



# SAMHSA State TA Project

## TA for State Planning Councils

### Assessing Behavioral Health IQ:

### Considerations for Planning Council Integration (rev Feb/2016)

---

State planning councils are increasingly being challenged to adjust their structure, membership, operations and work in ways that allow them to more comprehensively address both mental health and substance abuse issues and concerns (i.e., “behavioral health.”) This self-administered instrument can help a State, Territory or Jurisdiction:

1. assess the extent to which the State Planning Council has integrated mental health and substance abuse issues and concerns into its work; and,
2. identify practical strategies that help a Council make the transition to or strengthen and sustain itself as a Behavioral Health Planning Council.

**Instructions:** Each component represents an area of Council role, structure and function and includes three sections:

- Federal law or guidance related to that component, when available and applicable. The link to access federal law regarding planning councils is located below.
- State law and/or executive guidance that relates or applies to the behavioral health component. This may be as a result of legislative or executive action related either to mental health, substance abuse, or both.
- Activities a state planning council might consider to expand its capacity relative to behavioral health issues. These actions can become the basis for the Council’s “Strategic Plan” to transition to, strengthen and sustain itself as a behavioral health entity.

- Notes:**
- (1) The self-assessment of integration can be completed as often as desired;
  - (2) Revised versions of the instrument and process will be disseminated on BHTalk.org as they are developed.
  - (3) Please review SAMHSA’s guidance in the FY 2016-2017 Block Grant Application Instructions as you consider “What a behavioral health approach suggests that you do next” for each component. The application can be located at <http://www.samhsa.gov/sites/default/files/grants/bg-application-fy-16-17.pdf>

*If you have questions, suggestions or recommendations about this self-assessment survey, please contact Bruce Emery ([BEmer@ahpnet.com](mailto:BEmer@ahpnet.com)).*

State: \_\_\_\_\_ Person Completing Form: \_\_\_\_\_ Date: \_\_\_\_\_ Contact: \_\_\_\_\_

COUNCIL ROLE, STRUCTURE & FUNCTION	DESCRIPTION/QUESTION	YOUR STATUS
<b>COUNCIL NAME</b>	<b>Does the name of the council refer to mental health only, to substance abuse only or to behavioral health, incorporating both mental health and substance abuse?</b>	NAME OF YOUR COUNCIL:
Federal law or guidance <a href="http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm">http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm</a>		
State law or executive guidance		
If your council name does not reflect the integration of substance abuse and mental health planning, are there plans to change the Council name?		
<b>COUNCIL CHARGE</b>	<b>Is the group officially directed to work on mental health, on substance abuse or on behavioral health issues, including mental health, substance abuse and/or co-occurring disorders?</b> <b>Who gave the Council its charge?</b> ____ Governor ____ Legislature ____ State MH Executive ____ Other	
Federal law or guidance <a href="http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm">http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm</a>		
Is the council charge in State law or executive action?		
Are there any plans to revise the official charge to the Council? In what way?		
<b>MISSION STATEMENT</b>	<b>Has the Council articulated a Mission Statement? Does the Mission Statement address mental health, substance abuse or both?</b> <b>Does the Mission Statement address prevention?</b>	
Federal law or guidance <a href="http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm">http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm</a>		
State law or executive guidance		
Are changes in the Council's mission statement anticipated? In what way?		

COUNCIL ROLE, STRUCTURE & FUNCTION	DESCRIPTION/QUESTION	RESPONSE
<b>BY-LAWS</b>	<b>Do your Council's By-laws (or similar policies and procedures) address mental health and substance abuse?</b>	
Federal law or guidance <a href="http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm">http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm</a>		
State law or executive guidance		
Are there any plans to revise the Council's bylaws? How?		
<b>MEMBERSHIP</b>	<b>Does your Council membership represent required &amp; desired expertise and perspectives?</b> (e.g. members who can provide mental health and substance abuse expertise and perspective, in addition to co-occurring perspective, as well as other diversity such as rural/urban, Tribal, racial/ethnic/linguistic, life span, LGBT, and other diverse communities.) Please provide examples of diverse representation.	
Federal law or guidance <a href="http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm">http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm</a>		
State law or executive guidance		
How does your Council assure diversity in membership while meeting statutory requirements? Does your Council assure representation for mental health and substance abuse prevention, treatment, and recovery? What perspectives are currently needed but missing?		
<b>STAFFING</b>	<b>Is there a person(s) assigned to support the Council's work on mental health and substance abuse issues?</b> Does that person have knowledge/experience in mental health and substance abuse prevention, treatment and recovery services? Describe. To whom does staff report within the state authority structure? Are clerical and administrative support services available to the Council? Do Council members have access to state staff outside of regular meeting times?	
Federal law or guidance <a href="http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm">http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm</a>		
State law or executive guidance		
If there is a person assigned to support the Council's work, what are that person's tasks?		

COUNCIL ROLE, STRUCTURE & FUNCTION	DESCRIPTION/QUESTION	RESPONSE
<b>MEETING AGENDA</b>	<b>Do your Council meeting agendas cover mental health, substance abuse and co-occurring issues?</b>	
Federal law or guidance <a href="http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm">http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm</a>		
State law or executive guidance		
If your Council has agendas which cover mental health, substance abuse, and co-occurring issues, how are agenda items identified and managed?		
<b>WORK GROUPS &amp; SUBCOMMITTEES</b>	<b>How does your Council use workgroups and subcommittees?</b> <b>Do workgroups and subcommittees address issues of mental health only, substance abuse only or do they include mental health, substance abuse and co-occurring disorders?</b>	
Federal law or guidance <a href="http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm">http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm</a>		
State law or executive guidance		
How are committee assignments made and monitored to assure that mental health, substance abuse, and co-occurring issues are considered?		
<b>BLOCK GRANT APPLICATION</b>	<b>Was the last block grant application your state submitted a combined plan?</b> <b>Do you expect the next block grant application and plan to be combined or separate?</b> <b>How was the Council involved in developing and reviewing the block grant application(s)?</b>	
Federal law or guidance <a href="http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm">http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm</a>		
State law or executive guidance		
How does your Council assure review and comment on the Block Grant application(s)?		
<b>FISCAL INFORMATION</b>	<b>Does your Council review fiscal information (i.e., budget) for mental health, substance abuse and co-occurring disorders?</b>	
Federal law or guidance <a href="http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm">http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subparti-sec300x-3.htm</a>		
State law or executive guidance		
What process is used to review the fiscal information?		

COUNCIL ROLE, STRUCTURE & FUNCTION	DESCRIPTION/QUESTION	RESPONSE
<b>NEEDS ASSESSMENT</b>	<p>Does your Council review information about service needs for mental health, substance abuse and co-occurring disorders?</p> <p>If so, how and how often does that occur?</p> <p>Does the Council know to whom data and service information requests should be directed?</p>	
Federal law or guidance	<a href="http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subpartI-sec300x-3.htm">http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subpartI-sec300x-3.htm</a>	
State law or executive guidance		
What service needs data does your Council now review? How?		
<b>BG CONTENT KNOWLEDGE</b>	<p>On a scale of 1 to 5 (5 being very familiar), how familiar are Council members with Mental Health Block Grant requirements?</p> <p>On a scale of 1 to 5, how familiar are Council members with Substance Abuse Prevention and Treatment Block Grant requirements?</p> <p>Do staff provide training and explanations regarding block grant requirements?</p>	
Federal law or guidance	<a href="http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subpartI-sec300x-3.htm">http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subpartI-sec300x-3.htm</a>	
State law or executive guidance		
Does your Council have plans to improve council members/ familiarity with Block Grant requirements?		
<b>SPECIAL PROJECTS</b>	<p>Does your Council complete special projects (e.g., committee reports, service analyses) that address mental health, substance abuse and co-occurring disorders?</p>	
Federal law or guidance	<a href="http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subpartI-sec300x-3.htm">http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subpartI-sec300x-3.htm</a>	
State law or executive guidance		
If your Council has special projects, are they documented? Can non-members access the documentation? How?		
<b>COUNCIL REVIEW</b>	<p>Describe the Council's review of the Mental Health Block Grant Application AND Block Grant Report.</p> <p>Describe the Council's review of the Substance Abuse Prevention and Treatment Block Grant Application and Block Grant Report.</p>	

COUNCIL ROLE, STRUCTURE & FUNCTION	DESCRIPTION/QUESTION	RESPONSE
STATE SUBSTANCE ABUSE COUNCIL AND SEOW	<p>Is there a State Substance Abuse Council or equivalent?</p> <p>If so, how do the Mental Health and Substance Abuse Councils interact?</p> <p>Is your Council familiar with the state prevention Epidemiologic Outcomes Workgroup (SEOW)?</p> <p>If so, to what extent do the Council and the SEOW interact? Are SEOW data available to the Council?</p> <p>If so, how do you use it?</p>	
Federal law or guidance	<a href="http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subpartI-sec300x-3.htm">http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/html/USCODE-2010-title42-chap6A-subchapXVII-partB-subpartI-sec300x-3.htm</a>	
State law or executive guidance		
Are there any plans to integrate councils or revise/improve interactions?		
STRATEGIC PLANNING	<p><b>What are the greatest challenges you face in integrating issues and concerns relating to mental health, substance abuse and co-occurring disorders, or in maintaining and strengthening your current level of integration?</b></p> <p><b>What aspect(s) of your Planning Council role would you like to see strengthened? (check all that apply)</b></p> <p><input type="checkbox"/> relationship/collaboration with state mental health/behavioral health authority (SMHA)</p> <p><input type="checkbox"/> relationship/collaboration with single state agency for substance abuse (SSA)</p> <p><input type="checkbox"/> legislative activities</p> <p><input type="checkbox"/> public advocacy and education</p> <p><input type="checkbox"/> involvement in planning, implementing and monitoring Block Grant services</p> <p><input type="checkbox"/> knowledge of issues and trends (e.g., outcome measures, Affordable Care Act)</p> <p><input type="checkbox"/> Other (please describe)</p>	

*This form revised 2/2/16*