



2020 West El Camino Avenue, Suite 800
Sacramento, CA 95833
hcai.ca.gov



**Medi-Cal Behavioral Health
Residency Training Program (MBH-RTP)
Grant Guide ADDENDUM
Grant Guide for Grant Year 2025
July 24, 2025**

This addendum shall be part of the Grant Guide documents. All conditions not affected by this addendum shall remain unchanged as appears in the original Grant Guide.

UPDATE (in bold and strikethrough text)

Update MBH Residency Training Program Grant Agreement Deliverables on page 10 to read:

Grantees must submit ~~progress~~ **annual** reports, along with supporting materials, to HCAI and/or its designee in accordance with the schedule provided in the grant agreement. The ~~progress~~ **annual** report is an annual deliverable made available through HCAI's web-based Funding Portal via <https://fundingportal.hcai.ca.gov/>.

The ~~progress~~ **annual** report requires reporting to HCAI on program data and outcomes over the course of each cycle year. This includes data on trainees, graduate employment, field placement(s), along with expenditures over each year and for the grant duration.

The final payment will be withheld until the Grantee has submitted all required reports and received HCAI and/or its designee's approval.

Update Post Award and Payment Provisions on page 10 to read:

Grantees will enter into agreements expiring on ~~September 30, 2029~~ **June 30, 2031**, or earlier. ~~Under no circumstances will extensions beyond December 2029, be granted.~~
Under no circumstances shall payments be made after October 31, 2029.

Any entity previously funded by HCAI under the "Psychiatry Education Capacity Expansion (PECE)—New Residency" program is eligible to apply for this program when they have completed the terms of the prior agreement, including securing full ACGME accreditation prior to the start date of an MBH-RTP agreement.

HCAI and/or its designee will make annual payments upon receipt of the following:

1. Proof of ACGME approval for the increased number of Psychiatry residency positions or fellowship positions in Child and Adolescent Psychiatry, Addiction Psychiatry, and/or Addiction Medicine programs.
2. ~~Progress~~ **Annual** reports including ~~expenditure~~ documentation that the HCAI-funded positions were filled with trainees participating in the MBH-SLRP, by providing each trainee's MBH-SLRP grant agreement number.

Payments will be made once the ~~progress~~ **annual** report has been reviewed and approved by HCAI and/or its designee for quality and accuracy.

Update Additional MBH Residency Program Terms and Conditions on page 11 to read:

The Grantee shall submit in writing any requests to change or extend the grant period, or to change the budget, at least ninety (90) days before the grant end date. ~~However, under no circumstances will the grant period be extended beyond December 31, 2029.~~

The Grantee is requested to collect and report to HCAI post-graduation employment and related data for five years after the expiration of this grant.

Update Item 4 of Attachment A: MBH-RTP Evaluation Criteria on page 14 to read:

| CRITERIA | | SCORING METHODOLOGY | MAX |
|----------|--|---|----------|
| 4. | Culturally Responsive Care Strategies | <p>Select the strategies you will incorporate to implement culturally responsive care training into the program's curriculum.</p> <p>Select all that apply and provide a narrative description for each:</p> <ol style="list-style-type: none"> 3. Hire bilingual faculty, lecturers and staff. who speak the geographical areas' languages. a. Provide residents/fellows annual training in cultural competency education that reflects and responds to the needs of the Medi-Cal Population. <p>2 points each</p> | 4 |

Update Item 1 in Section B. Term of the Agreement in Attachment D: Sample MBH-RTP Grant Agreement on page 19 to read:

1. All requests for amending the term of this agreement shall comply with the amendment requirements stated in Section J of this Agreement. ~~This agreement shall not extend beyond December 31, 2029.~~

Update Item 2 in Section C. Scope of Work in Attachment D: Sample MBH-RTP Grant Agreement on page 20 to read:

2. While performing the activities, the Grantee shall:
 - a. Expand the capacity of an existing psychiatry residency and/or fellowship program in child and adolescent psychiatry, addiction psychiatry, and/or addiction medicine by adding trainees who will provide services to persons with, or at high risk for, significant behavioral health conditions, inclusive of mental health conditions and substance use disorders, in Medi-Cal safety net settings, particularly county-administered Specialty Medi-Cal Mental Health, Drug Medi-Cal Organized Delivery Systems and/or Drug Medi-Cal Programs.
 - b. Ensure that the psychiatry trainees in child and adolescent psychiatry, addiction psychiatry, and/or addiction medicine perform at least 75% of their rotation time in Medi-Cal safety net settings.
 - c. Submit ~~progress~~ **annual** reports to HCAI on psychiatry trainees in child and adolescent psychiatry, addiction psychiatry, and/or addiction medicine who are concurrently enrolled in both MBH-RTP and MBH-SLRP. The report will also describe the status of efforts to sustain these positions upon expiration of the grant.
 - d. Submit ~~progress~~ **annual** reports to HCAI including the number of years psychiatry trainees in child and adolescent, addiction psychiatry, and/or addiction medicine who have successfully finished the Program spend in Medi-Cal safety net settings providing direct services to persons with severe mental illness or severe emotional disturbance and/or substance addiction, through five years post-graduation.
 - e. Submit ~~progress~~ **annual** reports within 30 days of the end of each report year using the online forms that HCAI provides, located at <https://fundingportal.hcai.ca.gov/>.
 - f. Not conduct lobbying activities as part of this Agreement or use Grant Funds for lobbying activities.
 - g. Not use Grant Funds under this Agreement for faculty salaries and benefits, capital construction and/or remodeling, indirect expenses, galas, alcohol, or any other purpose not permissible when making an agreement with the State of California.
 - h. Credit HCAI in all publications resulting from this Agreement.
 - i. Notify HCAI of any press releases and allow HCAI advance notice to review press releases, in accordance with Section J. Media and Press Engagements.

- j. Provide HCAI with outcomes on an annual basis, as specified in the MBH-RTP progress **annual** report instructions.

Progress **Annual** Report Schedule:

| Report | Reporting Period | Report Due Date |
|-------------------|----------------------------------|-----------------|
| Progress Report 1 | Grant Start Date – June 30, 2026 | July 31, 2026 |
| Progress Report 2 | July 1, 2026 – June 30, 2027 | July 31, 2027 |
| Progress Report 3 | July 1, 2027 – June 30, 2028 | July 31, 2028 |
| Progress Report 4 | July 1, 2028 – June 30, 2029 | July 31, 2029 |

| Report | Reporting Period | Report Due Date |
|------------------------|--|----------------------|
| <u>Annual Report 1</u> | <u>July 1, 2026 – June 30, 2027</u> <u>(Prospective Report for Academic Year (AY) 2026-27)</u> | <u>July 31, 2026</u> |
| <u>Annual Report 2</u> | <u>July 1, 2026 – June 30, 2028</u> <u>(Expense Report for AY 2026-27;</u> <u>Prospective Report for AY 2027-28)</u> | <u>July 31, 2027</u> |
| <u>Annual Report 3</u> | <u>July 1, 2027 – June 30, 2029</u> <u>(Expense Report for AY 2027-28;</u> <u>Prospective Report for AY 2028-29)</u> | <u>July 31, 2028</u> |
| <u>Annual Report 4</u> | <u>July 1, 2028 – June 30, 2030</u> <u>(Expense Report for AY 2028-29;</u> <u>Prospective Report for AY 2029-30)</u> | <u>July 31, 2029</u> |
| <u>Annual Report 5</u> | <u>July 1, 2029 – June 30, 2030</u> <u>(Expense Report for AY 2029-30)</u> | <u>July 31, 2030</u> |

Update Item 1 of Section D. Reports and Deliverables in **Attachment D: Sample MBH-RTP Grant Agreement** on page 21 to read:

1. Grantee shall submit all the deliverables for Grant Number [Grant Agreement Number], no later than the due dates stated above in Section C. Scope of Work. Grantee will submit deliverables, including annual MBH-RTP progress **annual** reports, using HCAI's web-based Funding Portal.

Update Section E. Invoicing in Attachment D: Sample MBH-RTP Grant Agreement on page 22 to read:

E. Invoicing:

1. For services satisfactorily rendered in accordance with the Scope of Work, and upon receipt and approval of each ~~progress~~ **annual** report as specified in subsection (3) hereunder, HCAI agrees to compensate Grantee in accordance with the rates specified herein.
2. In the event that an individual residency or fellowship position is not filled for the entirety of a year, the position payment will be pro-rated for the portion of the year that the position was occupied.
3. HCAI will release the annual payments ~~in arrears~~ upon receipt of ~~annual reports~~ **Annual Reports 1 through 4, expenditure documentation, which will include annual budgets** and verification of increased psychiatry residency and/or child and adolescent psychiatry, addiction psychiatry, and/or addiction medicine fellowship positions and **HCAI will** require:
 - a. Proof of ACGME approved positions being filled with psychiatry residency and/or child and adolescent psychiatry, addiction psychiatry, and/or addiction medicine fellowship trainees.
 - b. Documentation of their trainees' participation in the MBH-SLRP in the form of each trainee's MBH-SLRP agreement number.
4. **There will be no payment associated with Annual Report 5.**
5. ~~Progress~~ **Annual** reports shall include the Agreement Number, the names of the resident(s) and/or fellow(s) trained under this Agreement, a signature by the Program Director certifying that each resident(s) was engaged in activities authorized by this Agreement and shall be submitted electronically. HCAI or its designee will make payments to the Grantee under this Agreement after all required reports are submitted and approved by HCAI or its designee. Additional information may be requested by HCAI or its designee during the term of the Grant Agreement. HCAI or its designee will notify the Grantee of approval in writing.

Update Section F. Budget Detail and Payment Provisions in Attachment D: Sample MBH-RTP Grant Agreement on page 23 to read:

F. Budget Detail and Payment Provisions:

1. HCAI shall ~~reimburse~~ **pay** Grantee for the expenses incurred in performing the Scope of Work in accordance with the following schedule, as applicable to the

specific program that has received an award (e.g., residency and/or type of fellowship):

| | | | |
|----------------|--|---|---------------|
| Payment Year 1 | [Year 1 Start Date] to [Year 1 End Date] | [Amount] per resident/fellow per year for [Number of Residents/Fellows] resident(s)/fellow(s) | Annual Amount |
| Payment Year 2 | [Year 2 Start Date] to [Year 2 End Date] | [Amount] per resident/fellow per year for [Number of Residents/Fellows] resident(s)/fellow(s) | Annual Amount |
| Payment Year 3 | [Year 3 Start Date] to [Year 3 End Date] | [Amount] per resident/fellow per year for [Number of Residents/Fellows] resident(s)/fellow(s) | Annual Amount |
| Payment Year 4 | [Year 4 Start Date] to [Year 4 End Date] | [Amount] per resident/fellow per year for [Number of Residents/Fellows] resident(s)/fellow(s) | Annual Amount |

2. In the event that a residency or fellowship position becomes unfilled at any point during the grant period, the Grantee must notify the Program Officer in writing within three (3) business days of the vacancy. To retain funding for the position, the Grantee must fill the vacancy with an HCAI-approved trainee within one (1) month. If the position is not filled with an HCAI-approved trainee within (1) month, HCAI or HCAI's designee will recoup the amount paid for the position while it was unfilled for the grant year.
3. To determine whether any funds must be recouped by HCAI or HCAI's designee, the department may request supplemental progress reports and monitor expenditures throughout the grant year.
4. Any amount HCAI is entitled to recoup from the Grantee under this Section F shall be paid within one year of the end of the grant year for which HCAI is entitled to recoup funds under this Section F.
5. Under no circumstances shall payments be made after October 31, 2029.

Update Section I. Budget Adjustments in **Attachment D: Sample MBH-RTP Grant Agreement on page 25 to read:**

I. Budget Adjustments:

1. Budget adjustments consist of a change within the approved budget that does not amend the total amount of this Agreement or any other terms of the Agreement.
2. All requests for budget adjustments shall be submitted in writing for HCAI approval and shall include an explanation for the reallocation of funds by the Grantee. An accounting of how the funds were expended will also be submitted with the last ~~progress~~ **annual** report.

END