



Background

An important part of Mental Health First Aid Colorado's (MHFA-CO) mission is to ensure trainings reach audiences across the entire state. To date we have trained over 600 instructors and over 65,000 participants in MHFA/YMHFA across all 64 Colorado counties. We hope to continue to make MHFA an effective tool to decrease the stigma associated with mental health and to decrease suicides in Colorado, and we believe that the best way to do this will be by targeting audiences using a data-driven approach.

State funding for MHFA available through MHFA Colorado is not guaranteed beyond June 30th, 2020, and in the interest of longer-term sustainability for MHFA, we strongly recommend that you do not solely depend on MHFA-CO and Colorado Department of Public Health and Environment (CDPHE) grant dollars to fund your classes and local efforts. This grant is designed to help instructors bring MHFA to an organization where local partners can then support the program and build a plan for sustainability long-term. For example, instead of using the funding to support a one-time class for a group of Emergency Medical Services providers, we would like to see this funding leveraged to support an initial training that leads to ongoing collaboration and partnership that makes MHFA part of the onboarding process for all new EMS providers across an agency. If you need ideas to help you create a successful and sustainable program, please contact MHFA-CO. We would love to help you! We will post information on www.mhfaco.org and in our Instructor Newsletter to help instructors develop and market classes.

- A. The **Course Requirement Checklist** was created as a mechanism to equitably distribute funding for trainings while targeting populations underserved by MHFA to date. Questions can be submitted via email to registration@mhfaco.org or by phone to 720-573-3585. Please visit www.mhfaco.org to learn more about our work and to learn from our Frequently Asked Questions page. MHFA-CO is here to provide support to instructors, coordinators and participants, and we are always more than happy to brainstorm with you and hear ideas about how we can better serve you. If you have questions about a specific audience or need connections to local instructors who are certified in a particular module, please let us know, and we will facilitate these connections.
- B. Priority will be given with consideration to our target populations, and is not based on the training date.
- C. **Priority will be given to classes for which both instructors are trained in and are teaching the specialty module that is most appropriate for their audience, and classes for which at least one instructor has personal/professional experience in the relevant field.**
 - For example, if you would like to teach a MHFA class to a group of military personnel, you and your co-instructor both need to be trained in the Military Curriculum and at least one of you needs to have personal / professional experience with the Military.
- D. Please submit a course online through MHFACO at least **30 days before** your requested training date.



- E. There will be a cap of 3 reimbursed classes per community/instructor/organization to ensure that funds are distributed evenly across the state. Exceptions may be made on case by case basis by MHFACO.
- F. The intent of this funding is to provide assistance to classes that have limited funding sources available.
- G. Completed checklists must be submitted to pwarren@mhfaco.org. Course submissions must be submitted through the [MHFACO](#) instructor portal on the “Submit A Class” webpage.
- H. Only fully completed, checklists will be considered.
- I. Within one week of submission, individuals will be notified of checklist approval.
- J. **Checklist approval does not guarantee funding.**
 - Course(s) approved for funding must be facilitated per expectations outlined in the checklist(s) to receive reimbursement.
 - Funding is limited and although we make every effort to ensure we only approve classes we will be able to fund, the uncertainty of class sizes and completed classes makes it impossible to predict exactly how much money we have to spend.
- K. Reimbursement will be offered at a rate of **\$40 per participant**. This funding may be applied towards direct training costs (participant manuals, instructor time, food, etc.).
- L. After a course has been completed and MHFACO has received the typed list of participants and the MHFACO sign-in sheet, we will mail a reimbursement check to the designated instructor or organization. Please send your sign-in sheets to pwarren@mhfaco.org within 2 weeks of the class taking place. Failure to do so may result in not receiving funding for this class.





2019-2020 Course Reimbursement Checklist

Only pre-approved MHFA courses with completed checklists and thoroughly answered questions will be considered for reimbursement. Checklist approval does not guarantee funding. Please initial that you understand and accept each requirement, and answer the questions below.

_____ You have submitted this course on the MHFA-CO website for registration.

_____ You have submitted your W-9 or appropriate tax forms for yourself or your organization.

_____ You must email MHFACO the class sign-in sheet and a typed document with all participants' names within **two weeks** of the date of the class. Failure to do this may result in not receiving funding for this class.

_____ Your class participants must take the CDPHE pre and post surveys before and after the class respectively. Links to the surveys can be found at <http://www.mhfaco.org/instructors/funding-information>.

_____ Participants will not be charged fees to attend this class.

_____ Your course **must** have a minimum of 10 participants. Reimbursement is capped at 25 participants, though MHFACO can use discretion to make exceptions to the minimum and maximum participant amounts on a case-by-case basis.

_____ If the course is approved for funding, the applying agency or individual instructor agrees to deliver a course to an identified underserved audience (defined below) by June 30th, 2020.

Course Date: _____

_____ Both instructors are trained in and are teaching the specialty module that is most appropriate for their audience, and at least one instructor has personal or professional experience in this field.

_____ 50% of the total course participants must represent at least one or more of the underserved populations identified through the evaluation data (listed below):

- First responders (firefighters, EMTs, paramedics, etc.)
- Law enforcement (police, detectives, border patrol, Deputy Marshalls, DA's Office, etc.)
- Active duty and retired military personnel
- Minority and underserved populations (LGBTQ, Spanish Speaking, etc.)
- Rural and frontier counties
- Faith-based
- Parents of Adolescents

Please provide thorough answers to the questions below. **Only applications with complete answers to all the questions will be considered.**

1. Which of the above target audiences will be trained with resources from this funding source? Please provide specifics about the audience with the names of agencies and organizations involved.

2. What is the plan to sustain funding beyond this initial opportunity?

By signing below, I agree to meet the requirements outlined in the checklist. Pre-approval of course submission does not equate to guaranteed reimbursement. Course reimbursement will only go to courses that meet all required checklist items and submit appropriate reimbursement documents in a timely manner as long as funds are available.

Signature: _____ Date: _____ APPROVED _____
(for use of MHFACO admin team only)

Name (print): _____