

FY24 GUIDANCE ON RESULTS BASED BUDGET MEASURES I AND II

This document provides guidance related to the two Results Based Budgeting (RBB) performance measures for CBHTR grantees providing outpatient behavioral health services.

Agencies will be responsible for reporting their performance on RBB measures in their Quarterly Reports based on information extracted from their AKAIMS Quarterly Summary Report and their Cumulative Financial Report (CFR). *Data from other sources will not be accepted.*

MEASURE I: Cost Per Client

For this measure agencies will divide the amount of grant funds spent year-to-date by the total number of clients that received behavioral health services year-to-date. The amount of grant funds spent will be taken directly from the CFR. The number of clients that received behavioral health services will be taken directly from the AKAIMS Quarterly Summary Report. See the following instructions for how to pull this report:

https://content.govdelivery.com/attachments/AKDHSS/2023/09/26/file_attachments/2627634/Accessing_SSRs.pdf

The amount of grant funds spent each quarter will be taken from the “Expenditures to Date” section on the right-hand side of the CFR. The amount will be taken from the total “Award” spent (see highlighted below).

Department of Health
Grants and Contracts

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Cumulative Fiscal Report

| | | |
|-------------------------|---------------------------|----------------------|
| Grantee Name | Grant Award Number | Grant Program |
| Patrick's Test Agency | 162-208-004PTA | CBHTR |
| Reporting Period | Date Beginning | Date Ending |
| Q1 | 7/1/2023 | 9/30/2023 |

| Budget Categories | Expenditures this Period | | | | Approved Award Total | Approved Budget Total | Expenditures to Date | | | |
|---------------------------|--------------------------|----------------|------------------|-------------|----------------------|-----------------------|----------------------|----------------|------------------|-------------|
| | Award | Required Match | Additional Match | Total | | | Award | Required Match | Additional Match | Total |
| | 100 Personal Services | \$23,199.61 | - | - | | | \$23,199.61 | \$79,618.24 | \$79,618.24 | \$23,199.61 |
| 200 Travel | - | - | - | - | \$1,500.00 | \$1,500.00 | - | - | - | - |
| 300 Facility | \$606.30 | - | - | \$606.30 | \$2,700.00 | \$2,700.00 | \$606.30 | - | - | \$606.30 |
| 400 Supplies | - | - | - | - | \$5,005.76 | \$5,005.76 | - | - | - | - |
| 500 Equipment | - | - | - | - | \$4,500.00 | \$4,500.00 | - | - | - | - |
| 600 Other Costs | - | - | - | - | - | - | - | - | - | - |
| Total Direct Costs | \$23,805.91 | - | - | \$23,805.91 | \$93,324.00 | \$93,324.00 | \$23,805.91 | \$6500.00 | \$659.87 | \$30,965.78 |
| 700 Indirect Costs | - | - | - | - | - | - | - | - | - | - |
| Totals | \$23,805.91 | - | - | \$23,805.91 | \$93,324.00 | \$93,324.00 | \$23,805.91 | \$6,500.00 | \$659.87 | \$30,965.78 |

Notes (Optional):

| Fiscal Report Status | | | Payments | |
|------------------------|-----------|----------------|--------------|---------------------|
| Tracking | Signed On | Signed By Name | Paid To Date | Recommended Payment |
| Submit Report (Agency) | | | | |
| Receive Report (GA) | | | | |
| Approve Report (PM) | | | | |

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The number of clients that received behavioral health services will be taken from the AKAIMS Quarterly Summary Report. An agency must only pull data for their CBHTR award and must calculate the “distinct” client count for all programs served under their grant award. The following steps will need to be taken:

1. Pull the AKAIMS Quarterly Summary Report, by grant program number.

Home > AKAIMS Reports > AKAIMS Quarterly Reports > Quarterly_Summary

Fiscal Year: 2023 Agency: aaaPatrick's Test Agency Facility: Behavioral Health

Program: Adult Outpatient MH,Adult Outpa Grant Program: 162-208-0004 PTA

2. In order to get a distinct client count, an agency will need to pull data for number of individuals served for each program type offered through their CBHTR (e.g., SUD, PES, SED, SMI). **Agencies must use the distinct client count year-to-date for this RBB Measure.**

For SUD providers, click the bar highlighted below and a new window will appear for the SUD distinct client count.

| | | | | | |
|--|----|----|----|----|------|
| <u>Substance Abuse</u> | | | | | |
| 1. Number of patients served within a quarter. | Q1 | Q2 | Q3 | Q4 | FYTD |

| Agency | Program | AKAIMS Client ID | Agency Client ID | Activity Date |
|--------------------------|---------|-----------------------|-------------------------|-------------------------|
| aaaPatrick's Test Agency | | | | <i>Distinct Clients</i> |
| | | <i>Activity Count</i> | <i>Distinct Clients</i> | 4 |

For PES providers, click the bar highlighted below and a new window will appear for the PES distinct client count.

| |
|---|
| <u>Emergency Services</u> (click for Agency detail) |
|---|

| Agency | Client ID | Agency Client ID | Client Name | Contact Date | Contact ID |
|--------------------------|-----------|------------------|--------------------------|--------------|-------------------------|
| aaaPatrick's Test Agency | | | | | <i>Distinct Clients</i> |
| | | | <i>Distinct Contacts</i> | | 5 |

For SED & SMI providers, there is now a calculated number that combines both SED & SMI distinct client counts.

Mental Health Enrollment

| 9. Distinct Client Counts served in the quarter. | Q1 | Q2 | Q3 | Q4 | FYTD |
|--|----------|----------|----------|----------|----------|
| Adult Outpatient MH: 04 - Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient) Grant: 162-208-0004 PTA | 2 | 0 | 1 | 2 | 4 |
| Total | 2 | 0 | 1 | 2 | 4 |

3. Once distinct client counts for each program are pulled, add them together for a *total distinct client count*.

4. Divide the amount of grant funds spent year-to-date by the total number of distinct clients served year-to-date. Example:
 Total Award Expenditures Year-to Date: \$75,250.00
 SUD Distinct Client Count: 21
 PES Distinct Client Count: 8
 SED/SMI Distinct Client Count: 32
 Total Distinct Client Count: 61
 Total Cost Per Client: \$1,233.61

MEASURE II: Number of New Client Admissions

For this measure a new admission is defined as *a client that was enrolled in the grant project during the quarter*. The number of clients enrolled will be taken directly from the AKAIMS Quarterly Summary Report.

The following steps will need to be taken:

1. Pull the AKAIMS Quarterly Summary report, *by grant program number*.

Home > AKAIMS Reports > AKAIMS Quarterly Reports > Quarterly_Summary

Fiscal Year: Agency: Facility:

Program: Grant Program:

2. Pull data for number of individuals *enrolled* for each program type offered through the CBHTR award (e.g., SUD, SED, SMI). Take the total number enrolled for each *quarter*. Note that PES providers are not required to include data for this measure.

For SUD providers, take the total number enrolled each quarter. Note that some agencies may have multiple programs listed under their CBHTR award. Take the *total number*, as highlighted below, for each quarter.

| <u>Substance Abuse</u> | | | | | |
|--|----|----|----|----|------|
| 1. Number of patients served within a quarter. | Q1 | Q2 | Q3 | Q4 | FYTD |
| Total | | | | | |
| 2. Number of patients enrolled into program type during the quarter. | Q1 | Q2 | Q3 | Q4 | FYTD |
| Adult Outpatient SU: 16 - Adult Outpatient Substance Use Disorder Treatment (Adult Outpatient SUD) Grant: 162-208-0016 PTA | 8 | 9 | 16 | 4 | 37 |
| Total | 8 | 9 | 16 | 4 | 37 |

For SED & SMI providers, take the total number enrolled each quarter. Note that some agencies may have multiple programs listed under their CBHTR award for SED, SMI, or both. Take the *total number*, as highlighted below, for each quarter.

| <u>Mental Health Enrollment</u> | | | | | |
|--|----|----|----|----|------|
| 10. Distinct Client Counts enrolled in the quarter. | Q1 | Q2 | Q3 | Q4 | FYTD |
| Adult Outpatient MH: 04 - Outpatient Treatment for Adults with Serious Mental Illness (SMI Outpatient) Grant: 162-208-0004 PTA | 1 | 0 | 0 | 2 | 3 |
| Total | 1 | 0 | 0 | 2 | 3 |