority action steps as identified by the Council.

Objective 2: Strengthen the capacity of public and private organizations by increasing knowledge about collaboration, homelessness, and successful interventions to prevent and end homelessness.

Objective 2 Key Measures of Success:

1. Statewide quarterly meeting of regional homeless service provider systems (CoCs) will be facilitated by TDMHSAS and Tennessee Housing Development Agency (THDA) by September 2016.
2. A statewide communications network of homeless service providers and advocates as well as state and local government stakeholders including statewide virtual meetings and regional face-to-face meetings addressing homelessness challenges and solutions will have been established and met for the first time by December 2016.

Action Step 2.1: Improve communication between state and local entities regarding homelessness and local efforts to address this issue through regular communication between HUD, State, CoC leads, and city/county leaders.

Lead Partner: The Council and CoCs

Target Date for Implementation: July 2016

Target Date for Completion: On-going

Action Step 2.2: Promote and facilitate a CoC Lead learning community to convene at least quarterly during the initial implementation period to share best practices, successes, and solutions to challenges.

Lead Partner: CoCs, TDMHSAS, and THDA

Target Date for Implementation: September 2016

Target Date for Completion: On-going

Action Step 2.3: Promote and increase communication between (1) state and local government leaders and (2) public and private homeless service providers and advocates to increase awareness of homelessness, understand and address barriers to reducing homelessness, and promote improved public/private systems coordination to implement effective and efficient solutions.

Lead Partner: The Council, CoCs, and the Policy/Planning and Advocacy Workgroup

Target Date for Implementation: August 2016

Target Date for Completion: On-going

*** Action Step 2.4:** Create a public communications campaign to raise awareness of homelessness, its impact, and efforts to address it. Expand awareness of the state’s Plan to end homelessness through focus groups, publicity, and community forums; convene statewide events on ending homelessness, inviting policy makers, mayors, and state leaders.

Lead Partner: The Council and CoCs

Target Date for Implementation: August 2016

Target Date for Completion: Campaign plan by November 2016

Action Step 2.5: Encourage increased regional communications by asking CoCs to engage local leaders who are not formally part of the effort to end homelessness and bring homelessness as an agenda topic to different area organizations (i.e., Chamber of Commerce, business associations, health leaders, etc.).

Lead Partner: The Council and CoCs

Target Date for Implementation: Fall 2016

Target Date for Completion: Report to the Council May 2017

Theme 2: Increase Access to Stable and Affordable Housing

Objective 3: Provide affordable housing to people experiencing or most at risk of homelessness

Objective 3 Key Measures of Success:

1. Move at least 700 homeless veterans and/or chronically homeless individuals into permanent housing between July 2016 and June 2017.
2. Identify at least one interdepartmental project for housing or housing services by July 2017.

*** Action Step 3.1:** Increase housing availability for veterans experiencing homelessness, individuals experiencing chronic homelessness, families experiencing homelessness, and those at-risk of homelessness.

3.1.1 Reach out to Public Housing Authorities (PHAs) about increasing number of housing units and vouchers at the state and local Public Housing Authority levels for chronic and family homelessness.

3.1.2 Develop ways to make rental assistance programs work together better with housing development programs in order to improve service to populations experiencing homelessness.

* Priority action steps as identified by the Council.

* Priority action steps as identified by the Council.

3.1.3 Through the dissemination of state aggregate data on homelessness, assist housing developers and providers in securing housing and support services grant funds to fill gaps in housing designated to serve homeless individuals; and

3.1.4 Explore options to increase voucher amounts where appropriate to more accurately reflect current fair market rents to encourage landlords to accept subsidized vouchers from people who are homeless and/or formerly homeless while maintaining habitability and utility allowances.

Lead Partner: TDMHSAS, THDA, HUD field offices, Tennessee Department of Veteran's Services (TVS), and United States Department of Agriculture (USDA) Office in Tennessee

Target Date for Implementation: August 2016

Target Date for Completion: Ongoing

Action Step 3.2: Using TNHousingSearch.org, determine how we can best identify which units are of high quality or have been inspected. This same source would identify properties available to specific groups of homeless such as veterans, families, ex-felons, mentally ill, sex offenders, etc.

Lead Partner: THDA and Housing Workgroup

Target Date for Implementation: November 2016

Target Date for Completion: December 2017

Action Step 3.3: Provide education to developers and providers across the state on homelessness, services available to support increased coordination and availability of housing, and high impact homelessness prevention models.

Lead Partner: Housing Workgroup and CoCs

Target Date for Implementation: August 2016

Target Date for Completion: July 2017

* **Action Step 3.4:** Identify available funding within state agency budgets that can be used for housing services or state sponsored reimbursements (for example, Tennessee Department of Correction's three (3) month transitional housing program).

Lead Partner: State Agency Workgroup

Target Date for Implementation: August 2016

Target Date for Completion: July 2017

Action Step 3.5: Increase landlord and service provider education opportunities with respect to fair housing laws, legal aid services, tenant rights and responsibilities, housing individuals with felonies, housing registered sex offenders, homelessness prevention services, referral processes between different agencies, and the utilization of the TNHousingSearch.org.

* Priority action steps as identified by the Council.

Lead Partner: THDA, CoCs, and TDOC

Target Date for Implementation: August 2016

Target Date for Completion: July 2017

Action Step 3.6: Explore ways in which communities can create or locate low cost housing alternatives.

Lead Partner: Housing Workgroup and CoCs

Target Date for Implementation: August 2017

Target Date for Completion: Ongoing

Objective 4: Provide permanent supportive housing to prevent and end chronic homelessness

Objective 4 Key Measures of Success:

1. Complete two education events promoting best practices of supportive housing models for different populations by July 2017.

Action Step 4.1: Promote development, dissemination, and availability of evidence-based best practice housing models for different needs and populations in Tennessee.

Lead Partner: THDA, CoCs, and TDOC

Target Date for Implementation: August 2016

Target Date for Completion: July 2017

Action Step 4.2: Increase housing supports needed for stable housing placements.

4.2.1 Increase access to services from recovery certified peer specialists as housing support specialists for the newly housed either through TennCare benefits, TDMHSAS, and other programs. Designate housing support services as TennCare reimbursable service for Certified Peer Support Specialist.

4.2.2 Work with faith-based groups on how they can help keep families in their neighborhoods and communities in housing by providing a menu of options for faith-groups to consider, and educate local CoCs on how to access the inventory of options.

4.2.3 Assess current effectiveness of mental health supports for TennCare members accessing the supportive housing benefit and work with providers, MCOs, TennCare, and TDMHSAS to improve quality of this service for those with severe or persistent mental illness (SPMI) and chronic homelessness.

Lead Partner: TDMHSAS, TennCare, TDOC, and CoC

Target Date for Implementation: August 2016

Target Date for Completion: August 2018

Action Step 4.3: Educate housing developers and promote the use and possibilities of Social Impact Bonds; gather information about successful examples of their use for serving the homeless population.

Lead Partner: Housing Workgroup

Target Date for Implementation: Spring 2017

Target Date for Completion: On-going

Theme 3: Increase Economic Security

Objective 5: Improve access to education and increase meaningful and sustainable employment for people experiencing or most at risk of homelessness

Objective 5 Key Measures of Success:

1. By the end of December 2017, expand current number of Individual Placements and Supports (IPS) employment service sites by two (2) and serve an additional 200 people. Both sites will be trained to serve homeless individuals.

Action Step 5.1: Advocate for, research, and publicize options to incentivize employers to hire individuals with specific vulnerabilities: homelessness, felony convictions, mental illness, and substance abuse.

Lead Partner: TDMHSAS and Tennessee Department of Human Services (TDHS)

Target Date for Implementation: Spring 2017

Target Date for Completion: On-going

Action Step 5.2: Increase opportunities for making evidence-based supportive employment programs (i.e., Individual Placement and Support (IPS)) available to individuals who are experiencing homelessness, those who recently exited homelessness, and those at risk of homelessness across the state, including individuals with criminal backgrounds and with behavioral health challenges.

Lead Partner: TDMHSAS, TDHS, and TVS

Target Date for Implementation: July 2016

Target Date for Completion: July 2018

* **Action Step 5.3:** Increase job opportunities for homeless through the development and increased availability of job training programs and the provision of education and training opportunities for employment.

* Priority action steps as identified by the Council.

Lead Partner: TVS, TDOC, and CoCs

Target Date for Implementation: July 2016

Target Date for Completion: July 2017

Action Step 5.4: Increase access to educational opportunities for homeless and recently housed, e.g., GED, Drive to 55 , Post-Secondary Education Initiative for youth experiencing homelessness with intellectual or developmental disabilities, and Read to be Ready.

Lead Partner: CoCs and Tennessee Department of Education (TDOE)

Target Date for Implementation: July 2016

Target Date for Completion: July 2017

Action Step 5.5: Increase collaboration between school systems and CoCs to increase access of homeless services to students and families.

Lead Partner: CoCs and TDOE

Target Date for Implementation: July 2016

Target Date for Completion: July 2017

Objective 6: Improve access to mainstream programs and services to reduce people's financial vulnerability to homelessness

Objective 6 Key Measures of Success:

1. At least 300 individuals will be assisted in applying for Supplemental Security Income (SSI) or Social Security Disability Income (SSDI) through the SSI/SSDI Outreach, Access and Recovery (SOAR) during FY (July 2016 – June 2017)

* **Action Step 6.1:** Expand SOAR access in Tennessee.

6.1.1 Network active SOAR Specialists, U.S. Social Security Administration (SSA), and Disability Determination Services (DDS) to improve quality and access to SSI/SSDI for homeless people.

Lead Partner: TDMHSAS

Target Date for Implementation: July 2016

Target Date for Completion: September 2017

Action Step 6.2: Identify and promote strategies to improve financial and residential stability of SSI recipients.

Lead Partner: TDMHSAS and CoCs

Target Date for Implementation: July 2016

Target Date for Completion: July 2017

* Priority action steps as identified by the Council.

***Action Step 6.3:** Evaluate the potential to create a single screening process including multiple state agencies providing benefits to assist individuals in securing benefits when they are eligible and interested.

Lead Partner: CoCs and State Agency Workgroup

Target Date for Implementation: August 2016

Target Date for Completion: August 2018

Action Step 6.4: Assess effectiveness of current state-funded employment programs to serve the homeless and direct resources to programs and models with best outcomes.

Lead Partner: TDHS and Policy/Planning and Advocacy Workgroup

Target Date for Implementation: July 2016

Target Date for Completion: July 2017

Action Step 6.5: Create partnerships between local transportation agencies, authorities, and homeless service providers to enhance federal, state, and local transportation programs and services in rural and urban areas to improve access to stable employment and needed resources for individuals experiencing homelessness.

Lead Partner: Policy/Planning and Advocacy Workgroup

Target Date for Implementation: July 2016

Target Date for Completion: July 2019

Theme 4: Improve Health and Stability

Objective 7: Integrate primary and behavioral health care services with homeless assistance programs and housing to reduce people's vulnerability to and the impacts of homelessness.

Objective 7 Key Measures of Success:

1. At least 50% of veterans and chronically homeless enrolled in CoC or CABHI in FY17 will be linked to primary health care providers such as Health Home, Patient Centered Medical Home, or Federally Qualified Health Center (FQHC).

Action Step 7.1: Increase education to homeless individuals on healthy living, primary and behavioral healthcare systems and available resources.

Lead Partner: TDoH and CoCs

Target Date for Implementation: July 2016

Target Date for Completion: December 2017

Action Step 7.2: Screen and connect homeless individuals to health homes as a routine part of providing any homeless services.

Lead Partner: TennCare and CoCs

Target Date for Implementation: July 2016

Target Date for Completion: July 2017

Action Step 7.3: Establish data collection system and use data to track primary and behavioral health utilization, health care access, and unmet healthcare needs of individuals experiencing homelessness and those recently housed.

Lead Partner: CoCs and Data Workgroup

Target Date for Implementation: July 2016

Target Date for Completion: December 2016

Action Step 7.4: Increase community health clinics / FQHC participation in HMIS by 10% in FY17

Lead Partner: HMIS Administrators

Target Date for Implementation: September 2016

Target Date for Completion: September 2017

*** Objective 8: Advance health and housing stability for unaccompanied youth/young adults (18-24) experiencing homelessness and transition-age youth leaving a stable environment or aging out of systems such as foster care and juvenile justice.**

Objective 8 Key Measures of Success:

1. Build a predictor of homelessness report to help identify youth with risk factors for homelessness by July 2017

Action Step 8.1: Ensure Run Away Homeless Youth (RHY) data and/or youth at risk for adult homelessness will be included in the data repository.

Lead Partner: TDMHSAS and CoCs

Target Date for Implementation: July 2016

Target Date for Completion: December 2016

Action Step 8.2: Increase outreach through the identification of outreach providers in each CoC to effectively identify and engage youth at risk for or experiencing homelessness and connect them through a coordinated entry and exit systems to trauma informed, culturally appropriate, and developmental and age appropriate interventions.

Lead Partner: TDMHSAS, CoCs, Department of Children's Services (TDCS), and TDOE

* Priority action objective as identified by the Council.

Target Date for Implementation: January 2017

Target Date for Completion: January 2018

Action Step 8.3: Enhance current low barrier emergency, crisis services and housing services for homeless youth and children in homeless families.

Lead Partner: TDMHSAS, CoCs, TDCS, and TDOE

Target Date for Implementation: January 2017

Target Date for Completion: January 2018

Objective 9: Advance health and housing stability for people experiencing homelessness who have frequent contact with hospitals and criminal justice.

Objective 9 Key Measures of Success:

1. A plan will be developed by July 2017 to implement a statewide housing needs assessment that identifies groups at greatest risk for homelessness.
2. By July 2017, two communities will have initiated the development of a system linking homeless individuals who have frequent contact with hospitals and the criminal justice system to housing and support services.

*** Action Step 9.1:** Evaluate current state department structures and interdepartmental coordination to create a better transition facilitation and re-entry structure for those coming out of institutions (hospitals, prisons, etc.).

Lead Partner: Stage Agency Workgroup

Target Date for Implementation: August 2016

Target Date for Completion: February 2017

***Action Step 9.2:** Conduct a statewide housing needs assessment that identifies groups at greatest risk for homelessness, those with greatest housing need.

Lead Partner: THDA, TDMHSAS, and CoCs

Target Date for Implementation: July 2016

Target Date for Completion: Initial assessment complete November 2017

Action Step 9.3: Facilitate development of local systems that help hospitals and healthcare systems link homeless individuals to support and homeless prevention services including housing plus behavioral and physical health services.

Lead Partner: CoCs and Prevention Workgroup

Target Date for Implementation: August 2016

Target Date for Completion: August 2017

* Priority action steps as identified by the Council.

Action Step 9.4: Provide model policies for implementation at the community/local level advocating approaches that facilitate individuals' access to outreach, housing navigation, and other services and that promote the safety of communities and individuals experiencing homelessness.

Lead Partner: CoCs, Policy/Planning, and Advocacy Workgroup

Target Date for Implementation: August 2016

Target Date for Completion: November 2017

Theme 5: Retool the Homeless Crisis Response System

Objective 10: Transform homeless services to crisis response systems that prevent homelessness and rapidly return people who experience homelessness to stable housing

Objective 10 Key Measures of Success:

1. A Coordinated Entry System that links homeless individuals and those at risk of homelessness to needed resources in their community will be established in all Regional Homeless Service Networks (CoCs) by December 2016

Action Step 10.1: Implement a coordinated entry system through each Continuum of Care throughout the state.

Lead Partner: CoCs and TDMHSAS

Target Date of Implementation: July 2016

Target Date for Completion: December 2016

Action Step 10.2: Facilitate quarterly information sharing and quality improvement roundtable meetings of the CoCs and homeless stakeholders.

Lead Partner: CoCs and TDMHSAS

Target Date for Implementation: June 2016

Target Date for Completion: On-going

Action Step 10.3: Create or enhance a coordinated and integrated homeless crisis response system in each CoC.

Lead Partner: CoCs, Prevention Workgroup, and the Council

Target Date for Implementation: September 2016

Target Date for Completion: September 2017

Action Step 10.4: Increase homeless outreach in every CoC where needed to raise awareness among individuals experiencing homelessness of existing homeless crisis resources.

Lead Partner: CoCs, TVS, and TDMHSAS

Target Date for Implementation: September 2016

Target Date for Completion: September 2019

III. State Level Information

G. Process for Providing Public Notice

Narrative Question:

Describe the process for providing public notice to allow interested parties, such as family members; individuals who are PATH-eligible; mental health, substance abuse, and housing agencies; and the general public, to review the proposed use of PATH funds (including any subsequent revisions to the application). Describe opportunities for these parties to present comments and recommendations prior to submission of the State PATH application to SAMHSA.

Footnotes:

Providing Public Notice

The SFY 2017 plan is being made available on the TDMHSAS website for public comment for a two-week period prior to submission to SAMHSA. Representatives from the Tennessee Mental Health Consumer's Association (which represents mental health consumers statewide), the Tennessee chapter of the National Alliance on Mental Illness, and representatives from the Tennessee Association of Mental Health Organizations (which represents mental health centers and other mental health agencies) have been provided copies and their comments solicited. A copy is also being offered to the TDMHSAS Consumer Advisory Board and the Tennessee Housing Development Agency for their comments. All comments received within the two-week comment period will be reviewed and appropriate adjustments made to the PATH plan prior to submission. As of the date of this application there were no comments made during the two week period the application was made available. Comments suggesting appropriate adjustments received after the plan has been submitted to SAMHSA will be added through a request for revision to SAMHSA project officer.

III. State Level Information

H. Programmatic and Financial Oversight

Narrative Question:

Describe how the state will provide necessary programmatic and financial oversight of PATH-supported providers, such as site visits, evaluation of performance goals, audits, etc. In cases where the state provides funds through intermediary organizations (i.e., County agencies or regional behavioral health authorities), describe how these organizations monitor the use of PATH funds.

Footnotes:

Programmatic and Financial Oversight

The PATH project is coordinated at the state level by the Office of Housing and Homeless Services, Division of Mental Health Services, Department of Mental Health and Substance Abuse Services. The Director of this Office is responsible for program monitoring the PATH sites. This is accomplished through networking meetings of the project providers, quarterly program data reports, and an annual program monitoring visit to each program site. Performance measures have been developed for the PATH program, and at each site visit, the local PATH program is evaluated based upon these performance measures. The state's latest revision of performance measures went into effect on July 1, 2010 following the most recent SAMHSA site visit. These performance measures included outcomes-based performance measures, such as percentage of literally homeless served and increased emphasis on moving PATH enrollees to mainstream services and off PATH caseload sooner. Each of the programs is required to submit a quarterly data report describing its activities and progress in meeting these measures. Fiscally, the PATH program is monitored the same way all state contract agencies are monitored. At least once every three years an on-site fiscal monitoring visit by TDMHSAS verifies back-up documentation including sources and appropriate expenditures of required local match. An annual independent fiscal audit also verifies agency compliance with accounting standards. Direct program costs are submitted on a quarterly financial report to support and verify monthly invoices. At the end of the state fiscal year, an annual report of actual expenditures and payments including match is submitted and reviewed by Fiscal Services staff and adjustments made as indicated before filing the annual PATH federal fiscal report. Finally, if significant anomalies in expected performance are noted that raise concerns about actual program delivery, a more thorough, onsite program review and corrective action process is implemented. This occurred

most recently with one provider during FY 2013 and resulted in the provider returning to the expected level of program performance.

III. State Level Information

I. Selection of PATH Local-Area Providers

Narrative Question:

Describe the method(s) used to allocate PATH funds to areas and providers with the greatest number of individuals who experience homelessness with serious mental illnesses or co-occurring substance use disorders (i.e., through annual competitions, distribution by formula, data driven or other means).

Footnotes:

Selection of PATH Local Providers

PATH funding is targeted to the eleven largest urban populations in the state while ensuring that to all 10 Continua of Care regions have at least one PATH provider. Providers within each area were originally selected based on a Notice of Funding Availability (NOFA) or sole-source provider process. Point in Time Count data indicate these more urban areas within each region have the largest populations of homeless individuals. The PATH providers attending Continua of Care meetings are alerted to specific needs within each CoC region and can shift their efforts as needed to newly recognized locations where increased homeless services are needed. The current vendors have demonstrated the capability to deliver effective services to homeless. In addition, training has been provided to all PATH providers on how better to serve special populations, including homeless veterans. Consumer and provider feedback and monitoring of quarterly data reports leads to individual provider coaching during annual site visits where indicated. As increases in PATH funding become available, funds are distributed per greatest need as indicated by Point in Time Counts demonstrating the largest number of homeless individuals with serious mental illness and by providers who serve the greatest number of homeless or lowest average cost per person served.

III. State Level Information

J. Location of Individuals with Serious Mental Illnesses who are Experiencing Homelessness

Narrative Question:

Indicate the number of individuals with serious mental illnesses experiencing homelessness by each region or geographic area of the entire state. Indicate how the numbers were derived and where the selected providers are located on a map.

Footnotes:

Location of Individuals with SMI who are Homeless

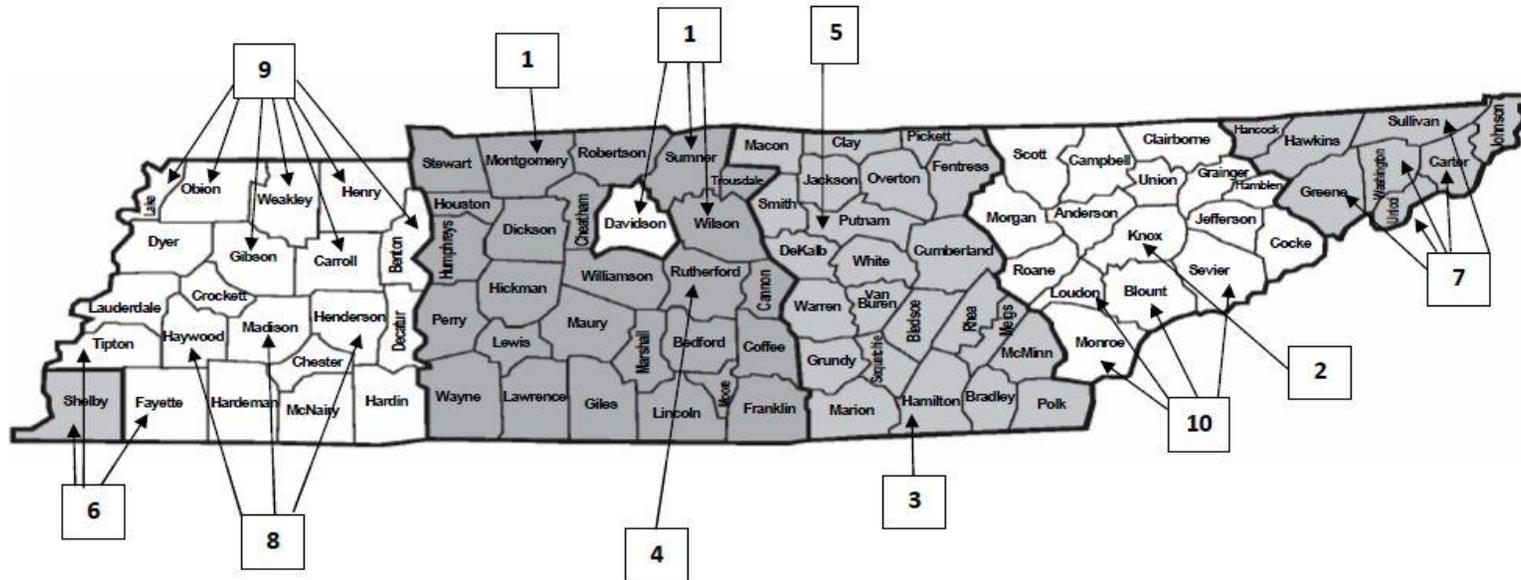
The 2014 Point-in-Time Count reports from Tennessee's 10 Continua of Care are summarized below. The Continua estimate the number of homeless needing services in their regions during the course of a year to be from 2 to 5 times this point-in-time number. These data are used to align placement and emphasis of PATH services with the location of the greatest indicated need. PATH worker participation in local Continua of Care meetings ensures they provide and receive up-to-date information on pockets of need within each CoC area to further focus their activities.

Point in Time Count 2015

Planning Region	CoC Name	Total Homeless, 2015	Sheltered Homeless, 2015	Unsheltered Homeless, 2015	Chronically Homeless, 2015	Homeless, SMI, 2015	Homeless Unaccompanied Youth and Children, 2015
I	Appalachian Regional CoC	577	425	152	130	193	0
II	Knoxville/Knox County CoC	783	687	96	108	213	46
II	Morristown/Blount, Sevier, Campbell, Cocke Counties CoC	966	442	524	149	84	90
III	Chattanooga/Southeast Tennessee CoC	636	489	147	126	147	22
III	Oak Ridge/Upper Cumberland CoC	362	176	186	36	170	12
IV	Nashville/Davidson County CoC	2154	1684	470	661	204	206
V	Murfreesboro/Rutherford County CoC	289	169	120	39	25	53
V	Central Tennessee CoC	268	209	59	54	56	23
VI	Jackson/West Tennessee CoC	1563	151	1412	255	246	98
VII	Memphis/Shelby County CoC	1,525	1447	78	92	84	123
	Total	9123	5879	3244	1650	1422	673

Source: https://www.hudexchange.info/manage-a-program/coc-homeless-populations-and-subpopulations-reports/?&filter_year=&filter_scope=&filter_state=&filter_coc=¤t_page=9

PROVIDER LOCATIONS AND AREAS SERVED



1. Mental Health Cooperative (Regions IV and V)
2. Helen Ross McNabb Community Mental Health Center (Region II)
3. Volunteer Behavioral Health Chattanooga (Region III)
4. Volunteer Behavioral Health Murfreesboro (Region V)
5. Volunteer Behavioral Health Upper Cumberland (Region III)
6. Case Management Inc. (Region VII)
7. Johnson City Downtown Health Clinic for the Homeless (Region I)
8. Pathways Community Mental Health Center (Region VI)
9. Carey Counseling Community Mental Health Center (Region VI)
10. Parkwest Medical Center (Peninsula Behavioral Health) (Region II)

III. State Level Information

K. Matching Funds

Narrative Question:

Describe the sources of the required PATH match contributions and provide assurances that these contributions will be available at the beginning of the grant period.

Footnotes:

Matching Funds

The source of the required match is the local provider with which the state contracts for PATH services. All the current PATH providers have completed and returned State FY 2017 budgets indicating their willingness to continue providing this required local match. Providers invoice the state on a monthly basis requesting reimbursement for funds spent in the PATH program. This includes total expenses for the PATH program. The state then reimburses \$3 for every \$4 of expenses as long as federal funds last, thereby guaranteeing the local match has been provided. The agency does not receive federal PATH dollars without evidence of local match dollars being spent. State PATH funds further supplement this program but these state funds are not counted as required match and are generally not available until after the federal grant and matching requirement have been met.

III. State Level Information

L. Other Designated Funding

Narrative Question:

Indicate whether the mental health block grant, substance abuse block grant, or general revenue funds are designated specifically for serving people who experience homelessness and have serious mental illnesses.

Footnotes:

Other Designated Funding

Within the Department of Mental Health and Substance Abuse Services, the Mental Health Block Grant and the Substance Abuse Block Grants are not specifically targeted to serve individuals who are homeless and also have mental illness, although both may be used for this purpose. In past years, funds from state appropriations have supported homeless programs for adults and outreach efforts to at-risk children and youth in homeless families. This state-funded program also allows adults with mental illness who are caregivers of these children to be served by this program. These Children and Youth Homeless Outreach Project providers are required to have formal agreements for cross referrals with PATH providers. State appropriations are also specifically allocated to supplement the federal PATH grant and local match funded PATH services. Additionally, state-supported expansion of the SOAR program is increasing appropriate access to SSI and SSDI benefits for many homeless individuals and families. Linkages to supportive housing and rental assistance for homeless individuals and families through work of state-funded Regional Housing Facilitators and Consumer Housing Specialists occur in the Continua meetings and other local task forces. By linking PATH service recipients with mental health services, recipients gain access to other federal and state funded services such as health services at Federally Qualified Health Centers, Vocational Rehabilitation and Supported Employment, Veterans Affairs, and rental / utility assistance available through local Community Services Block Grant recipients and VA benefit programs. All PATH providers are required to participate in their local Continua of Care. These linkages assure outreach workers are coordinating with the variety of community resources for the homeless so they can link people with other state and federally funded services and share the unmet needs they have identified

through their outreach efforts with the service providers in an effort to expand the network of state and federally funded resources.

III. State Level Information

M. Data

Narrative Question:

Describe the state's and providers' status on the HMIS transition plan, with an accompanying timeline for collecting all PATH data in HMIS by FY 2017. If the state is fully utilizing HMIS for PATH services, please describe plans for continued training and how the state will support new local-area providers.

Footnotes:

Data

Tennessee has 10 community-operated Continua of Care (CoC), each one of which operates its own HMIS. Among the 10, there are 4 different HMIS vendor systems. There are 8 PATH vendor agencies, one of which operates PATH programs in 3 different CoCs. Currently, 8 of the 8 agencies report PATH program data to their local HMIS. Therefore, all agencies are currently reporting PATH program data to their designated local HMIS.

Training of new employees on entering PATH data in HMIS will primarily be provided by existing PATH or other staff at the contract agency who have existing HMIS data entry access and through the local HMIS administrators. The state PATH office will assist as needed to clarify PATH data entry requirements and to link new PATH staff with other local homeless service providers using HMIS if agency staff are not available to assist with this training.

Tennessee has also been approved to receive TA from SAMHSA to facilitate sharing HMIS/PATH data within CoCs and aggregating HMIS/PATH data at the state level from the 10 CoCs. However, work will continue to reduce duplicate data entry by providers through integrating agency EMR systems with local HMIS systems.

III. State Level Information

N. Training

Narrative Question:

Indicate how the state provides, pays for, or otherwise supports evidenced-based practices, peer support certification, and other trainings for local PATH-funded staff.

Footnotes:

Training

An annual 2 day PATH and Children and Youth Homeless Outreach training event has been conducted on April 26-27, 2016, which included training on SAMHSA priorities, evidenced-based practices of SOAR, outreach and supportive housing, linking to mainstream MH services and housing, and migrating data to HMIS. PATH contracts require alternative training for PATH workers who did not attend; however, all PATH staff attended this year's training and network meeting. Variations from levels and types of activity stated in the Intended Use Plans identified through quarterly program data reports will prompt agency specific contact and TA as needed. Face-to-face and on-line training opportunities plus progress and successes in implementing HMIS as the PATH data reporting system are shared with all providers via periodic e-mails.

III. State Level Information

O. SSI/SSDI Outreach, Access and Recovery (SOAR)

Narrative Question:

Describe how the state encourages provider staff to be trained in SOAR. Indicate the number of PATH providers who have at least one trained SOAR staff. If the state does not use SOAR, describe state efforts to ensure client applications for mainstream benefits are completed, reviewed, and a determination made in a timely manner.

Footnotes:

SOAR

The state encourages SOAR capacity at all PATH programs in several ways. At the state's annual PATH provider meeting, SOAR workers and their accomplishments are recognized and promoted. Agencies with multiple PATH staff are encouraged to designate at least one staff to be SOAR trained and complete applications. In agencies where only 1 PATH staff is funded, community linkages are identified that can provide this services to PATH participants. Availability of SOAR in all PATH programs is monitored during the annual on-site monitoring visit.

III. State Level Information

P. Coordinated Entry

Narrative Question:

Describe the state's coordinated entry program and role of key partners.

Footnotes:

Coordinated Entry

Through the intensive work completed by the newly adopted Interagency Council on Homelessness for the State of Tennessee, the Homeless Crisis Response System is being reconstituted to better serve and rapidly return people who experience homelessness to stable housing opportunities. The State of Tennessee draft plan for coordinated entry is as follows:

Theme 5: Retool the Homeless Crisis Response System

Objective 10: Transform homeless services to crisis response systems that prevent homelessness and rapidly return people who experience homelessness to stable housing

Objective 10 Key Measures of Success:

1. A Coordinated Entry System that links homeless individuals and those at risk of homelessness to needed resources in their community will be established in all Regional Homeless Service Networks (CoCs) by December 2016

Action Step 10.1: Implement a coordinated entry system through each Continuum of Care throughout the state.

Lead Partner: CoCs and TDMHSAS

Target Date of Implementation: July 2016

Target Date for Completion: December 2016

Action Step 10.2: Facilitate quarterly information sharing and quality improvement roundtable meetings of the CoCs and homeless stakeholders.

Lead Partner: CoCs and TDMHSAS

Target Date of Implementation: June 2016

Target Date for Completion: On-going

Action Step 10.3: Create or enhance a coordinated and integrated homeless crisis response system in each CoC.

Lead Partner: CoCs, Prevention Workgroup, and the Council

Target Date of Implementation: September 2016

Target Date for Completion: September 2017

Action Step 10.4: Increase homeless outreach in every CoC where needed to raise awareness among individuals experiencing homelessness of existing homeless crisis resources.

Lead Partner: CoCs, TVS, and TDMHSAS

Target Date for Implementation: September 2016

Target Date for Completion: September 2019

III. State Level Information

Q. Justice Involved

Narrative Question:

Describe state efforts to minimize the challenges and foster support for PATH clients with a criminal history such as jail diversion and other state programs, policies and laws. Indicate the percent of PATH clients with a criminal history.

Footnotes:

Justice Involved

The State of Tennessee continues to increase awareness and work to develop solutions that affect human rights issues, such as homelessness and criminal justice-related issues. The Tennessee Human Rights Commission distributed a report titled, “The Status of Human Rights in Tennessee,” in November 2014. This report detailed a number of issues that plague individuals experiencing homelessness in Tennessee. Criminal justice system involvement with specific populations of focus, including the overrepresentation of African-American residents of Tennessee in the criminal justice system, continue to dominate discussion and require additional solution-focused plans of action. While PATH data collected demonstrates that less than 1% of PATH enrollees list prison or jail as their entry point into the PATH program, this number may not be a true representation of the exact number of PATH enrollees who have a criminal history. A challenge for assisting those experiencing homelessness in Tennessee is securing housing for those with a criminal background, particularly those who have committed violent crimes. Providers throughout the State of Tennessee are working with local jails to train staff to submit SOAR applications for those meeting SSI/SSDI qualifications. Some success has been reported and the program will continue to provide this needed service to those exiting the criminal justice system without appropriate resources for functioning independently in the community.

