

So, You're A Division of Behavioral Health Grantee: Things to Know

What does it mean to be a DBH Grantee?

Thank you for partnering with the Division of Behavioral Health (DBH) to provide essential health and social services for Alaskans. Because DBH does not provide direct services, we use grant agreements as a mechanism to award nonprofit organizations, local governments, and tribes with funding to address specific areas of need.

The intent of DBH grants is to be short term for the purpose of supporting start-up costs for new programs, expanding existing programs, covering costs for services and programs that Medicaid does not cover, supporting evidence based or promising practices, piloting new programs, and covering the costs for services for individuals who are without resources and ineligible for Medicaid and is the payor of last resort.

What is the intention of your specific grant?

Section 1 of the original grant solicitation provides grant program information including the program description, goals, anticipated outcomes, program services/activities, program evaluation requirements and reporting, target population, service area and funding.

Who should you know as a DBH Grantee?

Department of Health Grants Administrator – is responsible for grant administration, provides Grant Electronic Management System (GEMS) support and procurement/payments, oversees compliance with grant regulations.

Division of Behavioral Health Program Manager – manages programmatic and financial monitoring, program evaluation, as well as provides technical support.

Division of Behavioral Health Alaska's Automated Information Management System (AKAIMS) Team – manages AKAIMS, providing technical support related to AKAIMS, minimal data set reporting and supports other reporting needs.

What is a program alignment meeting?

The goal of a program alignment meeting is to ensure the data in AKAIMS is current and correct. It is to align existing programs with grant reporting and to reconcile which programs are using grant funding. It is also an opportunity for parties to connect at least once a year and provide updates. For most state grants, this is the best way to ensure your data pulled correctly onto the Quarterly Summary Report.

DBH requires a program alignment meeting annually at the start of the fiscal year and completed within the first quarter.

Each agency will have different staff members attend. There must be at least one representative from the grantee agency that is familiar with each program, the funding source, and the approximate capacity. Some agencies may need multiple team members present, each with knowledge of different aspects of the programs.

What does compliance mean?

Compliance means your program is meeting requirements outlined in section 1 of the original grant application, including any additional tasks during the grant period your administrator and program manager may require.

How is compliance monitored?

Quarterly Reports/Program and Fiscal Reports

DBH grants require quarterly reporting which Grantees submit through GEMS. The Quarterly Program Report requirements vary across grant programs.

Throughout the year, program staff might assign project deliverables. Grantees complete these grant-specific deliverables as part of their grant compliance requirements.

On site/or virtual monitoring

Each program manager conducts 3-4 monitoring visits each year for the purpose of a comprehensive review of the grant program. This monitoring may occur virtually or on site to review records of documentation for client files and financial transactions coded to the DBH grant. Staff members involved in the grant might be interviewed as part of the monitoring process. A more in-depth review of grant program deliverables is conducted so the program manager learns about the successes and challenges as well as document that the program is implemented in alignment with grant program intent.

What systems should you know as a DBH Grantee?

[GEMS](#)

You can review [GEMS training tutorials](#) including how to use this system for your grant management including submission of reports.

Keep your contact information up to date in GEMS to receive grant related notifications for each specific grant.

[AKAIMS](#)

[AKAIMS Help Desk](#) [AKAIMS Support](#) [AKAIMS logon page](#)

[AKAIMS Minimal Data Set Quick Guide](#)

For AKAIMS Contact Information and additional AKAIMS specific information please visit the [DBH AKAIMS Section webpage](#).

Where to find Alaska Administrative codes (regulations) and which codes are important to know?

[Alaska Statutes](#) (AS), search on [Bill Action and Status Inquiry System](#) (BASIS), The Alaska Legislature.

[Alaska Administrative Code](#) (AAC), search on the [Bill Action and Status Inquiry System](#) (BASIS), The Alaska Legislature.

Department of Health Grant Regulations [7 AAC 78](#) and [7 AAC 81](#), [7 AAC 70](#), Behavioral Health Services.

[7 AAC 110](#), Medicaid Coverage; Professional Services.

[7 AAC 135](#), Medicaid Coverage; Behavioral Health Services.

[7 AAC 136](#), Alaska Substance Use Disorder and Behavioral Health Program: 1115 Demonstration Waiver.

Where to find public notices when regulations are changing:

Regulation change notices from the DBH are published on the [Alaska Online Public Notice](#) system as well as in the newspaper of general circulation.

The [Alaska Online Public Notice](#), Office of the Lieutenant Governor includes information on subscribing to email or Really Simple Syndication (RSS) notices through the system, including regulation changes.

DBH also sends an abbreviated notice of regulation changes that includes links to the Alaska Online Public Notice system to interested parties through the [Alaska Department of Health's GovDelivery system](#). To register for email or SMS notices through [GovDelivery](#) select "Behavioral Health Communications" under "Behavioral Health" to receive the notices.

What manuals should you have and why?

[AKAIMS user manual](#)

DBH requires Grantees to enter their grant program data into AKAIMS. AKAIMS can also be used as an electronic health record and billing system.

For additional information please visit [AKAIMS information and notifications](#).

[Grant Programs and Service Standards](#)

This manual describes the service standards for each program service type that grant programs fund, including descriptions of funding sources as well as the Substance Use and Mental Health (SAMHSA) block grant requirements. DBH updates this manual annually. Budget Guidelines (in documents tab on GEMS)

This document instructs Grantees on how to complete budgets in GEMS.

What resources are available for you?

Adult and Youth Individual Service Agreements

[Adult Individualized Services Program](#) (AISP) is a reimbursable resource designed to help individuals remain in their communities and avoid more intensive institutional care, while addressing their full spectrum of therapeutic needs. This funding supports individuals transitioning from higher levels of care, empowering them to achieve and sustain independent living in the community.

[Youth Individualized Services Program](#) (YISP) is a reimbursable resource designed to fund services including respite care, essential needs for food and clothing, temporary housing assistance, community activities and other services unable to be obtained by other means. This program will pay for flexible, adjunct services not covered by Medicaid, Community Behavioral Health Centers (CBHC) grants or other sources of funding.

Family Services Training Center (FSTC)

The goal of the [Family Services Training Center](#) at the UAA Center for Human Development is to enhance the competency of behavioral health providers working with families to effect positive change and wellness for Alaskans. This training resource provides opportunities for behavioral health professionals working with families across the state. The FSTC also supports behavioral health agencies receiving grant funding from DBH to implement evidence-based practice models best suited for intervening with families.

Their [FSTC course catalog](#) has up to date upcoming virtual and in person opportunities across the state trainings or you can [subscribe to upcoming FSTC training](#) opportunities.

Subscribe to the DBH Grantee newsletter

Access the Department of Health's [Subscriber Preferences Page](#) to sign up for Behavioral Health Grantee Communications, including the Grantee newsletter. You can also access your subscriber preferences by entering your email address at the prompt, then click save. When redirected to the list of subscriptions available, select Behavioral Health Grantee Communications.

When and how can you reach out for technical assistance?

Grantees are welcome to reach out to their program manager anytime they need assistance.