



GLOSSARY OF TERMS

The following is a list of commonly used names or phrases in operations with St. Louis County Children's Service Fund (CSF).

Agency Update – CSF Newsletter distributed biweekly, which includes updates from CSF, resources for partner agencies, and resources for agencies' clients.

Behavioral Health – The Substance Abuse and Mental Health Services Administration (SAMHSA) defines behavioral health as “the promotion of mental health, resilience and wellbeing; the treatment of mental and substance use disorders; and the support of those who experience and/or are in recovery from these conditions, along with their families and communities.”

Community Advisory Committee – Community Advisory Committee is a CSF-led group of volunteer community members that provide guidance and leadership in CSF's alternative grants framework. CAC was the catalyst for developing the Grassroots Funding Opportunity.

Core Agency – Nonprofit or government agencies funded by CSF for a three-year Core cycle. Core is currently the funding cycle through which CSF distributes the majority of its available funding. The funding for Core is unit or fee-for-service reimbursement model. (see Units of Service and Fee-for-Service definitions).

CSF Board – CSF is governed by a nine-member board, when fully appointed. Members are appointed by the County Executive and approved by County Council. CSF currently has a five-member board. Board meetings are open to the public and are scheduled to meet on the third Wednesday of every month at 5:30 PM.

Fee-For-Service Funding Model – Core agency contracts are predominantly funded using a fee-for-service funding model. This means that Core agencies provide services, then submit invoices to CSF documenting each unit of service they provided. CSF reviews, then pays Core agencies out of their funding award, based on the contracted reimbursement rate for each approved unit of service they provided. This is also called a unit-based reimbursement model.

Finance Committee – Finance Committee is a function of the CSF Board of Directors and is comprised of select board members meeting quarterly immediately prior to the board meeting.

Grassroots Agency – Nonprofit or government agencies funded by CSF for a two-year Grassroots cycle. In the context of custom grantmaking meant to reach a wider and more diverse net of service providers, “grassroots” refers to an agency that has one or more of the following attributes:



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- Mission and values align with the community it serves
 - Community based that aligns geographically with the community it serves
 - Leadership and staff largely reflect the community it serves
 - Priority on organizations with budgets of \$1 million or below
 - Community based approaches to intervene in localized issues or problem
 - Grassroots is a traditional funding model (see definition below).

Outreach Council – A CSF-led group made up of communication and outreach coordinators from CSF-funded partner agencies, government entities, and local nonprofits that meets quarterly. The focus of the Council is to discuss trends, challenges, and best practices for how to engage the community and deliver messaging regarding agencies and their programs.

Performance and Programs Committee – Performance and Programs Committee is a function of the CSF Board of Directors and comprised of select board members meeting the second Thursday of each month.

Salesforce – The grants management system CSF will be moving to in 2022 for Core Partners.

School Based Advisory Committee – The School Based Advisory Committee is a committee comprised of St. Louis County school districts, CSF partner agencies providing school-based services, and other education stakeholders. It meets monthly.

SurveyMonkey – SurveyMonkey is a feedback solution tool CSF utilizes for survey functions.

SurveyMonkey Apply – SurveyMonkey Apply is an online application management system utilized by CSF.

Traditional Funding Model – Grassroots agency contracts are designed using a traditional funding model. A traditional funding model is based on the approved budget that was submitted by the agency. Agencies provide services, then submit reporting to CSF documenting each service that was provided or expense that was accrued. CSF reviews, then pays Grassroots agencies out of their funding award, based on the approved documented expenses.

Unit of Service – CSF Core agencies provide services proposed in their application and approved by the CSF Board based on their programming. CSF provides a List of Approved Units of Service (Schedule B) that reflects every service for which CSF provides Core funding. Each unit has a CPT code, reimbursement rate, minimum staff qualifications, description of activities, and other details to guide its use. Agencies' awards are determined based on the type and number of units they are approved to provide, per their proposals.



Commonly Used Acronyms:

CSF – St. Louis County Children's Service Fund

D&O – Demographics & Outcomes Report

TA – Technical Assistance

RFP – Request for Proposals

GIS – Geographic Information System

LOI – Letter of Intent

MOU – Memorandum of Understanding

CPT – Current Procedural Terminology

P&P – Performance and Program Committee

FFS Funding Model – Fee for Service Funding Model

SBAC – School Based Advisory Committee

CAC – Community Advisory Committee

SM – SurveyMonkey

SMApply – SurveyMonkey Apply