

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD
PROGRAM PLANNING & EVALUATION COMMITTEE

Tuesday, October 10, 2017, 10:30 a.m.

Ronald W. Branscome Building

Board Room 208, 600 Jackson Street, Fredericksburg, VA

PRESENT

Al Collins
Debbie Draper
Kheia Hilton
Karen Kallay
Ken Lapin
Tina Sears
Ellen Sears
Linda Ball

ABSENT

Jack Rowley
Greg Sokolowski

OTHERS PRESENT

Jane Yaun, *Executive Director*
Rhonda Pellicano, *Finance and Administration Director*
Joe Wickens, *Community Support Services Director*
Sharon Killian, *Clinical Services Coordinator*
Andrea Merwin, *Administrative Associate*
Suzanne Poe, *Information Technology Coordinator*
Jacque Kobuchi, *Emergency Services Coordinator*
Kari Norris, *Crisis Intervention Team Program Manager*
Stephanie Terrell, *Quality Assurance Coordinator*
Patricia Newman, *Mental Health Case Management Supervisor*
Amy Umble, *Public Information Officer*
Alison Stranding, *Part C Program Manager*
Elizabeth Wells, *Mental Health Adult Intensive Case Manager*
Jennifer Acors, *Support Services Supervisor*
Nicole Baucum, *Administrative Office Associate*
Brandie Williams, *Director of Operations*

ISSUE: LOCAL EARLY INTERVENTION SYSTEM MONITORING RESULTS

DISCUSSION: Alison Stranding presented to the Committee the second of two reporting cycles for the results of the annual chart review to determine compliance with Part C federal regulations.
The Department of Behavioral Health and Developmental Services (DBHDS) monitors each local Part C system in the commonwealth to assure that It is in compliance with federal Part C requirements.

ATTACHMENT I

ACTION TAKEN: No action necessary. Mrs. Standring departed the meeting.

ISSUE: EXTRAORDINARY BARRIERS LIST

DISCUSSION: Elizabeth Wells presented to the Committee the Extraordinary Barriers List (EBL) at State Psychiatric Hospitals. Individuals ready for discharge from state psychiatric hospitals are placed on the EBL when placement in the community is not possible due to barriers caused by waiting lists, resource deficits, or pending court dates.

Mrs. Wells reviewed the disposition of eight (8) individuals on the EBL at Western State Hospital from our area as of October 2, 2017.

ATTACHMENT II

ACTION TAKEN: No action necessary. Mrs. Newman and Mrs. Wells departed the meeting.

ISSUE: EMERGENCY SERVICES AND TDO EXCEPTION REPORT

DISCUSSION: Jacque Kobuchi presented to the Committee the Emergency Services and TDO Exception Report. She reported that RACSB Emergency Services staff completed 427 emergency evaluations and assisted with the execution of 101 Emergency Custody Orders (ECO) and 104 Temporary Detention Orders (TDO) during September 2017. In ten (10) cases the primary state psychiatric hospital (Western State Hospital- 8 and Commonwealth Center - 2) was used as the facility of last resort when a community facility was not found at the end of an 8-hour Emergency Custody Order (ECO) period.

ATTACHMENT III

ACTION TAKEN: No action necessary.

ISSUE: CIT ASSESSMENT CENTER REPORT

DISCUSSION: Kari Norris presented to the Committee the Crisis Intervention Team Assessment Center Report for September 2017. She said the CIT Assessment Center assessed 44 individuals in the month of September 2017. The number of persons served by locality were the following: Fredericksburg 10; Caroline 1; King George 5; Spotsylvania 12; and Stafford 16.

ATTACHMENT IV

ACTION TAKEN: No action necessary. Ms. Norris and Mrs. Kobuchi departed the meeting.

ISSUE: INFORMATION TECHNOLOGY/ELECTRONIC HEALTH RECORD UPDATE

DISCUSSION: Suzanne Poe provided the Committee with an update on Information Technology and Electronic Health Record activities since the last meeting. She reported the following: RACSB is implementing a contract to help with Merit-Based Incentive Payment System; a new treatment plan has been activated in the TEST system, a kickoff meeting for the Kiosk system has been scheduled; PACT is piloting the Netsmart Clinician program; the October Service Process Quality Management meeting focused on DD day support and residential services; RACSB staff have been trained on updating the new website; the Polycom bridge is fully functional; and staff can now access Great Plains software.

ATTACHMENT V

ACTION TAKEN: No action necessary. Mrs. Poe departed the meeting.

ISSUE: DEVELOPMENTAL DISABILITY CASE MANAGEMENT SERVICES STATUS UPDATE

DISCUSSION: Jennifer Acors provided to the Committee an update on Developmental Disability Case Management Services. On September 1, 2016, Community Services Boards became the single point of entry for waiver services for individuals with developmental disability. RACSB has contracted with three (3) private providers to provide Developmental Disability Case Management Services to 42 individuals in our region.

ATTACHMENT VI

ACTION TAKEN: No action necessary. Mrs. Acors departed the meeting.

ISSUE: WAITING LIST

DISCUSSION: Stephanie Terrell presented to the Committee a report of the individuals waiting for services in September 2017.

As of October 3, 2017 there are 123 individuals on the wait list for outpatient therapy services. and 38 individuals (ages 14 or older) waiting longer than 30-days for an intake appointment with an RACSB psychiatrist

For Mental Health Residential Services, there were nine (9) individuals waiting for placement (needs list – 1; referral list – 8; acceptance list – 0). For Intellectual Disability Residential Services, there were 136 on the wait list (needs list – 135; referral list – 0; acceptance list – 1). For the Program for Assertive Community Treatment (PACT), there were 21 individuals

waiting for placement (needs list – 8; referral list – 6; and acceptance list – 7).

A total of 45 individuals have been enrolled in PACT.

ATTACHMENT VII

ACTION TAKEN: It was moved by Al Collins and seconded by Ken Lapin that the Committee recommends the Board approve the Waiting List as presented by staff. The motion was unanimously approved.

ISSUE: **QUALITY ASSURANCE REPORT**
DISCUSSION: Stephanie Terrell reported to the Committee that Quality Assurance staff performed site inspections and chart reviews for the following three (3) Rappahannock Area Community Services Board (RACSB) programs:

Psychosocial Rehabilitation (Kenmore Club) (10)
Sponsored Placement (10)
Substance Abuse Case Management (10)

Of the 30 charts reviewed, seven (7) of the charts had noted concerns. There were 11 primary staff responsible for one or more of the 30 charts reviewed.

ATTACHMENT VIII

ACTION TAKEN: No action necessary.

ISSUE: **DBHDS CORRECTIVE ACTION PLAN**
DISCUSSION: Stephanie Terrell presented to the Committee a corrective action plan created in response to a human rights complaint.

ATTACHMENT IX

ACTION TAKEN: It was moved by Ken Lapin and seconded by Al Collins that the Committee recommends the Board approve the corrective action plan as presented.

ISSUE: **UPDATE: EXECUTIVE DIRECTOR WORK PLAN**
DISCUSSION: Jane Yaun presented to the Committee updates to the FY 2018 Executive Director Work Plan. These included changes to methods for presenting information to coordinators and supervisors, visiting locations, and serving on the Community Planning and Management Teams in five (5) localities.

ATTACHMENT X

ACTION TAKEN: No action necessary.

There being no further business, the meeting of the Program Planning and Evaluation Committee adjourned at 11:25 p.m. The next meeting of the Program Planning and Evaluation Committee is scheduled for Tuesday, November 14, 2017 at 10:30 a.m. in Board Room 208 at 600 Jackson Street, Fredericksburg, Virginia.
