



**Workforce and Campus Mental  
Health Impact Grants  
Electronic Health Record Stipends  
Round 2  
Request for Applications  
2025**

## **Funding Opportunity Description**

### **Purpose**

The West Virginia Higher Education Policy Commission was awarded Congressionally Directed Spending Funds, administered through a Department of Labor Employment and Training Administration grant to grow West Virginia's Behavioral Health Workforce Education Initiative. The state of West Virginia awarded the Commission matching funds for this grant to support the growth of the West Virginia workforce through supporting student mental health at West Virginia's 2-year and 4-year colleges and universities. This opportunity is made available through those matching funds.

This funding opportunity will support student mental health and campus counseling centers by providing campuses with an Electronic Health Record System (EHR). This helps to support the behavioral health workforce and students at West Virginia's higher education institutions. An EHR will help provide increased HIPAA and confidentiality regulations and standards and streamline student scheduling of appointments and session documentation. Some campuses are still utilizing paper and file documentation, and this support will assist in strengthening the technology utilized by the counseling centers. This support is made available as a one-year pilot program with the goal of evaluating effectiveness and return on investment on behalf of the participating institutions.

Applicants may apply to opt-in to a one-year agreement with the Commission who will contract with a vendor selected by the behavioral health staff at the Commission. The vendor's services will support campus counseling centers on eligible campuses represented by successful applicants. Services to be provided include an electronic health record system that provides client scheduling capabilities, session documentation, creation of documentation of notes and forms, and a web component that allows for online appointment scheduling, online form completion, and other services and capabilities. The applicant institution will not receive funds but will complete a Memorandum of Understanding with the West Virginia Higher Education Policy Commission, who will include the institution in a statewide contract with the selected vendor and pay for the service on the school's behalf for a one-year period. Successful applicants can select additional services offered by the vendor to be covered at the school's expense.

### **Program and Opportunity Goals**

**Applications and agreements submitted under this opportunity will meet the following goals:**

- Support campus mental health at West Virginia's 2-year and 4-year public higher education institutions by providing campus counseling centers with additional support through an EHR, as well as improved HIPAA and confidentiality standards.
- Conduct measurement and evaluation to study the effectiveness of the EHR system in assisting with demand and utilization of the campus counseling center, the utilization of online scheduling and the form completion component by students, and the impact it had upon campus counseling center behavioral health staff.

- Better equip West Virginia's 2-year and 4-year colleges and universities with the tools to provide increased mental health support for students and connect the campus community to providers and care.
- Contribute to the support and growth of the behavioral health workforce in West Virginia and in campus mental health.

This program is being offered as a pilot. Grantee participation in evaluation of effectiveness and return on investment measures is crucial to support continuing funding.

### **Deadline for submission**

Application must be submitted by no later than **5:00 pm on June 30, 2025**. No applications will be accepted after the deadline.

### **Eligibility and Funding Requirements**

West Virginia currently has over 100 Mental Health Professional Shortage Areas designed by the federal Health Resources and Services Administration. Almost all of West Virginia's counties are designated mental health professions shortage areas. Meeting the critical need for mental health providers is a significant workforce challenge for our state, especially in more rural areas. The Workforce and Campus Mental Health Impact Grants assist with stabilizing our behavioral health workforce in higher education, providing support to the higher education behavioral health resource, providing higher education students with increased resources and support, and assists with overall student success and support of students.

Institutions are eligible to apply for inclusion in a multi-institution electronic health record vendor contract. Services will be provided for one year for institutions that meet the following requirements:

- The 2-year or 4-year public higher education institution **does not** currently have an electronic health record system in place for mental health counseling, as determined by a current contract with a vendor outside the institution.

If you have a question about whether your institution is eligible, please contact [behavioralhealth@wvhepc.edu](mailto:behavioralhealth@wvhepc.edu).

## **II. Award Information**

### **Summary of Funding**

The application selection process and application webinars will be posted for interested WV higher education institutions. Funding amounts will be determined by the WV Higher Education Policy Commission behavioral health staff and the vendor. Institutions will be awarded based on requirements set forth in the grant and funding availability. The Commission will notify awardees within 3 weeks of submission. The award period will be one year and will be detailed in the agreement for funds. Funding will be provided to the selected vendor upon execution of a Memorandum of Understanding outlining the requirements below. No funding will be provided directly to the institution.

**Requirements - Awardees will be required to adhere to the following:**

**Projects will support the following requirements:**

- Participating in training and set up of the Electronic Health Record (EHR) system.
- Conduct marketing of the online scheduling component of the EHR on campus for students and provide evidence of this in future reports.
- Submit quarterly reports and an end-of-project report on data and utilization, effectiveness of the system for the school, and how it assists the behavioral health workforce and the counseling center on campus.
- Awardees must complete and execute an agreement prior to release of any funds to the vendor for services.

### **III. Submission Information**

**Materials to be submitted:**

Materials must consist of the following documents:

A. Exhibit A- Activity Overview/Statement of Work -Template on page 7 of this document

**Submission**

Application materials must be submitted via the Health Sciences Grant Portal:  
<https://hsgrants.force.com/>

## **IV. Application Review Information**

### **Review Process**

Applications will be reviewed by Commission awards management staff (business review) and program staff (technical review and analysis of proposal).

The following criteria will be considered in the review process:

- The higher education institution/campus counseling center does **not** currently have an Electronic Health Record (EHR) system contract on campus.

### **Proposal Revisions**

The Commission reserves the right to request revisions to the submitted proposal if, upon review, it is determined the proposed work plan does not meet the goals and requirements of this funding opportunity.

## **V. Additional Information**

All questions related to this opportunity should be directed to Candace Layne, Behavioral Health Program Specialist, at [candace.layne@wvhepc.edu](mailto:candace.layne@wvhepc.edu)

# EXHIBIT A

## STATEMENT OF WORK

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1. *Provide a one to two sentence synopsis of the project that can be used to describe the project in social media, web announcements and press releases.*
2. *Include the following information:*
  - *A brief description of the need for this service on your campus*
  - *A brief description of at least two campus contacts who will be responsible for implementation of this project on your campus*
  - *Evaluation methods- how will you measure if this service is effective for your students*
  - *Project SMART goals\*\* (must include process and outcome goals) See below for the template for goals/activities/outcomes and time to complete table.*

Project SMART Goals	Activities to meet goals	Anticipated outcome	Time for completion of goal

**\*\*See <https://www.samhsa.gov/sites/default/files/nc-smart-goals-fact-sheet.pdf> for a helpful review of SMART goals.**