

MINUTES

Rappahannock Area CSB

June Program Planning and Evaluation

Tuesday, June 12, 2018, 10:30 am - 11:30 am

Room 208, 600 Jackson Street, Fredericksburg, VA 22401

In Attendance

Al Collins; Amy Umble; Andrea Merwin; Brandie Williams; Debra Draper; Donna Andrus; Elizabeth Wells; Ellen Sears; Greg Sokolowski; Jacque Kobuchi; Jane Yaun; Joe Wickens; Karen Kallay; Kari Norris; Ken Lapin; Kheia Hilton; Linda Ball; Patricia Newman; Rhonda Pellicano; Sharon Killian; Stephanie Terrell; Stephen Curtis; Suzanne Poe; Tina Sears

Not In Attendance

Jack Rowley

A. CLOSED MEETING VA CODE 2.2-3711 A(4), A(7) & A(15)

Kheia
Hilton

It was moved by Al Collins and seconded by Karen Kallay that the Program Planning and Evaluation Committee of the Rappahannock Area Community Services Board convene in a closed meeting pursuant to Virginia Code §2.2 – 3711 A(4) for the protection and privacy of individuals in personal matters not related to public business; Virginia Code §2.2 – 3711 A(7) to receive a briefing by staff pertaining to litigation, where such briefing would affect the litigation posture of RACSB if held in open session; and Virginia Code §2.2 – 3711 A(15) to discuss medical records excluded from 2.2 – 3711 pursuant to subdivision 1 of 2.2 – 3705.5.

Upon reconvening, Kheia Hilton called for a certification from all Committee members that, to the best of their knowledge, the Committee discussed only matters lawfully exempted from statutory open meeting requirements of the Freedom of Information Act; and only public business matters identified in the motion to convene the closed meeting.

A roll call vote was conducted:

Tina Sears – aye Kheia Hilton – aye

Debbie Draper – aye Ken Lapin – aye

Ellen Sears – aye Greg Sokolowski—aye

Karen Kallay—aye Al Collins – aye

Move: Al Collins Second: Karen Kallay Status: Passed

B. Emergency Services Activity and TDO Exception Report

Jacque
Kobuchi

Jacque Kobuchi reported that in the month of May, RACSB Emergency Services staff completed 404 emergency evaluations and assisted with 99 Emergency Custody Orders and 90 Temporary Detention Orders. In, 10 instances, the primary state psychiatric hospital was used as the facility of last resort when a community facility was not found within eight hours.

ATTACHMENT I

C. CIT Assessment Center Report

Kari Norris

Kari Norris told the Committee that there were 36 individuals assessed in the CIT Assessment Center in May (Caroline, 1; Fredericksburg City, 9; Spotsylvania, 9; Stafford, 16; and King George, 1).

Additionally, four dispatchers received CIT training in May.

ATTACHMENT II

D. Independent Assessment Certification and Coordination Team (IACCT) Update

Donna
Andrus

Donna Andrus updated the Committee on the Independent Assessment Certification and Coordination Team. In May, RACSB received 12 IACCT referrals. RACSB is the IACCT provider for Planning District 16.

ATTACHMENT III

E. Information Technology and Electronic Health Record Update

Suzanne
Poe

Suzanne Poe updated the Committee on Electronic Health Records and Information Technology. She told the Committee that telemedicine is expanding to help individuals with mobility or transportation issues, integration between Electronic Health Records and the Waiver Management System continues; data from the Virginia Individual Developmental Disabilities Eligibility Survey was successfully extracted from Avatar, new phone systems have been ordered for King George, Caroline, and Stafford clinics, work continues on the implementation of a kiosk system; and work continues with Avatar programmers for changes to the Community Consumer Submission extracts.

ATTACHMENT IV

F. Lucas and Ross Drive ICF Life Safety Code Survey

Steve Curtis

Steve Curtis updated the Committee on the annual Life Safety Code Inspection Survey of Lucas Street and Ross Drive intermediate care facilities. Three deficiencies were found, and staff have corrected those.

ATTACHMENT V

G. VCU Support Coordination Study

Jen Acors updated the Committee on the VCU Support Coordination Study. RACSB participated in the study which surveyed 113 support coordinators from 21 community services boards throughout the commonwealth. Nine recommendations were made from the report.

Some RACSB reactions to those recommendations include: new administrative office assistant for support coordination; working with DBHDS to enter plan in electronic health system and then into WaMS to reduce duplicate paperwork; reevaluating enhanced case management protocols; evaluating the feasibility of reducing caseloads; exploring options for telework; supporting staff's ability to attain training and conferences; holding semi-annual staff meetings for support coordinators; revising job descriptions to include more of the core job responsibilities.

ATTACHMENT VI

H. Data Highlights

bwilliams

Brandie Williams updated the Committee on data highlights. She told the Committee that RACSB uses data to make sure the agency provides the best services possible.

ATTACHMENT VII

I. Wait List

Stephanie Terrell

Stephanie Terrell updated the Committee on the Wait List. As of May 31, there were 201 individuals on wait list for outpatient services. There were seven individuals waiting longer than 30 days for their intake appointment.

There are nine individuals on wait list for mental health residential (needs=0, referral=8, acceptance=1); 146 for developmental disability residential services (needs=139, referral=6, acceptance=1); and 28 for Program for Assertive Community Treatment (needs=18, referral=8, acceptance=2).

Sharon Killian told the Committee that the wait list for outpatient was now 107. She said that RACSB is fully staffed at Stafford County Clinic, except for the clinic coordinator. Spotsylvania County Clinic is down because of illness and pregnancy but will be fully staffed by the end of June. In Fredericksburg, the staff is down by one but an employee will be leaving for maternity leave.

ATTACHMENT VIII

The Committee approved a motion recommending the Board approve the Wait List as presented.

Move: Kheia Hilton Second: Ken Lapin Status: Passed

J. Quality Assurance Report

Stephanie Terrell

Stephanie Terrell reported that Quality Assurance reviewed charts from Program for Assertive Community Treatment; Crisis Stabilization; Supervised Mental Health Residential; and Emergency Services.

She said that Emergency Services had no discrepancies noted in the charts. Some discrepancies were noted in charts for Supervised Mental Health Records and Crisis Stabilization. Ms. Terrell said that she will meet with the coordinator of PACT to discuss paperwork and charts.

ATTACHMENT IX

K. Summary of General Assembly Budget Bills

Jane Yaun

Jane Yaun reviewed some budget bills out of the General Assembly that will have an impact on RACSB. She reported that with medication expansion, there will be statewide cuts to the community services boards and that the actual impact is still unknown. Additionally, funding has been added for STEP-VA. This money could support primary care screening and monitoring. Replacement funds have been provided for Medication Assisted Treatment. There will also be additional waiver slots. And additional licensing positions will be funded.

ATTACHMENT X

L. Adjournment (Kheia Hilton)

The meeting adjourned at 11:59 a.m.