
November 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 on **November 9, 2021**. Attendees included Nancy Beebe, Ken Lapin, Matt Zurasky, Lawrence Davies, Linda Ball, Debbie Draper, Melissa White, Susan Gayle, Kheia Hilton, Jacque Kobuchi, Joe Wickens, Michelle Runyon, Tina Cleveland, Jane Yaun, Patricia Newman, Brandie Williams, Amy Umble, Stephanie Terrell, Teresa McDonnel, Topher Gibbs, and Alison Standring. Junice Kulick was not present.

Part C Monitoring Results FFY20/SFY21

Alison Standring reviewed the Part C Monitoring Results from the second cycle of the annual chart review for FFY20/SFY21. The results showed the program's compliance with federal Part C regulations. She told the committee that the program processed 779 referrals and served more than 954 infants and toddlers during SFY21.

ATTACHMENT I

Extraordinary Barriers List

Patricia Newman reviewed the cases of two individuals on the Extraordinary Barriers List. Individual #1 barriers to placement include working through the Not Guilty by Reason of Insanity process and transitioning back into the community. Individual was acquitted on charges of Communication of a Threat with the Intent to Commit an Act of Terrorism. The Internal Forensic Review Panel has approved their Conditional Release plan and it has been sent to Forensic Review Panel for approval. If approved a request for an earlier court date to accommodate a timely discharge. Individual has been accepted to Home Road SAP and will discharge once the release plan is approved by the court.

Individual 2# barriers to placement include identifying and being accepted to a facility that could meet their needs. The individual has a diagnosis of serious mental illness and an intellectual disability. This individual was referred to Helton House and has had their preliminary interview and will meet with them in person on November 19.

ATTACHMENT II

Independent Assessment Certification and Coordination Team Update

Jacque Kobuchi told the Committee that RACSB received 14 IACCT referrals in October and completed 13 assessments. One reauthorization was not completed due to an initial assessment not being completed.

ATTACHMENT III

Information Technology/Electronic Health Record Update

Brandie Williams said that the information technology department closed 1,108 help tickets in October. Community Consumer Submission data was sent to the state October 27. Additionally, 2,926 video

meetings were held with a total of 9,080 participants in October. Phone system for Spotsy Clinic has arrived and should be in place by the end of November

ATTACHMENT IV

Crisis Intervention Team Assessment Center Report

Jacque Kobuchi reported that the CIT Assessment Center assessed 23 individuals in the month of October 2021: Fredericksburg 9; Caroline 1; King George 1; Spotsylvania, 6; Stafford, 5. In October, nine shifts were not staffed by law enforcement, due to COVID concerns and law enforcement workforce issues.

ATTACHMENT V

Emergency Custody Order and Temporary Detention Order Report

Jacque Kobuchi told the Committee that emergency services staff completed 422 emergency evaluations in October 2021. This is the highest number since 2019. 60 Emergency Custody Orders (ECO) were issued, 72 Temporary Detention Orders were issued and 72 Temporary Detention Orders (TDO) were executed. Five individuals were transported directly to Western State Hospital.

Jane stated that Emergency Services continue to face challenges with bed shortages both locally and state wide.

ATTACHMENT VI

October 2021 Wait List

Stephanie Terrell reported that 65 individuals were waiting more than 30 days for outpatient therapy appointments as of October 31, 2021. The Fredericksburg Clinic has implemented a waitlist for new clients. As of November 4, there were eight older adolescents and adults and one child under the age of 13 waiting longer than 30 days for a psychiatry intake appointment.

The Community Support Services waiting lists included: Mental Health Residential, 0 (needs, 0; referral, 0; acceptance, 0); Developmental Disability Residential, 93 (needs, 88; referral, 4; acceptance, 1); Assertive Community Treatment, 16 (needs, 8; referral, 8, acceptance, 0); and DD Waiver Services, 776.

ATTACHMENT VII

DBHDS Office of Licensing Corrective Action Plans

Stephanie Terrell told the Committee that The Department of Behavioral Health and Developmental Services, Office of Licensing, require providers to submit a corrective action plan for identified discrepancies related to DBHDS regulations. The submitted CAP is reviewed by Office of Licensing staff member and either approved or denied. Developmental Disabilities Group Home Services submitted three CAPS during the month of October.

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 Residential Services: Devon, Igo, and New Hope Group Homes
- Mental Health Crisis Stabilization
- Mental Health Residential: Home Road and Lafayette Boarding House.

ATTACHMENT IX

Data Dashboard – Developmental Services

Brandie Williams told the Committee that this month’s report shows an overview of the new behavioral health performance measures for Same Day Access.

ATTACHMENT X

FY 2021 End of Year CARF Performance – Community Support Services

Brandie Williams told the Committee that each year RACSB conducts an annual performance analysis of programs accredited by CARF. This report reviews the performance for programs in the Community Support Services Division.

ATTACHMENT XI

Closed Meeting

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 Ken Lapin 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. 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:

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| Matt Zurasky – voted aye | Melissa White – voted aye |
| Susan Gayle – voted aye | Ken Lapin – voted aye |
| Debbie Draper – voted aye | Nancy Beebe – voted aye |

Lawrence Davies – voted aye

Kheia Hilton – voted aye

Linda Ball – voted aye

The motion was unanimously approved.

Adjournment

The meeting adjourned at 11:41 a.m.