

# CLIMB Program Requirements Review

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## CLIMB Quarterly Review Outcomes

The Council on Postsecondary Education (CPE) has concluded its first quarterly CLIMB review with the Department of Behavioral Health, Disabilities, and Intellectual Disabilities (DBHDID.) As a result of initiating CLIMB KCTCS activities effective September 15, 2023, CPE has defined the scope of the CLIMB initiative and desired outcomes, reporting processes, and other contractual details and requirements. This document will serve to delineate those program activities and related conditions.

## Scope of Work

Each CLIMB college will provide ongoing activities supporting CLIMB program outcomes in three areas: Adult Peer Support Specialist (APSS) Certification program, Lived Experience Career Pathways, and CLIMB Collaborative support and participation.

**Adult Peer Support Specialists (APSS) Course Development** – as part of the CLIMB program, each CLIMB campus will deliver at least one (1) APSS certification course by the end of the contract period. This course, offered live on-campus or virtually with a live instructor, will be delivered to seven of the nine CLIMB colleges (Southeast Community & Technical College and Big Sandy Community & Technical College currently have active and approved APSS courses).

Each of the seven remaining CLIMB colleges can request to immediately receive their APSS course using one of the approved DBHDID APSS courses (Big Sandy's course will be offered to each college for immediate implantation). Each CLIMB college will receive the complete course curriculum and associated documentation to begin offering its own APSS course. The only action required by colleges wishing to use this course is to:

- Complete the DBHDID Training Provider application (CPE will assist with this function)
- Assign course instructors and training assistants who meet DBHDID requirements.

A TEAM meeting for all interested CLIMB colleges will be scheduled to overview and detail the entire APSS course training provider process by CPE.

**Upgraded Adult Peer Support Specialists (APSS) Course Development** –CPE will deliver an updated APSS course for all CLIMB colleges to implement, as desired, before the end of this contract. This approved DBHDID APSS course will feature updates and improvements to the current APSS course used by CLIMB colleges. Colleges can continue to use their current APSS courses or implement the new APSS course as desired. CPE will again assist with all documentation required to gain DBHDID approval for implementing this upgraded course.

**Youth and Family Peer Worker Course Development** – these development courses are currently on hold based on DBHDID comments received during our first quarterly review meeting. Accordingly, any efforts associated with these outcomes are not authorized until further notice. These tasks were assigned to Big Sandy Community & Technical College only.

**IMPORTANT NOTE: Each college has until June 30, 2024, to complete this outcome.**

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## Lived Experience Career Pathway Development

Lived Experience pathways are career pathways for individuals in recovery/re-entry associated with mental and behavioral healthcare. This process will begin with the APSS course student transitioning to academic pathways designated into either the Recovery Coach or Psychiatric Mental Health Technician certificates within the A.A.S. Human Services degree program. Pathways will take CLIMB participants from these certification programs into the A.A.S. Human Services degree program and upwards into university/college KCTCS partners with BSW degrees (most with concentrations or minors in substance abuse areas).

As part of the CLIMB program, each CLIMB campus will develop at least one (1) complete Lived Experience career pathway for each CLIMB Human Services certification by the end of the contract period. CPE will designate university/college BSW programs for each CLIMB college to integrate their pathways to complete the 2+4 college pathway. CLIMB colleges will only be responsible for developing integrated courses at the A.A.S. Human Services degree and below level; all upper-level university/college pathway activities will be addressed at CPE. Again, CPE will conduct Lived Experience Pathway training and resources for all CLIMB colleges.

**IMPORTANT NOTE: Each college has until June 30, 2024, to complete this outcome.**

## CLIMB Collaborative Development

The CLIMB collaborative will develop directed relationships with each CLIMB college and the following workforce regional partners:

- Specialty Court – this partner will be the county drug courts within each enrollment cluster county.
- Recovery/Re-entry – these partners will comprise job development partners specializing in recovery/re-entry areas.
- Mental and Behavioral Healthcare Employers – these partners will comprise local mental and behavioral healthcare employers and providers.

Each CLIMB college will be part of a regional workforce CLIMB collaborative with all introductions provided by CPE with participating partners. CPE will conduct these joint sessions and provide resources to continue and sustain these partnerships.

**IMPORTANT NOTE: Each college has until June 30, 2024, to complete this outcome.**

## Reporting Requirements

Each CLIMB college will provide an ongoing documentation process for assessing program progress, validating program outcomes, and financial/expenditure reporting. The following is a summary of the anticipated progress and metrics reporting documents:

### 1. Semi-Annual Progress Reports:

Each CLIMB KCTCS institution shall submit a semi-annual progress report on all projects/evaluations no later than January 15, 2024.

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## 2 Annual Progress Reports:

Each CLIMB KCTCS institution shall submit an annual progress report on all projects/evaluations no later than thirty days (30) following the end of the fiscal year.

## 3 Performance Metrics:

Each CLIMB KCTCS institution shall design, collect, manage, and monitor a set of agreed-upon performance metrics and include an analysis of performance metrics in progress reports. There will be a discussion with all participating CLIMB colleges to finalize the following set of reporting metrics:

- Number of students enrolled in A.A.S. Human Services degree certifications for Recovery Coach and Psychiatric Mental Health Technician per semester.
- Number of students enrolled in the A.A.S. Human Services degree program per semester.
- Number of students enrolled in Adult Peer Support Specialist (APSS) training course per quarter.
- Number of Adult Peer Support Specialist (APSS) courses conducted per quarter.
- Number of CLIMB APSS course students enrolling into the A.A.S. Human Services degree program or associated certification programs by semester.
- Number of Recovery Coach and Psychiatric Mental Health Technician students transitioning into A.A.S. Human Services degree program by semester.
- Number of A.A.S. Human Services degree program students transferring to university/college BSW programs by semester.
- Number of Employer, Specialty Court, Job Developer, and Community Advocacy partnerships by quarter.
- Number of CLIMB students participating in the Kentucky Work Ready Scholarship program by quarter.
- Number of established ‘Lived Experience’ pathways developed by quarter.
- Number of CLIMB students gaining employment with mental and behavioral healthcare providers by quarter.

## Record Retention

It is anticipated that each CLIMB college will adhere to the following requirements as it pertains to the program documentation and data:

- Each CLIMB KCTCS institution shall retain all program data and documentation and produce upon request in the event of an audit of the Second Party. Records shall be held for five (5) years following the contract expiration.

Documentation may exist on various data source media and collection systems as determined by each CLIMB college.

## Quarterly Meetings

Each CLIMB KCTCS institution shall meet quarterly with the CPE representative(s) to review data reports and discuss other program needs. The following is provided as a tentative meeting schedule:



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- Quarter 1 – tentatively scheduled via TEAMS on November 1, 2023,
- Quarter 2 - tentatively scheduled via TEAMS on January 11, 2024,
- Quarter 3 – tentatively scheduled via TEAMS on March 1, 2024,
- Quarter 4 - tentatively scheduled at CLIMB convening on May 15, 2024.

Individual CLIMB college CAOs/Provosts and Workforce personnel may assign intermediaries to attend if unavailable for these scheduled meetings.

## **Presentations and Reports:**

Each CLIMB KCTCS institution shall prepare and provide upon-request presentations and reports to CPE, CHFS, and others, as authorized by the CPE, on data owned or acquired by CPE as part of this contract.

## **Monitoring Requirements**

Off-Site and On-Site Reviews:

Each CLIMB KCTCS institution shall be subject to monitoring consisting of an off-site review of data and documentation and may include semi-annual on-site inspections of operations and documentation at each established site. A summary report from any on-site assessments will be provided, and it may require submitting a corrective action plan.

## **Pricing/Invoicing**

Quarterly Expenditure Reports

Each CLIMB KCTCS institution shall prepare and provide a detailed quarterly expenditure report by activity, which shall be submitted within 30 days of the end of each quarter. The following scheduled quarterly invoice reports are as follows:

- Quarter 1 –scheduled not later than November 12, 2023,
- Quarter 2 - scheduled not later than January 5, 2024,
- Quarter 3 – - scheduled not later than March 1, 2024,
- Quarter 4 - - scheduled not later than June 16, 2024,

Additional Invoices

Additional invoices may be submitted with the third and fourth quarter reports for expenses not exceeding the contract amount. All invoices must be submitted before June 30, 2024, for reimbursement.

## **Eligible Expenses**

Expenses eligible for reimbursement shall be determined with the understanding that individual line items within the budget are subject to change, as appropriate, but not to exceed the total contract amount of \$1,000,000 and budgeted amounts allocated to each CLIMB college.



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Within the scope of the CLIMB program, each CLIMB KCTCS institution shall be authorized to expend funding on any support of the CLIMB program except the purchase of hardware and related capital materials or projects. Labor, travel expenses, marketing and materials, and other related CLIMB outreach and partnership activities are approved under this program. Each CLIMB college can request alternative efforts in support of CLIMB that more precisely mirror the college's capabilities and academic programs by seeking prior approval with CPE directly.

## **Submission of Invoices and Reports (KCTCS SYSTEM OFFICE ONLY)**

Any budget modification request may be made upon written approval from CPE. The contractor shall submit an invoice to CPE monthly for services rendered and by the budget provided by the Contractor. Invoices shall be itemized and shall show actual expenses incurred by the Contractor. A ledger or equivalent financial documentation shall be included with the invoice to substantiate the requested reimbursement amount. Unexpended funds shall be returned to CPE by July 15, 2024. The final invoice is due to CPE by July 15, 2024. CPE will issue payment within 30 working days of receipt of an undisputed invoice. Expenses occurring before the contract's effective date will not be paid. Invoices shall be submitted to [CPEAccounting@ky.gov](mailto:CPEAccounting@ky.gov).

Accompanying quarterly expenditure reports shall be submitted electronically directly to [CarlD.Wilson@ky.gov](mailto:CarlD.Wilson@ky.gov). Expenditure reports must be submitted no later than thirty (30) calendar days after the completion of the service period or as otherwise delineated herein. Unexpended funds shall be returned by August 15, 2024.