

Great Minds Fellowship Program Colleges and Universities Technical Assistance Memo

In 2022, Ohio received approval from the Centers for Medicare and Medicaid Services (CMS) and the Ohio General Assembly to invest federal funds from the American Rescue Plan Act (ARPA) into efforts to boost the number of qualified professionals who are trained and ready to enter the behavioral healthcare workforce in the next one to two years and who are committed to serving in Community Behavioral Health Centers (CBHCs) regulated by the Ohio Department of Mental Health and Addiction Services (OhioMHAS). CBHCs offer non-institutional behavioral health services.

Data was gathered from the ODHE's HEI system based on the CIP codes deemed eligible by OhioMHAS for the Great Minds Fellowship (GMF) Program. Award allocations were calculated from this data. Eligible institutions will receive a pre-determined amount of funding to carry out the intent of this program.

This document outlines the parameters and expectations of the use of these funds as well as providing information that will be helpful to inform students of the program.

I. Program Purpose

The health and success of Ohio's families and communities depends on effective strategies to recruit and retain behavioral health professionals. Ohio's immediate focus is on growing high-quality training and academic programs in the two- and four-year colleges and universities that can deliver educated professionals to fill the unmet need for behavioral health services in home and community-based settings (HCBs). This effort supports the need for new professionals to stabilize the workforce while growing and sustaining the future pipeline.

II. Eligible Students, Institutions, and Expenses/Uses

A. Eligible Students:

1. Ohio residents
2. GMF students must be on an academic timeline to complete an undergraduate or graduate degree, or a for-credit certificate in an eligible field of study spring semester 2025.
 - a. Eligible fields of study are: Social Work (CIP 44.0701, 44.0799, 51.1503), Marriage and Family Therapy (CIP 51.1505), Mental Health Counseling/Counselor (CIP 51.1508), Psychiatric/Mental Health Nurse/Nursing (CIP 51.3810), and Substance Abuse/Addiction Counseling (CIP 51.1501).
3. The student must commit to performing their internship at a participating Ohio Community Behavioral Health Center (CBHC), and upon graduation, commit to employment at a participating Ohio CBHC for at least one year. Students are required to sign an agreement with the State of Ohio, committing to both the internship placement and post-graduation employment requirements.
 - a. Students receiving GMF scholarships must sign a document acknowledging:

Great Minds Fellowship Program – Colleges & Universities

- the GMF program goals,
- the student's intention to perform their internship(s) at a CBHC,
- the student's intention to work at a CBHC for one year after graduation.
- the student's intention to submit to their IHE a progress report about their employment six months and one year after graduation.

4. Eligible students can be:

- a. New to the eligible GMF academic program.
- b. Continuing in the eligible GMF academic program.
- c. Transferring into the eligible GMF academic program.
- d. Full-time students.
- e. Part-time students.
- f. Seeking a second degree or certificate simultaneously to the GMF-eligible degree or for-credit certificate.
- g. A Great Minds Fellowship scholarship recipient may change majors and remain eligible for a GMF scholarship if the student remains in an eligible GMF academic program and is on a track to complete the degree or for-credit certificate by March 30, 2025.
- h. If a student changes out of an eligible GMF academic program, i.e., is no longer enrolled in one of the eligible CIP programs, the student is no longer eligible for the scholarship in future terms.
- i. A student does not need to be continuously enrolled to remain eligible for scholarships. If a student temporarily stops-out or has a period when they are not eligible or not enrolled, they can receive a GMF scholarship when eligibility resumes.

B. Eligible Institutions:

1. Ohio's two-and four-year public and private colleges and universities (institutions) with human services related programs with selected CIP codes (see II.B.2 for CIP codes).
2. The institution must agree to partner with participating Ohio CBHCs for the student's internship placement.
3. The institution must agree to comply with reporting requirements and data collection.

Eligible Expenses/Uses: Each GMF awardee will have a maximum of \$10,000 to apply to the following expenses.

1. Costs of obtaining qualifying undergraduate and graduate level degrees or for-credit certificates (in the noted CIP programs) including, but not limited to tuition, fees, supplies, books, meal plans, housing, and other education-related expenses.
2. Expenses related to internships in CBHCs at the undergraduate and graduate level.
3. Costs related to required license and certification preparation and exams.
4. Other necessary costs related to licensure, degree or certificate, or internship, e.g., childcare, transportation.

Great Minds Fellowship Program – Colleges & Universities

III. Project Timeline

The work covered by the grant will begin July 28, 2023, and all funds must be liquidated with a final expense report due March 30, 2025. A desk and/or site audit will occur prior to the final closeout of the funds.

The schedule below may be revised by the Chancellor due to circumstances; any changes will be communicated to the participating institutions.

1. Webinar for program – July 17, 2023; 2:00 pm
2. Release of award notice and materials – July 19, 2023
3. [Webinar](#) for Technical Assistance document – August 3, 2023 10:00 a.m.
4. Grant award agreement preparation and execution – July-August 2023
5. Award period ends – March 30, 2025

IV. Institutional Awards and Responsibilities

ODHE will award institutions scholarship funds based on a formula developed by OhioMHAS in consultation with ODHE.

ODHE and the participating institutions will enter into a grant agreement, respectively, that specifies the eligible CIPS and total funding.

The funds will be directly made to eligible colleges and universities through a reimbursement process. ODHE will make final award allocation determinations based on the number of institutions with eligible CIPS. Institutions will be reimbursed only for scholarships awarded to students who are enrolled in degree or for-credit certificate programs that have CIP codes included in the institution's GMF grant agreement.

- 1st payment window - December 1, 2023 – March 1, 2024
- 2nd payment window – May 1, 2024 – September 1, 2024
- 3rd payment window – July 1, 2024 – October 1, 2024
- 4th payment window – December 1, 2024 – December 31, 2024
- Final payment window – TBD

Institutions are responsible for budgeting the GMF award from ODHE and determining eligible students, scholarship amounts and when to offer scholarships (i.e., which terms) based on total amount of funds available, anticipated completion dates, and the maximum and minimum scholarship amounts.

ODHE reserves the right to make modifications to the award based on utilization of funds monitored at regular intervals by ODHE. Modifications will be made to better attain the goals and objectives of the Project and of the State of Ohio. ODHE will notify the institution of any modification to its funding for student GMF scholarships.

V. Project Contact

Any questions or concerns regarding this program should be sent to Dr. Lauri White, Associate Vice Chancellor, Workforce Engagement at lwhite@highered.ohio.gov or 614-644-5888 or Great Minds Fellowship team at GreatMinds@highered.ohio.gov.

Great Minds Fellowship Program – Colleges & Universities

Please refer to the Great Minds Fellowship webpage, <https://highered.ohio.gov/greatminds> for additional resources.

VI. Program Accountability and Reporting

ODHE will monitor each initiative for which an award is granted to ensure that there is fiscal accountability, operating progress, and that the desired outcomes are achieved. Regular reports will be created from awardee entries into the HEI system. All awardees will submit the required data and metrics, expenditures, and briefings of project milestones and success stories.

Great Minds Fellowship participating colleges and universities are required to:

- Submit appropriate student, academic program, and payment data to HEI with the designated payment windows,
- Submit performance measures using a reporting tool provided by ODHE, and
- Submit a close-out report upon termination or at the end of the grant period using a reporting tool provided by ODHE.

In addition, ODHE reserves the right to request periodic updates from participating institutions about the total commitment of scholarship funds to monitor the institution's progress on spending GMF scholarship funds.

Sensitive Personal Identifiable Information

Sensitive personal identifiable information (PII) should always be transmitted to ODHE via the secure file exchange portal in HEI. PII includes a student's full social security number or a combination of other personal information that when used collectively could pose a threat to the student's identity. Refer to the Great Minds Fellowship webpage, <https://highered.ohio.gov/greatminds> for information.

Financial Aid Audits

The Ohio Revised Code authorizes the Chancellor to conduct financial aid audits of state-supported colleges and universities, proprietary, and non-profit private colleges and universities. Every institution will be audited at least once every three years. Institutions with financial aid errors in their prior year's audit results will automatically be audited in next calendar year. Additional institutions may be audited by random selection in order to maintain our goal of auditing a set number of institutions yearly. Great Minds Fellowship student records and payment files are included in the financial aid audit process.

It is the institution's responsibility to maintain all documentation related to the Great Minds Fellowship program for audit purposes.

Higher Education Information (HEI) System

The Higher Education Information (HEI) System is a comprehensive relational database that includes a wide variety of data submitted by Ohio's colleges and universities. Institutions must use the HEI System to report academic program information, student information, and request reimbursement for Great Minds Fellowship scholarships. Information about the HEI System requirements for the Great Minds Fellowship program can be found at the Great Minds Fellowship webpage, <https://highered.ohio.gov/greatminds>.

Great Minds Fellowship Program – Colleges & Universities

NOTE: The Great Minds Fellowship Program is utilizing the Choose Ohio First program within HEI for student and payment submission information.

For institutions that are not part of the Choose Ohio First program, please contact the ODHE data team, <https://highered.ohio.gov/data-reports/hej-system#HEIContacts> by August 31, 2023. The data team will provide a form to the institution to create user accounts and designate specific roles and permissions. Technical assistance will be provided throughout the program.

Reimbursement Process

The Ohio Department of Higher Education will reimburse institutions for the Great Minds Fellowship scholarships at the end of each term (summer, fall, and spring). Institutions request reimbursement by submitting the required data to HEI.

Reimbursement requests must be made within the prescribed period for each term, called the “payment window”. ODHE will distribute funds within 60 days of receipt of a complete and accurate reimbursement request.

VII. Legal Notices

The institution understands that if it accepts these funds, the institution shall enter into an agreement with the State governing the use of the awarded funds. Such funding will not be provided until all statutory provisions under the Ohio Revised Code, including Section 126.05 and 126.07, have been complied with and until such time as all necessary funds are made available and forthcoming from appropriate state agencies. The applicant agrees to comply with all applicable federal, state, and local laws in the conduct of the work hereunder.

All costs incurred in operation of this program shall be borne by the institution. Institution operation costs are not recoverable under an award. The State of Ohio shall not contribute in any way to recovering the costs of program operation.

The funding decisions are final.