

---

# January 2021 Program Planning and Evaluation Committee Meeting Minutes

---

## Call to order

A meeting of the Program Planning and Evaluation Committee of Rappahannock Area Community Services Board was held via Zoom on **January 12, 2021**. Attendees included Ken Lapin, Debbie Draper, Matt Zurasky, Nancy Beebe, Susan Gayle, Melissa White, Linda Ball, Junice Kulick, Jane Yaun, Jacque Kobuchi, Joe Wickens, Rhonda Pellicano, Stephanie Terrell, Andrea Merwin, Brandie Williams, Alison Standing, Suzanne Haskell, Michelle Wagaman, and Amy Umble.

## Part C Monitoring Results FFY 19/SFY20

Alison Standing reported that the Department of Behavioral Health and Developmental Services monitors each of the 40 local Part C systems in the Commonwealth to assure compliance with federal Part C requirements. She reviewed the monitoring process and the program's scoring.

### **ATTACHMENT I**

## Healthy Families -Grant Award from Joe and Mary Wilson Community Fund

Michelle Wagaman reported that Healthy Families Rappahannock Area has been awarded a \$5,000 grant from The Joe and Mary Wilson Community Benefit Fund of Mary Washington Hospital Foundation.

### **ATTACHMENT II**

**ACTION TAKEN:** The Committee unanimously approved a motion recommending the Board of Directors accept the grant as presented.

Moved by Susan Gayle Seconded: Melissa White

## Extraordinary Barriers List

Jacque Kobuchi reviewed the situation of seven individuals ready for discharge from state psychiatric hospitals but facing various barriers to return to the community. Barriers included homelessness, the not guilty by reason of insanity process, a need for appropriate placements, a need for developmental disability services, a need for nursing home availability, and a need for behavioral supports.

### **ATTACHMENT III**

## Independent Assessment Certification and Coordination Team Update

Jacque Kobuchi told the Committee that RACSB received 12 IACCT referrals in December and completed 11 assessments. Six were initial assessments, and six were re-authorizations.

### **ATTACHMENT IV**

## Information Technology/Electronic Health Record Update

Brandie Williams said that the information technology department closed 1,028 help tickets in December. Additionally, 3,931 video meetings with a total of 11,959 participants were held in December

using Zoom.

## **ATTACHMENT V**

### **Data Highlights, Dashboard Measures**

Brandie Williams said that RACSB is committed to using data-driven decision-making to improve performance and quality and to demonstrate the value of services. She provided an overview of the Behavioral Health and Developmental Disability performance measures for the Department of Behavioral Health and Developmental Services Performance Dashboard.

## **ATTACHMENT VI**

### **Crisis Intervention Team Assessment Center Report**

Jacque Kobuchi reported that the CIT Assessment Center assessed 45 individuals in December: Fredericksburg, 10; Caroline, 3; King George, 2; Spotsylvania, 20; and Stafford, 10.

## **ATTACHMENT VII**

### **Emergency Custody Order and Temporary Detention Order Report**

Jacque Kobuchi told the Committee that emergency services staff completed 373 emergency evaluations in December. During that month, 75 emergency custody orders were issued and 79 temporary detention orders were issued. Fifteen adults were transported directly to state psychiatric facilities.

## **ATTACHMENT VIII**

### **December 2020 Wait List**

Stephanie Terrell reported that no individuals were waiting more than 30 days for outpatient therapy appointments as of December 31. As of January 1, there were eight older adolescents and adults waiting longer than 30 days for a psychiatry intake appointment. The community support services waiting lists included: Mental Health Residential, 5 (needs, 0; referral, 4; acceptance, 1); Developmental Disability Residential, 153 (needs, 151; referral, 1; acceptance, 1); Program for Assertive Community Treatment, 22 (needs, 12; referral, 10, acceptance, 10); and DD Waiver Services, 740.

## **ATTACHMENT IX**

### **Quality Assurance Report**

Stephanie Terrell reported that the compliance staff reviewed charts in

- Mental Health Outpatient: Spotsylvania
- Rappahannock Area Adult Inc.: Caroline and King George
- Substance Abuse Drug Court: Adult and Juvenile
- Mental Health Residential: Liberty Street and River Place.

Corrective Action Plans have been created to address any issues discovered in the review.

## **ATTACHMENT X**

## Operation Review Corona Virus

Jane Yaun updated the Committee on how services have been impacted by the pandemic. She said that the agency is working to prepare for staffing shortages. She reported that RACSB is making vaccines available to staff through four different community options. Day programs remain open, but the agency is limiting the number of individuals to meet the 25-person gathering limit from the state. He said the agency continued to monitor the situation in order to maintain the health and safety of individuals served and employees while continuing to provide services and maintain productivity.

### **ATTACHMENT XI**

## Adjournment

The meeting adjourned at 11:41 a.m.