




Behavioral Health Provider

**Information and Instructions for
Submitting Grant Applications**

February 2022



The Department of Behavioral Health and Intellectual disAbility Services (DBHIDS) offers the Madeline Moore Summer Camp Grant program. The camp grant program offers families with children who have a behavioral health diagnosis up to \$400 to offset the total cost of summer camp. We partner with city, private, day and overnight camps. Provider agencies who support children during the school year can submit a grant application on behalf of a parent or guardian.

The application process is web-based. Provider agencies register their agency and agency users. After approval from DBHIDS an agency is authorized to submit grant applications.

Grant Eligibility

- Child must reside in Philadelphia.
- Children must be between the ages of 6 and 17 when application is submitted.
- Children must be receiving behavioral health services through the encampment period.

General Guidelines

- Camps pre-approved by DBHIDS are considered participating camps.
- Provider agencies are required to visit approved children at camp.
- Applications are accepted from April 1 through May 31.



- **Provider Agency Registration**

- Register your agency at: DBHIDS.org/Summer-Camp/Madeline-Moore-Grant

- Your email address becomes your username (you will become the Super Admin)
- Create a password
- Wait for an approval email from DBHIDS
- Go to website to login

- **Agency Management**

- Use the **Agency Management** tab to edit the agency profile, add or delete agency users.

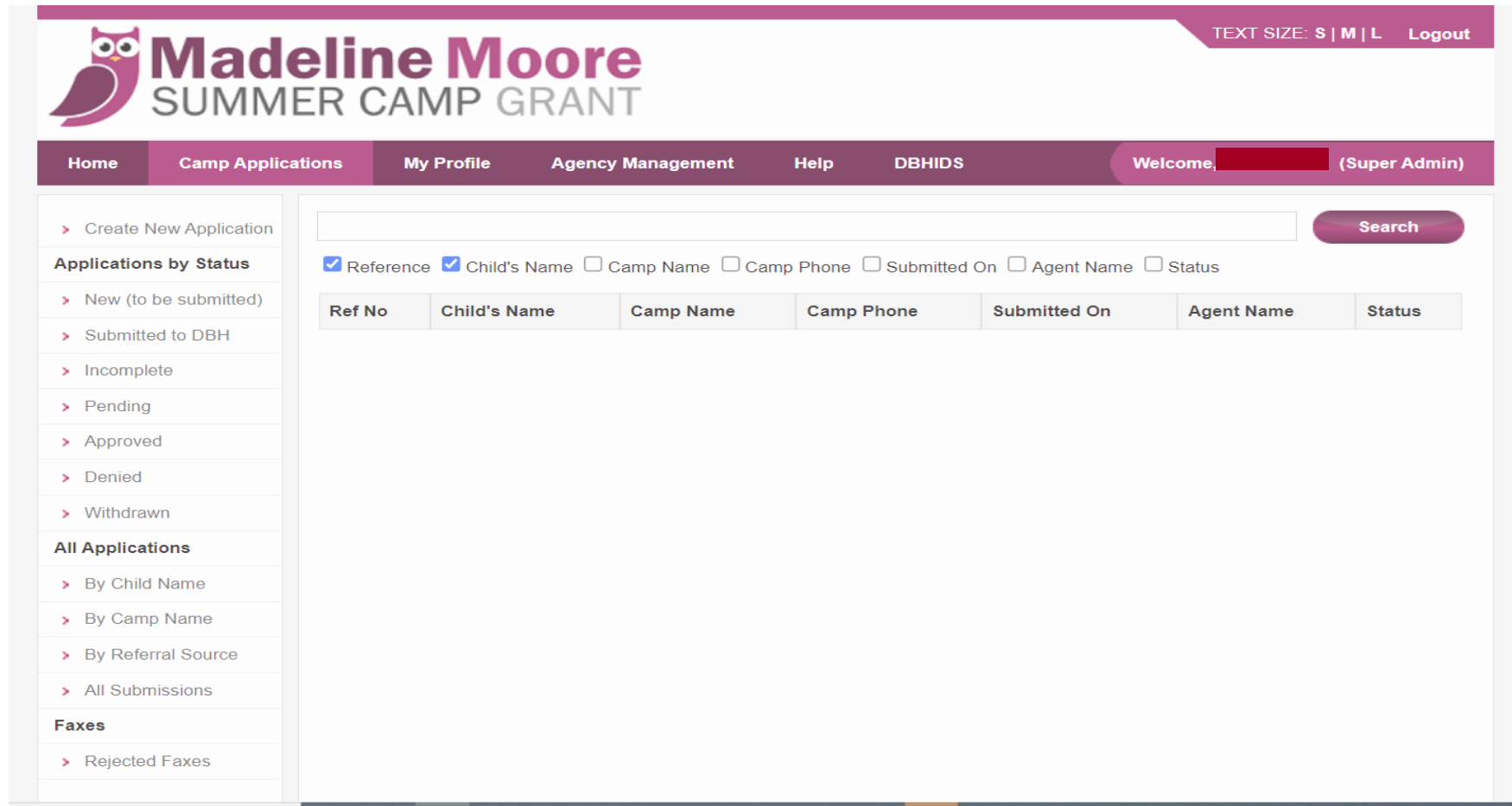
- Add an additional Super Admin (there should be a minimum of 2 Super Admins)
- Add users as needed.
- Super Admin should routinely review agency users and remove users who are no longer with the agency.

- A Super Admin can see all grant applications listed under the agency profile. Users see only the applications they have created.

- Always select *Create User* to enter a new user. Do not overwrite an existing user entry.

Creating a Grant Application

Grant applications are created under the **Camp Applications** tab. A unique reference number is created for each application.



The screenshot shows the Madeline Moore Summer Camp Grant application interface. The header includes the logo, the text "Madeline Moore SUMMER CAMP GRANT", and a "Logout" link. The navigation menu includes "Home", "Camp Applications", "My Profile", "Agency Management", "Help", and "DBHIDS". The user is logged in as "Welcome, [Redacted] (Super Admin)".

The left sidebar contains the following options:

- > Create New Application
- Applications by Status**
 - > New (to be submitted)
 - > Submitted to DBH
 - > Incomplete
 - > Pending
 - > Approved
 - > Denied
 - > Withdrawn
- All Applications**
 - > By Child Name
 - > By Camp Name
 - > By Referral Source
 - > All Submissions
- Faxes**
 - > Rejected Faxes

The main content area features a search bar and a table of applications. The search bar has a "Search" button. Below the search bar are checkboxes for filtering: Reference, Child's Name, Camp Name, Camp Phone, Submitted On, Agent Name, and Status.

Ref No	Child's Name	Camp Name	Camp Phone	Submitted On	Agent Name	Status
--------	--------------	-----------	------------	--------------	------------	--------




Steps to Creating a Grant Application (Provider Agency)

1. Select *Create New Application* to begin.
2. Complete child and parent/guardian information
3. Complete Referral Source information.
4. Select Camp (optional at this point)
5. Save the application
6. Print the application and give to parent

Note: Diagnosis and SS # will not print and should not be written in.

Next Steps (Parent)

- 
1. Parent takes grant application to camp
 2. Camp representative enters camp fees
 3. Camp director signs grant application
 4. Parent obtains a copy of the child's camper registration form and camp brochure
 5. Parent signs and returns grant application, registration form and brochure to provider agency

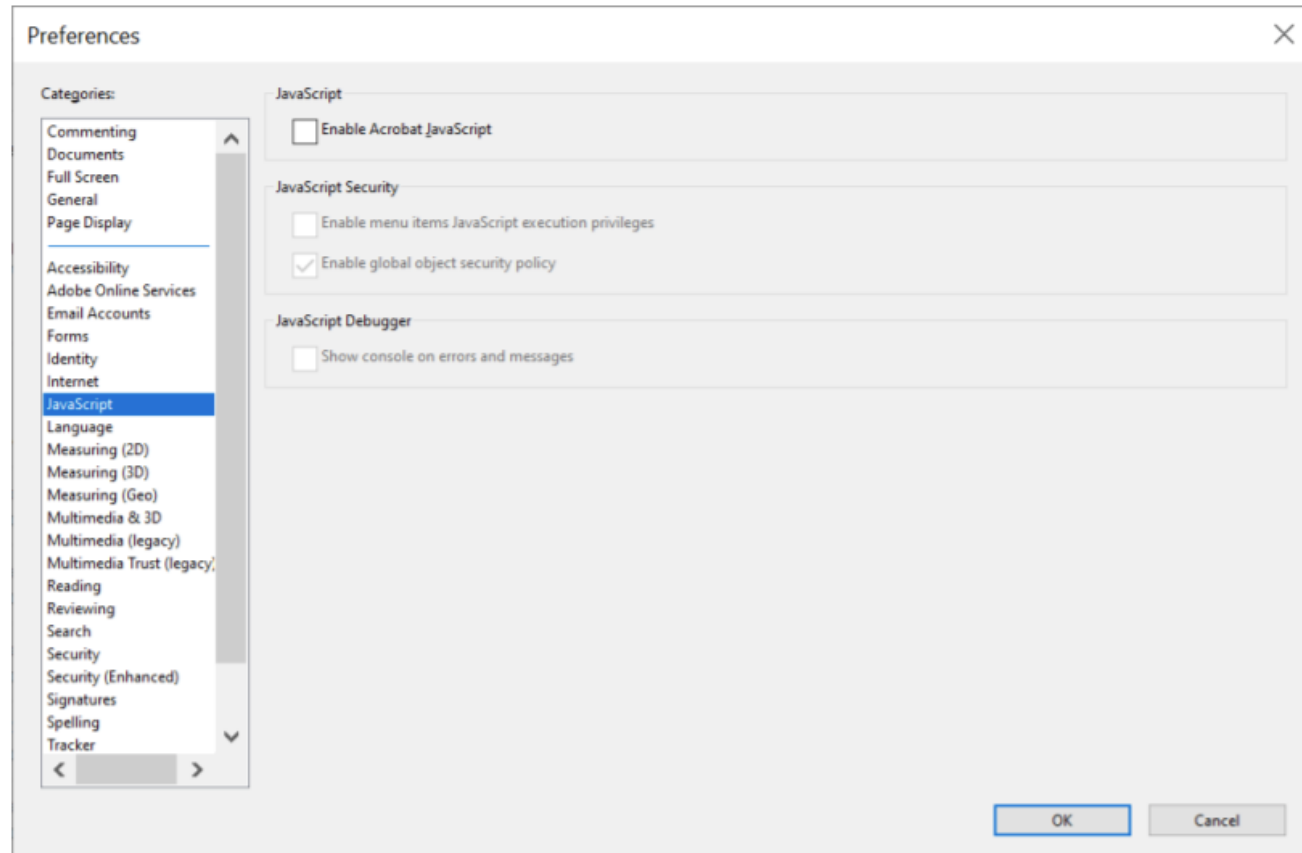
Final Steps (Provider Agency)

1. Select *New* (to be submitted) and choose the reference #
2. Complete camp information
3. Check all signature boxes
4. Save grant application
5. Complete the Authorization Letter (located on the home page)
6. Scan and save the following documents as PDF Files. Documents cannot have JavaScript enabled. *See next page on disabling JavaScript.
 - a. Signed grant application
 - b. Camper registration form
 - c. Authorization letter

Note: Brochure does not get uploaded.

*Instructions for Disabling JavaScript in PDF document

1. Open Acrobat Reader
2. Go to Edit | Preferences
3. Click on JavaScript and uncheck “Enable Acrobat JavaScript”.
4. Re-open PDF document with Adobe Acrobat, and re-save PDF document.



Final Steps (Provider Agency)

After files are saved:

7. Select the *Attach* button
 - a. Choose the attachment type to be uploaded:
 - 1) Application (signed grant application)
 - 2) Camper Registration (child's completed registration form)
 - 3) Authorization letter (signed letter on letterhead stating child is eligible)

Note: It is important to label the Authorization Letter accurately to avoid HIPAA violations.

8. Save the grant application
9. Submit the grant application

Choose *Attachments* to view documents you have uploaded.



The screenshot displays the 'Madeline Moore SUMMER CAMP GRANT' application interface. The navigation bar includes 'Home', 'Camp Applications', 'My Profile', 'Agency Management', and 'Help'. The 'Attach Documents Form' section contains five rows, each with a 'Choose File' button, a text field showing 'No file chosen', and an 'Attachment Type' dropdown menu. The first dropdown is set to 'Authorization Letter'. At the bottom of the form are 'Attach' and 'Cancel' buttons.

Grant Status

Once submitted the grant application will move to the *Submitted to DBH* list. DBH staff review grant applications on a first come, first served basis. Check the status of your grant applications periodically.

1. Pending – DBH is reviewing the grant application.
2. Incomplete - Application is missing information, signatures or supporting documents. Application will move to the Incomplete list. Review Incomplete notice from DBH and make the necessary corrections. Then Submit the grant application again. It will not be reviewed until it is back in the Submitted to DBH list.
3. Approved – Grant has been approved. The application will move the Approved list. An approval letter will be visible in Attachments. A visit to observe the child at camp is required.
4. Withdrawn – Contact SummerCamp_DBHIDS@Phila.gov to withdraw a grant application. Application will move to the Withdrawn list.

Choose *Attachments* to see DBH Responses (incomplete notice, approval letter, withdrawal letter). Documents will appear to the right.

Camp Monitoring

A camp visit is required for each child that has been approved for a grant.

1. Open the Approved application.
2. Select the *Print Letters* button, select and print Camp Monitoring Form.
3. Fax completed forms for each reference number individually to 215-685-5564.

Cover sheet is not required

Deadline to submit forms is August 30.

Contact Information

Contact us with questions or concerns regarding the application process at any time.

- **Email:** SummerCamp_DBHIDS@phila.gov

Do not include child's full name, DOB or SS#. Use the grant reference # as an identifier.

Do not attach grant documents to an email unless the email is sent encrypted.

- **Website:** SummerCamp Online: DBHIDS.org/Summer-Camp/Madeline-Moore-Grant