



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

June 28, 2023

Alabama
State Board
of Education

MEMORANDUM

Governor Kay Ivey
President

TO: City and County Superintendents of Education

Jackie Zeigler
District I

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

Tracie West
District II
President Pro Tem

RE: Fiscal Year (FY) 2024 Mental Health Services Coordinator (MHSC) Application

Stephanie Bell
District III

In the FY 2024 ETF Budget, Alabama Act 2023-379, the Legislature appropriated \$6,240,000 to provide funds to local education agencies (LEAs), Charter Schools, and Public Independent Schools to employ Mental Health Service Coordinators (MHSCs) to support and expand coordination of mental health services throughout their school system.

Yvette M. Richardson, Ed.D.
District IV

Funds are intended to allow LEAs, Charter Schools, and Independent Public Schools to employ a coordinator utilizing a minimum salary that would be comparable to social workers or other qualified persons providing mental wellness-related support in other public sectors throughout the state. The LEAs must meet all assurances and guidelines prescribed in the attached application for this funding opportunity.

Tonya S. Chestnut, Ed.D.
District V

The MHSC awards will be approximately \$40,000 and distributed quarterly. LEAs receiving the award will be notified by July 26, 2023, and funds for the position will be available on October 1, 2023. A contact template is also required as part of the application process. Please click the link [MHSC Contact Form](#) to complete the form.

Marie Manning
District VI

I appreciate the commitment and collaboration of the Legislature and the Alabama Department of Mental Health in supporting this program as students reach their potential.

Belinda McRae
District VII

A copy of the fillable MHSC application is attached. All applications must contain a legible postmark or be submitted electronically no later than Wednesday, July 12, 2023.

Wayne Reynolds, Ed.D.
District VIII
Vice President

If you have any questions or need clarification, please contact Dr. Kay A. Warfield by email at kaw@alsde.edu or by telephone at 334-694-4768 or Mrs. Tracey Goreed by email at tracey.goreed@alsde.edu or by telephone at 334-694-4723.

EGM/KAW/AP

Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

Attachment

cc: Chief School Financial Officers
Charter Schools
Independent Public Schools
LEA Mental Health Services Coordinators
Mrs. Angela Martin
Dr. Brandon T. Payne

Dr. Melissa Shields
Mrs. Lynn Shows
Mr. Sean J. Stevens
Dr. Kay A. Warfield
Mrs. Tracey Goreed

FY23-2055



**Alabama State Department of Education (ALSDE)
Mental Health Services Coordinator (MHSC)
Education Trust Fund Authorization, Alabama Act 2023-379
Local Education Agency (LEA) Application**

To be eligible to receive an MHSC Fund allocation, an LEA must submit this application to the ALSDE.

GENERAL INFORMATION	
1. LEA Information	
LEA Name	
Mailing Address	
Physical Address	
City/Town and Zip Code	
Superintendent's Name	
Contact Person	
Contact Person Position	
Contact Telephone Number	
Contact Email	

PROGRAMMATIC, FISCAL, AND REPORTING ASSURANCES

Availability of Funds are from October 1, 2023, to September 30, 2024.

2. ASSURANCES
<p><i>The LEA Superintendent or his/her authorized representative assures or certifies to:</i></p> <ol style="list-style-type: none"> 1. Support the position described in this application in compliance with the following local, state, and federal laws, rules, policies, and regulations: <ul style="list-style-type: none"> • State At-Risk, Children First, and Governor's High Hopes <ul style="list-style-type: none"> - Act 2007-361, Education Trust Fund: Governor's High Hopes for Alabama's Students (c) At-Risk Student Program. - <i>Code of Alabama</i> (1975), §16-6B-3, Assistance Programs; §41-15B-2.2(b) (2). - <i>Alabama Administrative Code</i>, Chapter 290-2-1-.05; Chapter 290-4-2-.02(5). 2. Use these funds to employ a Mental Health Services Coordinator (MHSC) who meets the qualifications set forth in Alabama Act 2022-442. 3. Employ a MHSC that shall, within one year of employment, earn a school-based mental health certificate by successfully completing a certification program developed by the Alabama Department of Mental Health (ADMH). 4. On or before the last day of each fiscal year and as requested thereafter, our local board of education shall complete and submit to the ADMH a needs assessment and resource map for the schools under the jurisdiction of the board. The assessment shall document the status of mental health services 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. 5. Understand this award shall be subject to annual appropriations made by the Legislature. 6. Adopt a local board policy concerning parent opt-in for mental health services as required by Act 2022-442. 7. Provide full-time services of an MHSC to the selected LEA that is actively engaged in behavior and foundation wellness activities for students in need of support while working with students, families, school staff/faculty, and community leaders.. 8. Provide the office, workspace, equipment, and materials as appropriate at the LEA to which the to which the MHSC is assigned. 9. Provide access to student records (e.g., assessment data, cumulative records, anecdotal information, and other) that is directly related to academic, behavior, and foundational wellness at the LEA to which the MHSC is assigned. 10. Allocate adequate time to support collaboration and training as appropriate for all persons supporting and facilitating the work of the MHSC. 11. Authorize and provide adequate funding for travel to support the MHSC's attendance and participation in all professional development provided by the ALSDE and other collaborative partners as it directly relates to the MHSC program (Operation Student Success, Regional MHSC Meetings, MHSC Reflection Summit, etc.)

12. Authorize and support the MHSC’s development and maintenance of community partnerships that will support behavior and foundational wellness activities of all students.
13. Coordinate and facilitate all available local, state, and federal resources that may be utilized to support the MHCS’s role in behavior and foundational wellness activities for all students at assigned schools.
14. Ensure 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 Amendment of 1972, Title IX; ADA of 1990; and NCLB Act of 2001.
15. Ensure the proposed activity/program budget expenditures are accurate and in keeping with all local, state, and federal laws, rules, policies, and regulations related to the MHSC application.
16. Submit, in accordance with stated guidelines and timelines, all activity/program performance reports required by the ALSDE.
17. Ensure that state funds provided for this program will not be used to supplant any other funding sources but must be used for the specific purpose stated in this application.
18. Ensure that there are no carryover of state funds from FY 2024 to the following fiscal year.
19. Require the MHSC to undergo fingerprinting for a criminal history background check through the Alabama Bureau of Investigation (ABI) and the Federal Bureau of Investigation (FBI) as required by the ALSDE, if the MHSC has unsupervised access to children.

3. ABSTRACT

Provide an abstract not to exceed one page.

Briefly and clearly describe the MHSC’s role in the development and implementation of Alabama Multi-Tier System of Support (AL-MTSS), which includes universal supports (Tier 1); targeted supports and intervention (Tier 2); and intensive supports and interventions (Tier 3). The abstract should include program goals, strategies/action steps, and method(s) of program evaluation as well as a proposed timeline to complete the certification program and earning the School-Based Mental Health Certificate that is developed by the Alabama Department of Mental Health.

4. BUDGET

Provide a detailed budget that demonstrates accurate reporting of all funding amounts and clearly and accurately reflect appropriate expenditure of local, state, and federal funds in keeping with all laws, rules, policies, and regulations.

FUNDS

FUND SOURCE CODE 1271

Function	Object	Program	Amount	Brief Description of Expenditure

Rationale/Purpose

Our nation’s young people are facing an unprecedented mental health crisis. Even before the pandemic, rates of depression, anxiety and suicidal thoughts among youth were on the rise. The pandemic exacerbated those issues disrupting learning, relationships, routines, and increasing isolation—especially among our nation’s young people. Alabama Act 2022-442 formally establishes the mental health service coordinator program, provides for the qualifications and duties of the MHSC, and requires each LEA to complete and submit a needs assessment. This position will collaborate with other stakeholders within the LEA and school, in addition to the community, to address obstacles to behavior and foundational wellness through appropriate interventions. For FY 2024, the Alabama Legislature has allocated \$6.2M, which will provide each district with \$40,000 for the employment of an MHSC.

Parameters

- All interested LEAs will submit the MHSC application to the ALSDE in keeping with the prescribed guidelines and timelines.
- All MHSCs will serve an LEA that represents an LEA within one (1) Alabama State Board of Education district.
- Budgets should reflect the MHSC’s salary, travel, and other expenditures specifically related to the program supported by the MHSC.
- All LEA superintendents/chief school financial officers will be notified by July 26, 2023.

Mental Health Service Coordinator Roles and Responsibilities

- Be responsible for coordinating access for student mental health services throughout the local school system.
- Build effective teams by encouraging collaboration among students, teachers, administrators, and other school staff.
- Work toward common goals of equity, access, academic, career, and social/emotional growth.
- Create effective relationships with parents, families, community members, and community agencies.
- Be an active partner in school- and system-level Problem Solving Teams (PSTs).
- Implement behavior and foundational wellness activities as part of the LEA's multi-tier system of support.
- Understand and appreciate the contributions made by others in educating children.
- Build a sense of community, which serves as a platform to create an environment encouraging the success of all students.

Developing/Generating/Sustaining Schoolwide Support and Interventions

- Facilitate policies and practices that create and maintain a safe, supportive, and effective learning environment.
- Assist students in making transitions from grade to grade and to postsecondary opportunities.
- Assist with the selection, development, and implementation of individual evidence-based interventions and behavior plans.
- Coordinate mental health intervention supports to individuals and small groups.
- Provide professional development and parent education.
- Advocate for the rights of students.
- Team with other school-based mental health professionals and other mental health providers for student services.
- Consult with parents, school staff, administrators, and other stakeholders.
- Provide crisis prevention and intervention.
- Identify, refer to, and utilize community resources.

Providing Direct Service

- Develop and implement individual, small-group, and whole-school prevention and intervention strategies.
- Incorporate a program to enhance students' foundational wellness skills (e.g., character education, motivation, goal-setting, conflict resolution, suicide and bullying prevention, and resilience).

Developing Family, Community, and Other Relationships

- Connect students and their families with community organizations, and services.
- Develop and/or support student mentoring programs (e.g., existing school, community, LEA, state, or federal mentoring programs).

Evaluation and Reporting

- Monitor the progress of individual students and members of various school subgroups.
- Conduct and analyze ongoing formative and summative evaluation data to determine the program's effectiveness.
- Provide and submit reports as requested to the school, LEA central office, and/or ALSDE.

QUALIFICATIONS, EXPERIENCES, AND ABILITIES

Alabama Act 2022-442 requires an individual hired as a mental health service coordinator shall possess at least one of the following qualifications:

1. Have a bachelor's degree in social work.
2. Satisfy ALSDE qualifications for school counselor.
3. Satisfy ALSDE qualifications for school nurse.
4. Have professional mental health experience or have been licensed in a mental health occupation including, but not limited to, licensure as a licensed professional counselor or marriage and family therapist.
5. Other qualifications as determined by the ADMH and the ALSDE.

