
June 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 at 600 Jackson Street and via Zoom on **June 8, 2021**. Attendees included Ken Lapin, Matt Zurasky, Karen Kallay, Nancy Beebe, Debbie Draper, Linda Ball, Junice Kulick, Kheia Hilton, Jane Yaun, Jacque Kobuchi, Joe Wickens, Rhonda Pellicano, Brandie Williams, and Amy Umble. Melissa White and Susan Gayle were not present.

Extraordinary Barriers List

Jacque Kobuchi reviewed the situation of six individuals ready for discharge from state psychiatric hospitals but facing various barriers to return to the community. Barriers included 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 I

Independent Assessment Certification and Coordination Team Update

Jacque Kobuchi told the Committee that RACSB received 16 IACCT referrals in April and completed 15 assessments.

ATTACHMENT II

Information Technology/Electronic Health Record Update

Brandie Williams said that the information technology department closed 1,041 help tickets in May. Additionally, 3,660 video meetings were held with a total of 11,197 participants. The Meeting Owl 360-degree camera, mic and speaker has been used for video meetings and has been met with exciting reviews.

ATTACHMENT III

Crisis Intervention Team Assessment Center Report

Jacque Kobuchi reported that the CIT Assessment Center Assessed 37 individuals in the month of May 2021: Fredericksburg 14; Caroline 3; King George 1; Spotsylvania 10; Stafford 9. Two cases in May 2021 utilized the CIT Assessment Center over multiple days.

ATTACHMENT IV

Emergency Custody Order and Temporary Detention Order Report

Jacque Kobuchi told the Committee that emergency services staff completed 507 emergency evaluations in May 2021. During that month, 92 Emergency Custody Orders were issued, 93 Temporary Detention Orders were issued and 93 Temporary Detention Orders were executed. Eight individuals were transported directly to state psychiatric facilities.

ATTACHMENT V

May 2021 Wait List

Stephanie Terrell reported that no individuals were waiting more than 30 days for outpatient therapy appointments as of May 31. As of April 1, there were three older adolescents and adults and no children waiting longer than 30 days for a psychiatry intake appointment. The community support services waiting lists included: Mental Health Residential, 1 (needs, 0; referral, 1; acceptance, 0); Developmental Disability Residential, 94 (needs, 92; referral, 1; acceptance, 1); Program for Assertive Community Treatment, 22 (needs, 15; referral, 7, acceptance, 0); and DD Waiver Services, 775.

ATTACHMENT VI

Incident Report Analysis—January 1, 2021 through March 31, 2021

Stephanie Terrell said that Quality Assurance Staff received and triaged 650 submitted Incident Reports from January 1, 2021 thru March 31, 2021; 99 of the reports were submitted to the Department of Behavioral Health and Developmental Services (DBHDS) through the Computerized Human Rights Information System (CHRIS) as serious incidents.

ATTACHMENT VII

Corrective Action Plan

Stephanie Terrell told the Committee that the Rules and Regulations for Licensing Providers by the Department of Behavioral Health and Developmental Services (DBHDS) require that all licensed providers collect, maintain and report or make available information related to serious incidents. On occasion the serious incidents reported to DBHDS require licensed programs to submit a formal Corrective Action Plan (CAP). She reviewed two requests for corrective action plans.

ATTACHMENT VIII

Quality Assurance Report

Stephanie Terrell reported that quality assurance staff had reviewed randomly selected charts, files, and documents in the following programs:

- Intellectual Disability Support Coordination: Fredericksburg
- Mental Health Case Management: All Counties
- Mental Health Out Patient: Fredericksburg

ATTACHMENT IX

CLOSED MEETING – VA CODE § 2.2 – 3711 A (4), A (7), and A (15)

Ken Lapin requested a motion for a closed meeting.

It was moved by Nancy Beebe and seconded by Matt Zurasky 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; 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, specifically to deliberate in the case of DT. The motion was unanimously approved.

Upon reconvening, Ken Lapin called for a certification from all Committee members that, to the best of their knowledge, the Committee discussed only matter 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:

Linda Ball – voted aye

Kheia Hilton – voted aye

Nancy Beebe – voted aye

Matt Zurasky – voted aye

Debbie Draper – voted aye

Karen Kallay – voted aye

Junice Kulick – voted aye

The motion was unanimously approved and no action was taken in Closed Meeting.

Adjournment

The meeting adjourned at 11:44 a.m.