



**Alabama State Department of Education (ALSDE)  
Mental Health Service Coordinator (MHSC) Pilot  
Local Educational Agency (LEA) Application**

The Alabama Legislature appropriated funds in FY21 to provide grants to LEAs for the expansion of school-based mental health initiatives. This grant application, as described in State Superintendent Memorandum FY20-2090, requires the submission of plans by the applicant to provide for a mental health service coordinator to support coordination of mental health services throughout the school system (*see Act 2020-169 and HB341, 2020 Regular Session*).

**Gold denotes areas for LEA input.**

GENERAL INFORMATION	
<b>1. LEA INFORMATION</b>	
LEA Name	
Mailing Address	
City and Zip Code	
Physical Address	
City and Zip Code	
Superintendent's Name	
LEA Contact Name	
LEA Contact Position	
LEA Contact Telephone Number	
LEA Contact Email	

PROGRAMMATIC, FISCAL, AND REPORTING ASSURANCES
<b>2. PILOT RATIONALE/PURPOSE/SCOPE</b>
<p><b>Rationale/Purpose</b>  ALSDE expects the Mental Health Service Coordinator (MHSC) Pilot Program to ensure the successful transition of all students from elementary to middle school to high school. The MHSC will develop, sustain, and/or facilitate a comprehensive prevention and intervention program for students in Grades K-12 as determined by the LEA. The MHSC will assist all students and families to increase the quality of education and community living.</p> <p><b><u>Scope of Pilot, including Roles and Responsibilities</u></b>  The MHSC works with students, families, teachers, and administrators to identify and address the social/emotional, mental health, and wellness needs of students through collaboration with school-based and community mental health professionals, including school counselors, school social workers, school nurses, school psychologists, and school resource officers through the following activities:</p> <ol style="list-style-type: none"> <li>1. Provides assessments to determine the social, emotional, and behavioral needs of students for the purpose of pinpointing the source of school or parental concerns; coordinates effective intervention strategies that will lead the students to be more successful in school.</li> <li>2. Serves on multidisciplinary team(s) to address needs of students, including students from special populations, to ensure data-informed implementation of appropriate services, programming, and/or placement.</li> <li>3. Maintains accurate, complete, and punctual records as required by law, district policy, and administrative directions.</li> <li>4. Abides by the Alabama Professional Educator Code of Ethics, in addition to those required by his or her professional specialty area.</li> <li>5. Understands and adheres fully to requirements of FERPA and HIPPA.</li> <li>6. Provides consultation and professional learning to administration, faculty, and other school employees on broad areas of mental health and wellness-related issues.</li> </ol>

7. Consults with administrators and appropriate school employees to ensure student success and assists in the structure to remove barriers to learning.
8. Consults with parents regarding ways they can assist student(s) in becoming successful in and out of school.
9. Provides crisis intervention services as needed.
10. Assists schools in the prevention, intervention, and postvention of grief and/or suicide as needed.
11. Coordinates direct and indirect services for students and parents.
12. Serves as a liaison between school, families, and community agencies on a continuous basis.
13. Utilizes community resources to effectively serve family and student needs.
14. Assists the school in planning programs that prevent, reduce, or alleviate situations that interfere with the learning process of students.

### **3. ASSURANCES**

*The LEA Superintendent or his/her authorized representative certifies and offers assurances to the Alabama State Department of Education (ALSDE) that he/she will:*

1. Support the position described in this application in compliance with all local, state, federal laws, rules, policies, and regulations.
2. Employ a full-time MHSC to coordinate student mental health services throughout the school system.
3. Assure the MHSC is actively engaged in social and emotional activities and increasing overall student success while working with students, families, and school staff/faculty.
4. Hire an individual as an MHSC who possesses at least one of the following qualifications:
  - Have a bachelor's degree in social work.
  - Satisfy ALSDE qualifications for a school counselor.
  - Satisfy ALSDE qualifications for a school nurse.
  - Previous professional mental health experience or have been licensed in a mental health occupation including, but not limited to, licensure as a licensed professional counselor (LPC) or marriage and family therapist (MFT).
  - Other qualifications as determined by the Alabama Department of Mental Health (ADMH) and the ALSDE.
5. Assure that within one year after being hired as an MHSC, the individual shall earn a school-based mental health certificate by successfully completing a certification program developed by the ADMH.
6. Assure the scope, roles, and responsibilities of the MHSC align with the LEA Counseling and Guidance Plan.
7. Define and clearly delineate the role of the MHSC with other school-based mental health professionals, including school counselors, school social workers, school psychologists, school nurses, ADMH collaborative partners, and identify best practices for collaborating to affect student success.
8. Provide the MHSC with the office space, equipment, and materials as appropriate for implementing activities at the LEA to which he/she is assigned.
9. Provide the MHSC appropriate access to student records (e.g., assessment data, cumulative records, anecdotal information, and other) that are directly related to overall student mental health and wellness at the LEA to which he/she is assigned.
10. Allocate adequate time to support collaboration and training as appropriate in supporting and facilitating the work of the MHSC.
11. Authorize and support the MHSC attendance and participation and provide adequate funding for travel for professional learning provided by the ALSDE and other collaborative partners as directly related to the pilot program.
12. Authorize and support the MHSC's development and maintenance of community partnerships that supports the overall mental health and wellness of students.
13. Coordinate and facilitate all available local, state, and federal resources that may be utilized to support the MHSC's role.
14. Require the MHSC to comply with ALSDE requests for data to demonstrate student/program outcomes such as attendance, academic achievement, etc.

15. Assure that no person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, sex, race, national origin, color, or age. Ref: Sec 1983, Civil Rights Act, 42 U.S.C.; Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973; Sec. 504; Age Discrimination Employment Act; Equal Pay Act of 1963; Title IX of the Education Amendment of 1972; Title IX; ADA of 1990; and NCLB Act of 2001.
16. Review during the development of activities/programs the need for greater access to and participation in the targeted disciplines by students from historically underrepresented and underserved groups.
17. Assure the proposed activity/program budget expenditures are accurate and adhere to all local, state, federal laws, rules, policies, and regulations related to the application.
18. Submit, in accordance with stated guidelines and timelines, all activity/program reports required by the ALSDE.
19. Ensure that there will be no carryover of state funds from FY21 to the following fiscal year.
20. On or before the last day of the 2021 fiscal year, and as requested thereafter, complete and submit to the ALSDE/ADMH the results of a needs assessment and resource map for the schools under the jurisdiction of the board. The results of the needs assessment shall document the status of mental health for the entire school system and allow the local board of education to engage in a quality improvement process to improve the provision of mental health resources to students within the school system.
21. Create statements or other documents delineating the various roles of student service providers, such as school social worker, school psychologist, school nurse, and identify best practices for collaborating to affect student success.
22. Cooperate with the ADMH as provided in the formal School-Based Mental Health Collaboration.

#### 4. ABSTRACT

Provide an abstract not to exceed two pages. Briefly and clearly describe the MHSC's role or expected role within the LEA in the development and implementation of a Multi-Tier System of Support (MTSS), to include social and emotional prevention (Tier 1), intervention (Tier 2), and special services from agencies (Tier 3), including program goals, strategies/action steps, and method of evaluation; and the expected community partner resources available as resources in your area. In addition, attach the resume or qualifications of the MHSC. If the MHSC is currently unknown, please describe action plan for employment.

#### 5. BUDGET

Provide a detailed budget template that demonstrates specific dollar amount requested and the plans/abilities to sustain the MHSC position without guarantee of future grant funding under this source.

#### 6. OTHER

##### Funding Details

Availability of Funds is from October 1, 2020, to September 30, 2021. The ALSDE expects to award grants of approximately \$40,000 on a competitive basis to LEAs with approved plans. In the awarding of grants, preference will be given to applicants willing to partner with the ADMH under the ADMH School-Based Mental Health Collaboration. Moreover, the ALSDE expects any possible future funding for the program after FY 2021 to be allocated to school systems by ADM.

### Parameters

- All interested LEAs will submit the MHSC Pilot application to the ALSDE in keeping with the prescribed guidelines and timelines.
- All applications will be reviewed based on the criteria set forth by the ALSDE.
- All MHSCs will serve an LEA that represents a school board district within each of Alabama's State Board of Education districts.
- All MHSCs salary will be set, as determined by the employing LEA, and may align with their valid degree, licensure and/or certification, and experience in their chosen field, or align with an existent salary schedule.
- Budgets should reflect the MHSC's salary, travel, and other expenditures specifically related to the program supported by the MHSC.
- All LEA superintendents will be notified of the LEAs selected for the MHSC Pilot by July 28, 2020.

### QUALIFICATIONS, EXPERIENCES, AND ABILITIES

In addition to those qualifications provided herein, the MHSC must:

- Be able to pass criminal history background check.
- Have successful experience working with students at risk.
- Be certified in the Youth Mental Health First Aid program, *if not*, you will be trained.
- Possess working knowledge of appropriate strategies for reducing behavior that places students at risk of not being promoted, dropping out, or not graduating.
- Possess the ability to effectively communicate with students, families, and adults.
- Possess the ability to develop, analyze, implement, and track prevention and intervention strategies and plans.
- Possess knowledge of and the ability to analyze and utilize data (e.g., school processes, student learning, demographics, and perception) to effectively impact student progress.
- Possess knowledge, understanding, and ability to access available alternative education opportunities and community resources to further improve students' ability to succeed academically and behaviorally.

### 7. REVIEW PROCESS AND CRITERIA

All LEA MHSC applications will be reviewed by a selection panel. The MHSC Pilot Review Form to be used by the review panel is as follows:

A maximum of 100 points will be allowed based on the following selection criteria:

Mental Health Service Coordinator Pilot Criteria	Points
Application Submitted on Time	Yes/No
LEA Funds Summary Page	Yes/No
Abstract	10
Population and School Served	15
Rationale and Purpose	20
Roles and Responsibilities	10
Qualifications/Experiences/Abilities	15
Projected Timeline	Yes/No
Evaluation ( <i>Summative &amp; Formative</i> )	20
Budget	10
<b>Total</b>	<b>100</b>

As applications are reviewed and scored, they will be recommended for selection to the State Superintendent of Education.

To the best of my knowledge and belief, all the information and data in this agreement are true and correct. I acknowledge and agree that the failure to comply with all Assurances and Certifications in this agreement or any other applicable law or regulation may result in loss of funding, obligation to reimburse funds to the state or other liabilities, as appropriate.

\_\_\_\_\_  
LEA Chief School Financial Officer (Typed Name)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
LEA Chief School Financial Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
LEA Superintendent (Typed Name)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
LEA Superintendent Signature

\_\_\_\_\_  
Date

### GENERAL INFORMATION

#### Contact Information and Technical Assistance

If you have questions and/or need assistance, please contact:

Alabama State Department of Education

Prevention and Support Services Section

Dr. Marilyn Lewis

[mlewis@alsde.edu](mailto:mlewis@alsde.edu) or call (334) 694-4717

RFPs and supporting documents were distributed to all city and county superintendents on June 18, 2020.

### TIMELINES

APPLICATIONS should bear a legible post-mark by July 15, 2020, or be hand-delivered by 5 p.m. (CSDT) on the same date.

#### MAIL TO:

Alabama State Department of Education

Prevention and Support Services Section

5227 Gordon Persons Building

P. O. Box 302101

Montgomery, AL 36130-2101

Attention: Dr. Marilyn Lewis

### ALSDE Internal Use Only

Date Application Received: \_\_\_\_\_

Date ALSDE Approved: \_\_\_\_\_

\_\_\_\_\_  
State Superintendent and/or Designee Signature

\_\_\_\_\_  
Date