



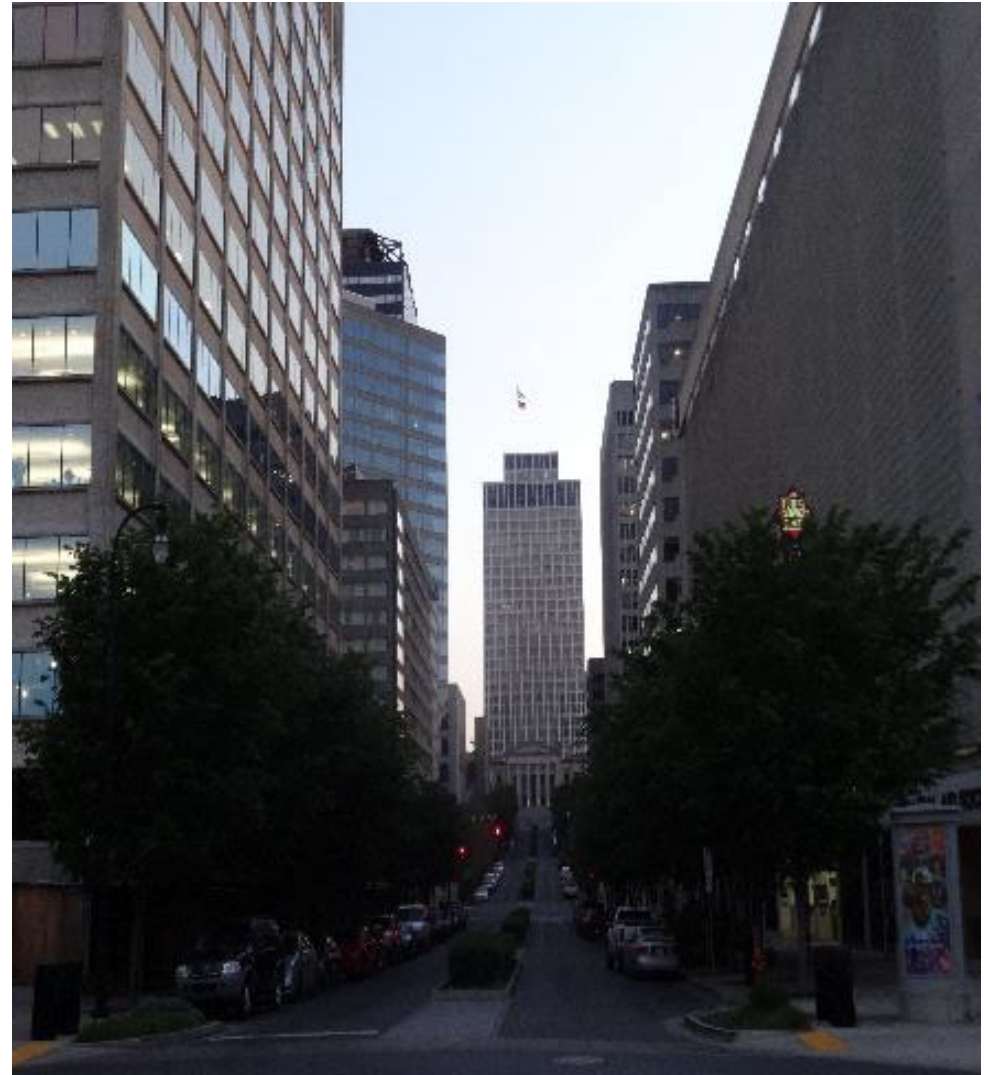
Department of
**Finance &
Administration**

Emergency Mental Health Transports Program

Solicitation Training

Welcome and Introduction

- Jeremiah Morton,
Assistant Director
- Gary Lee,
Senior Program Manager
- Mike Holt,
Program Supervisor

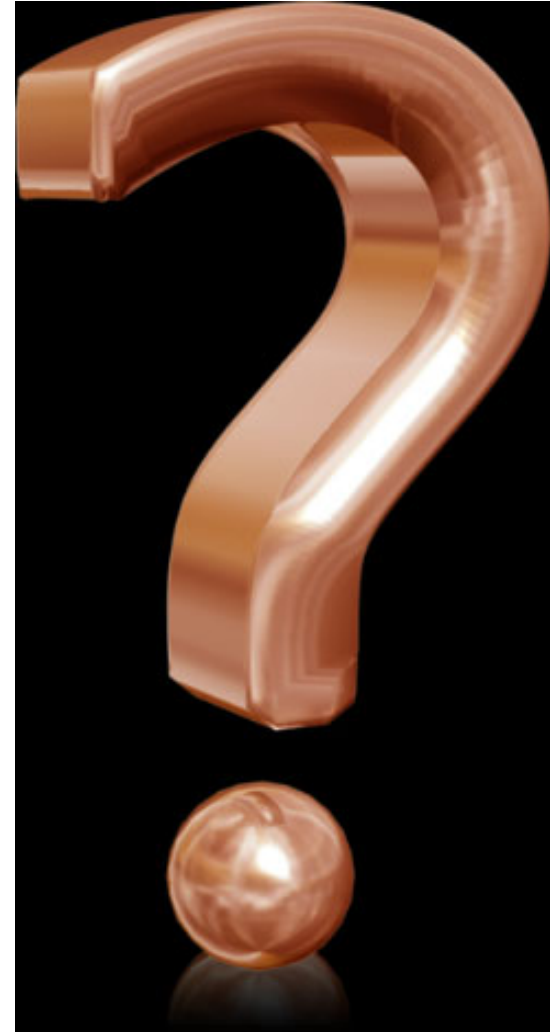


Tennessee Tower – Home of OCJP

Photo Credit: Michael Rivera, no changes. https://en.wikipedia.org/wiki/en:Creative_Commons

Agenda

- Share Information about FY24 Emergency Mental Health Transportation Solicitation
- Question and Answer Session



Solicitation Information

- Emergency Mental Health Transportation Program Grant
- Supplements Sheriffs' budgets for expenses associated with mental health transports (MHT)
- Appropriation model
- "Secondary Transport" is Transport of a patient who is not incarcerated or under arrest to/from hospital or mental health facility pursuant to a Certificate of Need. ("6-404").

Allowable Costs

- Unmarked Vehicle / vehicle kits
- Vehicle Cameras
- Fuel/Mileage (IRS Rate)
- Maintenance
- Time/Labor
- Uniforms/Unmarked Jackets
- Subcontracting Expenses
- Training
- Other expenses related to Emergency Mental Health Transportation

Notes

- A Sheriff may receive funds to supplement their budget for their agency cost of secondary transport of mental health patients pursuant to 33-6-406.
- A sheriff may receive grant funds and pay the grant funds to third parties designated by the Sheriff under § 33-6-901(2) or other law enforcement agencies with which the sheriff contracts to transport persons to a hospital or treatment resource in accordance with this section. The sheriff shall deem a third party or law enforcement agency contracted to perform this function to be the designated Secondary Transport Agent. Any contract including letters of agreement entered under this subsection is subject to audit by the Comptroller of the Treasury or the Comptroller's designee.
- Assistance from this grant program must not be provided for mental health transports where physician, psychologist, or designated professional determines that the patient can be transported by friends, neighbors, or other mental health professionals familiar with the person, relatives of the person, or a member of the clergy. The reviewing mental health professional must designate the Sheriff or Sheriff's Secondary Transport Agent for transport due to the unavailability of alternatives or the patient's risk of harm to self or others requiring secure supervised transport.

- Transports eligible for funding under this grant are considered to be to and from a hospital or mental health facility pursuant to a Certificate of Need of patients who are not in custody or incarcerated. People held in or booked into the jail on charges should not be counted as served under the grant. The intent of the grant is to offset those expenses to Sheriff's Offices related to long distance travel from facility to facility of otherwise free world people.
- There are many things' agencies can purchase with this funding. A full list is not provided here because our grants manual on our website has a list of allowable and unallowable expenses, however, some common items that agencies buy or apply to the grant are shown here:
- Expenditure MUST have a logical nexus to Mental Health Transport. Test your expenditures. Are they reasonable, necessary, and allocable for the purpose of conducting Mental Health Transport as described herein? Be able to explain it. Keep a running list and be able to provide a reconciliation report to the state at the end of the year.
- When in doubt, contact the Program Manager

Funding

- This funding is not designed to fully subsume all transport responsibilities nor pay for all transport responsibilities. It is an aid. It is supplementary funding.
 - **Non-Variable Amount:** Each eligible agency will receive a minimum of \$25,000.00 under this project.
 - **Variable Amount:** Each eligible agency will then receive *additional* amount based upon the number of qualifying transports it conducted in FY 2022.

Every applying agency will receive at least \$25,000.00 in a non-variable amount + their Variable amount!

- We have a formula for this funding which is $(\text{STATE'S FY APPROPRIATION} / \text{\# OF TOTAL TRANSPORTS REPORTED STATEWIDE BY APPLICANT AGENCIES} = \text{FUNDING AMOUNT per TRANSPORT}) * (\text{\# OF LOCAL TRANSPORTS})$. This is the variable amount.
- These funds are provided as an appropriation grant. This means that the agency does not submit a budget nor do they submit invoices to the State to be reimbursed. The agency will receive all funding in advance.
- Manage the funds following your county budget procedures.
- Report the expenditures in the closeout report at the end of the fiscal year.

Solicitation Information

- Intent to Apply are due June 30, 2023
- Application is due June 30, 2023
- Must include number of transports from FY22
- Agencies who do their own transports will need to use unmarked cars and soft uniforms
- Agencies will need to have a Humane Transport policy in place
- New agency grace period – 12/31/23
- Inmate transports do not apply
- Training

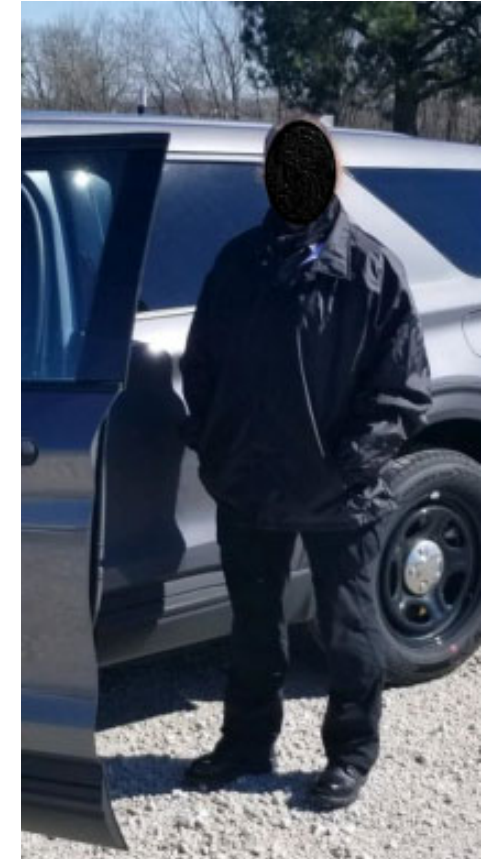
Western Mental Health Institute



Unmarked cars



“Soft” Uniforms



Soft uniforms, those that are not class A, should be worn. If an agency prefers or cannot afford a separate uniform, they can purchase unmarked jackets for the deputy to wear.

Time and labor of employees used for EMHT runs is allowable.

Once your application is processed:

- Transport cost incurred beginning July 1, 2023, may be applied to allocated funds when they are received.
- The funding agreement follows the State fiscal ending June 30, 2024
- “Other Grant Funds” are for sources of income other than your annual budget devoted to Mental Health Transport (grants, donations, etc.).

Humane Transport Policies

- Humane Transport Policies LINK

Humane Transport Policy

- I. AUTHORITY: TCA § 33-6-404, TCA § 33-6-406, and TCA § 33-6-901
- II. PURPOSE: To guide the process of law enforcement mental health training, provide policy for humane transport for individuals in need of involuntary psychiatric hospitalization, and establish a standard for the least restrictive processes to be employed when transporting persons to mental health treatment facilities in a manner that does not criminalize, stigmatize, nor retraumatize those in need of care while ensuring the safety and security of all involved in the transport process. This policy is designed to address individuals who are not under arrest and are being transported pursuant to a certificate of need for emergency involuntary hospitalization issued in accordance with TCA § 33-6-404
- III. APPLICATION: Deputies or their assigned designee involved in transporting individuals who are in need of involuntary psychiatric hospitalization and have received a Certificate of Need for Emergency Treatment and Transportation as outlined Tenn. Code Ann. § 33-6-404. This policy applies to non-custodial transports only.
- IV. DEFINITIONS:
 - A. Certificate of Need: A physician, psychologist, or designated professional has examined the person and decided the person is subject to emergency involuntary admission to a hospital or treatment resource under TCA § 33-6-403, has completed a certificate of need form for the emergency

Policy Sections:

1. Authority
2. Purpose
3. Application
4. Definitions
5. Policy Statement
6. Procedures
 - a. Personnel (training)
 - b. Operations
 - c. Vehicles
 - d. Searches
 - e. Restraints
 - f. Reporting

Training

POST Certified
Deputies

Corrections
Officers

Jail Deputies

Performs Transports

**Training
Required**

POST Certified
Deputies

Corrections
Officers

Jail Deputies

**Does Not Perform
Transports**

**No Training
Necessary**

Sub-Contracting

- Subcontractors must be Basic Life Support certified, or the subcontractor must meet the criteria listed in TCA 33-6-901 and all of the items in section 3.1.7 of the solicitation.
- If an agency subcontracts, it does not have to purchase unmarked cars and soft uniforms.
- OCJP must have a copy of subcontract on file.



<https://www.tn.gov/finance/office-of-criminal-justice-programs.html>

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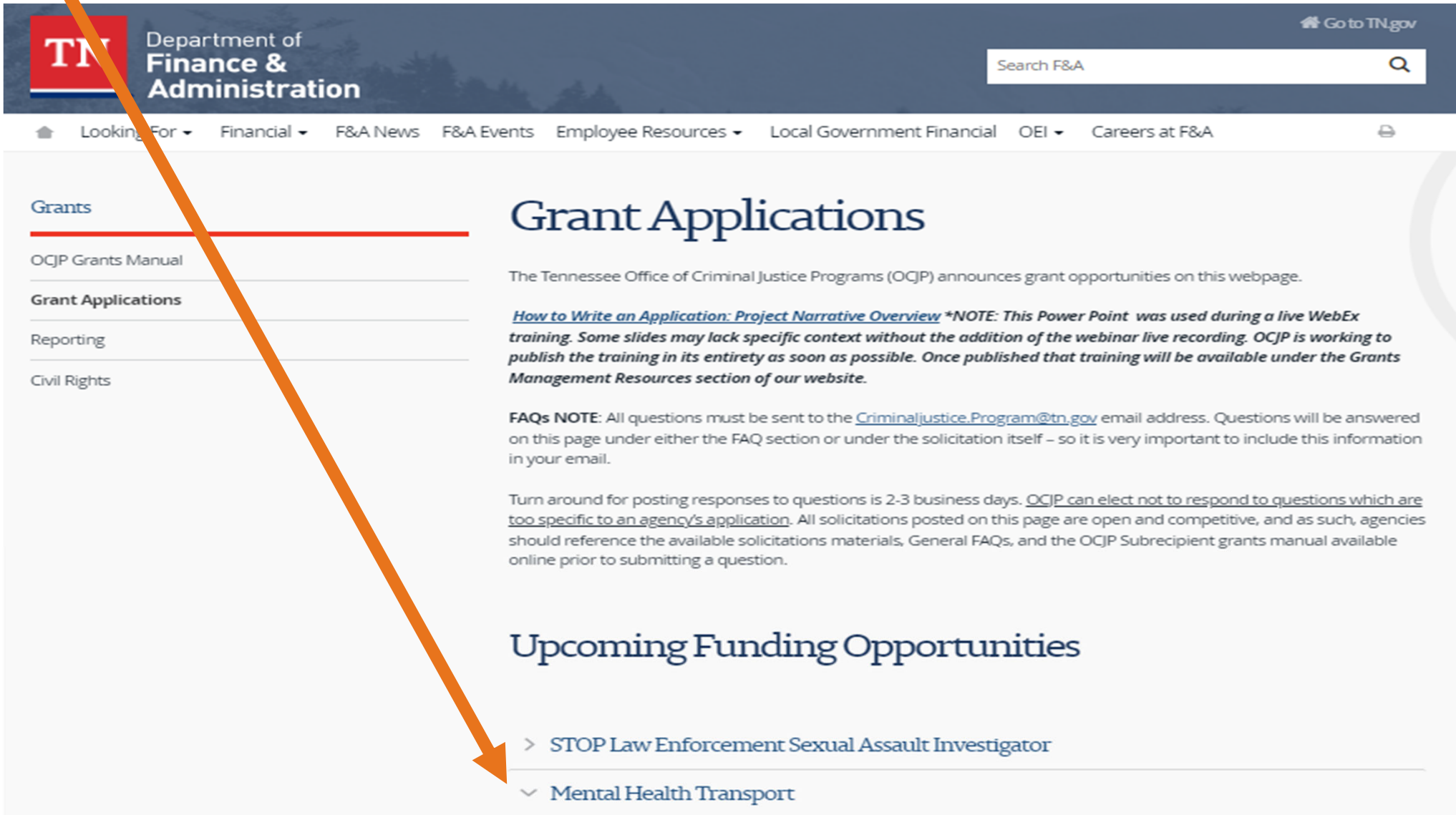
Manual

OCJP Grants Manual

Read More

- OCJP Overview
 - Mission & Vision Statement
 - Announcements
 - Contacts
 - Our Work in the News
- Grants**
 - OCJP Grants Manual
 - Grant Applications
 - Reporting
 - Civil Rights
- Strategic Planning
 - Annual Strategic Plans
 - Annual Reports
- Best Practices/Innovations
 - Family Justice Centers
 - Lethality Assessment Initiative
 - TCCRP
- Training
 - Videos and Powerpoints
 - Webinars
 - Conferences & Meetings
 - Helpful Resources

Application and Intent are due June 30



TN Department of Finance & Administration

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Grants

- OCJP Grants Manual
- Grant Applications**
- Reporting
- Civil Rights

Grant Applications

The Tennessee Office of Criminal Justice Programs (OCJP) announces grant opportunities on this webpage.

***How to Write an Application: Project Narrative Overview** *NOTE: This Power Point was used during a live WebEx training. Some slides may lack specific context without the addition of the webinar live recording. OCJP is working to publish the training in its entirety as soon as possible. Once published that training will be available under the Grants Management Resources section of our website.*

FAQs NOTE: All questions must be sent to the CriminalJustice.Program@tn.gov email address. Questions will be answered on this page under either the FAQ section or under the solicitation itself – so it is very important to include this information in your email.

Turn around for posting responses to questions is 2-3 business days. OCJP can elect not to respond to questions which are too specific to an agency's application. All solicitations posted on this page are open and competitive, and as such, agencies should reference the available solicitations materials, General FAQs, and the OCJP Subrecipient grants manual available online prior to submitting a question.

Upcoming Funding Opportunities

- > [STOP Law Enforcement Sexual Assault Investigator](#)
- > [Mental Health Transport](#)

Application and Intent are due June 30

Both documents linked here are required to be completed. The Intent is completed online and application and required documents are submitted via email.

✓ [Mental Health Transport](#)

Eligibility

Eligible subrecipients are limited to: Sheriff's Offices in the State of Tennessee who conduct secondary transports as described under TCA § 33-6-406.

Sheriff's may designate other entities, to include municipal law enforcement agencies or other third-party providers that meet the requirements for secondary transportation agents under TCA § 33-6-901 to provide the transportation on their behalf. Sheriff's Offices must apply for this funding and then subcontract with other municipal law enforcement agencies or third party providers.

If an entity other than the Sheriff is designated as the provider of transportation as described under TCA § 33-6-406, the ordinance or charter that designates the secondary transport agent must be submitted with the application.

Purpose

The purpose of the Mental Health Transport (MHT) program/ Humane Transport of Patients Grant is to provide funding to offset the costs for Sheriff's Offices that:

- Conduct mental health transports pursuant to Tenn. Code Ann. § 33-6-406; or
- Designate a secondary transport agent pursuant to Tenn. Code Ann. § 33-6-901.

This grant may not be used to pay for the transportation of inmates to or from a jail or workhouse even if the inmate is being transported under §33-6-404. This grant is for non-custodial individuals only. Any individual transported under this grant from a jail or workhouse must be on cash bond or Release on Recognizance Bond.

[Applications](#) and [Intent to Apply](#) due on June 30, 2023.



Scope of Services



A. AGENCY INFORMATION

- A.1. Is your agency a Tennessee county Sheriff's Office or a metropolitan county police department that has been designated through charter or ordinance to provide a method of transport for citizens to treatment centers in accordance with TCA §33-6-406? If you are a metropolitan county police department that has been designated thru charter or ordinance to provide this service instead of the Sheriff's office, you must include a copy of your charter or ordinance.
- A.2. Does your agency currently possess a formal agreement to provide mental health transportation as described in TCA § 33-6-406 for another jurisdiction?
- A.2.1 If you answered yes to A.2., please provide the name of the jurisdiction(s) you provide transportation for.
- A.2.2 If you answered yes to A.2., please note that you **must include the executed written agreement to provide those services with your application packet.**

Scope of Services

B. INPUTS

- B.1. From July 1, 2021 until June 30, 2022, how many transports did your agency provide under TCA § 33-6-406 for your jurisdiction or in combination with another jurisdiction that you have a formal agreement with (see A.2.). Please only include those transports made of individuals that were not incarcerated or being held in the jail at the time of transport. Please only include those transports that were made from a hospital, public, or private address where the person being transported was not in custody for a pending charge or conviction.
- B2. From July 1, 2021 until June 30, 2022, how many transports did you agency provide under TCA § 33-6-406 for your jurisdiction or in combination with another jurisdiction that you have a formal agreement with (see A.2) where the individual was incarcerated. If not applicable, please mark this as N/A and note why. These individuals would not qualify under this program.
- B.3 How many positions does your agency have dedicated for performing emergency mental health transports? If your agency does not have dedicated staff to perform these transports, please list how many employees your agency has that would be assigned to complete emergency mental health transport, and describe those employee's positions (e.g. POST certified road patrol deputy, corrections officer who is not POST certified, etc.). If you use a Secondary Transport Agent under what circumstances would your staff conduct the transports?

Scope of Services

- B.4. Does your agency use a Secondary Transport Agent for Mental Health Transports? If yes, provide the name of the vendor.
- B.5. Does your agency currently have a Humane Transport Policy? Please answer yes or no. If yes, please send a copy in with your application. If no, please provide a date for when the Humane Transport Policy will be implemented. New policies must be instituted by 12/30/2023 at the latest.

SUBMIT the Scope and all other required documents from the Application Completion Check-off to Criminaljustice.Program@tn.gov



Questions and Answers