# SAMHSA Minority Fellowship Program (MFP) Traditional & Youth Grants
## Required Indicator

SAMHSA's Center for Mental Health Services (CMHS) developed one indicator to collect performance data on the Minority Fellowship Program (MFP Traditional) and the Now Is the Time: Minority Fellowship Program—Youth (MFP Youth) Grantees' Infrastructure Development, Prevention, and Mental Health Promotion (IPP) activities. CMHS requires MFP grantees to collect and submit data on a *quarterly* basis. The one indicator is Workforce Development (WD2). We developed this "cheat sheet" to help grantees classify and submit indicator data results. The guide is organized into three sections:

- ➢ Overview of data reporting requirements and deadlines
- ➢ Operational definition and data entry guidelines for the one required indicator
- ➢ How to access help, tips, and resources

**General Overview:** Grantees must comply with three data submission components:

1) **Quarterly Data**: Grantees submit data quarterly for the indicator based on the Federal Fiscal Year (FFY) calendar. As a new grantee, submission will begin the second quarter. After grantees submit data, the government project officer (GPO) will review the data and approve, disapprove, or request revisions.

2) **Annual Goals:** Grantees submit annual performance goals for the indicator for each grant year. Based on the original, approved application, goals should be realistic and attainable. Grantees can update and revise their goals annually during the first quarter of each new FFY. When estimating annual goals for the Workforce Development (WD2) indicator, please consider the number of trainings you anticipate during the entire reporting period and the number of people who will be trained at each training event. For example, if Grantee X anticipates offering 10 trainings to 25 Fellows during the reporting period, Grantee X should have a stated goal of 250 for WD2.

3) **Annual Budget Estimates:** For each grant year, grantees submit budget estimates for specific budget categories. These are estimates, not actual expenditures. Grantees can also update and revise budget estimates annually during the first quarter of each new FFY.

**Table 1.** Quarterly Reporting Period and Deadlines for Submitting Indicator Data

| Quarter | Quarterly Reporting Period | Grantee Deadline to Submit Data | GPO Review Deadline | Grantee Deadline to Revise Data | System-Lock Date* |
|---------|----------------------------|--------------------------------|---------------------|---------------------------------|-------------------|
| 1st | October 1 – December 31 | January 31 | February 28 | March 31 | April 1 |
| 2nd | January 1 – March 31 | April 30 | May 31 | June 30 | July 1 |
| 3rd | April 1 – June 30 | July 31 | August 30 | September 30 | October 1 |
| 4th | July 1 – September 30 | October 31 | November 30 | December 31 | January 1 |

*No further data entry, GPO reviews, or grantee revisions allowed.*

**Submission Requirements:** Grantees submit data quarterly for each indicator based on the FFY calendar, which runs from October 1 through September 30. For new grantees, data submission begins in the second quarter, January 1 – March 31. After grantees submit data, the GPO will review and approve, disapprove, or request revisions. Grantees have until midnight of the grantee revision deadline (see "Grantee Deadline to Revise Data" column in table 1) to submit final data revisions. Following the deadline, the data system locks for that particular quarter and does not allow any additional data entry or revisions.

**Required Indicator:** Table 2 outlines the operational definition and data entry guidelines for the one required indicator:

➢ Workforce Development (WD2)

The table explains the intent of the indicator, provides definitions of key terms related to the indicator, describes who or what grantees can count or not count, and gives useful examples.

**Table 2.** IPP Indicator: Workforce Development (WD2)

WD2 is the **number of people** in the mental health and related workforce trained in specific mental health-related practices or activities that are consistent with the goals of the grant.

**Intent:** to capture information on improvements in the workforce in addressing mental health issues that are consistent with the goals of the grant.

**Key Terms:**

- Mental health-related pertains to mental health or the population of people with or at risk of mental health condition(s); also includes people with co-occurring substance abuse disorders.
- Mental health workforce includes people providing mental health prevention, treatment, rehabilitation, or recovery services.
- Related workforce includes people providing ancillary support services to people who have—or are at risk for developing—mental health condition(s).
- Trained workforce members are people who were trained using a process guided by a curriculum (i.e., syllabus, agenda, training manual), within a structured time frame, and with an identified trainer or training method.

**Who to Count:**

- Report each workforce development training, counting the number of Fellows who received and completed each training.
- If a Fellow completes multiple trainings during the quarter, count the Fellow for each reported training.
- If a Fellow must attend multiple trainings to complete one training program, only count the Fellow once, in the quarter that they complete the training program.
- If a Fellow is trained for recertification quarterly, count the Fellow each quarter.
- Only report trainings where the training fees/costs are supported by MFP grant funds.
- Trainings such as grantee conferences or trainings at "no cost" should not be reported (but can be addressed in the quarterly report).
- If there are no completed trainings to report for the quarter, on the Result Form (see below) you must report that there has been

.

**Guidelines for Entering Data:**

On the **Result Form**, enter the following information in the quarter when the Fellow(s) received and completed training:

1. **Result Name:** Enter the name or title of the training provided.
2. **Result Description:** Enter a one to three sentence description of 1) the type of training provided, 2) who was trained, and 3) the type of skills learned.
3. **Result Number:** Enter the total number of Fellows who completed the training. Count the number of Fellows, not the number of trainings.

**Example:**

1. **Result Name:** Trauma-informed care training
2. **Result Description:** Consistent with the goals of the grant, 25 MFP Fellows completed a trauma-informed care training this quarter. The training was on the role of trauma-informed care for people with mental health conditions and substance use disorders
3. **Result Number:** 25

# Questions?

➢ If you need further support to understand the operational definition of your required WD2 indicator or to set annual goals and budget estimates, **contact your GPO**.

| **MFP-Traditional** | **MFP-Youth** |
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| CDR Marivic Fields, MSW | Deborah Y. Rose, MA |
| Public Health Advisor | Public Health Advisor |
| SMHSA/CMHS | Minority Fellowship Program-Youth |
| Office Phone: 240-276-1754 | Office Phone: 240-276-0300 |
| Maria.Fields@samhsa.hhs.gov | Deborah.Rose@samhsa.hhs.gov |