



VOICE/TDD (540) 373-3223

FAX (540) 371-3753

meeting notice

TO: Board of Directors

FROM: Gregory Sokolowski, Secretary
Joe Wickens Executive Director

SUBJECT: Board of Directors Meeting
Tuesday, June 21, 2022 5:00 PM
Rappahannock Area CSB – Board Room 208
600 Jackson Street, Fredericksburg, VA 22401

DATE: June 16, 2022

A Board of Directors Meeting has been scheduled for Tuesday, June 21 at 5:00 PM, Rappahannock Area CSB – Board Room 208, 600 Jackson Street, Fredericksburg, VA 22401.

Looking forward to seeing everyone on June 21, 2022.

Best.

GS/JW

Enclosure (Agenda Packet)

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD
BOARD OF DIRECTORS MEETING
June 21, 2022
In-Person

600 Jackson Street, Board Room 208
Fredericksburg, VA 22401

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- | | | |
|------|--|-----------|
| I. | MINUTES, BOARD OF DIRECTORS, April 26, 2022 | Hilton |
| II. | CONSENT AGENDA, May 17, 2022 | Hilton |
| III. | MINUTES, BOARD OF DIRECTORS, May 17, 2022 | Hilton |
| IV. | PUBLIC COMMENT- Public Comment | Hilton |
| V. | EMPLOYEE SERVICE AWARDS | Wickens |
| | <u>5 Years</u> | |
| | Colleen Wainwright – Direct Support Professional – RAAI Kings Highway | |
| | <u>10 Years</u> | |
| | Sarah Allison Hayden – Office Manager I – King George | |
| | Thomas Novak – Direct Support Professional – RAAI Kings Highway | |
| | <u>25 Years</u> | |
| | Mary Thompson – Direct Support Professional – Belmont SAP | |
| VI. | BOARD ORIENTATION: Budget Review | Cleveland |
| VII. | <u>CONSENT AGENDA</u> | Hilton |
| | RECOMMENDED: PROGRAM PLANNING AND EVALUATION | Ball |
| | COMMITTEE June 14, 2022 | |
| | A.1 Information Only – Extraordinary Barriers List – May 2022 | |
| | A.2 Information Only – Independent Assessment Certification and Coordination Team (IACCT) Update | |
| | A.3 Information Only – CSB Performance Reviews | |
| | A.4 Information Only – Information Technology/Electronic Health Record Update | |
| | A.5 Information Only – Crisis Intervention Team (CIT) Assessment Center Report | |
| | A.6 Information Only – Emergency Custody/Temporary Detention Order Report | |

	A.7 Information Only – May 2022 Wait List	
	A.8 Information Only – Corporate Compliance	
	A.9 Information Only – Data Highlights Report	Ball
	A.10 Approved – RAHD Funding Opportunity	
	RECOMMENDED: FINANCE COMMITTEE June 14, 2022	
	B.1 Approved – April 2022 Financial Report	
	B.2 Information Only – April 2022 Investment Report	
	B.3 Information Only – April 2022 Reimbursement Report	
	B.4 Information Only – April 2022 Health Insurance Account Report	
	B.5 Information Only – April 2022 Other Post-Employment Benefits Review	
	B.6 Information Only – Payroll Statistics	
	B.7 Information Only – Write Off Report	
	B.8 Approved – OBRA Grant Funds	White
	B.9 Approved – Behavioral Health Equity Grant	
	RECOMMENDED: PUBLIC INFORMATION/PREVENTION COMMITTEE June 14, 2022	
	C.1 Information Only – Communication Plan	
	C.2 Information Only – Board Tours	
	C.3 Information Only – Prevention Training Updates	Beebe
	C.4 Information Only – Young Adult Survey	
	RECOMMENDED: PERSONNEL COMMITTEE June 14, 2022	
	D.1 Information Only – May 2022 Retention Report	
	D.2 Information Only – May 2022 EEO Report and Recruitment Update	
VI.	ITEMS FOR FULL BOARD DISCUSSION/VOTE	
	A. COLA Increase for All Employees	
VII.	REPORT FROM THE EXECUTIVE DIRECTOR	Wickens
VIII.	REPORT OF DIRECTORS and COORDINATORS	
	A. Clinical Services	Kobuchi
	B. Finance and Administration	Cleveland
	C. Human Resources	Runyon
	D. Compliance	Terrell
	E. Public Information	Umble
	F. Prevention	Wagaman
	G. Community Support Services	Jindra
	H. Deputy Executive Director	Williams
IX.	BOARD TIME	Hilton
X.	ADJOURNMENT	Hilton

April 2022 Board of Directors Meeting Minutes

Call to order

A meeting of the Board of Directors of Rappahannock Area Community Services Board was held April 26 at 600 Jackson Street. Attendees included Melissa White, Susan Gayle, Carol Walker, Kheia Hilton, Linda Ball, Nancy Beebe, Matt Zurasky, Joe Wickens, Michelle Wagaman, Amy Jindra, Jacque Kobuchi, Stephanie Terrell, Amy Umble, Tina Cleveland, Michelle Runyon, Jennifer Hitt, Hosanna Gifford, and Teresa McDonnell. Scott Flora and Greg Snow from USI and Glenna Boerner also attended. Greg Sokolowski, Linda Carter, Ken Lapin, and Lawrence Davies were not present.

March 15, 2022 Minutes Board of Directors

The Board approved the minutes from the March meeting.

ACTION TAKEN: The Board approved the minutes.

Moved by: Linda Ball Seconded: Nancy Beebe

Employee Service Awards

Joe Wickens congratulated the Employee of the Quarter, Jennifer Hitt, presenting her with a certificate, then announced that the following employees have celebrated an anniversary for years of service:

Ten Years

Kimberly Ehinmiakhena, SAP Manager I, Belmont SAP

Fifteen Years

Shawn Brown, PSH Case Manger

Twenty Years

Rufous Gbordzi, Direct Support Professional-Residential, Belmont SAP

Board Presentation: Benefits

Scott Flora and Greg Snow with USI (RACSB's benefit broker) reviewed the proposal and recommendation for our benefits plans for FY 2023. The proposal projects a 6.2% increase which will be split between both the employee and agency. They recommended staying with Anthem and Delta Dental of Virginia. They also suggested changes in our Stop Loss and Rx plans to minimize the increase while still continuing to provide quality insurance options for our employees.

ACTION TAKEN: The Board approved the benefits plan renewal proposal as presented.

Moved by: Nancy Beebe Seconded: Susan Gayle

Consent Agenda

I. RECOMMENDED: PROGRAM PLANNING AND EVALUATION COMMITTEE, April 19, 2022

- A. 1 Information only – Extraordinary Barriers List – March 2022
- A. 2 Information only – Independent Assessment Certification and Coordination Team (IACCT) Update
- A. 3 Approved -Community Foundation Grant – Anne Felder Fund
- A. 4 Information only – Information Technology/Electronic Health Record Update
- A. 5 Information only – Crisis Intervention Team (CIT) Assessment Center Report
- A. 6 Information only – Emergency Custody/ Temporary Detention Order Report
- A. 7 Approved – Project LINK Supplemental Federal Substance Abuse Block Grant
- A. 8 Information only – March 2002 Wait List
- A. 9 Information only – Quality Assurance Report Review
- A. 10 Approved – DBHDS Diversity, Equity, and Inclusion ARPA Grant
- A. 11 Approved – Community Project Funding Application
- A. 12 Information Only – Data Dashboard

II. RECOMMENDED: FINANCE COMMITTEE, April 19, 2022

- B.1 Approved – February 2022 Financial Report
- B.2 Information Only – February 2022 Investment Report
- B.3 Information Only – February 2022 Reimbursement Report
- B.4 Information Only – February 2022 Health Insurance Account Report
- B.5 Information Only – February 2022 Other Post-Employment Benefits Review
- B.6 Information Only – COVID-19 Impact – Payroll Statistics

III. RECOMMENDED: PERSONNEL COMMITTEE, April 19, 2022

- C. 1 Information Only – March 2022 EEO Report and Recruitment Update
- C. 2 Information Only – March 2022 Retention Report
- C. 3 Information Only – Health Insurance – Renewal Meeting Update

ACTION TAKEN: The Board unanimously approved the consent agenda, including all recommended actions.

Moved by: Linda Ball Seconded: Matt Zurasky

Items for Full Board Discussion/Vote

Report from the Executive Director

Joe Wickens reminded the Board that there are multiple seats available on the Board. Three seats currently available in King George, one seat available in Spotsylvania. There are two seats that will become available beginning July 1, 2022 in both Spotsylvania and Fredericksburg City. One additional seat will be come available in Fredericksburg City due to one of the Board Members moving out of the area.

Joe also informed the Board that the conference and hotel rooms have been booked for all members that wanted to attend the VACSB conference May 4 – 5.

Joe also asked the Board how they felt about having the Board of Director meetings at 600 Jackson Street again. Overall consensus was good.

Report of Directors and Coordinators

Jacque Kobuchi shared with the Board that they still continue to struggle with vacancies. She just submitted two hiring packets for an Emergency Services Co-Response Therapist and a Diversion Case Manager. She also asked if anyone knew of any qualified candidates to please pass our information along.

Tina Cleveland also shared with the Board that accounting has multiple vacancies. She is currently looking for a strong Accounting Coordinator and Accounting Specialists.

Michelle Runyon stated that Dominion Payroll, the new HR/Payroll system, is going live May 15. Prior to this, the HR team will be going to individual department staff meetings to help train all employees on how to use the new system, including clocking in/out and how to enroll in their benefits for open enrollment.

Stephanie Terrell stated that the Quality Assurance team is getting ready for CARF.

Michelle Wagaman shared with the Board that RACSB will be participating in multiple events happening on Saturday, April 30th. They include Caroline School Fair, Operation Medicine Cabinet, and King George Family Day. Prevention will be conducting RAPID Revive and Narcan Dispensing at Spotsylvania Regional, Mary Washington Hospital, and Stafford Hospital during Operation Medicine Cabinet. Additionally, LAMA Motorcycle Club will be sponsoring a poker chip run to support Healthy Families.

Amy Jindra stated the Plant Sales will wrap up this Saturday. There are still a lot of beautiful plants available to purchase.

Board Time

Matt Zurasky stated in regards to the vacancies the agency is strong and he is confident that we will attract the right people for the agency.

Linda Ball introduced Glenna Boerner. Her application will be going before the Spotsylvania Board of Directors as the recommendation to fill Linda's seat beginning July 1, 2022. Glenna is former military, has a Master's in Social Work, and currently a volunteer at CASA.

Kheia Hilton thanked everyone for the great job they do.

Adjournment

The meeting adjourned at 5:43 p.m.

May 2022 Board of Directors Meeting Minutes

Call to order

A meeting of the Board of Directors of Rappahannock Area Community Services Board was held May 17 at 600 Jackson Street. Attendees included Kheia Hilton, Matt Zurasky, Nancy Beebe, Ken Lapin, Lawrence Davies, Stephanie Terrell, Brandie Williams, Amy Jindra, Hosanna Gifford, Joe Wickens, Teresa McDonnell, Amy Umble, Michelle Wagaman, and Jacque Kobuchi. Craig Camidge and Patty Samuels from DBHDS also attended. Greg Sokolowski, Linda Carter, Melissa White, Susan Gayle, Carol Walker, and Linda Ball were not present.

April 26, 2022 Minutes Board of Directors

There was not a quorum therefore the board was unable to approve the minutes.

Employee Service Awards

Joe Wickens announced that the following employees have celebrated an anniversary for years of service:

Five Years

Michael Demmie, Direct Support Professional, Scottsdale Estates

Kari Grant, Team Leader, ACT North

Board Presentation: Data Streamlining Process

Brandie Williams, Craig Camidge (DBHDS, Director, Enterprise Management), and Patty Samuels (DBHDS, Manager of Project Management Office) described data and how they are working to streamline our processes to work across other platforms. The undertaking will likely require several years of work.

Matt Zurasky commented that he is aware that the current system is not sustainable, but wants to make sure that a project of such large scope has tangible benefits and doesn't simply capture unnecessary data. Brandie and Craig agreed, and noted that a convergence of many different needs started the update process.

Consent Agenda

I. RECOMMENDED: PROGRAM PLANNING AND EVALUATION COMMITTEE, May 19, 2022

A. 1 Information only – Extraordinary Barriers List – March 2022

A. 2 Information only – Independent Assessment Certification and Coordination Team (IACCT) Update

- A. 3 Approved -Community Foundation Grant – Anne Felder Fund
- A. 4 Information only – Information Technology/Electronic Health Record Update
- A. 5 Information only – Crisis Intervention Team (CIT) Assessment Center Report
- A. 6 Information only – Emergency Custody/ Temporary Detention Order Report
- A. 7 Approved – Project LINK Supplemental Federal Substance Abuse Block Grant
- A. 8 Information only – March 2002 Wait List
- A. 9 Information only – Quality Assurance Report Review
- A. 10 Approved – DBHDS Diversity, Equity, and Inclusion ARPA Grant
- A. 11 Approved – Community Project Funding Application
- A. 12 Information Only – Data Dashboard

II. RECOMMENDED: FINANCE COMMITTEE, May 19, 2022

- B.1 Approved – February 2022 Financial Report
- B.2 Information Only – February 2022 Investment Report
- B.3 Information Only – February 2022 Reimbursement Report
- B.4 Information Only – February 2022 Health Insurance Account Report
- B.5 Information Only – February 2022 Other Post-Employment Benefits Review
- B.6 Information Only – COVID-19 Impact – Payroll Statistics

III. RECOMMENDED: PERSONNEL COMMITTEE, May 19, 2022

- C. 1 Information Only – March 2022 EEO Report and Recruitment Update
- C. 2 Information Only – March 2022 Retention Report
- C. 3 Information Only – Health Insurance – Renewal Meeting Update

There was not a quorum therefore the board was unable to approve the consent agenda.

Items for Full Board Discussion/Vote

Closed Meeting.

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

Kheia Hilton requested a motion for a closed meeting.

It was moved by Kheia Hilton and seconded by Ken Lapin that the Board of Directors 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, Kheia Hilton called for a certification from all members that, to the best of their knowledge, the Board 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:

Matt Zurasky – voted aye

Lawrence Davies – voted aye

Nancy Beebe – voted aye

Ken Lapin – voted aye

The motion was unanimously approved.

Report from the Executive Director

Joe Wickens shared that a compensation report had been made available with information regarding CSBs and the broader field in Virginia. As expected, the report showed that salary ranges in Fredericksburg are lower than Northern VA, but higher than other CSB's in our region. The RACSB will conduct their own compensation study, which will take a few months. Additionally, a merit increase will be provided to staff this year. Ken Lapin asked if it would apply to all staff. Joe clarified that it would be limited to individuals who have evaluations in good standing.

Joe also informed the Board that the state still hasn't finalized their budget. There is a possibility that the state will be providing funding for CSBs.

Lastly, Joe asked the Board what month in the summer they would like to take off. Everyone agreed upon July.

Report of Directors and Coordinators

Jacque Kobuchi shared with the Board that they still continue to struggle with vacancies. She mentioned that Clinical Services is working on putting together a job fair for sometime in the coming months to help recruit applicants.

Michelle Wagaman told the Board that at the events on April 30 there were 97 doses of Narcan dispensed. Prevention is now preparing for Fredericksburg Pride. Additionally, she mentioned that Prevention continues to attend St. George's Table, which provides an opportunity to interact with the community regularly.

Amy Jindra stated that CSS is also having staffing issues. She shared that Steve Curtis is graduating from Leadership Fredericksburg on Friday.

Brandie Williams said that on June 27 the ITOTS change is going live.

Board Time

Ken Lapin thanked staff for all that they do.

Nancy Beebe thanked Brandie for the Data Streamlining Process presentation.

Kheia Hilton thanked staff for their hard work.

Adjournment

The meeting adjourned at 6:20PM.

June 2022 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 June 14, 2022. Attendees included Melissa White, Susan Gayle, Nancy Beebe, Linda Ball, Jacque Kobuchi, Joe Wickens, Brandie Williams, Amy Jindra, Michelle Wagaman, Amy Umble, Michelle Runyon, Tina Cleveland, Kat Keller, Patricia Newman, and Jen Acors. Ken Lapin, Matt Zurasky, and Carol Walker were not present.

Extraordinary Barriers List – May 2022

Patricia Newman reviewed the cases of five individuals on the Extraordinary Barriers List.

The first individual's barriers to discharge include establishing housing and serves in the community in order to have the support necessary to maintain stability as well as working through legal issues. This individual has a diagnosis of mental illness. They have been accepted to Home Road Supervised Apartments. Their anticipated discharge has been delayed in response to difficulty managing their mental health as well as reluctance to accept recommended medications. This has caused the Internal Forensic Privileging Committee to disapprove this individual's Conditional Release. Discharge will take place after the CRP is approved by the Court.

The second individual's barriers to discharge include working through legal issues. This individual has a diagnosis of mental illness. Two TDOs were completed, one recommending Conditional Release and one recommending continued hospitalization. At this time, RACSB is also recommending continued hospitalization, however must prepare for possible Conditional Release. This individual was referred for Assertive Community Treatment (ACT), however it was determined that they required more intensive therapeutic interventions. Discharge will take place after the Conditional Release is approved.

The third individual's barriers to discharge include identifying and being accepted to a residential placement. This individual has a mental health diagnosis and has an ID/DD waiver in place to pay for the cost of residential placement. This individual has a history of being difficult, which may cause some delay in being accepted in a placement. This individual will discharge once accepted to a group home/residential placement.

The fourth individual's barriers to discharge include identifying and being accepted to an appropriate assisted living facility (ALF). This individual has a diagnosis of mental illness and is no longer able to live independently. In response to numerous concerns regarding this individual, their assets, and the caregiver, Adult Protective Services, Stafford County Sheriff's Department and the Disability Law Center of VA are all involved in an investigation to ensure that the rights of this individual are protected and to determine any wrongdoing. Discharge will take place once this individual is accepted to an ALF. Discharge Assistance Program (DAP) funding will likely be necessary due to this individual not being able to qualify for Medicaid at this time.

The fifth individual's barriers to discharge identifying and being accepted to a group home with the ability to support the individual in the community. This individual interviewed with Amazing Grace Group Home. They have an active DD waiver and will discharge once accepted to a group home.

Independent Assessment Certification and Coordination Team Update

Jacque Kobuchi told the Committee that RACSB received 17 IACCT referrals in May and completed 14 assessments. Eight referrals were initial assessments and 9 were re-authorizations. Four were from Spotsylvania, six from Stafford, six from Caroline, none from King George, and one from the City of Fredericksburg.

CSB Performance Reviews

Jen Acors said that the Department of Behavioral Health and Developmental Services (DBHDS) provided the results of RACSB's performance on the CSB Performance Reviews. The performance reviews considered four areas: Compliance results related to Individual Support Plan (ISP) entry into WaMS, Regional Support Team (RST) referral timeliness, Support Coordination Quality Review (SCQR) sample completion, and Integrated Community Involvement. RACSB exceeded DBHDS target of 86% in all the measures except Integrated Community Involvement.

Information Technology/Electronic Health Record Update

Brandie Williams said that the information technology department closed 945 help tickets in May. Community Consumer Submission data was sent to the state May 27, 2022. Final specifications for state reporting have been sent to Netsmart for programming into our system with a go-live date for new changes on July 1, 2022. There are over 60 changes this year for WaMS with an updated go-live date of May 17, 2022. Due to Netsmart errors, we are currently not live with the changes. IT staff are directly entering the plans into WaMS to ensure no disruption to services or duplicate data entry until the issue is resolved. The go-live date for the new Trac-It program has been pushed back to June 27, 2022. RACSB continues to utilize Zoom with 2,921 video meetings held with a total of 8,512 participants in May. Multiple patches have been installed on the AvatarNX system and meetings have begun to implement Bells.ai (coordinated by Nathan Reese), which will allow users an easier way to capture notes in the community. Lastly, furniture has been delivered to 4815 Carr Drive and the move-in date has been established to be June 17, 2022. First day seeing individuals at this site will be June 21, 2022.

Crisis Intervention Team (CIT) Assessment Center Report – May 2022

Jacque Kobuchi reported that the CIT Assessment Center Assessed 20 individuals in the month of May 2022: Fredericksburg 10; Caroline 0; King George 0; Spotsylvania 5; Stafford 5.

Emergency Custody Order and Temporary Detention Order Report – May 2022

Jacque Kobuchi told the Committee that emergency services staff completed 417 emergency evaluations in April 2022. Seventy-three Emergency Custody Orders (ECO) were issued, 73 Temporary Detention Orders (TDO) were issued and 73 Temporary Detention Orders were executed.

May 2022 Wait List

Kat Keller reported that 270 individuals were waiting more than 30 days for outpatient therapy appointments as of May 31, 2022. As of June 8, 2022, there were 18 older adolescents and adults and zero children 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, 3 (needs, 0; referral, 2; acceptance, 1); Developmental Disability Residential, 96 (needs, 90; referral, 5; acceptance, 1); Assertive Community Treatment, 16 (needs, 10; referral, 5; acceptance, 1); and DD Waiver Services, 748.

Corporate Compliance

Kat Keller shared the Corporate Compliance Plan for its annual review. It outlines the procedures through which staff are educated about standards and policies as well as procedures to report suspected noncompliance.

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

Moved by: Linda Ball Seconded by: Susan Gayle

Data Dashboard

Brandie Williams told the Committee that this month's report shows an overview of the new and ongoing behavioral health performance measures for Same Day Access, Suicide Risk Assessment, Physical Health Coordination, Substance Use Disorder Engagement, and Developmental Disability Measures.

Rappahannock Area Health Department Funding Opportunity

Michelle Wagaman said that the RACSB had the opportunity to submit proposals for potential funding through the Rappahannock Area Health Department (RAHD) targeted at funding behavioral health initiatives in rural locations. RACSB submitted two proposals for consideration: Mobile Unit and teenMHFA.

Susan Gayle asked if middle school options were available for teenMHFA. Michelle said that teenMHFA is only for high school, but there are alternatives for middle school. Brandie shared that information on whether or not the funding, and how much, was awarded should be available shortly.

ACTION TAKEN: The Committee unanimously approved a motion to accept the grant application for funding as presented.

Moved by: Linda Ball Seconded by: Susan Gayle

Adjournment

The meeting adjourned at 11:35 AM.



VOICE/TDD (540) 373-3223

FAX (540) 371-3753

NOTICE

TO: Program Planning and Evaluation Committee
Ken Lapin, Chair, Melissa White, Linda Ball, Nancy Beebe, Matt Zurasky, Susan Gayle, Carol Walker

FROM: Joe Wickens
Incoming Executive Director

SUBJECT: Program Planning and Evaluation Meeting
June 14, 2022, 10:30 AM
600 Jackson Street, Board Room 208, Fredericksburg, VA

DATE: June 9, 2022

A Program Planning and Evaluation Committee meeting has been scheduled for Tuesday, June 14, 2022 at 10:30 AM. The meeting will be held at 600 Jackson Street, Board Room 208, Fredericksburg, VA 22401.

Looking forward to seeing you on June 14, 2022 10:30 AM

cc: Kheia Hilton, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD
PROGRAM PLANNING & EVALUATION COMMITTEE MEETING
Tuesday, June 14, 2022 10:30 AM
In Person
600 Jackson Street, Room 208
Fredericksburg, VA 22401

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| I. Extraordinary Barriers List – May 2022 | Newman |
| II. Independent Assessment Certification and Coordination Team (IACCT) Update | Andrus |
| III. CSB Performance Reviews | Jindra |
| IV. Information Technology/Electronic Health Record Update | Williams |
| V. Crisis Intervention Team (CIT) Assessment Center Report – May 2022 | Kobuchi |
| VI. Emergency Custody Order (ECO)/Temporary Detention Order (TDO) – May 2022 | Kobuchi |
| VII. May 2022 Wait List | Keller |
| VIII. Corporate Compliance | Keller |
| IX. Data Highlights Report | Williams |
| X. RAHD Funding Opportunity | Wagaman |
| XI. Other Business | Lapin |

MEMORANDUM

TO: Joe Wickens, Executive Director

FROM: Patricia Newman – Mental Health Case Management Supervisor
Elizabeth Wells – Lead State Hospital Liaison & NGRI Coordinator
Chanda Bernal – Adult Mental Health Case Manager

PC: Brandie Williams – Deputy Executive Director
Jacqueline Kobuchi, LCSW – Clinical Services Director
Amy Jindra – Community Support Services Director
Nancy Price – MH Residential Coordinator
Tamra McCoy – ACT Coordinator
Jennifer Acors – Coordinator Developmental Services Support Coordination

SUBJECT: Extraordinary Barriers List (EBL)

DATE: June 14, 2022

RACSB currently has five individuals on the Extraordinary Barriers List (EBL), to include two individuals at Central State Hospital (CSH), one individual at Southern Virginia Mental Health Institute (SVMHI), one individual at Piedmont Geriatric Hospital (PGH), and one individual at Western State Hospital (WSH). Individuals ready for discharge from state psychiatric hospitals are placed on the EBL when placement in the community is not possible within seven days of readiness, due to barriers caused by waiting lists, resource deficits, or pending court dates.

Central State Hospital

Individual #1: Was placed on the EBL 2/2/2022. Barriers to discharge include establishing housing and services in the community in order to have the supports necessary to maintain stability as well as working through the Not Guilty by Reason of Insanity (NGRI) process. This individual has a diagnosis of Bipolar Disorder and was acquitted NGRI on a felony charge of Assault on Law Enforcement. Initially this individual had been recommended for Conditional Release by both evaluators during the Temporary Custody Evaluation process, however this individual's anticipated discharge had been delayed in response to difficulty managing their mental health as well as reluctance to accept recommended medications. These concerns caused the Internal Forensic Privileging Committee (IFPC) to disapprove this individual's Conditional Release. At this time this individual's they continue to await their hearing that has been postponed until 6/10/2022 to allow for the Commonwealth Attorney to subpoena the evaluators and gain additional information on the concerns surrounding this individual's readiness for Conditional Release. This individual has since released his attorney and has made the decision to represent themselves. Should they be released on Conditional Release at his 6/10/22 hearing, a bed at Home Road will be available. Discharge will take place after the CRP is approved by the Court.

Individual #2: Was placed on the EBL 5/6/22. Barriers to discharge include working through the Not Guilty by Reason of Insanity Process (NGRI). This individual has diagnosis of Schizophrenia, Psychotic Disorder and Mild Intellectual Disabilities as well as has struggled with substance use. They were acquitted on charges of Stalking and have previous charges of Sexual Battery. This individual is a registered sex offender, has struggled with compliance with community-based treatment in the past and also lacks insight to their mental illness. Two Temporary Custody Evaluations were completed, one recommending Conditional Release and one recommending continued hospitalization. At this time, RACSB is also recommending continued hospitalization, however must prepare for possible Conditional Release. This individual was referred to Assertive Community Treatment (ACT), however it was determined that he required more intensive therapeutic interventions. This individual's next court date is July 15, 2022 and they will discharge from the hospital once the Court approves Conditional Release.

Southern Virginia Mental Health Institute

Individual #3: Was placed on the EBL 6/9/2022. Barriers to discharge include identifying and being accepted to a residential placement. This individual has both Intellectual Disability and mental health diagnosis and has an Intellectual Disability and Developmental Disability (ID/DD) Waiver in place which will pay for the cost of the residential placement. This individual assaulted staff at their most recent placement, which may cause some delay in being accepted to a placement. This individual will discharge once accepted to a group home/residential placement.

Piedmont Geriatric Hospital

Individual #4: Was placed on the EBL 6/2/2022. Barriers to discharge include identifying and being accepted to an appropriate assisted living facility (ALF) that can meet their needs. This individual has a diagnosis of depression and is no longer able to live independently. They do not qualify for Medicaid at this time due to assets. This individual signed over the deed to their home to a caregiver but the mortgage remains in their name. In response to numerous concerns regarding this individual, their assets and the caregiver, Adult Protective Services, Stafford County Sheriff's Department and the Disability Law Center of VA are all involved in an investigation to ensure that the rights of this patient are protected and to determine any wrongdoing. Discharge will take place once this individual is accepted to an ALF. Discharge Assistance Program (DAP) funding will likely be necessary due to this individual not being able to qualify for Medicaid at this time.

Western State Hospital

Individual #5: Was placed on the EBL 5/24/22. Barriers to discharge include identifying and being accepted to a group home that has the ability to support this individual in the community. This individual had previously been residing with family but would be best supported in a group home setting. This individual had required frequent redirection and support while at the hospital but has since seen some improvement in behaviors. Group home placements continue to be explored and referrals have been sent out. This individual interviewed with Amazing Grace Group Home on June 6, 2022. This individual does have an active Developmental Disability (DD) waiver and will discharge once accepted to a group home.

MEMORANDUM

To: Joe Wickens, Executive Director

From: Donna Andrus, Child and Adolescent Support Services Supervisor

Date: June 7, 2022

Re: Independent Assessment Certification and Coordination Team (IACCT) Update

I am writing to provide an update to the Independent Assessment Certification and Coordination Team (IACCT) program. The Department of Medical Assistance Services (DMAS) with Magellan launched the IACCT program July 1, 2017. The Rappahannock Area Community Services Board is the IACCT provider for Planning District 16.

RACSB received 17 IACCT referrals and completed 14 IACCT assessments in the month of May. Three reauthorization discharged home prior to the due date. Eight referrals were initial IACCT assessments and nine were re-authorizations. Four were from Spotsylvania, six from Stafford, six from Caroline, none from King George and one from the City of Fredericksburg. Of the fourteen completed assessments in May, ten recommended Level C Residential and four recommended Level B group home. Three reauthorizations for continued placement recommended step-down by the next review period. One initial IACCT recommended Level B Group home however Magellan did not support that level of care and approved a higher level of care in Level C residential.

Attached is the monthly IACCT tracking data for May 2022.

Report Month/Year	May-22
1. Total number of Referrals from Magellan for IACCT:	17
1.a. total number of auth referrals:	8
1.b. total num. of re-auth referrals:	9
2. Total number of Referrals per county:	
Fredericksburg:	1
Spotsylvania:	4
Stafford:	6
Caroline:	6
King George:	0
Other:	0
3. Total number of extensions granted:	1
4. Total number of appointments that could not be offered within the prescribed time frames:	0
5. Total number of "no-shows":	0
6. Total number of cancellations:	0
7. Total number of assessments completed:	14
8a. Total number of ICA's recommending: residential:	10
8b. Total number of ICA's recommending: therapeutic group home:	4
8c. Total number of ICA's recommending: community based services:	0
8g. Total number of ICA's recommending: Other:	0
8h. Total number of ICA's recommending: no MH Service:	0
9. Total number of reauthorization ICA's recommending: requested service not continue:	0
10. Total number of notifications that a family had difficulty accessing any IACCT-recommended service/s:	0

MEMO

To: Joseph Wickens, Executive Director

From: Jennifer Acors , Developmental Disability Support Coordination Coordinator

Date: May 18, 2022

Re: CSB Performance Reviews

The Department of Behavioral Health and Developmental Services (DBHDS) provided the results of RACSB's performance on the CSB Performance Reviews. The performance reviews considered four areas: Compliance results related to Individual Support Plan (ISP) entry into WaMS, Regional Support Team (RST) referral timeliness, Support Coordination Quality Review (SCQR) sample completion, and Integrated Community Involvement.

RACSB exceeded DBHDS target of 86% in all the measures except Integrated Community Involvement, which measures the percentage of plans that have an outcome for integrated community involvement. This measure has been impacted greatly by Covid-19 as many programs that offer integrated community involvement are not able to provide services as they did prior to the pandemic. It also may not take into account those individuals who do not need or want an outcome of integrated community involvement, especially if this need is being met independently or through natural supports. As a result, DBHDS is not requiring any action for this measure.

Results for Rappahannock Area Community Services Board

ISP Entry	SCQR Submissions	RST Timeliness	Integrated Community Involvement
1 st Quarter FY22 = 96% 2 nd Quarter FY22 = 97%	100% submitted	4th Quarter FY21 = 100% 1st Quarter FY22= 100%	1 st Quarter FY22 = 39.2% 2 nd Quarter FY22= 40.3%



COMMONWEALTH of VIRGINIA

ALISON G. LAND, FACHE
COMMISSIONER

DEPARTMENT OF
BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES
Post Office Box 1797
Richmond, Virginia 23218-1797

Telephone (804) 786-3921
Fax (804) 371-6638
www.dbhds.virginia.gov

Memo

To: Rappahannock Area Community Services Board
From: DBHDS Case Management Steering Committee

Re: CSB Performance Reviews

May 11, 2022

Dear Ms. Jindra,

As shared previously, the DBHDS Case Management Steering Committee (CMSC) is charged with providing oversight on Community Services Board performance with Targeted Case Management Services. The CMSC is also responsible for making recommendations to the DBHDS Commissioner when trends in underperformance are identified. This letter contains findings based on three performance areas previously tracked and includes an additional area of performance review related to Integrated Community Involvement.

The four areas of performance considered in this letter include: compliance results related to Individual Support Plan entry into WaMS, Regional Support Team referral timeliness, Support Coordination Quality Review sample completion, and Integrated Community Involvement.

The ISP compliance data included in this letter is based on the 1st and 2nd quarter of FY22. Information related to RST Timeliness is related to the 4th quarter of FY21 and the 1st quarter of FY22. Due to a high occurrence of individuals identified as not having an ISP across the system, a more extensive review of the data was previously conducted. As a result, various causes for missing ISPs were identified and these findings resulted in the decision to base ISP compliance on individuals in Active Status only. The results provided here are based on this standard.

Any CSB identified as under target for ISP compliance in this letter will not incur sanctions or penalties for the 1st and 2nd quarter results provided. The parameters explained here will be implemented in July 2022 for data results for the 3rd and 4th quarter of FY22.

Performance results for your CSB now includes a results for Integrated Community Involvement. Any CSB identified as under the target for Integrated Community Involvement in this letter will not incur sanctions or penalties for the 1st and 2nd quarter results provided. Due to an increased focus on the importance of full community involvement, results are included in this letter so that boards can monitor and seek to improve performance with the related measure monitored by DBHDS.

Performance Results

Based on results in FY22, the following actions will be taken:

For CSBs that did not meet the target of 86% timeliness with Regional Support Team referrals in the 4th quarter of FY21 and the 1st quarter of FY22, a corrective action plan (CAP) must be submitted to DBHDS within 30 days to cmssc@dbhds.virginia.gov. The CAP must detail the identified root cause, the actions and processes that will be implemented by the CSB to improve the timeliness of referrals, and timeframes for completion. Please note, a corrective action plan (CAP) is only required if *both* quarters were under the target.

For CSBs that did not complete the full complement of Support Coordination Quality Reviews included in the CSB sample, recommendations will not be made to the DBHDS Commissioner for actions under the performance contract, but the results will be reported.

CSBs that did not meet the target of 86% for Individual Support Plans being available directly in WaMS will not incur any recommendation for penalty at this time due to the aforementioned changes in data reporting. A corrective action plan (CAP) will be required for underperformance beginning with FY22 Q3 and Q4 data reviewed in Q1 of FY23.

For CSBs that did not meet the target of 86% for Integrated Community Involvement, no actions are being taken, however, CSBs should review the information provided and consider ways to improve performance in this area to increase results above 86%. Performance with integrated community involvement will continue to be an area of focus while system wide performance is below target and will be discussed during technical assistance provided by DBHDS. The related measure for this area is stated as:

Individuals receiving case management services from the CSB whose ISP, developed or updated at the annual ISP meeting, contained Integrated Community Involvement services goals (Target 86%). Success with this measure is dependent on the development of outcomes under the Integrated Community Involvement (ICI) life area in the ISP. The ICI life area is used for any outcome that includes community involvement in any service/setting that occurs at a ratio of no more than one DSP to three people with developmental disabilities.

Results for Rappahannock Area Community Services Board

ISP Entry	SCQR Submissions	RST Timeliness	Integrated Community Involvement
1 st Quarter FY22 = 96% 2 nd Quarter FY22 = 97%	100% submitted	4th Quarter FY21 = 100% 1st Quarter FY22= 100%	1 st Quarter FY22 = 39.2% 2 nd Quarter FY22= 40.3%

CSB actions needed at this time: **No actions needed at this time**

If you have questions regarding this letter, please email cmssc@dbhds.virginia.gov.

To: Joe Wickens, Executive Director
From: Suzanne Poe, IT Coordinator
Re: Information Technology and Electronic Health Record Update
Date: June 7, 2022

IT Systems Engineering Projects

During May 945 tickets were closed by IT Staff. In previous months, 943 were closed in April, 1480 were closed in March, 891 tickets were closed in February 2022, and 894 tickets closed in January 2022.

Community Consumer Submission 3

CCS submission for data from July 1, 2021 to April 30, 2021 was submitted to DBHDS on May 27, 2022.

The final CCS 8.1 specifications for state reporting have been released and have been sent to Netsmart for programming into our system. We have begun testing the extract. The go-live for new changes will be July 1, 2022.

Waiver Management System (WaMS)

IT staff represented RACSB in the development and review of specifications for next year's changes. The final specifications were provided by DBHDS at the end of December. There are over 60 changes for this year with an **UPDATED go-live date of May 17, 2022**. Due to Netsmart errors, we are currently not live with the changes. IT staff continues to meet weekly with Netsmart's state reporting resource and communicate daily around this project to support implementation. In the interim, IT staff are directly entering the plans into WaMS to ensure no disruption to services or duplicate data entry for DD Support Coordinators.

Trac-IT Early Intervention Data System

The go-live date for the new Trac-It program, a state-wide data platform/electronic health record for Part C, has been pushed back to June 27, 2022. Brandie participated in the User Acceptance Testing at the state level. Part C has limited the data fields required at go-live as a result of coordinated advocacy to reduce the additional administrative burden/duplicate entry that initial requirements would have created. EHR upload capability testing was delayed until after July 4. We have built the extract for service level data and will be prepared to begin testing once the process is open.

Zoom

We continue to utilize Zoom for telehealth throughout the agency.

- May 2022 – 2921 Video Meetings with a total of 8,512 participants
- April 2022 – 2878 video meetings with a total of 8,728 participants
- March 2022 – 3281 video meetings with a total of 10,071 participants
- February 2022 - 3,248 video meetings with a total of 9,752 participants
- January 2022– 2,942 video meetings with a total of 8,870 participants
- Average from January to December 2021 was 3,648 video meetings and 11,087 Participants
- Average from April to December 2020 was 3,836 video meetings and 11,435 participants

Avatar

We discovered through testing with our Netsmart Cloud hosting representative that we are missing a crucial component to ensure quick and efficient reporting out of Avatar. Staff have been reporting slow load times of Avatar reports since the Agency went to cloud hosting in July. We are now working with Netsmart to implement the fix, by creating a VPN connection between Netsmart and Avatar. The VPN will hopefully prioritize our network traffic to the Netsmart servers making reports run faster.

We continue to meet on Bells.ai implementation. Bells.ai is an add on to Avatar that will allow end users an easier way to capture notes in the community. We will be piloting ID/DD Case management for this new tool to improve note quality and reduce clinical documentation time.

Phone Systems

4815 Carr Drive: Furniture has been delivered and the move in date has been established to be June 17, 2022 and the first day seeing individuals at this site will be June 21, 2022.

May 2022 RACSB CIT Assessment Center Data

Date	Number of ECOs Eligible To Utilize CAC Site	Number of Individuals Assessed at CAC Site	Locality who brought Individual	Locality working at the Assessment Site
5/1/2022	0	0	n.a	Spotsylvania/King George
5/2/2022	1	2	Spotsylvania	Fredericksburg
5/3/2022	3	1	Stafford	Spotsylvania
5/4/2022	6	1	Fredericksburg	Spotsylvania
5/5/2022	4	0	n.a	Spotsylvania
5/6/2022	5	1	Fredericksburg	Spotsylvania
5/7/2022	2	0	n/a	Spotsylvania
5/8/2022	4	0	n.a	n.a
5/9/2022	2	1	Stafford	Spotsylvania
5/10/2022	1	0	n.a	Spotsylvania/King George
5/11/2022	2	1	Fredericksburg	Spotsylvania
5/12/2022	2	0	n.a	Spotsylvania
5/13/2022	3	1	Fredericksburg	Spotsylvania
5/14/2022	3	0	n.a	Spotsylvania
5/15/2022	3	1	Spotsylvania	Spotsylvania
5/16/2022	5	1	Spotsylvania	Spotsylvania
5/17/2022	3	0	n.a	Spotsylvania
5/18/2022	5	1	Fredericksburg	Spotsylvania
5/19/2022	3	0	n.a	Spotsylvania
5/20/2022	3	2	Fredericksburg	Spotsylvania
5/21/2022	6	2	Fredericksburg	Spotsylvania
5/22/2022	1	0	n.a	Spotsylvania/ King George
5/23/2022	5	0	n.a	Spotsylvania
5/24/2022	2	1	Stafford	Spotsylvania/King George
5/25/2022	2	0	n.a	n.a
5/26/2022	0	1	Stafford	Spotsylvania
5/27/2022	2	0	n.a	Spotsylvania
5/28/2022	2	2	Spotsylvania/Stafford	Spotsylvania
5/29/2022	2	0	n.a	Spotsylvania/King George
5/30/2022	2	0	n.a	Spotsylvania
5/31/2022	3	1	Stafford	Spotsylvania
Total	87	20		

Total Assessments at Center in May: 20

Brought by:		Cumulative Total:		
Caroline	0	132	Cumulative number of Assessment since	
Fred City	10	749	September 2015:	2525
Spotsylvania	5	794		
Stafford	5	730		
King George	0	117		
Other	0	3		

To: Joe Wickens, Executive Director

From: Kari Norris, Coordinator of Emergency Services

Re: Emergency Services and TDO Exception Report

Date: June 8, 2022

Emergency Services and TDO Exception report: RACSB Emergency Services staff completed 417 emergency evaluations in May 2022, an increase of 27 from April 2022. Seventy-three emergency custody orders (ECOs) were issued, 73 Temporary Detention Orders were issued and 73 TDOs were executed.

Seven individuals were transported directly to state psychiatric facilities. One individual was admitted to Western State, three admitted to Northern VA Mental Health institute, one admitted to Southern Virginia Mental Health Institute, one individual admitted to Catawba and one individual admitted to CCCA.

FY22 CSB/BHA Form (Revised: 06/10/2020)

CSB/BHA

Rappahannock Area Community Services Board

Month

May 2022

[illegible]

FY '22 CSB/BHA Form (Revised: 06/10/2021)

CSB/BHA

Rappahannock Area Community Services Board

Reporting month

May 2022

No Exceptions this month →

Date	Consumer Identifier	1) Special Population Designation (see definition)	1a) Describe "other" in your own words (see definition)	2) "Last Resort" admission (see definition)	3) No ECO, but "last resort" TDO to state hospital (see definition)	4) Additional Relevant Information or Discussion (see definition)
5/4/22	97742			Yes	No	TDO to NVMHI
5/4/22	4921			Yes	No	TDO to SVMHI
5/6/22	75137			Yes	No	TDO to NVMHI
5/8/22	71559	Adult (18-64) with ID or DD		Yes	No	TDO to Catawba
5/24/22	74029			Yes	No	TDO to WSH
5/25/22	26375			Yes	No	TDO to NVMHI
5/26/22	47969	Adolescent		No	Yes	TDO to CCCA

Emergency Services Activity Reports

Month	Contacts	Evaluations	ECOs	TDOs Issued	TDOs Executed
July 2014	603	346		80	80
August 2014	638	280		71	71
September 2014	1009	394		86	86
October 2014	1084	315		81	81
November 2014	912	313		77	77
December 2014	1023	349		74	74
January 2015	975	341		91	91
February 2015	975	292		68	67
March 2015	1151	403		91	90
April 2015	1132	377		99	99
May 2015	918	363		77	77
June 2015	967	339		82	82
July 2015	972	336		77	77
August 2015	933	339		65	65
September 2015	956	386		82	82
October 2015	1060	429		83	82
November 2015		358		78	77
December 2015		474	88	81	81
January 2016		433	76	73	73
February 2016		512	83	99	99
March 2016		565	90	86	86
April 2016		622	96	85	85
May 2016		607	98	91	91
June 2016		560	94	89	89
July 2016		441	64	57	57
August 2016		547	101	105	105
September 2016		470	65	70	70
October 2016		483	65	62	62
November 2016		377	85	78	78
December 2016		400	83	83	83
January 2017		395	80	83	83
February 2017		385	76	82	82
March 2017		408	82	98	98
April 20-17		425	85	99	99
May 2017		435	109	111	111
June 2017		428	75	95	95
July 2017		334	89	95	95
August 2017		408	97	105	105
September 2017		427	101	104	104
October 2017		453	109	113	113
November 2017		449	104	122	122
December 2017		382	109	109	109

January 2018	394	102	98	98
February 2018	420	87	92	92
March 2018	463	94	116	116
April 2018	421	90	107	107
May 2018	404	99	90	90
June 2018	449	103	109	108
July 2018	355	74	83	83
August 2018	374	84	89	89
September 2018	423	91	85	85
October 2018	482	92	85	85
November 2018	373	79	63	63
December 2018	330	66	70	70
January 2019	359	79	73	73
February 2019	417	72	71	71
March 2019	438	103	79	79
April 2019	477	77	70	70
May 2019	442	84	85	85
June 2019	512	110	83	83
July 2019	467	69	67	67
August 2019	510	101	89	89
September 2019	527	89	74	74
October 2019	586	94	89	89
November 2019	509	91	98	98
December 2019	490	87	89	89
January 2020	471	85	76	76
February 2020	548	93	86	86
March 2020	464	86	77	77
April 2020	353	83	90	90
May 2020	335	74	76	75
June 2020	396	91	81	80
July 2020	429	112	111	111
August 2020	401	90	82	81
September 2020	422	94	91	91
October 2020	492	113	85	85
November 2020	413	88	88	88
December 2020	373	75	79	79
January 2021	374	88	89	89
February 2021	358	84	83	83
March 2021	465	82	100	100
April 2021	449	92	100	100
May 2021	507	93	93	93
June 2021	453	95	95	92
July 2021	379	76	74	74
August 2021	394	86	77	77
September 2021	517	98	86	86

October 2021		422	60	72	72
November 2021		425	59	60	60
December 2021		401	67	66	66
January 2022		355	74	63	63
February 2022		442	87	64	64
March 2022		375	74	81	81
April 2022		390	85	87	87
May 2022		417	92	73	73

MEMORANDUM

To: Joe Wickens, Executive Director
From: Stephanie Terrell, Director of Compliance and Human Rights
Date: June 8, 2022
Re: May 2022 Waiting Lists

Identified below you will find the number of individuals who were on a waiting list as of May 31, 2022.

OUTPATIENT SERVICES

- Clinical services: As of May 31, 2022, there are 270 individuals on the wait list for outpatient therapy services.
 - Waiting list is defined as having to wait 30 calendar days or more to be offered an appointment.
 - Due to an increase in request for outpatient services the Fredericksburg Clinic implemented a waitlist for new clients seeking outpatient services beginning October 5, 2021 and the Spotsylvania Clinic implemented a waitlist beginning May 2022. Individuals are placed on the wait list if they cannot be seen at a regularly scheduled appointment within 30 days of request. Individuals who fall in a priority category are seen during open access.
 - The waitlist in Fredericksburg is currently at 217 clients.
 - The waitlist in Spotsylvania is currently at 53 clients.
 - This is an increase of 65 from the April 2022 waitlist.
 - If an individual is not in a priority category the following may occur: 1) he or she may be placed on a waiting list and called weekly by a therapist to review presenting situation, individuals are then offered an appointment as one becomes available; 2) if an individual has private insurance staff will assist in locating a private provider if the individual does not wish to wait for an appointment. Staff are working to avoid scheduling an individual too far into the future as this increases the likelihood of no-shows.
 - Clinical services are initiated through Same Day Access. Due to COVID-19 concerns, Same Day Access appointments are scheduled versus having multiple individuals come to the clinic and having to wait for their appointment time. Same Day Access schedules are as follows:
 - Fredericksburg Clinic: Monday, Wednesday, and Thursday 8:30a.m. to 2:30 pm
Tuesday 9:30 am – 2:30 pm
 - King George Clinic: Tuesday-1:00 pm-5:00 pm and Wednesday- 8:00 am- 12:00 pm
 - Stafford Clinic: Tuesday and Thursday 9:00 am – 12:00 pm
 - Spotsylvania Clinic: Tuesday, Wednesday, and Thursday 9:00 am – 2:00 pm
 - Caroline Clinic: Tuesday and Thursday 8:30 am – 11:30 am
 - Psychiatry intake: As of June 8, 2022, there are 18 older adolescents and adults waiting longer than 30 days for their intake appointment. This is an increase of 10 from the April 2022 waitlist. The furthest out appointment is 9/6/2022. There are zero children age 13 and below waiting longer than 30 days for their intake appointment.

PSYCHIATRY INTAKE – As of June 8, 2022 the number of individuals waiting longer than 30 days for a regularly scheduled psychiatric intake appointment include:

Adults		Children: Age 13 and below
○ Fredericksburg –	3 (2)	0 (0)
○ Caroline –	3 (2)	0 (0)
○ King George –	1 (0)	0 (0)
○ Spotsylvania –	2 (2)	0 (0)
○ Stafford –	9 (4)	0 (0)
Total	18 (8)	0 (0)

Appointment Dates	
<i>Fredericksburg Clinic</i>	
	7/20/2022 7/20/2022 7/28/2022
<i>Caroline Clinic</i>	
	7/13/2022 8/17/2022 9/6/2022
<i>King George Clinic</i>	
	7/14/2022
<i>Spotsylvania Clinic</i>	
	7/8/2022 7/11/2022
<i>Stafford Clinic</i>	
	7/12/2022 7/13/2022 7/19/2022 7/20/2022 7/27/2022 8/2/2022 8/3/2022 8/9/2022 8/10/2022

Community Support services:

Waitlist Definitions

Needs List - A person is placed on the Needs List when an individual, family member, RACSB staff, or external agency notifies that particular program service that the individual needs services provided by that program.

Referral - Persons are placed on this Referral List when services have been requested and all necessary documentation for the referral process is submitted to the program Coordinator. At this time, the person is placed on the Referral List and removed from the Needs List.

All referrals are sent to the Coordinator for initial review. The Coordinator determines that all information is in the packet and makes a disposition for acceptance, rejection, or assessment. The Coordinator will forward the referral packet to the appropriate staff for assessment. Time frame for completion of assessment is also be indicated.

If the assessment leads to acceptance the client will be placed on the acceptance list. If the assessment leads to a decision which does not involve acceptance, the program Coordinator will reach a decision about disposition of the referral.

Acceptance List - This list includes the names of all persons who have been assessed for services and accepted to the program. These individuals are waiting for appropriate supports.

MH RESIDENTIAL SERVICES - 3

Needs List: 0
Referral List: 2
Acceptance List: 1

Count by County:

Caroline	1
King George	0
Fredericksburg	1
Spotsylvania	1
Stafford	0

Intellectual Disability Residential Services – 96

Needs List: 90
Referral List: 5
Acceptance List: 1

Count by County:

Caroline	11
King George	8
Fredericksburg	6
Spotsylvania	33
Stafford	38

- One individual has been accepted into residential contingent upon finding a placement that can meet his current needs and having the required documentation in place prior to move-in.

Assertive Community Treatment (ACT)– 16

Total Needs: 10
Total Referrals: 5
Total Acceptances: 1

Count by County:

Caroline: 1

Fredericksburg: 6

King George: 0

Spotsylvania: 2

Stafford: 5

Homeless/unknown/Incarcerated: 2

Admissions: 1

Discharges: 1

Total Program enrollment = 58

During the month of May, ACT North enrolled a new client. ACT South has discharged one client at their request and they were referred to the Spotsylvania Clinic for medication management. ACT South was in the process of discharging another client who graduated from services. However, this client was displaced as result of the fire at Madonna House. ACT will continue to provide support to explore housing options and medication management with the program psychiatrist.

One client refused to resume ACT Services. However, he has agreed to meet in June after obtaining housing with program PSH. ACT also met with an individual who is currently hospitalized at Central State Hospital. He is on an NGRI and the CSB does not support conditional release at this time. However, Liz Wells is still required to develop a conditional release plan. After meeting with this person via ZOOM and review of historical information, he requires more intensive therapeutic supports than our program can provide. ACT continues to confer with adult mental health case management or other services if individuals may be better supported by less intensive services

ID/DD Support Coordination

Currently there are 748 individuals on the DD Waiver Waiting list

This is an increase of 2 from last month.

Priority 1 – 277

Priority 2 – 173

Priority 3 – 298



**Resolution:
Corporate Responsibility**

The Rappahannock Area Community Services Board is committed to providing high quality services to people with mental health, developmental disability and substance use problems, in accordance with state and federal laws, agency policies, rules and regulations, and professional ethics.

The agency is committed to providing adequate training to support staff in their understanding of these requirements and procedures to follow, if noncompliance suspected. The Corporate Compliance Plan shall outline the procedures through which staff are educated about standards and policies as well as procedures to report suspected noncompliance.

The Director of Compliance and Human Rights shall assume the responsibilities of corporate compliance officer, and shall conduct mock audits to insure compliance with all applicable standards. The frequency, kinds of audits, and outcomes expected of those audits are outlined in the Corporate Compliance Plan.

The Corporate Compliance Plan shall be reviewed annually by the Board of Directors.

Signature, Executive Director

Signature, Chair, Board of Directors

Date

June 2022

I. Compliance Standards

Numerous federal and state laws and regulations, regulations by third-party payers, and accreditation standards define RACSB's obligations for which they must comply. Violations of these rules and regulations result in varying levels of consequence, depending on the severity of the violation.

The Policies and Procedures established by Rappahannock Area Community Services Board reflect the following regulations as well as our own sense of quality services (this list is not intended to identify all applicable laws, the Compliance Officer should be consulted with specific questions):

- 1) Rules and Regulations for the Licensure of Mental Health, Developmental Disability, and Substance use Services, Office of Licensure, Virginia Department of Behavioral Health & Developmental Services.
- 2) Human Rights and Confidentiality Regulations, Office on Human Rights, Virginia Department of Behavioral Health & Developmental Services.
- 3) Federal laws and regulations regarding substance use confidentiality.
- 4) Laws and regulations through Virginia's Department of Medical Assistance Services.
- 5) Applicable regulations through the Health Care Finance Administration.
- 6) Rules and regulations to prevent fiduciary abuse, as outlined in RACSB's Financial Policies and Procedures.
- 7) Accreditation standards, as issued through CARF.
- 8) Regulations as identified through the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 9) Laws and regulations of the Department of Health Professions.

In addition, RACSB has a clearly outlined Code of Ethics in its Personnel Policies and Procedures that reflect such items of importance as professional conduct, personal behavior, clinical practices, and methods to report suspected violations of the code of ethics.

II. Staff Education

All RACSB employees are expected to comply with all policies, procedures, and applicable laws. At the beginning of employment, all employees review highlighted policies and sign off indicating they have read and understand the Employee Handbook. The Code of Ethics, grievance procedures, and standards of conduct violations are all outlined in the Employee Handbook.

During New Employee Orientation the Medical Record Accountability Protocol is reviewed and distributed to staff which outlines documentation expectations and potential consequences of improper medical record documentation.

At hire and annually, staff reviews the Corporate Compliance Plan and sign a policy indicating doing so. In addition, staff are required to complete an annual on-line training to review the components of corporate responsibility.

Annually, various Committees of the Board of Directors review Board policies and procedures and provide the Board of Directors with recommended changes/clarification.

A. Policy and Procedure manuals

A policy and procedure manual exists for each service provided. The policy and procedure manual reflects required standards and expectations required by each employee providing that service.

Each program coordinator or site coordinator is expected to work with the Division Directors and Quality Assurance Office to keep policies and procedures up to date and current.

All current policy and procedure manuals shall be posted on the RACSB Intranet to allow for immediate staff access.

B. Maintenance of records and documentation

Services rendered by staff shall be documented in the electronic health record according to all applicable rules and regulations. Staff must document activity accurately and honestly for services provided. Billing for these services shall not occur without proper documentation, as documented via an attestation statement on service activity logs. Billing that occurs without accurate documentation to support the service provided shall be considered fraud.

Upon resignation of employment, staff is expected to have all medical record documentation current in order to ease the transition between clinicians and improve continuity of care.

III. Compliance with Legal Inquiries: Subpoenas, Search Warrants and Court Appearances

State and federal confidentiality laws bind information on services provided at Rappahannock Area Community Services Board. With the exception of information that may need to be shared in cases of emergency, subpoenas, search warrants and court orders are the other tools through which information may be released without the prior consent of the person receiving services.

As part of the intake process, persons receiving services receive information regarding confidentiality and limits thereof.

Step by step procedures regarding how to respond to subpoenas are located in the Clinical Services Policy and Procedures Manual. When staff is issued a subpoena, they are to immediately notify their supervisor, and have the subpoena reviewed by the Clinical Services Director or the Corporate Compliance Officer. The purpose of review is to assure that the subpoena meets all necessary legal requirements in order to disclose confidential information.

Any written information that is released as a result of a subpoena duces tecum shall be accompanied by a certification indicating the information is being released as ordered. The certification shall be signed by the Executive Director and duly notarized.

If the subpoena is complete and staff plans to attend the court hearing, it is recommended they call counsel prior to their attendance in order to review what is expected of them during the proceedings. Staff should be cautioned not to present themselves as expert witnesses. In addition, it is recommended, to the extent possible, that staff inform the consumer prior to the court appearance.

Staff should inform their supervisor and document in the case notes when they received the subpoena, when they appear in court, and the outcome of that appearance.

Staff should not take the entire medical record with them to court unless specifically requested by the subpoena to do so.

Any employee served with a search warrant at a site operated by RACSB shall immediately notify the Executive Director or designee for direction. Staff shall request identification from the law enforcement officer and shall write down the name and identification information of the officer.

A search warrant is a written order regarding a criminal matter that directs a sheriff or police officer to search a specific place for specific persons, documents or items that are to be seized as described in the search warrant.

Staff will cooperate with the officer in non-substance use cases. If the search warrant involves a request for records of an individual receiving substance use services, an attempt will be made to seek legal opinion. Employees will comply with law enforcement mandates in the event of emergency situations or when a law enforcement officer refuses staff request to seek further guidance; even if the officer's orders are later shown to be erroneous. When the officer takes property into custody, a detailed receipt must be given for the property. Make a copy of any requested medical records. Never give out the original.

RACSB is committed to cooperating with any legal investigative action and to assisting staff in responding appropriately to any legal inquiry, while maintain the confidentiality of individuals served.

IV. Availability of Legal Counsel

As needed, Rappahannock Area Community Services Board consults with legal counsel on any matters that pertain to allegations of wrongdoing by staff, or issues that revolve around the health and welfare of individuals served and of personnel.

V. Monitoring, Auditing and Risk Assessment Activities

Activities conducted to review compliance to standards include, but are not limited, to the following:

- Internal chart reviews are conducted on open and closed records each quarter. In addition to quality assurance record reviews, it is recommended that supervisors review records as part of staff meetings and individual supervision.
- Annual policy and procedure review.
- Unannounced reviews by the Virginia Department of Behavioral Health & Developmental Services, Office of Licensure.
- Unannounced reviews by the Virginia Department of Behavioral Health & Developmental Services, Office of Human Rights.
- Annual review of financial record by external CPA firm.
- Unannounced reviews by the Virginia Department of Medical Assistance Services.
- Unannounced reviews by Magellan Behavioral Health Services.
- Record requests via the Center for Medicaid and Medicare Services.
- At hire and monthly the Human Resource department verifies that staff are not listed on the Health and Human Services – Office of Inspector General List of Excluded Individuals and Entities.

VI. Investigations of Suspected Noncompliance

The Compliance Officer is responsible for investigating any suspected misconduct and referring, as appropriate, information to the Executive Director and/or the Board of Directors. All employees are expected to cooperate to the fullest extent possible with any and all investigations. Employees who refuse to cooperate with an investigation are in direct violation of agency policies and procedures.

An investigation into allegations of waste, fraud, abuse or other wrongdoing shall be completed in accordance with the procedures outlined in the Financial Policies and

Procedures. As noted in the Financial Policies and Procedures, the Code of Virginia requires that fraudulent activities be reported to appropriate authorities.

Employees must report to their supervisor or to the Corporate Compliance Officer suspected violations by employees of applicable laws, rules or regulations. In order to investigate allegations of noncompliance, staff need to provide as much information as possible regarding the suspected violation.

While the identity of an individual who reports a suspected violation cannot be guaranteed to be kept anonymous, no employee who reports suspected misconduct shall be retaliated against or otherwise disciplined by Rappahannock Area Community Services Board or any of its employees.

VII. Consequences for Non-Compliance

Consequences for noncompliance of agency policies and procedures are outlined in the Employee Handbook, Section 3.

VIII. Outside Investigations

Rappahannock Area Community Services Board is committed to full compliance of all state and federal laws and shall cooperate fully with any reasonable demands made by any outside entity, to the greatest extent possible.

IX. Corporate Citizenship.

Rappahannock Area Community Services Board is guided by strong moral and ethical standards in daily interactions with customers, shareholders, and employees and extends corporate responsibilities beyond core business.

Staff hold various positions on local Boards of agencies that assist individuals in need of human services. The Boards include the following agencies, Safe Harbor Child Advocacy Center, Moss Free Clinic, Rappahannock Council Against Sexual Assault, Healthy Families, and Fredericksburg Host Lions Club. In addition, Rappahannock Area Community Services Board staff are involved in many community projects, such as local community fairs, seminars, and town halls to educate, inform, protect, and promote a healthy community. These activities presented during the community project may include educating the community regarding suicide prevention, Mental Health First Aide, REVIVE, Lock and Talk, and various other topics.

To: Joe Wickens, Executive Director

From: Brandie Williams, Deputy Executive Director

Re: Data Highlights Report for Program Planning and Evaluation

Date: June 7, 2022

The Rappahannock Area Community Services Board is committed to using data-driven decision-making to improve performance, quality, and demonstrate the value of services. This report will provide an overview of the new and on-going Behavioral Health and Developmental Disability performance measures.

Department of Behavioral Health and Developmental Services Performance Dashboard

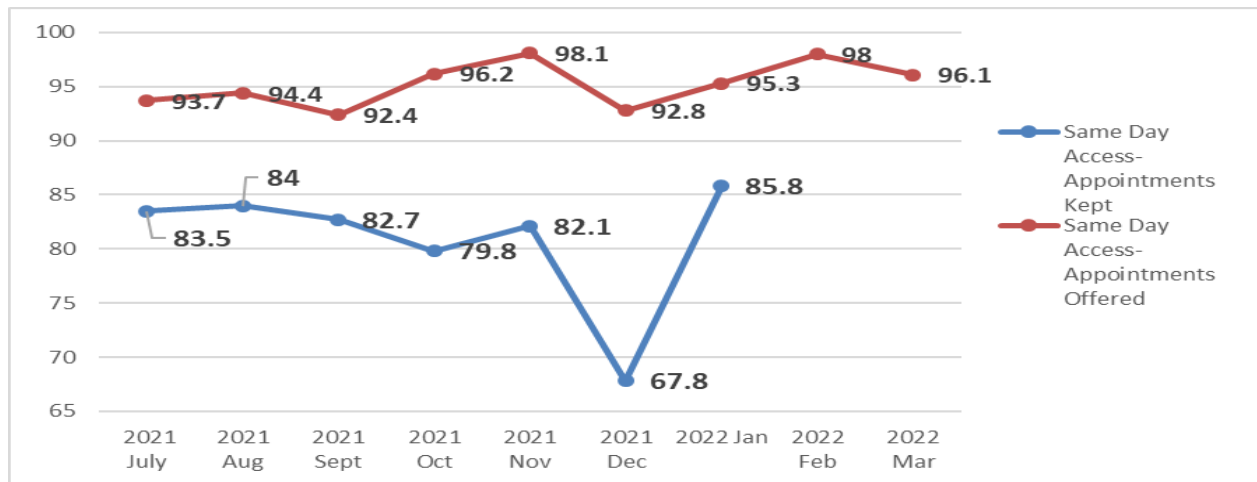
This month's report will detail the new measures and ongoing measures set by DBHDS as performance metrics. The targets indicated have been set by DBHDS and are subject to change at the department's discretion. These targets did not take effect until July 1, 2021.

Behavioral Health Measures

Same Day Access

Measure #1: SDA Appointment Offered: Percentage of individuals who receive a Same Day Access assessment and were recommended for services through the CSB who were offered a follow-up appointment within 10 business days. The benchmark is set at 86%.

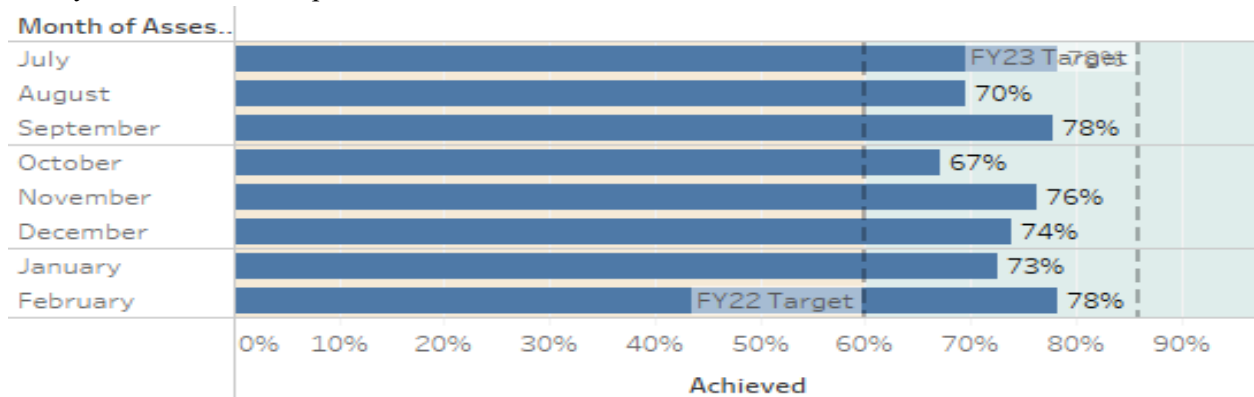
Measure #2: SDA Appointment Kept: Percentage of individuals who receive a Same Day Access assessment and were recommended for services through the CSB who attended that follow-up appointment within 30 calendar days. The benchmark is set at 70%.



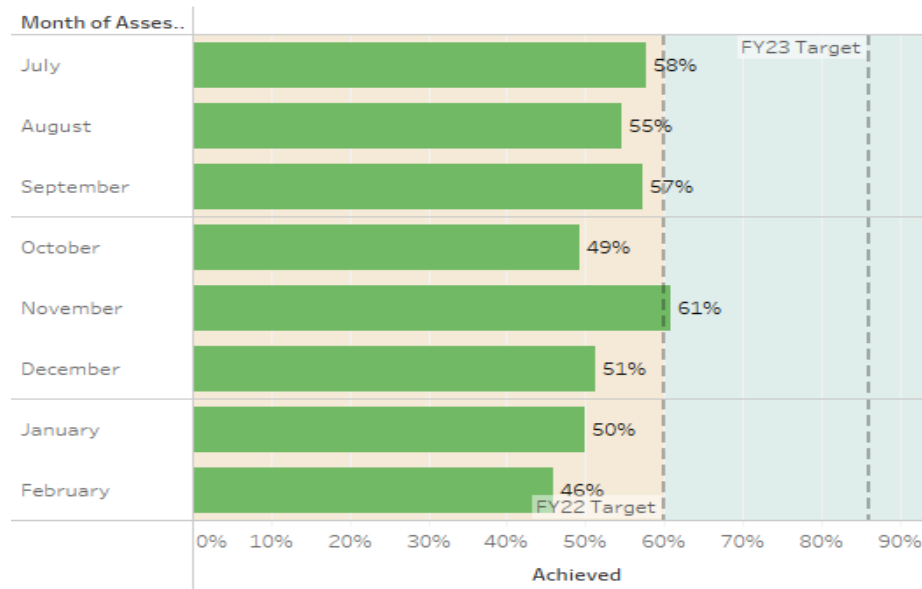
Suicide Risk Assessment *The reports for these measures are still in development by DBHDS. These results are provided for a general idea of RACSB performance, but are not finalized or official.

Measure #1: Universal Adult Columbia Screenings: Percentage of adults who are 18 years old or older and have a new MH or SUD program opening (denominator) who received a suicide risk assessment completed within 30 days before or 5 days after case opening(numerator). The benchmark is set at 60 % for FY22 and 86% for FY23.

*Not yet benchmarked in performance contract.

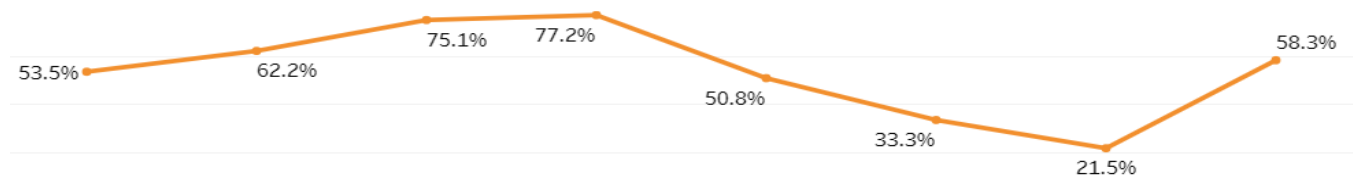


Measure #2: Child Suicide Assessment: Percentage of children who are 7 through 17 years old who have a new MH or SUD program opening (denominator) who received a suicide risk assessment completed within 30 days before or 5 days after case opening (numerator). The benchmark is set at 60 % for FY22 and 86% for FY23. *Not yet benchmarked in performance contract.



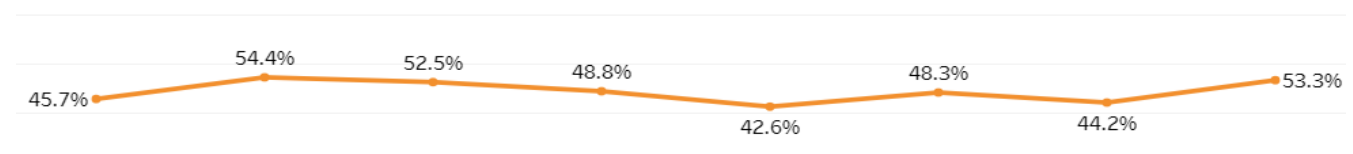
Physical Health Coordination

Annual Physical Examination: Percentage of adults who are 18 years old or older, are identified as having a serious mental illness (SMI), and are receiving mental health (MH) case management services (denominator) who received a complete physical examination in the last 12 months (numerator). (July 2021-Dec 2021). **We were able to identify a data error which occurred during our transition to hosting. These numbers are reflective of that technology error and will improve in coming months.**



Substance Use Disorder Engagement Measures

Engagement of SUD Services: Percentage of adults and children who are 13 years old or older with a new episode of SUD services as a result of a new substance use disorder (SUD) diagnosis (denominator, who initiated any SUD service within 14 days of diagnosis and who received two or more additional SUD services within 30 days of the first service (numerator). Benchmark is 50%.

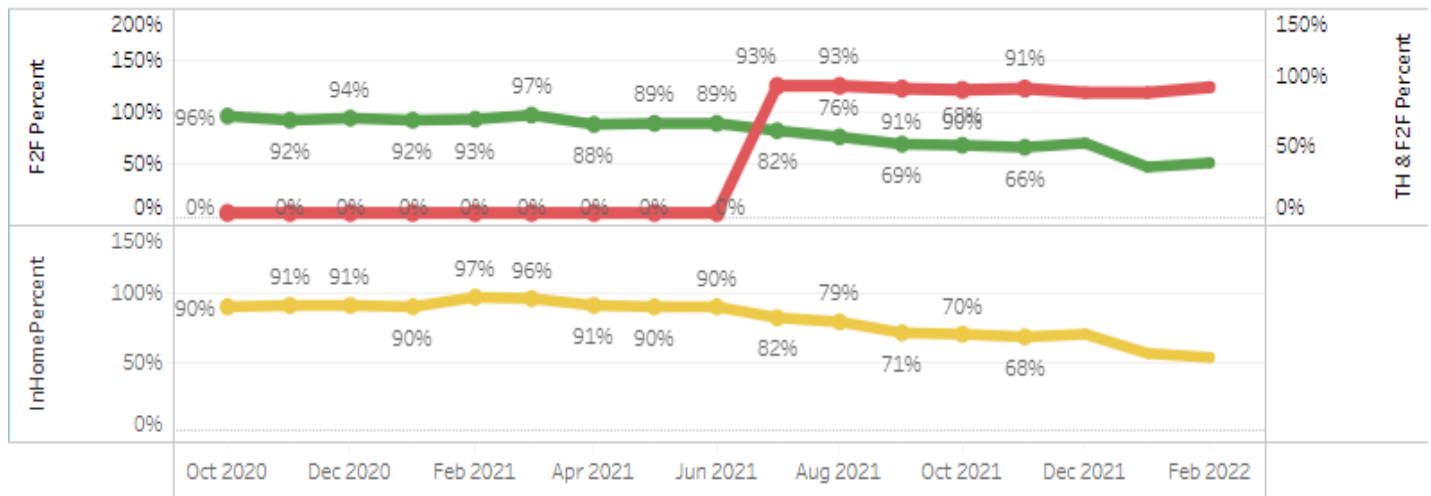


Developmental Disability Measures

Percent receiving face-to-face and In-Home Developmental Case Management Services

Definition: Percent of total individuals with an ID/DD Waiver who meet criteria for Enhanced Case Management who received a face-to-face case management service within the reporting month and previous case management visit was 40 days or less. *Target: 90%*

Definition: Percent of total individuals with an ID/DD Waiver who meet criteria for Enhanced Case Management who received **In-Home** face-to-face case management services every two months. *Target: 90%.*



Date: June 9, 2022
To: Joe Wickens, Executive Director
From: Michelle Wagaman, Prevention Services Director

Re: Rappahannock Area Health Department funding opportunity

The Rappahannock Area Community Services Board had the opportunity to submit proposals for potential funding through the Rappahannock Area Health Department (RAHD) targeted at funding behavioral health initiatives in rural locations. RACSB submitted the following two proposals for consideration: Mobile Unit and teenMHFA.

Mobile Unit Funding Proposal:

Funded initially by RAHD and intended to expand services in remote communities for underserved populations, this mobile unit would allow RACSB to take its services on the road. Bringing services directly to underserved communities is one way to address the transportation barrier. This mobile unit initially would be an extension of the services currently provided by Prevention Services. The unit would be potentially staffed with prevention staff, peer recovery specialist, and a community health educator. The mobile unit would be equipped to support community-based trainings like Rapid REVIVE and Narcan dispensing. It would enhance our participation in community events and fairs. We also see the opportunity to provide many of the same services provided in traditional locations such as, behavioral health and primary health screenings, peer support services and support services. While appointments can be made, anyone needing services can come for walk-in services. The mobile unit would be scheduled at rural locations across Planning District 16 to include community events, partner locations, and the community at-large. This unit is intended to provide access for those facing additional barriers in

our communities and to provide equitable services for all. It also serves as a means to increase recognition of RACSB with the mobile unit having a custom wrap. Amount of funding requested to fully fund the initiative is \$189,010.

Mental Health Support to Adolescents and School Systems Proposal:

An initiative we have wanted to bring to the community for several years is teen Mental Health First Aid. teenMHFA is a national evidence-based curriculum for students in grades 10 through 12. It would be implemented in two local school divisions with hopes of eventually expanding to all five. The curriculum delivered to an entire grade level of students. Participating high schools must commit to having at least 10% of school staff trained in Mental Health First Aid (either youth or adult). The course equips students to better identify, understand, and respond to signs of mental health and substance use challenges in themselves, friends, and peers. Region Ten CSB and Loudon County CSB supported school divisions to implement in the very first Mental Health First Aid USA pilot. Estimated cost per school division is \$52,800 for 10 instructors, training materials, and workbooks.

June 2022 Finance Committee Meeting Minutes

Call to order

A meeting of the Finance Committee of Rappahannock Area Community Services Board was held at 600 Jackson Street on **June 14, 2022**. Attendees included Nancy Beebe, Susan Gayle, Melissa White, Linda Ball, Jacque Kobuchi, Tina Cleveland, Joe Wickens, Amy Jindra, Michelle Wagaman, Amy Umble, Brandie Williams, Hosanna Gifford, Megan Toler, and Topher Gibbs. Matt Zurasky and Lawrence Davies were not in attendance.

April 2022 Financial Report

Topher Gibbs reviewed the Finance Report with the Committee.

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

Moved by: Nancy Beebe Seconded by: Susan Gayle

April 2022 Investment Report

Tina Cleveland said that as of April 30, 2022, cash and cash equivalent investments totaled \$19,003,219 which is 13% higher than the prior year. Of the investments, 99% is with Atlantic Union Bank and the remainder is invested in the Local Government Investment Pool.

April 2022 Reimbursement Report

Megan Toler told the Committee that claims aging figures are provided as of April 30, 2022. Aging is calculated from the date the service was billed. Total outstanding claims are \$6,173,284 as of the period end date. Year-to-date fee revenue of \$22,293,969 is 6% higher than the prior year.

April 2022 Health Insurance Account Report

Tina Cleveland reported the health insurance account balance is \$209,553.02 as of April 30, 2022. Year-to-date premiums deposited in the account, \$2,961,884.34 are less than year-to-date claims and fees by \$307,624.19.

April 2022 Other Post-Employment Benefits Review

Tina Cleveland said that the April 2022 OPEB cash basis value is \$2,036,553.02 which is 113% more than the initial investment of \$954,620. The market value is \$3,645,181.32.

Write Off Report

Tina Cleveland reviewed the Write Off Report with the Committee.

Cost of Living Increase for All Employees

Tina Cleveland recommended that in order for the RACSB to remain competitive, a 3% salary increase be implemented, effective June 26, 2022.

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

Moved by: Nancy Beebe Seconded by: Susan Gayle

OBRA Grant Funds

Amy Jindra said that RAAI submitted a request to DBHDS for OBRA (Omnibus Budget Reconciliation ACT) funds. RACSB received \$430,505. The award will apply to the FY 2022 RAAI budget.

ACTION TAKEN: The Committee unanimously approved a motion to accept the grant application for funding as presented.

Moved by: Susan Gayle Seconded by: Nancy Beebe

Behavioral Health Equity Grant

Amy Jindra said that RACSB applied for DBHDS' Behavioral Health Equity Grant. RACSB intends to utilize grant funds to engage the African American community in services by sponsoring community events and providing training for culturally conscious and appropriate interventions.

ACTION TAKEN: The Committee unanimously approved a motion to accept the grant application for funding as presented.

Moved by: Susan Gayle Seconded by: Nancy Beebe

Adjournment

The meeting adjourned at 12:50 PM.



VOICE/TDD (540) 373-3223

FAX (540) 371-3753

NOTICE

TO: Finance Committee
Matt Zurasky, Chair, Lawrence Davies, Linda Ball, Susan Gayle, Melissa White

FROM: Joe Wickens
Executive Director

SUBJECT: Finance Committee Meeting
June 14, 2022 12:00 PM
600 Jackson Street, Board Room 208, Fredericksburg, VA

DATE: June 9, 2022

A Finance Committee meeting has been scheduled for Tuesday, June 14, 2022 at 12:00 PM. The meeting will be held at 600 Jackson Street, Board Room 208, Fredericksburg, VA 22401.

Looking forward to seeing you on June 14, 2022 12:00 PM.

cc: Kheia Hilton, Chairman

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

FINANCE COMMITTEE MEETING

June 14, 2022 12:00 PM

In-Person

600 Jackson Street, Room 208

Fredericksburg, VA 22401

a g e n d a

- | | |
|--|-----------|
| I. April 2022 Financial Report | Gibbs |
| II. April 2022 Investment Report | Cleveland |
| III. April 2022 Reimbursement Report | Toler |
| IV. April 2022 Health Insurance Account Report | Cleveland |
| V. April 2022 Other Post-Employment Benefits | Cleveland |
| VI. Payroll Statistics | Cleveland |
| VII. Write Off Report | Cleveland |
| VIII. COLA Increase for All Employees | Cleveland |
| IX. OBRA Grant Funds | Jindra |
| X. Behavioral Health Equity Grant | Jindra |
| IX. Other Business | Zurasky |

Re: April 2022 Financial Report

Fiscal Year 2022 revenues of \$39,498,752 are \$2,860,163 or 7.81% more than Fiscal Year 2021 as of April 30, 2022. Expenses of \$36,783,466 are \$3,012,624 or 8.92% greater than Fiscal Year 2021. The Net Revenue of \$2,715,286 is (\$152,460) or -5.32% less than Fiscal Year 2021.

RACSB
FY 2022 FINANCIAL REPORT
Fiscal Year: July 1, 2021 through June 30, 2022
Report Period: July 1, 2021 through April 30, 2022

MENTAL HEALTH

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2022	ACTUAL 04/30/22	%	BUDGET FY 2022	ACTUAL 04/30/22	%		
INPATIENT	106,500	14,625	13.73%	106,500	26,975	25.33%	(12,350)	-84%
OUTPATIENT	2,079,801	2,096,844	100.82%	2,079,801	1,632,893	78.51%	463,951	22%
MEDICAL OUTPATIENT	3,673,594	3,428,031	93.32%	3,673,594	3,198,743	87.07%	229,288	7%
NORTH / SOUTH ACT	1,795,548	1,465,427	81.61%	1,795,548	1,130,193	62.94%	335,233	23%
CASE MANAGEMENT ADULT	953,110	825,551	86.62%	953,110	783,629	82.22%	41,922	5%
CASE MANAGEMENT CHILD & ADOLESCENT	802,910	671,478	83.63%	802,910	641,668	79.92%	29,810	4%
PSY REHAB & KENMORE EMP SER	956,854	600,150	62.72%	956,854	516,874	54.02%	83,276	14%
PERMANENT SUPPORTIVE HOUSING	2,035,818	1,666,634	81.87%	2,035,818	640,589	31.47%	1,026,045	62%
CRISIS STABILIZATION	2,067,073	1,514,177	73.25%	2,067,073	1,466,693	70.96%	47,484	3%
SUPERVISED RESIDENTIAL	558,092	520,940	93.34%	558,092	415,845	74.51%	105,095	20%
SUPPORTED RESIDENTIAL	867,856	740,107	85.28%	867,856	671,457	77.37%	68,650	9%
JAIL DIVERSION GRANT	146,429	130,746	89.29%	146,429	63,833	43.59%	66,913	51%
SUB-TOTAL	16,043,585	13,674,710	85.23%	16,043,585	11,189,393	69.74%	2,485,317	18%
* Budget excludes program subsidies								

DEVELOPMENTAL SERVICES

PROGRAM	REVENUE			EXPENDITURES			ACTUAL	VARIANCE /
	BUDGET *	ACTUAL		BUDGET	ACTUAL			

RACSB
FY 2022 FINANCIAL REPORT

Fiscal Year: July 1, 2021 through June 30, 2022
Report Period: July 1, 2021 through April 30, 2022

	FY 2022	04/30/22	%	FY 2022	04/30/22	%	VARIANCE	REVENUE
CASE MANAGEMENT	2,774,419	2,564,063	92.42%	2,774,419	2,505,009	90.29%	59,054	2%
DAY HEALTH & REHAB *	4,617,930	2,450,118	53.06%	4,617,930	3,478,997	75.34%	(1,028,879)	-42%
GROUP HOMES	5,546,096	4,743,528	85.53%	5,546,096	4,333,690	78.14%	409,838	9%
RESPITE GROUP HOME	148,378	36,859	24.84%	148,378	310,713	209.41%	(273,855)	-743%
INTERMEDIATE CARE FACILITIES	4,045,972	1,712,760	42.33%	4,045,972	2,964,826	73.28%	(1,252,066)	-73%
SUPERVISED APARTMENTS	1,490,022	1,336,287	89.68%	1,490,022	1,143,209	76.72%	193,078	14%
SPONSORED PLACEMENTS	2,263,579	1,887,091	83.37%	2,263,579	1,607,981	71.04%	279,110	15%
SUB-TOTAL	20,886,396	14,730,706	70.53%	20,886,396	16,344,425	78.25%	(1,613,719)	-11%

* Budget excludes program subsidies

RACSB
FY 2022 FINANCIAL REPORT
Fiscal Year: July 1, 2021 through June 30, 2022
Report Period: July 1, 2021 through April 30, 2022

SUBSTANCE ABUSE

PROGRAM	REVENUE			EXPENDITURES				VARIANCE / REVENUE
	BUDGET * FY 2022	ACTUAL 04/30/22	%	BUDGET FY 2022	ACTUAL 04/30/22	%		
							ACTUAL VARIANCE	
OUTPATIENT	2,204,542	1,538,495	69.79%	2,204,542	1,351,427	61.30%	187,068	12%
MAT PROGRAM	885,458	1,018,578	115.03%	885,458	797,410	90.06%	221,168	22%
CASE MANAGEMENT	143,474	191,055	133.16%	143,474	100,395	69.97%	90,659	47%
RESIDENTIAL	412,936	203,849	49.37%	412,936	38,381	9.29%	165,468	81%
PREVENTION	838,809	944,069	112.55%	838,809	572,734	68.28%	371,335	39%
LINK	184,996	410,640	221.97%	184,996	128,123	69.26%	282,517	69%
LINK PPW GRANT	19,780	0	0.00%	19,780	14,478	73.19%	(14,478)	0%
SUB-TOTAL	4,689,995	4,306,685	91.83%	4,689,995	3,002,948	64.03%	1,303,737	30%
* Budget excludes program subsidies								

SERVICES OUTSIDE PROGRAM AREA

PROGRAM	REVENUE			EXPENDITURES			ACTUAL Variance	VARIANCE / REVENUE
	BUDGET * FY 2022	ACTUAL 04/30/22	%	BUDGET FY 2022	ACTUAL 04/30/22	%		
EMERGENCY SERVICES	1,327,096	1,206,650	90.92%	1,327,096	1,026,213	77.33%	180,437	15%
CHILD MOBILE CRISIS	320,728	317,818	99.09%	320,728	186,220	58.06%	131,598	41%

**RACSB
FY 2022 FINANCIAL REPORT**

Fiscal Year: July 1, 2021 through June 30, 2022
Report Period: July 1, 2021 through April 30, 2022

CIT ASSESSMENT SITE	289,481	280,517	96.90%	289,481	298,756	103.20%	(18,239)	-7%
CONSUMER MONITORING	139,646	108,193	77.48%	139,646	74,547	53.38%	33,647	31%
HOSPITAL CONSUMER MONITORING	193,975	0	0.00%	193,975	140,601	72.48%	(140,601)	0%
ASSESSMENT AND EVALUATION	739,048	416,296	56.33%	739,048	395,897	53.57%	20,399	5%
SUB-TOTAL	3,009,974	2,329,475	77.39%	3,009,974	2,122,233	70.51%	207,242	9%
* Budget excludes program subsidies								

RACSB
FY 2022 FINANCIAL REPORT
Fiscal Year: July 1, 2021 through June 30, 2022
Report Period: July 1, 2021 through April 30, 2022

ADMINISTRATION

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE
	BUDGET * FY 2022	ACTUAL 04/30/22	%	BUDGET FY 2022	ACTUAL 04/30/22	%	
ADMINISTRATION	177,738	84,712	47.66%	177,738	84,712	47.66%	0
PROGRAM SUPPORT	62,547	13,932	22.27%	62,547	13,932	22.27%	0
PROPERTY MANAGEMENT	-	0	0.00%	-	0	0.00%	0
SUB-TOTAL	240,285	98,644	41.05%	240,285	98,644	41.05%	0
ALLOCATED TO PROGRAMS				4,821,155	3,980,469	82.56%	

* Budget excludes program subsidies

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET * FY 2022	ACTUAL 04/30/22	%	BUDGET FY 2022	ACTUAL 04/30/22	%		
TRANSPORTATION	445,758	0	0.00%	445,758	54,580	12.24%	(54,580)	0%
KIDS ON THE BLOCK	1,050	2,182	207.81%	1,050	2,577	245.44%	(395)	-18%
TOTAL	446,808	2,182	0.49%	446,808	57,157	12.79%	(54,975)	-2519%

* Budget excludes program subsidies

RACSB
FY 2022 FINANCIAL REPORT
Fiscal Year: July 1, 2021 through June 30, 2022
Report Period: July 1, 2021 through April 30, 2022

FISCAL AGENT PROGRAMS
PART C AND HEALTHY FAMILY PROGRAMS

PROGRAM	REVENUE			EXPENDITURES			ACTUAL VARIANCE	VARIANCE / REVENUE
	BUDGET FY 2022	ACTUAL 04/30/22	%	BUDGET FY 2022	ACTUAL 04/30/22	%		
INTERAGENCY COORDINATING COUNCIL	1,489,950	1,375,993	92.35%	1,489,950	1,046,367	70.23%	329,626	24%
INFANT CASE MANAGEMENT	705,062	635,231	90.10%	705,062	571,228	81.02%	64,003	10%
EARLY INTERVENTION	1,957,235	1,460,319	74.61%	1,957,235	1,552,690	79.33%	(92,371)	-6%
TOTAL PART C	4,152,247	3,471,542	83.61%	4,152,247	3,170,285	76.35%	301,258	9%
HEALTHY FAMILIES	287,198	348,586	121.37%	287,198	65,540	22.82%	283,046	81%
HEALTHY FAMILIES - MIECHV Grant	432,579	309,236	71.49%	432,579	349,594	80.82%	(40,358)	-13%
HEALTHY FAMILIES-TANF & CBCAP GRANT	440,799	226,986	51.49%	440,799	383,247	86.94%	(156,261)	-69%
TOTAL HEALTHY FAMILY	1,160,576	884,808	76.24%	1,160,576	798,381	68.79%	86,426	10%

RACSB
FY 2022 FINANCIAL REPORT
Fiscal Year: July 1, 2021 through June 30, 2022
Report Period: July 1, 2021 through April 30, 2022

RECAP FY 2022 BALANCES

	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>NET</u>	<u>NET / REVENUE</u>
MENTAL HEALTH	13,674,710	11,189,393	2,485,317	18%
DEVELOPMENTAL SERVICES	14,730,706	16,344,425	(1,613,719)	-11%
SUBSTANCE ABUSE	4,306,685	3,002,948	1,303,737	30%
SERVICES OUTSIDE PROGRAM AREA	2,329,475	2,122,233	207,242	9%
ADMINISTRATION	98,644	98,644	0	0%
OTHER	2,182	57,157	(54,975)	-2519%
FISCAL AGENT PROGRAMS	4,356,350	3,968,666	387,684	9%
TOTAL	39,498,752	36,783,466	2,715,286	7%

Restricted Funds	\$	2,139,773
Unrestricted Funds		575,514
Total	\$	2,715,286

RECAP FY 2021 BALANCES

	<u>REVENUE</u>	<u>EXPENDITURES</u>	<u>NET</u>	<u>NET / REVENUE</u>
MENTAL HEALTH	11,962,653	10,411,646	1,551,007	13%

**RACSB
FY 2022 FINANCIAL REPORT**

Fiscal Year: July 1, 2021 through June 30, 2022
Report Period: July 1, 2021 through April 30, 2022

DEVELOPMENTAL SERVICES	14,866,519	14,864,227	2,292	0%
SUBSTANCE ABUSE	3,441,086	2,603,547	837,539	24%
SERVICES OUTSIDE PROGRAM AREA	2,190,958	1,910,006	280,952	13%
ADMINISTRATION	204,272	204,272	0	0%
OTHER	1,874	33,359	(31,485)	-1680%
FISCAL AGENT PROGRAMS	3,971,226	3,743,785	227,441	6%
TOTAL	36,638,588	33,770,842	2,867,746	8%

	\$ Change	% Change
Change in Revenue from Prior Year	\$ 2,860,163	7.81%
Change in Expense from Prior Year	\$ 3,012,624	8.92%
Change in Net Income from Prior Year	\$ (152,460)	-5.32%

*Unaudited Report

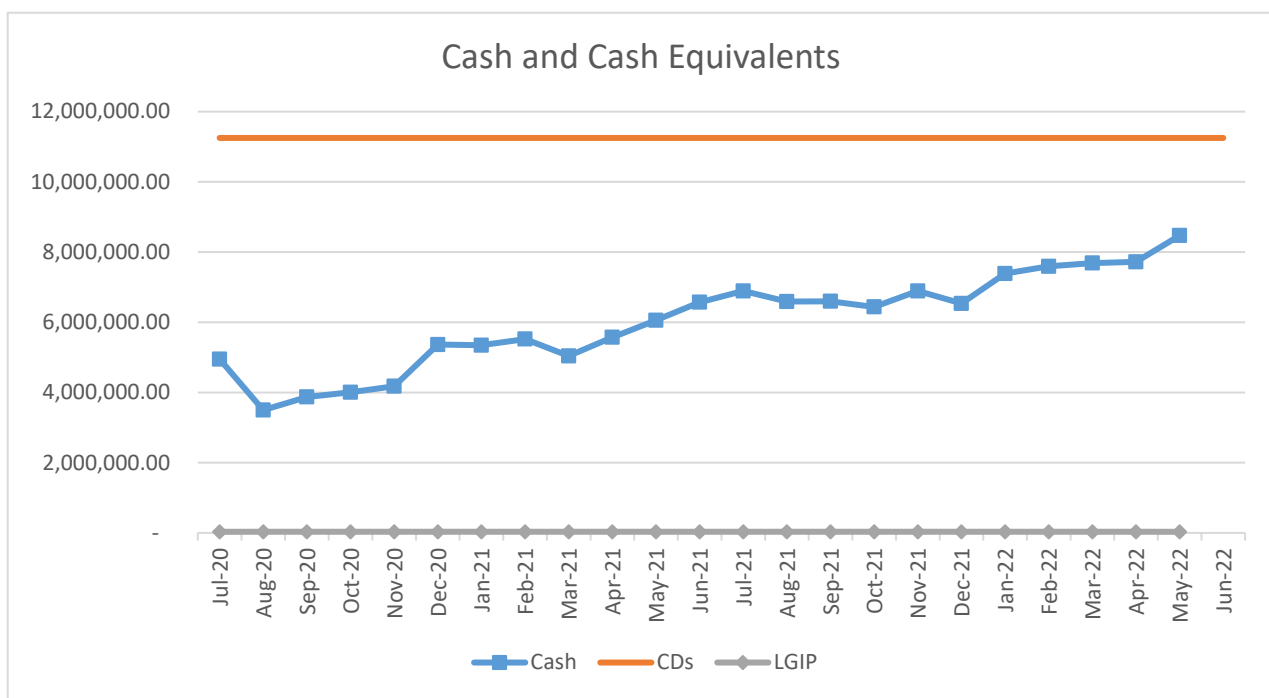
Re: April 2022 Investment Report

At April 30, 2022, cash and cash equivalent investments totaled \$9,003,219 and 13% higher than the prior year. Of the investments, 99% is with Atlantic Union Bank and the remainder is invested in the Local Government Investment Pool.

Currently have four and half months of reserve on hand.

**RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD
SUMMARY OF CASH AND INVESTMENTS BY DEPOSITORY**

Depository	4/30/2022	Rate	Maturity Date
Atlantic Union Bank			
Checking	\$ 7,721,354	0.15%	N/A
Certificates of Deposit	\$ 11,250,000	0.01%	5/29/2022
Total Atlantic Union Bank	\$ 18,971,354		
Other			
Local Gov. Investment Pool	\$ 31,865	0.09%	N/A
Total Investments	\$ 19,003,219		



	\$ Change	% Change
Change from Prior Month	\$ 34,231	0.2%
Change from Prior Year	\$ 2,150,734	13%

Average # Months Reserves on Hand: 4.59

Re: Reimbursement Report

Claims aging figures are provided as of April 30, 2022. Aging is calculated from the date the service was billed. Total outstanding claims are \$6,173,284 as of the period end date.

Year-to-date fee revenue of \$22,293,969 is 6% higher than the prior year.

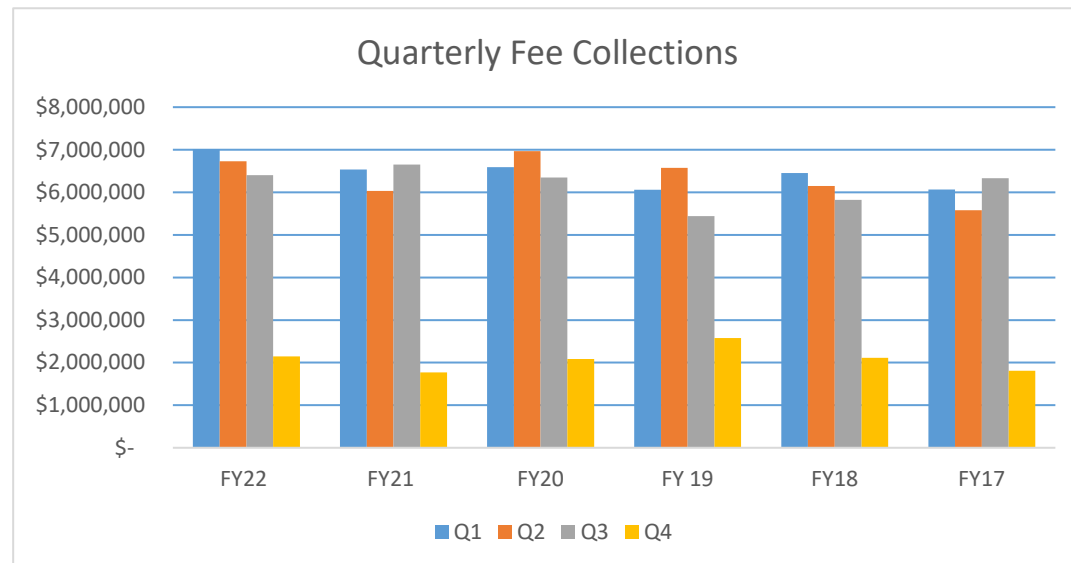
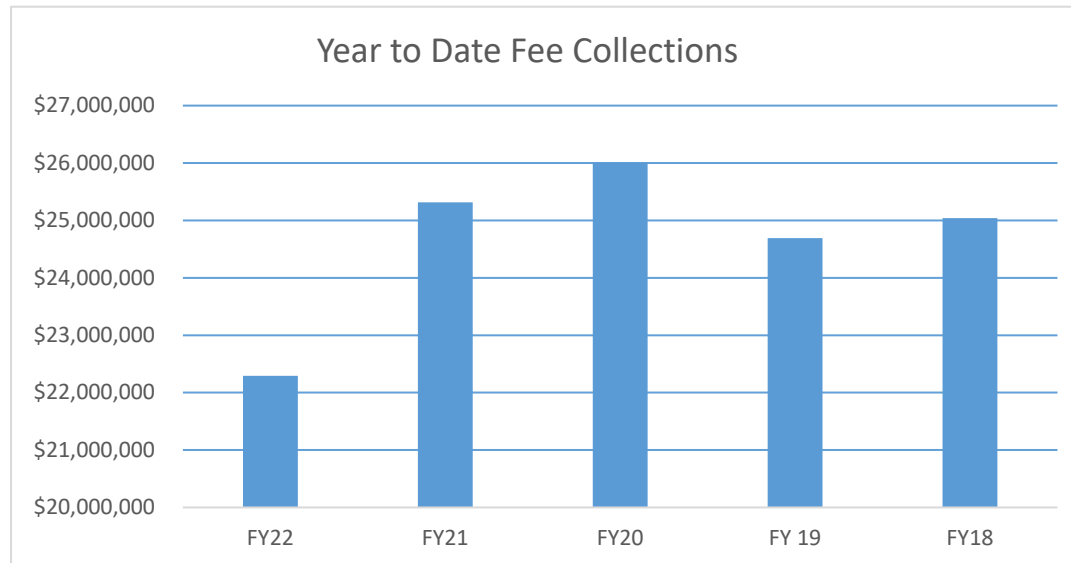
**RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD
FEE REVENUE REIMBURSEMENT REPORT AS OF APR,2022**

AGED CLAIMS

		Current Month		Prior Month		Prior Year	
		%	\$	%	\$	%	\$
Total Claims Outstanding	Total	100%	\$6,173,284	100%	\$5,967,036	100%	\$6,757,214
	Consumers	38%	\$2,339,821	40%	\$2,387,271	23%	\$1,565,002
	3rd Party	62%	\$3,833,464	60%	\$3,579,766	77%	\$5,192,211
Claims Aged 0-29 Days	Consumers	0%	\$777	6%	\$373,170	3%	\$182,026
	3rd Party	50%	\$3,068,400	47%	\$2,830,343	62%	\$4,223,061
Claims Aged 30-59 Days	Consumers	6%	\$351,639	2%	\$100,131	1%	\$37,042
	3rd Party	5%	\$335,441	2%	\$128,765	1%	\$100,192
Claims Aged 60-89 Days	Consumers	2%	\$93,392	1%	\$64,284	0%	\$24,259
	3rd Party	1%	\$87,711	1%	\$58,619	3%	\$169,307
Claims Aged 90-119 Days	Consumers	1%	\$62,141	1%	\$82,258	0%	\$26,036
	3rd Party	1%	\$37,514	1%	\$39,231	1%	\$37,685
Claims Aged 120+ Days	Consumers	30%	\$1,831,871	30%	\$1,767,429	19%	\$1,295,639
	3rd Party	5%	\$304,398	9%	\$522,807	10%	\$661,966

CLAIM COLLECTIONS

Current Year To Date Collections \$22,293,969
Prior Year To Date Collections \$20,989,887
\$ Change from Prior Year \$1,304,082
% Change from Prior Year 6%

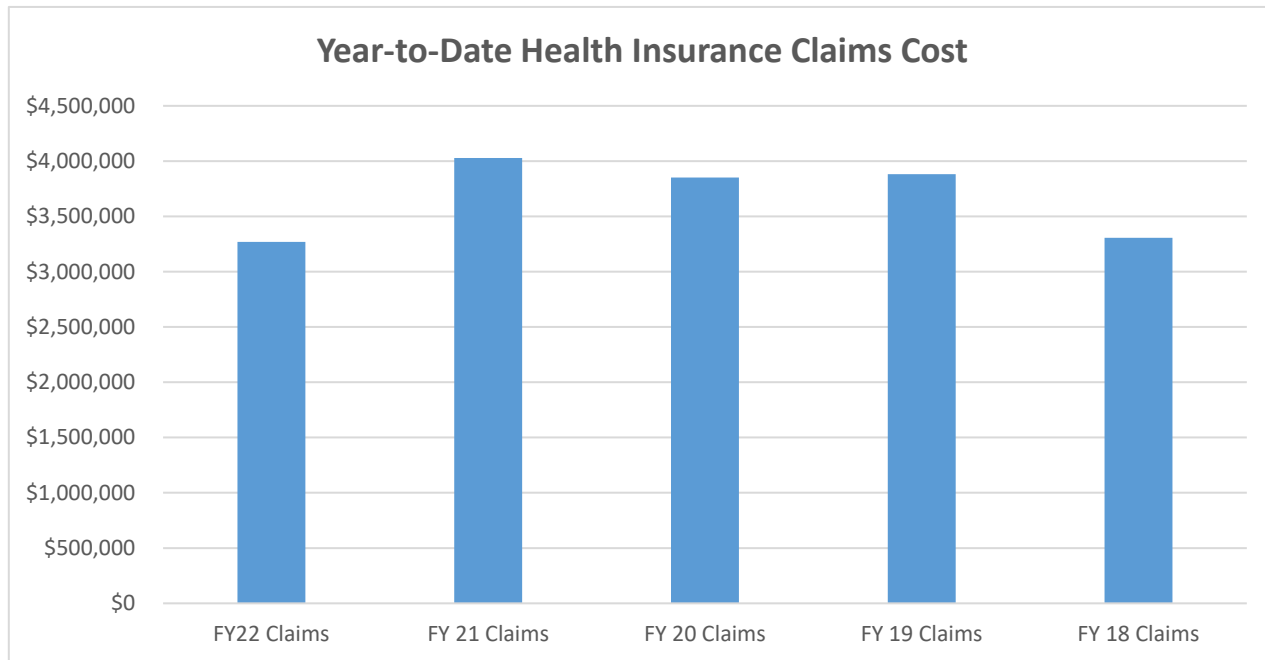


Re: April 2022 Health Insurance Account Report

The health insurance account balance is \$209,553.02 as of April 30, 2022.

Year-to-date premiums deposited in the account, \$2,961,884.34 are less than year-to-date claims and fees by \$307,624.19.

RAPPAHANNOCK AREA CSB
FY 2021 HEALTH INSURANCE ACCOUNT REPORT
As of January 2022



FY 2021	Monthly Premiums	Additional Premium Contributions	Monthly Claims & Fees	Interest	Balance
Beginning Balance					\$48,255.77
July	\$333,947.48	\$166,837.69	\$431,612.79	\$2.63	\$117,430.78
August	\$323,550.03	\$114,398.75	\$391,138.38	\$0.95	\$164,242.13
September	\$161,080.39	\$102,074.56	\$298,220.78	\$1.06	\$129,177.36
October	\$163,038.70	\$85,580.94	\$377,797.00	\$0.95	\$0.95
November	\$504,695.24		\$309,156.69	\$4.48	\$195,543.98
December	\$316,352.67		\$233,065.37	\$4.86	\$278,836.14
January	\$334,105.97		\$303,786.71	\$3.32	\$309,158.72
February	\$326,581.46		\$270,447.67	\$4.67	\$365,297.18
March	\$167,604.52		\$348,239.87	\$3.47	\$184,665.30
Apr	\$330,927.88		\$306,043.27	\$3.11	\$209,553.02
May					\$209,553.02
June					\$209,553.02
YTD Total	\$2,961,884.34	\$468,891.94	\$3,269,508.53	\$29.50	\$209,553.02

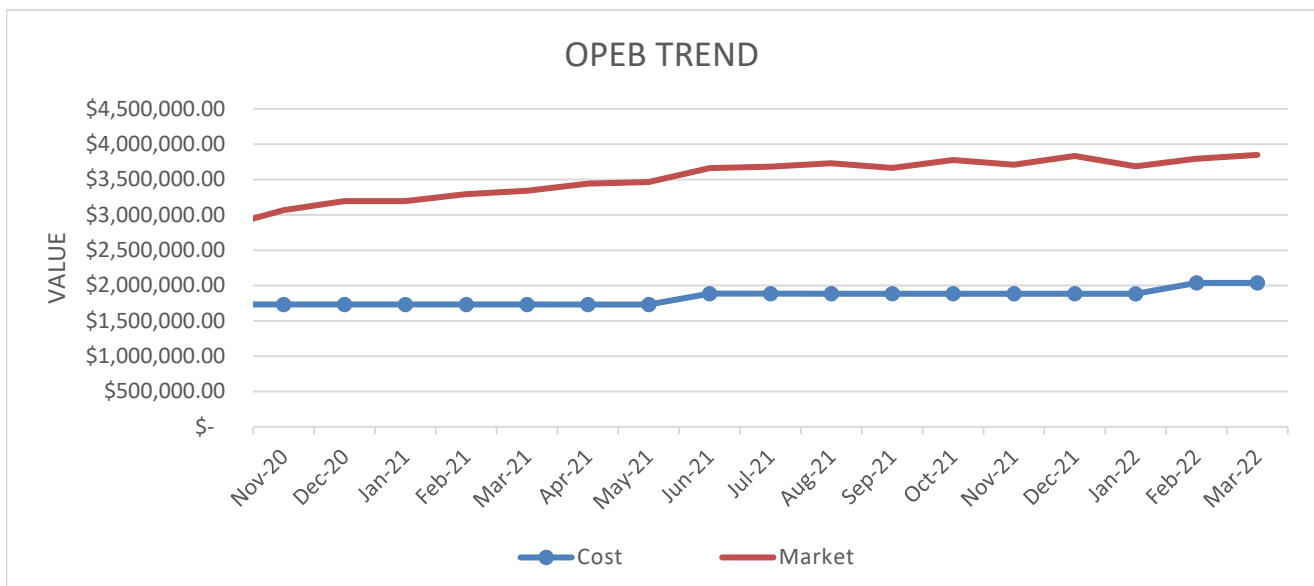
Historical Data	Average Monthly Claims	Monthly Average Difference from PY	Highest Month
FY 2022	\$326,951	(\$8,692)	\$431,613
FY 2021	\$335,642	\$14,641	\$588,906
FY 2020	\$321,002	(\$1,163)	\$378,562
FY 2019	\$322,165	\$46,681	\$396,619
FY 2018	\$275,483	\$38,450	\$320,214
FY 2017	\$237,033	\$15,995	\$293,706
FY 2016	\$221,038	(\$5,388)	\$291,378
FY 2015	\$226,426		\$253,164

Re: Other Post-Employment Benefits (OPEB) Review

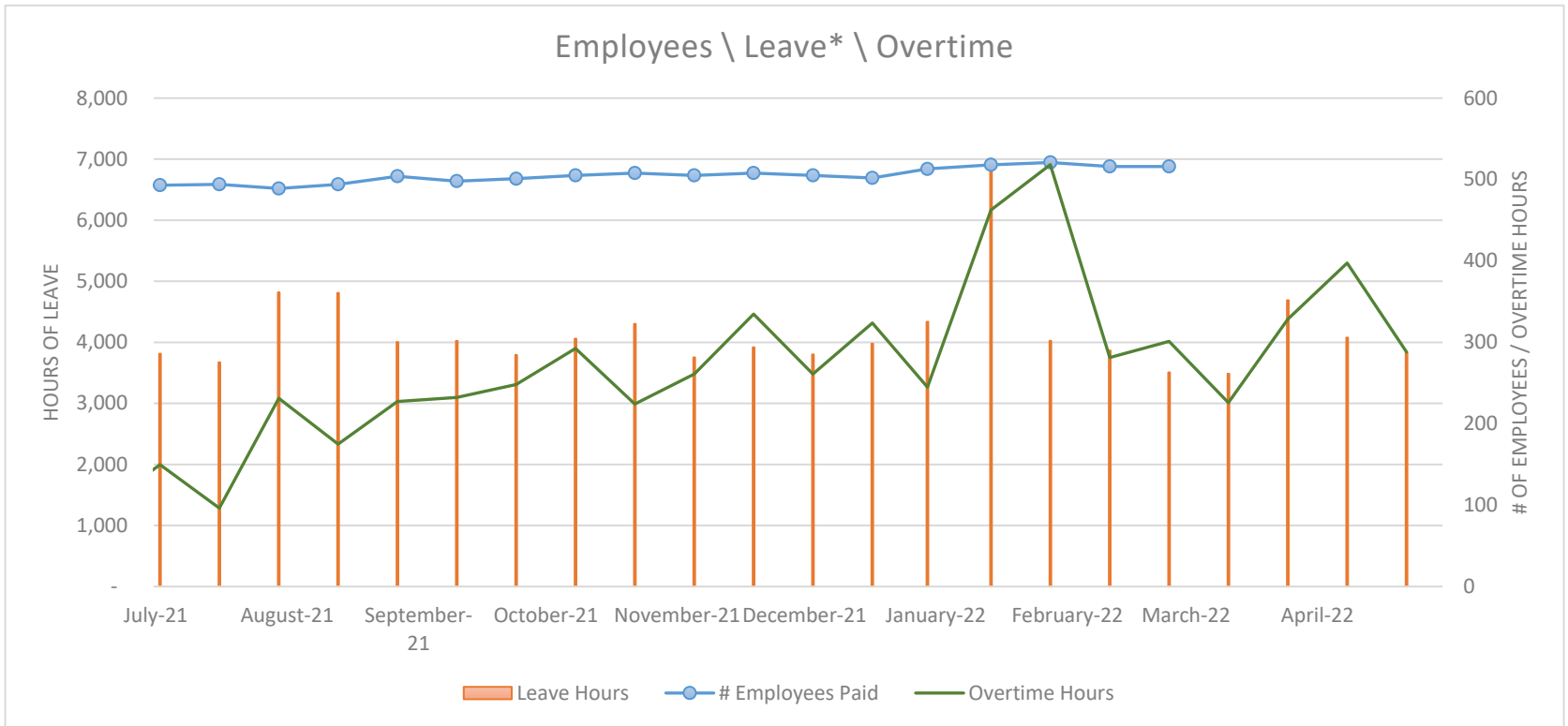
The April 2022 OPEB cash basis value is \$2,036,553.02 which is 113% more than the initial investment of \$954,620. The market value of \$3,645,181.32 is 282% higher than the initial investment. The market value decreased 5.29% from the prior month.

**RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD
OTHER POST EMPLOYMENT BENEFIT ACCOUNT
AS OF April 2022**

	Cost Basis	Cost Variance From Inception	Market Basis	Market Variance From Inception
Initial Contribution	\$ 954,620		\$ 954,620	
FY 2021 Year-End Balance	\$ 1,884,943	\$ 930,323	\$ 3,661,365	\$ 2,706,745
Balance at 7/31/2021	\$ 1,884,878.98	\$ 930,258.98	\$ 3,682,039.43	\$ 2,727,419.43
Balance at 8/31/2021	\$ 1,884,411.77	\$ 929,791.77	\$ 3,730,481.87	\$ 2,775,861.87
Balance at 9/30/2021	\$ 1,884,411.77	\$ 929,791.77	\$ 3,664,968.97	\$ 2,710,348.97
Balance at 10/31/2021	\$ 1,884,349.41	\$ 929,729.41	\$ 3,777,368.54	\$ 2,822,748.54
Balance at 11/30/2021	\$ 1,883,838.26	\$ 929,218.26	\$ 3,710,875.16	\$ 2,756,255.16
Balance at 12/31/2021	\$ 1,883,838.26	\$ 929,218.26	\$ 3,832,609.82	\$ 2,877,989.82
Balance at 1/31/2022	\$ 1,883,259.64	\$ 928,639.64	\$ 3,687,226.12	\$ 2,732,606.12
Balance at 2/28/2022	\$ 2,037,169.58	\$ 1,082,549.58	\$ 3,794,148.61	\$ 2,839,528.61
Balance at 3/31/2022	\$ 2,037,169.58	\$ 1,082,549.58	\$ 3,848,758.10	\$ 2,894,138.10
Realized Gain/(Loss)	\$ 486.26		\$ 486.26	
Unrealized Gain/(Loss)			\$ (202,960.22)	
Fees & Expenses	\$ (125.00)		\$ (125.00)	
Transfers/Contributions	\$ (977.82)		\$ (977.82)	
Balance at 4/30/2020	\$ 2,036,553.02	\$ 1,081,933.02	\$ 3,645,181.32	\$ 2,690,561.32



**RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD
PAYROLL STATISTICS**



*Leave includes Annual Leave, Administrative Leave With Pay, Bereavement Leave, Disability Leave, Family Personal Leave, Leave Without Pay, and Sick Leave.

Indicators	FY 2020 Average Per Pay Period	FY 2021 Average Per Pay Period	FY 2022 Average Per Pay Period
# Employees Paid	537	514	505
Leave Hours	3,534	3,850	4,162
Overtime Hours	55	102	278

Re: Write Off Report

Write off totals below include total write offs for the month of April 2022 and Year to Date from July 2021 through April 2022.

The detail of the write offs show the breakdown of write offs by reason and by program.

Month: April 2022		
Write Off Code	Current Year	Prior Year
602-WRITE OFF - BANKRUPTCY	\$ -	\$ 70.00
603-WRITE OFF - DECEASED	\$ -	\$ 159.31
604-WRITE OFF - NO FINANCIAL AGREEMENT	\$ 1,343.78	\$ 4,346.12
605-WRITE OFF - SMALL BALANCE	\$ 165.16	\$ 132.70
606-WRITE OFF - UNCOLLECTABLE	\$ 2,470.01	\$ 124,560.73
607-WRITE OFF - FINANCIAL ASSISTANCE	\$ -	\$ 30,095.87
608-WRITE OFF - NO SHOW	\$ 310.00	\$ 2,095.00
609-WRITE OFF- MAX UNITS/BENEFITS	\$ 4,950.00	\$ 1,739.73
610-WRITE OFF-PROVIDER NOT CREDENTIALLED	\$ 4,740.00	\$ 1,953.76
613-WRITE OFF-NON-COVERED SERVICE	\$ 9,036.24	\$ 607.36
614-WRITE OFF-SERVICES NOT AUTHORIZED	\$ 41,683.74	\$ 31,924.60
615-WRITE OFF-PAST BILLING DEADLINE	\$ 6,912.91	\$ 13,534.79
616 - INSUFFICIENT DOCUMENTATION	\$ 12,399.69	\$ -
618-WRITE OFF-INCORRECT PAYER	\$ 860.00	\$ 353.21
619 WRITE OFF-INVALID MEMBER ID	\$ 160.00	\$ -
TOTAL	\$ 85,031.53	\$ 211,573.18

Year to Date: 7/1/21 - 4/30/22		
Write Off Code	Current Year	Prior Year
601-WRITE OFF - BAD ADDRESS	\$ 1,257.47	\$ -
602-WRITE OFF - BANKRUPTCY	\$ 690.63	\$ 70.00
603-WRITE OFF - DECEASED	\$ 7,967.06	\$ 2,656.51
604-WRITE OFF - NO FINANCIAL AGREEMENT	\$ 36,780.62	\$ 71,731.21
605-WRITE OFF - SMALL BALANCE	\$ 969.15	\$ 1,211.86
606-WRITE OFF - UNCOLLECTABLE	\$ 21,180.29	\$ 248,472.07
607-WRITE OFF - FINANCIAL ASSISTANCE	\$ 1,657,608.29	\$ 2,016,168.71
608-WRITE OFF - NO SHOW	\$ 4,332.66	\$ 15,050.85
609-WRITE OFF- MAX UNITS/BENEFITS	\$ 42,953.23	\$ 46,515.33
610-WRITE OFF-PROVIDER NOT CREDENTIALLED	\$ 68,388.16	\$ 72,361.39
612-WRITE OFF-DIAGNOSIS NOT COVERED	\$ 3,918.00	\$ -
613-WRITE OFF-NON-COVERED SERVICE	\$ 118,988.76	\$ 59,930.12
614-WRITE OFF-SERVICES NOT AUTHORIZED	\$ 325,819.76	\$ 254,460.85
615-WRITE OFF-PAST BILLING DEADLINE	\$ 105,849.63	\$ 207,036.47
616 - INSUFFICIENT DOCUMENTATION	\$ 36,296.18	\$ 357.00
617-WRITE OFF - MCO DENIED AUTH	\$ 6,560.18	\$ -
618-WRITE OFF-INCORRECT PAYER	\$ 23,407.51	\$ 713.21
619 WRITE OFF-INVALID MEMBER ID	\$ 520.00	\$ -
TOTAL	\$ 2,463,487.58	\$ 2,996,735.58

Memorandum

To: Joseph Wickens, Executive Director
From: Tina Cleveland, Director of Finance and Administration
Date: June 9, 2022
Re: Cost of Living Increase for All Employees

In the last year, Rappahannock Area Community Services Board has continued to have on-going workforce recruitment and retention challenges. Throughout these challenging years, our employees have persevered to provide the best services possible to the citizens of Planning District 16.

Current competitors for employees are continuing to provide pay increases to assist in retention and recruitment of staff. In order for RACSB to be competitive, I am recommending we implement a 3% salary increase to be effective June 26, 2022. The percentage increase recommendation will be based on our financial forecast as of May 2022.

The on-going additional annual cost of this increase will be \$778,156.

	Current Payroll	3% Increase
Salary	25,667,603.54	26,437,632.48
Hourly	<u>2,708,936.64</u>	<u>2,717,063.45</u>
Total	28,376,540.17	29,154,695.93

To: Joe Wickens, RACSB Executive Director

From: Amy Jindra, CSS Director

Re: OBRA Grant funds

Date: June 7, 2022

On May 27, 2022, Rappahannock Adult Activities Inc. submitted a request to DBHDS for OBRA (Omnibus Budget Reconciliation ACT) funds. Attached is the request as well as the award letter. RACSB received \$430,505 of the \$495,618 requested. OBRA funding excluded CSB staff salaries and compensation. The award will apply to the FY22 RAAI budget.

Grant for OBRA funds

For the individuals at Rappahannock Adult Activities, Inc. (RAAI), each day holds the promise of a new activity. RAAI began over four decades ago, when community members noticed that adults with developmental disability lacked opportunities and resources. RAAI gives individuals the chance to pursue their passions, learn new skills, and develop friendships.

With supports tailored to each individual, our day support program serves individuals with varying levels of developmental disability. We support individuals with a developmental disability throughout planning district 16 in the City of Fredericksburg and the counties of Caroline, King George, Spotsylvania, and Stafford. We have day support sites in each locality.

When COVID impacted the community, RAAI had to close our doors for months to ensure the safety of everyone. When RAAI's doors opened, starting with just a few individuals, the program took every precaution possible to reduce exposure. Unfortunately, that meant encountering obstacles to trying to end the isolation. Many of the local resources, like the YMCA, restaurants, farmers' markets, museums, and other recreational and rehabilitative services had limited accessibility, if they were open at all. Though RAAI was opening back up, many places in our community were not. RAAI could not help the individuals access their community as quickly as they wanted. Another large and on-going hurdle is finding staff to provide services. In order to support everyone and keep them safe RAAI needed more staff than ever. Operating with reduced census, services, and staff, RAAI continued to commit to providing quality services. RAAI worked diligently to resume the Horticulture program, volunteering and participating in community activities. However, providing this service came at a high cost without the reimbursement RAAI previously received.

RAAI is requesting funds to offset just a portion of the deficit from this fiscal year. Being such an integrated part of the community involves a variety of costs. Vehicle related expenses like fuel, repair, and maintenance are all needed things to be present in the localities. Each of RAAI's sites have wheelchair accessible vans that allow for community integration and access for the individuals, regardless of mobility needs. Thus far this fiscal year assisting individuals access to the community has cost \$93,093 in vehicle related expenses.

Going into the community is not enough for the individuals RAAI supports. The program strives for individuals to be present and play an active role, doing the things that everyone does in their lives. Going to museums, the movies, dining out, and amusement parks are just some of the things the individuals RAAI supports chose. Participating in these activities cost \$32,226 but RAAI felt it was important to get individuals back involved in the things they loved doing.

One of the most impactful ways RAAI involves the community is through the Horticulture program. Having seasonal planting activities and sales throughout the year helps the individuals at RAAI learn valuable skills as we assess for community readiness and appropriate interactions for future prevocational opportunities in their community. \$37,471 were just a fraction of the costs associated with maintaining our valuable horticulture program.

Planning and accessing these activities takes time and resources, \$20,770 was the cost for equipment and technology needed for staff to continue to provide services in our community. Accessing the community also came at a higher cost this year due to COVID. Thermometers, latex gloves, sanitizing supplies, disinfectant, and masks were additional expenses not built into the budget at RAAI at a cost of \$30,081. These precautions allowed for RAAI to continue to serve individuals and safely access the community.

In addition, RAAI has expenses that include memberships with community partners like the YMCA, service contractors to support ongoing business functions, staff training, recruitment, facility maintenance including the operation and utilities for greenhouses, licenses and insurances, and program support.

RAAI is requesting a total of \$ 495,618 to help offset our current deficit of \$911,854. Acquiring these funds would help RAAI be in a better place financially to address the current waitlist of 69 individuals currently waiting for access to services at RAAI and continue to provide quality services to the individuals in programming.

Expense	Explanation
\$93,093	Fuel, vehicle maintenance and repairs for RAAI fleet to access community
\$32,226	Activity expenses to support participation in community engagement
\$37,417	Horticulture program includes readiness activities, public plant sales, and interactions with community members
\$20,770	Equipment and technology resources to support community integration
\$30,081	PPE, sanitizing supplies, thermometers, and other precautionary supplies to allow for safe interactions and ongoing access to services
\$18,777	Materials and supplies for activities
\$18,200	Service and community contracts (ie. YMCA membership)
\$27,928	Recruitment, advertisement
\$15,000	Staff training and support expenses (non salary expenses)
\$85,326	Facility maintenance/repairs, utilities and related expenses for 5 facilities and 3 green houses
\$60,304	Licenses, insurance
\$56,496	Program support- onboarding, generalized agency expenses, including mailing, data processing, etc.
Total	\$ 495,618

COMMONWEALTH of VIRGINIA

NELSON SMITH
COMMISSIONER

DEPARTMENT OF
BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES

Post Office Box 1797
Richmond, Virginia 23218-1797

Telephone (804) 786-3921
Fax (804) 371-6638
www.dbhds.virginia.gov

**TO: Brandie Williams
Rappahannock Area CSB**

DATE: May 31, 2022

SUBJECT: OBRA Reallocated Funds for FY22

In response to your recent proposal, your CSB/BHA has qualified for the following reallocation of FY 22 OBRA funds.

Summary

Transportation, day program, supplies etc.

Funding awarded

430,505

Please note that this is a one time grant, and will not be available in future budget years.

--

John Clay

OIH Program Specialist

Office of Integrated Health

Dept of Behavioral Health and Developmental Services (DBHDS)

1220 Bank Street

Richmond, VA 23219

804-389-2739

john.clay@dbhds.virginia.gov

www.dbhds.virginia.gov

To: Joe Wickens, Executive Director

From: Amy Jindra, CSS Director

Re: Behavioral Health Equity Grant

Date: June 7, 2022

On Friday May 27, 2022, RACSB applied for DBHDS' Behavioral Health Equity Grant. The Behavioral Health Equity Grant provides up to \$20,000 to support behavioral health programming for populations that are socially or economically marginalized. The grant parameters encourage applicants to target specific goals and groups of individuals to support access to and improvement in care. DBHDS also wants the applicants to collaborate with community resources for addressing specific goals. RACSB's grant identifies partnerships with Uphold31:8 and Germanna Community College's Office of Equity Advancement, in addition to local community businesses and churches. RACSB's goal is to improve access to care for the Black Community in the catchment area. RACSB intends to utilize grant funds to engage the African American community in services by sponsoring community events. Additionally, RACSB will utilize funds to provide staff training for culturally conscience and appropriate interventions. Also, RACSB will utilize funding to provide training for programs and staff to better promote a healthy and healing work environment. Learning how to better support RACSB's staff of color will ultimately enhance the workplace culture and improve service delivery.

While this grant encourages focus on a particular population, RACSB looks to build upon an opportunity to enhance efforts towards greater equity and inclusion for staff and those we serve.

June 2022 Prevention/Public Information Committee Meeting Minutes

Call to order

A meeting of the Prevention/Public Information Committee of Rappahannock Area Community Services Board was held at 600 Jackson Street on April 19, 2022. Attendees included Nancy Beebe, Melissa White, Susan Gayle, Linda Ball, Jacque Kobuchi, Joe Wickens, Brandie Williams, Amy Jindra, Michelle Wagaman, Amy Umble, Michelle Runyon, Tina Cleveland, and Hosanna Gifford. Members not in attendance were Linda Carter and Greg Sokolowski.

Healthy Families – TA Report

Michelle Wagaman said Healthy Families conducted their annual quality assurance site visit of the local Healthy Families Rappahannock Area on January 20-21, 2022. This was one of five sites selected for review in the state. Overall the site is performing well and meeting quality standards.

Healthy Families – Women and Girls Fund

Michelle Wagaman informed the Committee Healthy Families of Rappahannock Area applied for the Woman and Girls Fund through the Community Foundation of the Rappahannock River Region. Healthy Families has requested \$15,000 to create the “What if she only knew” project. This project was inspired by the death of a local infant due to maltreatment. The family was not referred to Healthy Families for services. These funds will assist with website updates and awareness campaigns of available support for parents.

ACTION TAKEN: The Committee unanimously approved a motion to accept the grant funding as presented.

Moved by: Ken Lapin Seconded by: Carol Walker

RAKOB – Arts Grant

Michelle Wagaman presented the Committee with information regarding Rappahannock Area Kids on the Block’s application to the City of Fredericksburg for the Government Challenge Grant. The amount is determined by the number of applicants that submit. If included, RAKOB will receive the funds in spring 2023.

ACTION TAKEN: The Committee unanimously approved a motion to accept the grant funding as presented.

Moved by: Nancy Beebe Seconded by: Carol Walker

Problem Gambling and Gaming Prevention

Michelle Wagaman presented the Committee with the results of the Gambling and Gaming community needs assessment conducted with Virginia Commonwealth University. This community needs assessment collected data on local gambling and gaming behaviors. The overall average score for the

Community Readiness Assessment is 2.3. This score best fits into the category of Denial/Resistance. Based on the interviews, awareness of gaming and gambling within the community appears to be low and most people don't view it as a problem. On-going funding will be based on tax revenues.

PhotoVoice Project

Michelle Wagaman stated that RACSB Prevention Services received \$5,000 in one-time State Opioid Response funds as part of the Virginia Wellness Media Campaign PhotoVoice Project. Prevention has worked with Rappahannock Area Health District to recruit community members to submit photos of what health and wellness looks like to them. Eleven community members shared 50 photos. The collection will be narrowed down to 10 photos. Michelle stated she would like to display the photos on our website and in a gallery showing.

Young Adult Survey

Michelle Wagaman told the Committee that the Office of Behavioral Health Wellness at DBHDS has directed CSB Prevention teams to implement the 2022 Young Adult Survey. The survey is directed towards adults ages 18-25. The goal of the survey is to better understand young adult experiences with substance use, mental health, and other related topics. RACSB's goal is to have 400 surveys completed June 1, 2022.

Prevention Training Updates

Michelle Wagaman updated the Committee on the trainings Prevention Services continue to offer both in-person and virtually. These trainings include Mental Health First Aid, ASIST, Understanding Adverse Childhood Experiences (ACES), and REVIVE! and Narcan Dispensing. Michelle also informed the Committee that Sherry Norton-Williams, Prevention Specialist, was recognized by the National Council as the top trainer in Virginia at NatCon.

Operation Medicine Cabinet

Michelle Wagaman told the Committee that Prevention would be attending the Operation Medicine Cabinet events on Saturday, April 30, 2022 at Mary Washington Hospital and Spotsylvania Regional Medical Center. There they plan to offer Rapid REVIVE with Narcan dispensing.

Media Reports

Amy Umble reviewed the agency's communications for the first four months of 2022. This included four media releases and four Health Matters columns that were written in conjunction with the Rappahannock Health District and run monthly in the Healthy Living section of the Free Lance-Star. Fredericksburg Parent Magazine also ran two stories about RACSB.

Website Update

Amy Umble explained to the Committee that the agency's website has been broken for about 18 months. This has caused the site to continuously crash. A decision was made to update the site's framework and theme. This was a smaller less expensive option than an entire website refresh. Amy stated her focus

has been fixing broken links and replacing missing media since the update. The process takes a lot of time, but should be completed by early to mid-May.

Other Business

Ken Lapin asked Michelle Wagaman about the Prevention budget and how she planned to spend it. Michelle stated she was going to be using it to purchase advertising, gun and medication lock boxes, etc.

Ken Lapin complemented Amy on the articles she has written. Linda Ball also stated she has enjoyed reading them via Facebook.

Adjournment

The meeting adjourned at 2:04 p.m.



VOICE/TDD (540) 373-3223

FAX (540) 371-3753

NOTICE

TO: Public Information/Prevention Committee
Linda Carter, Gregory Sokolowski

FROM: Joe Wickens
Executive Director

SUBJECT: Public Information/Prevention Committee Meeting
June 14, 2022, 1:00 PM
600 Jackson Street, Board Room 208, Fredericksburg, VA

DATE: June 9, 2022

A Public Information/Prevention Committee meeting has been scheduled for Tuesday, June 14, 2022 at 1:00 PM. The meeting will be held at 600 Jackson Street, Board Room 208, Fredericksburg, VA 22401.

Looking forward to seeing you on June 14, 2022 1:00 PM.

cc: Kheia Hilton, Chairperson

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD
PUBLIC INFORMATION/PREVENTION COMMITTEE MEETING

Tuesday, June 14, 2022 1:00 PM

In Person

600 Jackson Street, Room 208

Fredericksburg, VA 22401

a g e n d a

- | | | |
|------|-----------------------------|---------|
| I. | Communication Plan | Umble |
| II. | Board Tours | Umble |
| III. | Prevention Training Updates | Wagaman |
| IV. | Young Adult Survey | Wagaman |
| V. | Other Business | Wickens |

Hope Starter Communications

Communications Plan FY 23

Internal Communications

Priority:

Support efforts to recruit and retain highly talented, dedicated workforce

Foster an environment of belonging and a sense of purpose for each employee within the agency mission

Tools:

- Inside RACSB
- Intranet
- Agency website
- Social Media
- Media Releases
- Employee events
- All-staff email
- Swag
- Company store

Tactics:

- Receive training on SharePoint to maximize the opportunities of our current intranet
- Spotlight features in employee newsletters
- Expand Kudos section to be more prominent in newsletter
- Encourage employees to submit kudos for their coworkers
- Spotlight agency successes in blog, media releases, social media
- Photograph diverse range of programs
- Encourage use of HopeStarter branding
- Explore avenues for having a company store

Increase recognition for employee efforts and show appreciation

Tools:

- Inside RACSB
- Intranet
- Agency website
- Social Media
- Media Releases
- Employee events
- All-staff email
- Swag

Tactics:

- Encourage submission of kudos
- Share employee service awards in each newsletter and on social media
- Share employee success stories in each newsletter and on social media
- Partner with HR Director to use monthly engagement days to express appreciation
- Actively search for success stories

Increase support for new employees and help them feel part of a Hope Starter team, to increase retention

Tools:

- Inside RACSB
- Intranet

Tactics:

- Share pictures and names of new employees in Inside RACSB
- Keep the new employee section of intranet updated
- Work with HR director on a video to be shown in NEO that explains RACSB programs

Create channels for feedback and discussion

Tools:

- Inside RACSB
- Intranet
- Social Media
- Media Releases
- Survey Monkey
- All-staff email

Tactics:

- Receive training on SharePoint
- Create avenues for discussion on intranet
- Encourage feedback
- Continue monthly surveys in Inside RACSB
- Include pulse surveys on intranet
- Participate in employee committees

If we want our external customer service to be first rate, our internal customer service must be first rate first.

Dean Lindsay

External Communications

Goals:

Increase awareness of RACSB, promote wellness, recruit staff

Increase awareness of RACSB's work in the community

Tools:

- Website/blog
- Social media
- Media Releases
- E-newsletter
- Community events
- Print collateral
- HopeStarter merchandise

Tactics:

- Keep abreast of current SEO techniques and use them
- Update website regularly
- Post to blog at least monthly
- Include links to RACSB website on social media
- Attend community events and support staff attending community events
- Provide talking points and facts sheets to board members and staff meeting with legislators or other community leaders

Increase Access to Behavioral Healthcare Services and Encourage Community to Seek Help Before Crises

Tools:

- Website/blog
- Social Media
- Media Releases
- Print collateral
- Community partnerships
- E-newsletter

Tactics:

- Encourage individuals to share their behavioral health journeys
- Promote Prevention Services activities
- Include blog posts that promote the benefits of receiving care
- Promote peer-led support groups
- Promote messages of hope
- Support behavioral healthcare staff in their outreach efforts
- Educate community on crisis services

**Our job is to connect to people, to
interact with them in a way that leaves
them better than we found them, more
able to get where they'd like to go.**

Seth Godin

Support efforts to create a healthier community in PD16

Tools:

- Website/blog
- Social Media
- Media Releases
- Print collateral
- Community partnerships
- E-newsletter

Tactics:

- Disseminate media releases about prevention trainings on website and social media
- Coordinate successful workplace campaign for Rappahannock United Way
- Include monthly wellness topics in Inside RACSB
- Partner with Rappahannock Health District on a monthly newspaper column that educates the community on physical and behavioral health
- Post wellness tips on social media
- Support community partners working on wellness

Support agency efforts to recruit and retain talented staff that will provide optimal care for individuals served

Tools:

- Website/blog
- Social Media
- Print collateral

Tactics:

In addition to the internal communications tactics listed earlier:

- Show agency culture on website and social media
- Highlight RACSB employees as experts in their fields
- Support HR in its work

RAPPAHANNOCK AREA

COMMUNITY SERVICES BOARD

The agency began offering program tours to Board Members in 2011. They were held four times annually, on the fourth Tuesday of the month in September, January, April, and July. The tours lasted from 9:30 a.m. to 2 p.m. An example schedule is attached, and we can discuss whether any changes to the schedule would benefit Board Members.

Rappahannock Area Community Services Board
Program Tours Fiscal Year 23
9:30 a.m. to 2:00 p.m.

****Please note that this is an example tour schedule.****

Tours depart from and return to the Ronald W. Branscome Building (600 Jackson Street, Fredericksburg). Transportation and lunch are provided.

Tour #1: Tuesday, September 28, 2022

- **Churchill Drive Group Home**, 900 Churchill Dr., Fredericksburg, VA 22407 (9:45 a.m. – 10:00 a.m.)
- **Ross Drive/Lucas Street Intermediate Care Facilities**, 5604 Ross Drive/5701 Lucas Street., Fredericksburg, VA 22407 (10:10 a.m. – 10:40 a.m.)
- **Piedmont Drive Group Home**, 11430 Piedmont Dr., Fredericksburg, VA 22407 (10:55 a.m. – 11:10 a.m.)
- **Stonewall Estates Group Home**, 601 Halleck St., Fredericksburg, VA 22407 (11:20 a.m. – 11:35 a.m.)
- **Edith O. Fleming Building**, 7424 Brock Rd., Spotsylvania, VA 22553 (12:00 p.m.— 1:50 p.m.)
 - Outpatient Clinic
 - Rappahannock Adult Activities
 - Lunch
- **Brittany Commons Supervised Apartment Program**, 10101 Moorgate Ave., Spotsylvania, VA 22553 (1:05 p.m. – 1:20 p.m.)
- **Belmont Supervised Apartment Program**, 2524 Carriage Ln., Fredericksburg, VA 22401 (1:30 p.m. – 1:45 p.m.)

Tour #2: Tuesday, January 24, 2023

- **River Club**, 10825 Tidewater Trail., Fredericksburg, VA 22408 (9:45 a.m. – 10:00 a.m.)
 - **Developmental Disabilities Residential Services/Sponsored Placement Program**
 - **Developmental Disability Support Coordination**
 - **Project LINK**
 - **Prevention Programs**
- **Rappahannock Adult Activities**, 750 Kings Highway, Fredericksburg, VA 22405 (10:15 a.m. – 10:30 a.m.)
- **Igo Road Group Home**, 6159 Igo Rd., King George, VA 22485 (10:50 a.m. – 11:05 a.m.)
- **Marie O. Kunlo Building**, 8479 St. Anthony's Rd., King George, VA 22485 (11:20 p.m. – 12:10 p.m.)
 - Outpatient Clinic
 - RAAI Day Support Site
 - Lunch

- **Patricia K. Spaulding Building**, 19254 Rogers Clark Blvd., Ruther Glen, VA 22546 (12:45 p.m. – 1:10 p.m.)
 - Outpatient Clinic
 - RAAI Day Support Site and Greenhouse
- **Devon Drive Group Home** (1:30-1:45)

Tour #3: Tuesday, April 25, 2023

- **Leeland Road Group Home**, 82 Leeland Rd., Fredericksburg, VA 22405 (9:45 a.m. – 10:00 a.m.)
- **Myers Drive Respite Home**, 10 Myers Dr., Falmouth, VA 22405 (10:10 a.m. – 10:25 a.m.)
- **New Hope Estates Group Home**, 163 New Hope Church Rd., Fredericksburg, VA 22405 (10:35 a.m. – 10:50 a.m.)
- **Scottsdale Estates**, 2 Scottsdale Dr., Fredericksburg, VA 22405 (10:55 a.m. – 11:10 a.m.)
- **Galveston Road Group Home**, 532 Galveston Rd., Fredericksburg, VA 22405 (11:20 a.m. – 11:35 a.m.)
- **Home Road Supervised Apartments**, 200 Home Rd., Fredericksburg, VA 22405 (11:50 a.m. – 12:05 p.m.)
- **Charles A. Cooper Building**, 15 Hope Rd., Stafford, VA 2554 (12:20 p.m. – 1:15 p.m.)
 - Outpatient Clinic
 - RAAI (lunch)
- **Specialized Transportation Services**, 460 Lendall Ln., Fredericksburg, VA 22405 (1:30 p.m. – 1:45 p.m.)

Tour #4: Tuesday, July 23, 2019

- **Wolfe Street Intermediate Care Facility**, 815 Wolfe St., Fredericksburg, VA 22401 (9:35 a.m. – 9:55 a.m.)
- **Liberty Street Supervised Apartments**, 915 Liberty St., Fredericksburg, VA 22401 (10:05 a.m. – 10:15 a.m.)
- **Riverplace Supervised Apartments**, 708 Sophia St., Fredericksburg, VA 22401 (10:25 a.m. – 10:45 a.m.)
- **Bridgewater Street Supervised Apartments and Mental Health Residential Services**, 405 Bridgewater St., Fredericksburg, VA 22401 (10:55 a.m. – 11:10 a.m.)
- **Program for Assertive Community Treatment**, 401 Bridgewater St., Fredericksburg, VA 22401 (11:15 a.m. – 11:30 a.m.)
- **Mental Health Crisis Stabilization Program at The Sunshine Lady House for Mental Health Wellness & Recovery**, 617 Wolfe St., Fredericksburg, VA 22401 (11:35 a.m. – 11:50 a.m.)
- **Parent Education – Infant Development Program**, 700 Kenmore Ave., Fredericksburg, VA 22401 (11:55 a.m. – 12:10 p.m.)

- **Ronald W. Branscome Building**, 600 Jackson St., Fredericksburg, VA 22401 (12:15 p.m. – 1:30 p.m.)
 - Outpatient Clinic and Administrative Offices Tour
 - Lunch
- **Kenmore Club**, Barbara C. Terry Building, 632 Kenmore Ave., Fredericksburg, VA 22401

Prevention Training Updates

Prevention Services continues to offer a hybrid of in-person and virtual trainings.

Mental Health First Aid

We continue to offer virtual and limited in-person Mental Health First Aid Trainings. We currently have five (5) instructors on staff. We facilitate Adult, Youth, Public Safety and Higher Education.

In FY 2022, we have hosted 34 trainings for a total of 599 participants.

We continue to navigate the Connect platform as it evolves.

For upcoming training dates or to register: <http://bit.ly/MHFAregistration>

ASIST

We will resume this in-person 2-day Applied Suicide Intervention Skills Training in July 2022.

For upcoming training dates or to register: <http://bit.ly/ASISTregistration>

safeTALK

We are excited to add this 3-hour suicide alertness training now as RACSB now has two trainers (Sherry Norton-Williams, Prevention Specialist, and Michelle Wagaman, Prevention Director). As they just completed the train-the-trainer, no training dates have been scheduled yet. We will be offering this monthly to the community as well as making it available to interested community groups.

Understanding Adverse Childhood Experiences (ACES)

RACSB ACE Interface Master Trainers continue to host virtual trainings and collaborate with fellow CSBs. At the request of local schools and community partners, we have also hosted several in-person trainings. Jennifer Bateman, Prevention Specialist, completed the virtual train-the-presenter in April. We now have five instructors in-house. We are working with DBHDS to host a local train the presenter cohort.

Through May 31, 2022, we have trained 639 individuals.

For upcoming training dates or to register: http://bit.ly/ACESregistration_RACSB

REVIVE! and Narcan Dispensing

Thus far in FY 2022, we have trained 613 individuals in REVIVE! and another 56 as Trainers. Trainings have been held virtually as well as in person. When in person we are utilizing the Rapid REVIVE! 10-minute version at community events.

We recently trained 36 nurses as trainers in collaboration with Stafford County Public Schools. Their school board approved a policy for the nurses to stock Narcan in each clinic. The nurses will then train the administration in each of their buildings. Several nurses also expressed an interest in making this training available to families.

We have dispensed 557 doses of Narcan.

For upcoming training and dispensing dates or to register:

http://bit.ly/VIRTUAL_REVIVE

<https://bit.ly/RACSB-NARCAN>

Young Adult Survey

The Office of Behavioral Health Wellness (OBHW) at the Virginia Department of Behavioral Health and Developmental Services (DBHDS) has directed CSB Prevention teams to implement the 2022 Young Adult Survey.

The survey is directed towards young adults ages 18-25 and was developed by OBHW and OMNI Institute.

The goal of the survey is to better understand young adult experiences with substance use, mental health, and other related topics. The survey asks about alcohol, marijuana/cannabis, cigarettes/e-cigarettes, stimulants, opioids, and other illicit drug use. Additionally, the survey asks about mental health topics/suicide, gaming and gambling behavior, and the impacts of the COVID-19 pandemic.

The survey is voluntary and takes 10-15 minutes to complete. It is confidential and anonymous. Upon exit of the survey, personal information is gathered to that an incentive can be provided. As a region, we are working with VCU for the tracking and distribution of incentives (\$15 e-gift card).

Our goal is to have a minimum of 150 surveys completed by June 30, 2022. As of June 7, 2022, we have a total of 34 surveys completed. We are boosting it on social media. We continue to outreach to community partners for their assistance and utilize community in-person events as appropriate.

Are you 18–25 years old, living in Virginia?

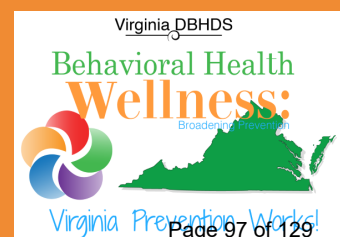
Take the Virginia Young Adult Survey!

We want to hear about your experiences and opinions on substance use and mental health in your community. This data will help us develop health and wellness programming that better meets your needs.

**Text Virginia to
855-632-2201
for the survey link!**

Participate and contribute to your community's health. An incentive may be available.

FOR MORE INFO:



June 2022 Personnel Committee Meeting Minutes

Call to order

A meeting of the Personnel Committee of Rappahannock Area Community Services Board was held at 600 Jackson Street on June 14, 2022. Attendees included Nancy Beebe, Melissa White, Susan Gayle, Linda Ball, Jacque Kobuchi, Joe Wickens, Brandie Williams, Amy Jindra, Michelle Wagaman, Amy Umble, Michelle Runyon, Tina Cleveland, and Hosanna Gifford. Members not in attendance included Linda Carter, Lawrence Davies, Ken Lapin, Greg Sokolowski.

May 2022 Retention Report

Michelle Runyon reported that Human Resources processed a total of eight employee separations for the month of May, 2022. Some of the reasons given were other employment, personal/health reasons, and continuing education. The retention rate was 98.67%.

May 2022 EEO Report and Recruitment Update

Michelle Runyon told the Committee that RACSB received 69 applications through May 31, 2022. This is an increase of 13% compared to the month of April 2022, and an increase of 13% when compared to the month of May 2021. RACSB received 354 resumes through Indeed for March 2022. There are currently 104 open positions.

Adjournment

The meeting adjourned at 1:37 PM.



VOICE/TDD (540) 373-3223

FAX (540) 371-3753

NOTICE

TO: Personnel Committee
Nancy Beebe, Chair, Linda Carter, Lawrence Davies, Ken Lapin, Greg Sokolowski

FROM: Joe Wickens
Executive Director

SUBJECT: Personnel Committee Meeting
June 14, 2022 1:30 PM
600 Jackson Street, Board Room 208, Fredericksburg, VA

DATE: June 9, 2022

A Personnel Committee meeting has been scheduled for Tuesday, June 14, 2022 at 1:30 PM. The meeting will be held at 600 Jackson Street, Board Room 208, Fredericksburg, VA 22401.

Looking forward to seeing you on June 14, 2022 1:30 PM.

cc: Kheia Hilton, Chairman

RAPPAHANNOCK AREA COMMUNITY SERVICES BOARD

PERSONNEL COMMITTEE MEETING

June 14, 2022 1:00PM

In-person

600 Jackson Street, Room 208

Fredericksburg, VA 22401

a g e n d a

- | | |
|--|--------|
| I. MARCH 2022 RETENTION REPORT | Runyon |
| II. MARCH 2022 EEO REPORT and RECRUITMENT UPDATE | Runyon |
| III. OTHER BUSINESS | Beebe |



MEMORANDUM

To: Joe Wickens, Executive Director

From: Michelle Runyon, Human Resources Director

Date: June 7, 2022

Re: Summary – Retention Report – May 2022

Human Resources processed a total of eight employee separations for the month of **May**, 2022. All of the separations were voluntary, except for one. All eight of the employees were full-time.

Resignations were submitted due to other employment (1), continuing education (2), moving (2) and personal/health reasons (2).

According to the attached report, the Retention Rate for **May** was 98.67% and the turnover rate was 1.33%. Annualized turnover comparison is included.

RACSB Turnover 2019

Employees	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	2019 Year End
Average Total Positions	616	616	616	616	616	616	616	616	616	616	616	616	616
Monthly Terminations*	8	6	8	18	9	5	10	17	14	7	6	4	112
Turnover by Month YTD	1.30%	0.97%	1.30%	2.92%	1.46%	0.81%	1.62%	2.76%	2.27%	1.14%	0.97%	0.65%	18.18%
Cumulative Turnover YTD	0.16%	2.27%	3.57%	6.49%	7.95%	8.77%	10.39%	13.15%	15.42%	16.56%	17.53%	18.18%	18.18%
Average % Turnover per Month YTD	0.16%	1.14%	1.19%	1.62%	1.59%	1.46%	1.48%	1.64%	1.71%	1.66%	1.59%	1.52%	1.52%

*Monthly Terminations Do Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers

RACSB Turnover 2020

Employees	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	2020 Year End
Average Total Positions	624	624	624	624	624	624	624	624	624	624	624	624	624
Monthly Terminations*	8	3	10	7	4	7	11	16	11	17	12	6	112
Turnover by Month YTD	1.28%	0.48%	1.60%	1.12%	0.64%	1.12%	1.76%	2.56%	1.76%	2.72%	1.92%	0.96%	17.95%
Cumulative Turnover YTD	0.16%	1.76%	3.37%	4.49%	5.13%	6.25%	8.01%	10.58%	12.34%	15.06%	16.99%	17.95%	17.95%
Average % Turnover per Month YTD	0.16%	0.88%	1.12%	1.12%	1.03%	1.04%	1.14%	1.32%	1.37%	1.51%	1.54%	1.50%	1.50%

*Monthly Terminations Do Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers

RACSB Turnover 2021

Employees	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	2021 Year End
Average Total Positions	601	601	601	601	601	601	601	601	601	601	601	601	601
Monthly Terminations*	10	4	6	13	13	13	13	6	13	11	11	15	128
Turnover by Month YTD	1.66%	0.67%	1.00%	2.16%	2.16%	2.16%	2.16%	1.00%	2.16%	1.83%	1.83%	2.50%	21.30%
Cumulative Turnover YTD	0.17%	2.33%	3.33%	5.49%	7.65%	9.81%	11.97%	12.97%	15.13%	16.96%	18.79%	21.29%	21.29%
Average % Turnover per Month YTD	0.17%	1.16%	1.11%	1.37%	1.53%	1.64%	1.71%	1.62%	1.68%	1.70%	1.71%	1.94%	1.94%

*Monthly Terminations Do Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers

RACSB Turnover 2022

Employees	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	2022 Year End
Average Total Positions	600	600	600	600	600	600	600	600	600	600	600	600	600
Average Number of PRN's	43	43	42	41	39								
Monthly Terminations*	11	13	11	7	8								50
Turnover by Month YTD	1.83%	2.17%	1.83%	1.17%	1.33%								8.33%
Cumulative Turnover YTD	0.17%	4.00%	5.83%	7.00%	8.33%								0.00%
Average % Turnover per Month YTD	0.17%	2.00%	1.94%	1.75%	1.67%								0.00%

*Monthly Terminations Do Not Include: Employee Retirements, Employees Not Able to Return from Disability Leave, Employees Not Completing NEO, Interns/Volunteers



Office of Human Resources
600 Jackson Street • Fredericksburg, VA 22401 • 540-373-3223
RappahannockAreaCSB.org

MEMORANDUM

To: Joe Wickens, Executive Director

From: Teresa McDonnel, Human Resources Specialist

Date: June 2, 2022

Re: Summary – EEO Report – May 2022 and Recruitment Update

RACSB received **69** applications through May 31, 2022. This is an **increase** of **21%** compared to the month of April 2022, and an **increase** of **13%** when compared to the month of May 2021.

RACSB received **354** resumes and advertised **14** positions through Indeed for **May 2022**.

Of the applications received, 28 applicants listed the RACSB applicant website as their recruitment source, 18 stated employee referrals as their recruitment source, and 11 listed Indeed.com as their recruitment source.

According to the attached list, there are currently **104** open positions. New positions account for **10** of the open positions.

A summary is attached indicating external applicants hired, internal applicants moved, and actual number of applicants applying for positions in the month of **May 2022**.

RECRUITMENT REPORT 2022

MONTHLY RECRUITMENT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	TOTAL YTD
External Applicants Hired:													
Part-time	8	8	2	1	6								
Full-time	15	11	15	10	11								
Sub Total External Applicants Hired	23	19	17	11	17								
Internal Applicants Moved:													
Full-time to PRN As Needed	1	1	1		1								
Full-time to Part-time													
Part-time to PRN As Needed	1			1									
Part-time to Full-time		1	2	1									
PRN As Needed to Part-time													
Lateral Transfer	1		6	3									
Non-Lateral Change in Position			1		1								
Promotion	4	6	2	5	6								
Temporary to Regular													
PRN As Needed to Full-Time													
Sub Total Internal Applicant Moves	7	8	12	10	8								
Total Positions Filled:	30	27	29	21	25								
Total Applications Received:													
Actual Total of Applicants:	62	65	59	47	52								
Total External Offers Made:	20	16	19	6	15								
Total Internal Offers Made:	8	11	13	11	3								

EEO Report 2022

APPLICANT DATA	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22
Female	29	56	55	66	60	83	43	45	41	46	35	24	31
Male	8	6	8	22	12	26	15	7	8	7	11	3	13
Not Supplied	24	41	27	47	26	73	61	43	27	33	26	30	25
Total	61	103	90	135	98	182	119	95	76	86	72	57	69
ETHNICITY													
Caucasian	18	40	31	35	30	69	29	28	31	25	13	13	22
African American	11	19	26	48	26	34	28	20	15	20	27	16	17
Hispanic	3	4		6	2	14	5	9	7	6	5	5	5
Asian				2	3	5	2		2	3		1	1
American Indian		4	6	2		3	1	1		2	1		1
Native Hawaiian	3				1	1							
Two or More Races	5												
RECRUITMENT SOURCE													
Newspaper Ads			1						1				
RACSB Website	28	64	59	78	40	84	52	39	36	32	33	27	28
RACSB Intranet	6	3	3	10	1	7	3	1	2	7	5	2	5
Employee Referrals	17	34	11	48	31	47	31	34	18	32	15	23	18
Radio Ads											1		1
Indeed.com	13	11	15	20	16	49	25	20	20	7	17	9	11
VA Employment Commission	1	1	4	6	4	4		1	3	2	3	2	7
Monster.com													
Other -			3			4			1	8	3		3
Facebook			1		1								
Multi Site Search	1			1	2								
NHSC													
Linked In		1	1		1								
Goodwill referral													
Zip Recruiter	1	4			2		1						
Job Fair			1	2	3	2	6			2	1		
Total # of Applicants	54	76	58	93	74	121	80	68	62	65	59	47	52

Rappahannock Area Community Services Board Overview

2022-05-01 – 2022-05-31

Job performance summary

Performance of your jobs across Indeed

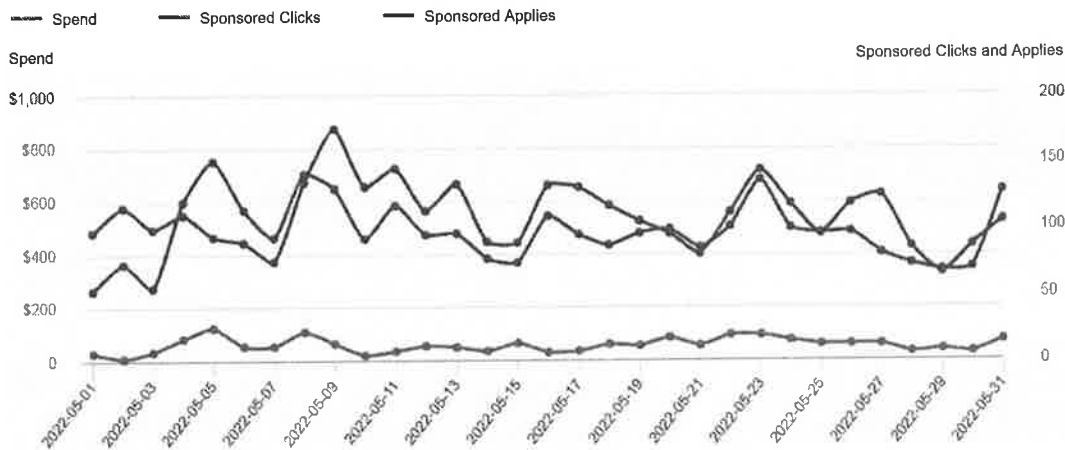
The data shown is all organic data and sponsored data for all cost-per-click campaigns

Candidate behavior funnel

Sponsored

Impressions	→	Click-through rate	→	Clicks	→	Apply start rate	→	Apply starts	→	Apply completion rate	→	Applies
24,058		12.48%		3,002		16.29%		489		72.39%		354

Cost-per-click campaign performance



Total spend
\$17,045.61

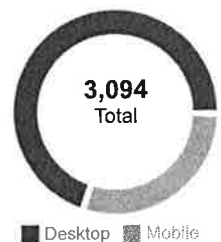
Cost per click (CPC)
\$5.68

Cost per apply start
\$34.86

Cost per apply (CPA)
\$48.15

Desktop vs mobile clicks

Total



Desktop clicks
2,183

Mobile clicks
911

[View jobs dashboard](#)

[View jobs campaigns](#)

[View billing summary](#)

Cost-per-application campaigns

Jobs
0

Total spend
-

Applies
0

[Manage job postings](#)

To: Joseph Wickens, Executive Director

From: Jacqueline Kobuchi, Director of Clinical Services

Date: 6/14/2022

Re: Report to RACSB Board of Directors for Board Meeting

.....

Outpatient Services

The Caroline Clinic continues to receive an increase in service requests. Staff completed 37 diagnostic assessments during Same Day Access in May and also assisted other clinics when we had availability. The clinic continues to provide a women's weekly substance abuse group, a men's weekly substance abuse group and bimonthly adult wellness group. During May, one female and one male successfully graduated from substance use group. Alicia Gist attended a women's substance use conference virtually and staff also attended Ethics training last month.

The King George Clinic continues offering the men's and women's weekly substance use group treatment. Both groups are well attended. The women's group had one graduate during the month of May. The men's group also had one graduate during the month of May. Staff completed 39 new client intakes during the month of May. One staff member attended a three day virtual women's substance use disorder conference with session titles including "Intersecting Identities in Substance Use Treatment and Recovery," "Post-Traumatic Growth and Trauma Resolution" and "Finding Joy in the Struggle." Other staff also attended trainings including training focused in the area of Ethics.

The Spotsylvania Clinic began a waitlist during the month of May due to ongoing staffing shortages. There are 62 individuals on the list currently. Clinicians completed 18 intakes for high risk individuals. The following positions are vacant at the clinic: Child and Adolescent therapist, Mental Health Therapist, Women's Substance Use Therapist, and Men's Substance Use therapist. Other vacancies include a therapist at Safe Harbor Child Advocacy Center and a School Based Therapist. A new School Based therapist began this month and has started training. The Spotsylvania clinicians continue to maintain high utilizations as they attempt to serve as many clients as possible. Clinicians also attended the following trainings this month: Ethics and DBT. Clinicians are providing two groups each week for substance use treatment.

The Stafford Clinic continues to receive numerous referrals for services. Therapists and front desk staff are supportive of each other and provide a team approach to support referrals, caseloads and day to day activities. A wellness group has been added in Stafford to assist in service delivery to individuals. We celebrated Marsha Cox as she is now licensed. Our office also celebrated Annette Manzano as she is expecting her first child in July.

Emergency Services

In May, emergency services staff had the opportunity to attend a virtual statewide ES conference. The ES coordinator also had the opportunity alongside the CIT stakeholder for Stafford County, Lt. Neuhard, to attend a Stafford Board of Supervisors meeting and advocate for the current need for system changes in behavioral health. The result has been a letter drafted by the legislative advocates for Stafford county submitted to the Governor to bring additional light to the struggles individuals experiencing behavioral health crises are experiencing in the current system. ES staff continue to advocate and work diligently to serve the individuals as best as the system allows.

Case Management

We have a new child and adolescent case manager starting end of this month for our Stafford Clinic. She is coming to us from one of our ID group homes. We will be posting a senior position for our Stafford Clinic to lead that team and work closely with Stafford County Human Services Office. A new position for a Family Support Partner remains posted.

Members representing the Adult MHCM team recently offered support and information on resources to residents who were displaced due to a fire at Madonna House in Fredericksburg. Fredericksburg Adult Protective Services reached out to RACSB, requesting the assistance of any staff members that could offer services as many of the displaced residents were experiencing increased anxiety regarding their future housing as well as grief in response to this significant loss. RACSB Employees from the entire agency also donated numerous bags of items containing hygiene products, toiletries and snacks to the residents to utilize while they were temporarily housed at a local hotel.

Jail & Detention

We continue to have a vacant therapist position at the Juvenile Detention Center. The Substance Use and MAT services at RRJ continue to receive steady referrals, continue to screen and enroll clients into both programs as well as into community services (i.e., Boxwood and other treatment programs). Substance use groups will resume in person on June 21, 2022. The Diversion program receives multiple referrals, works with the Pretrial department, and successfully diverts eligible individuals into community programs. RACSB staff serve a significant number of individuals in the jail who are prescribed psychotropic medication. The program is successful using a combination of both live and telehealth services. One Mental Health Therapist position remains vacant, though we are actively reviewing resumes and scheduling interviews. We have recently posted a new vacancy for a Substance Use Therapist.

Specialty Dockets

During the month of May the Specialty Dockets staff continued to welcome new participants and celebrated some graduations. The Adult Drug Court program had three new admissions and four graduations. Three participants were terminated from the Adult Drug Court program due to non-compliance. Our Juvenile Drug Court Program continues to function well with two participants. Staff continues to provide services for clients on Probation and Parole through the District 21 office through group and individual sessions.

The Behavioral Health Docket is still pending approval from the Supreme Court to begin ordering participants in from Spotsylvania County. So far, three participants have been evaluated and found eligible to participate upon approval.

Our Veteran and Family Specialist has been very helpful in taking the growing military population in the area and providing treatment specific to them.

Substance Use

During the month of May, we admitted 25 individuals across the following programs: case management, Project LINK, office-based opioid treatment (previously MAT), and outpatient. Staff attended the MAHEC Women's SUD Recovery Conference, a three-day conference including topics such as human trafficking, PTSD and substance use, and pregnancy and post-partum in women with SUD. We have vacancies for the following positions: Project LINK Peer Recovery Specialist, OBOT Peer Recovery Specialist, Project LINK Program Manager, Women's SUD Outpatient Therapist, and SUD Outpatient Therapist. The OBOT peer recovery specialists have begun planning to resume in-person groups in mid-June.

HUMAN RESOURCES REPORT FOR THE BOARD OF DIRECTORS, May 2022:

Training

Human Resources held two New Employee Orientation's during May. A total of seventeen new employees were brought on.

Recruitment

In the month of May, we made fifteen offers to external applicants and three offers to internal candidates.

Indeed continues to be our best source for applicants. We ran a total of 14 positions this month and received 354 resumes for the various positions.

Radio advertisements are continuing to be ran on Thunder 104.5.

Human Resources & Employee Relations

Congratulations to the following employees who have recently received promotions:

Tilisha Minor	Promotion to Asst. Group Home Manager
Alexandra Cornell	Promotion to ICF Group Home Manager II
Karen Wright	Promotion to Co-Response Clinician
Wilber Galindo	Promotion to Employment Manager
Lynda Graddick	Promotion to DS Support Coordination
Jasmine Thompson	Promotion to Asst. Group Home Manager

May Employee Events

Open Enrollment meetings were held the first 2 weeks in May. The HR team led 53 meetings in this period, most of which were off-site at out-lying locations.

On May 6th we honored our wonderful nurses for Nurse's Day with a gift (a candle and a Starbucks gift card).

Employee Spring Picnic – Was held on May 25th at Braehead Farms with 363 people in attendance. A fundraiser was held for Downtown Greens with \$53 being raised for this charity.

RACSB is proud to have such a dedicated, professional staff!

Michelle Runyon, HR Director

Public Information Board Report:

June 2022



Spirit Day

June's spirit day was rainbow day.



Spring Picnic

More than 100 employees attended the spring picnic, bringing their families, including four-legged kids. Please see attached pages from Inside RACSB for more pictures and a glimpse of our monthly Kudos for employees.

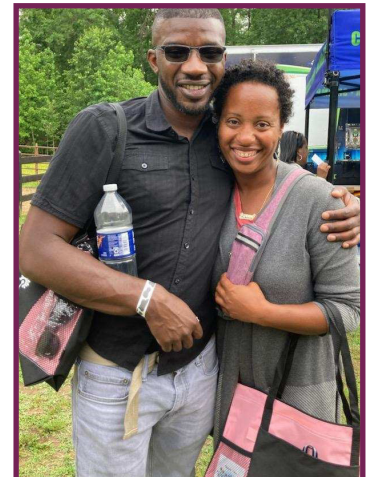
Communications Update: Highlights

Attended a virtual meeting for CSB
Communications Coordinators

Attended virtual webinar on messaging for 988.

Created FY 23 Communications Plan

Blog post following Uvalde shooting



Did you know?

Transgender and nonbinary youth whose pronouns were respected by most people in their lives attempted suicide at **half** the rate of those who did not have their pronouns respected.

Ask someone's preferred pronouns and use them. It's a good way to become an ally and to save a life.

she/her he/him they/them he/him they/them she/her

www.tappahannockareacsb.org





Regular checkups

Key to good health

Regular checkups, or preventive exams, are an important way for you and your doctor to find health problems early, and even prevent some medical conditions. They also give you a chance to talk to your doctor about problems or questions related to your health.

What to expect

Most checkups start with a talk about your health history and current health. Your doctor will also check your height, weight, blood pressure, and heart rate. After that, most doctors will talk to you about things like:*

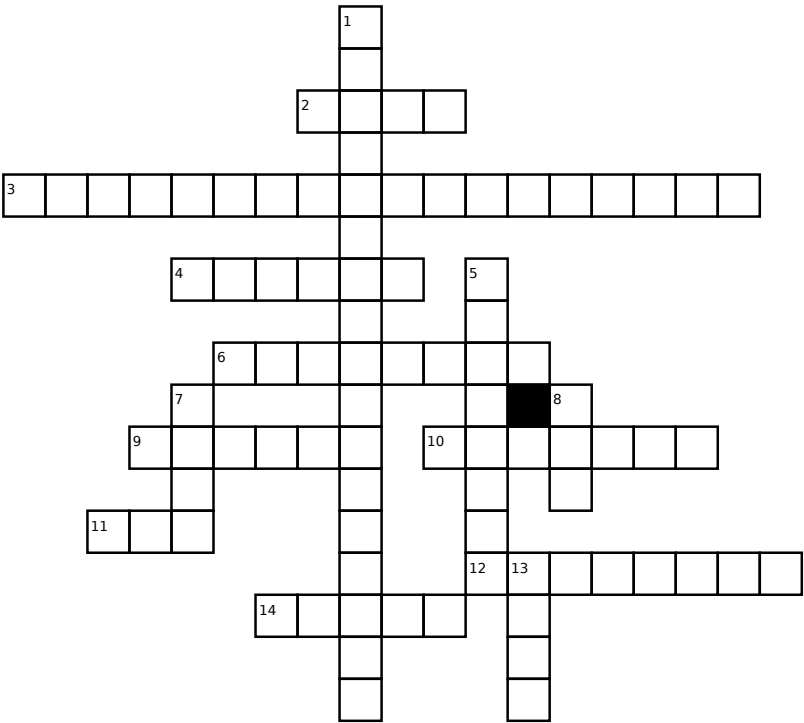
- Medicines you take
- Your nutrition
- Your physical activity
- Stress in your life, or signs of depression
- Tests, screenings, and vaccines you may need



To find a doctor:

1. Go to **anthem.com**.
2. Select **Find a Doctor / Find Care**.
3. Under **Find a Doctor**, enter your state and plan/network.
4. Choose **Select** and **Continue**.

June's Crossword Puzzle



Down:

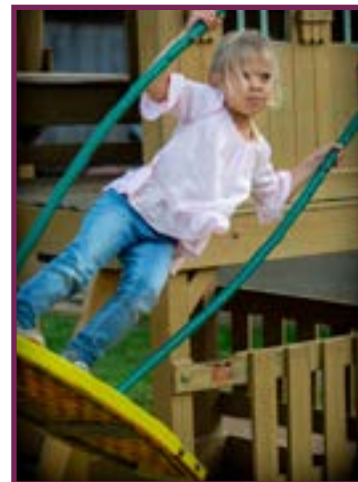
1. our newest location will host
5. location of spring picnic
7. specialists who used lived experience to help others
8. "hospital without walls"
13. used to be MAT

Across:

2. employee of the quarter
3. allows adults with DD to live with families
4. starts June 21
6. therapy helps infants and toddlers with gross motor skills
9. teaches opioid overdose reversal
10. this month's wellness message urges you to get
11. Brian Anderson received kudos for helping an individual get
12. new payroll system
14. HopeStarters

Down on the Farm

Thank you to everyone who came out to Braehead Farm for our Spring Picnic! It was so wonderful to get to gather together and to meet significant others, kids, and dogs!





Kudos

A monthly list of Hope Starters who have gone above and beyond in promoting RACSB’s mission.

Know someone who belongs on this list? E-mail kudos, including name and some praise, to aumble@rappahannockareacsb.org or submit online: <https://rappahannockareacsb.org/racsb-rockstars/>

Kudos to Priscilla Lockner for providing nurse coverage to the Sunshine Lady House on short notice. Your assistance was greatly appreciated!

Kudos to Steve Curtis for sharing his staff to offer support for the Sunshine Lady House. We appreciate you!

Kudos to Patricia Newman for providing OVERNIGHT coverage to the Sunshine Lady House on short notice. Wow! Your kindness and willingness to help out was appreciated tremendously!

Kudos to Perry Campanella for taking on additional duties at the Sunshine Lady House while the Coordinator was on maternity leave.

Kudos to Melody Allison for adjusting her schedule to provide overnight coverage at the Sunshine Lady House on short notice.

Kudos to Stephanie Hine for taking on additional duties to support the Sunshine Lady House while the Coordinator was out on maternity leave.

Kudos to Nichole Inbody for going above the call of duty to offer support to the Sunshine Lady House Nursing team.

Kudos to Anna Hebert, RN, for going above and beyond with Sunshine Lady House Nursing Duties.

Kudos to Tammy Grymes, LPN, for always taking such good care of guests of the Sunshine Lady House.

Kudos to the entire Sunshine Lady House team for always offering high quality crisis stabilization services!

Kudos to Amy Jindra for all of the ways she has supported the Sunshine Lady House since she transitioned into the role of CSS Director. We appreciate you!

A huge thank you to the team at 750 Kings Highway especially Katie Lafleur and Jessica Jones for holding down the fort while the supervisor was out on leave.

Kudos to Tina Cleveland for the hard work and long hours she put in to make sure everyone got paid during the transition to a new payroll system.

Kudos to Teresa McDonnel for pitching in help with the transition to Dominion Payroll, fielding emails and answering timesheet questions.

Kudos to the HR Team for their efforts in training the staff on Dominion within two weeks.

Kudos to Vanessa Nunez for her stellar care to our individuals. A family enthused about wonderful Vanessa has been with their loved one. Vanessa has made such a difference in their life. They describe their loved one being more engaged, learning new things, improving communication, and being happier than they have ever been.

Kudos to J’Me Horne and LaChelle Anderson at Stafford RAAI. Faced with a devastating emergency to handle during program hours, they performed CPR on one of the individuals. They acted so bravely to do what was necessary at such a high intensity moment, and we all appreciate their efforts in the midst of a true emergency.

Kudos to Lacey Fisher for being the best leader. We appreciate you and everything you do!!

Kudos to Teresa McDonel, Human Resources Specialist, for all of her help with time card verification with the new Dominion system.

Kudos to everyone involved with organizing and hosting the family picnic at Braehead Farm.

Kudos to Healthy Families Rappahannock Area on the success of their playgroups.

Kudos to all Day Support staff - it’s been a rough couple of weeks and everyone has worked together so well and helped each other out.

Kudos to Nancy Price for continuing to advocate for her staff by obtaining an assistance manager position at Home Road and Lafayette. Great Job!!!!

Kudos to the case managers (Brian Anderson and Shawn Brown) and supervisor (Nancy Price) at the PSH program for stepping up and filling in all the gaps left by the empty positions within the program. Thanks for all your help and patience!

Kudos to Amy Umble for taking the wonderful photos at the RACSB Picnic.

Kudos to those who planned the RACSB Picnic. Wonderful location & wonderful food.

Kudos to Priscilla Lockner for being the best Medication Management teacher ever and for always being so kind!

Shoutout to the Stafford Team. Anytime there are questions or help is needed, everyone pitches in. There’s definitely a family feel in this office.

Kudos to all front desk staff.

A Kudos Highlight

GREAT JOB, Brian Anderson, in assisting J to obtain a truck through Compassion Restoration. It was a long process, with many steps. However, you followed it through and made sure that J not only completed the paperwork and each individual step in the process but had the money in order to complete all the final steps. In addition, you fielded not only daily calls from J asking when they would receive a car, but concerns from mom about J actually obtaining a car.

Prevention Services

Michelle Wagaman, Director

mwagaman@rappahannockareacsb.org
540-374-3337, ext. 7520

June 2022

Initiatives

Youth Marijuana Prevention – We have boosted the Young Adult Survey (YAS) via social media as well as utilize postcards and flyers to increase responses. The deadline for the survey is June 30, 2022. We continue to seek community partners to assist in the administration of the survey and recruitment of young adults to complete the survey. Those completing will receive a \$15 gift card incentive.

We now have a unique QR code to be used at the in-person Pride event on June 25, 2022.

Responsible Gaming and Gambling – Region 1 has contracted with VCU to complete a community needs assessment to address problem gaming and gambling. The VCU team has completed the environmental scan of brick and mortar sites (20), charitable gaming scans (5 – BINGO halls), and community walk scan (5 intersections). Community members completed the passive media scan and key informant/stakeholder interviews were held. We continue to await the final report related to this effort.

PhotoVoice Project – As part of research efforts to inform a state-wide media campaign. RACSB hosted members of the community ages 18-34 in a PhotoVoice project. Researchers provided photographs of what mental health and wellness means to them. The photos and narratives will be shared in a future exhibit tentatively scheduled for September at the England Run Library. A formal announcement and invitation will be distributed once the plans are finalized. There will also be an evening reception.

ASIST (Applied Suicide Intervention Skills Training) – RACSB has begun promoting this training which will be held on a quarterly basis beginning in July 2022. Dates for 2022 include: July 21 – 22 and December 7 – 8. (The September date previously shared has been changed to a Mental Health First Aid training.)

To register: <http://bit.ly/ASISTregistration>

Mental Health First Aid – We have scheduled and promoted the following training dates and will be adding additional training opportunities through December:

Adult Mental Health First Aid

- August 4, 2022 (9:00 a.m. to 3:00 p.m.) – register by July 21
- October 6, 2022 (9:00 a.m. to 3:00 p.m.) – register by September 22

Youth Mental Health First Aid

- September 22, 2022 (9:00 a.m. to 2:00 p.m.) - register by September 9
- November 29, 2022 (9:00 a.m. to 2:00 p.m.) - register by November 17

To register: <https://bit.ly/MHFAregistration>

Lock and Talk Virginia – The May social media campaign for Mental Health Month was very successful with a reach exceeding 171,000 via social media and 100,000 impressions on AudioGo. The website had 3,406 visits. Overall, Facebook followers increased by 14.7% and Instagram increased by 4.7%. Social media engagement increased by more than 440% and the website traffic increased by 103%. The theme focused on the “talk” component of Lock and Talk with messaging of “Speak Up for Mental Health.” We are moving forward with the contracting with OMNI Institute for the creation of a formal evaluation plan. This is the next step following the strategic plan developed last year.

REVIVE! – We continue to host virtual REVIVE! trainings via Zoom 1-2 times per month. We are seeing an increase in community partners requesting REVIVE trainings for their staff, volunteers and clients served.

REVIVE trainings currently scheduled:

- | | |
|-------------------------------|------------------------------------|
| • June 2, 2022 at 6:30 p.m. | • August 13, 2022 at 10:30 a.m. |
| • June 21, 2022 at 6:00 p.m. | • September 1, 2022 at 6:30 p.m. |
| • July 7, 2022 at 6:30 p.m. | • September 13, 2022 at 10:30 a.m. |
| • August 4, 2022 at 6:30 p.m. | |

Narcan dispensing continues to be scheduled following the training.

- | | |
|--|--|
| • June 6, 2022 from 1:00 p.m. to 4:00 p.m. | • August 25, 2022 from 2:00 p.m. to 5:00 p.m. |
| • June 30, 2022 from 4:30 p.m. to 6:30 p.m. | • September 12, 2022 from 1:00 p.m. to 4:00 p.m. |
| • July 11, 2022 from 1:00 p.m. to 4:00 p.m. | |
| • July 28, 2022 from 11:00 a.m. to 4:00 p.m. | |
| • August 8, 2022 from 1:00 p.m. to 4:00 p.m. | |

To register for a REVIVE! training: https://bit.ly/VIRTUAL_REVIVE

To register for Narcan dispensing: https://bit.ly/RACSB_NARCAN

Training and dispensing dates are also posted a Facebook events.

ACEs and Resilience – RACSB Prevention Services is hosting the virtual Understanding ACEs training. We continue to collaborate with fellow CSBs.

- June 15, 2022 9:00 a.m. to noon
- June 22, 2022 1:00 p.m. to 4:00 p.m.

To register: <https://bit.ly/3rdtJYX>

Upcoming Events – RACSB Prevention and other staff members will be participating in the following upcoming community events:

- Every other Tuesday – The Table at St. George’s produce distribution
- June 8, 2022 – Art of Aging hosted by Partners in Aging coalition
- June 25, 2022 – Fredericksburg Pride
- August 2, 2022 -National Night Out

Healthy Families Rappahannock Area

Healthy Families Rappahannock Area helps parents **IDENTIFY** the best version of themselves, **PARTNERS** with parents with success in parenting, and **EMPOWERS** parents to raise healthy children. We provide free support to families residing in the City of Fredericksburg and the counties of Caroline, King George, Spotsylvania and Stafford.

Healthy Families Rappahannock Area received level funding for both MIECHV and Virginia DSS-TANF.

The program is now offering two (2) playgroups with an option of morning or afternoon. They are held at either a local park or Hillcrest United Methodist Church. The groups are held the second Wednesday of the month.

A new opportunity with Christina Clark of STEMCENTER has been established to provide a unique resource to families.

The Family Resource Specialist has returned on-site to Mary Washington Hospital. The mother and baby staff recently sent a letter stating how much the “love” Bryanda and what a great job she is doing sharing HFRA with families.

LOCALITY	NUMBER OF REFERRALS	ASSESSMENTS	NUMBER OF FAMILIES RECEIVING HOME VISITS	NEW ENROLLEES YEAR-TO-DATE
CAROLINE COUNTY	4	1	10	3
CITY OF FREDERICKSBURG	4	2	34	15
KING GEORGE COUNTY	5	2	5	3
SPOTSYLVANIA COUNTY	20	7	70	26
STAFFORD COUNTY	13	7	26	10
OUT OF AREA	0	0	0	0
TOTAL	46	19	145	57

Are you 18–25 years old, living in Virginia?

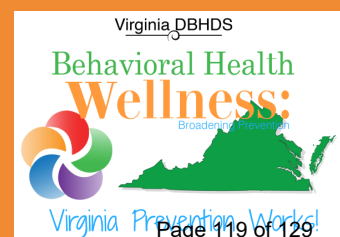
Take the Virginia Young Adult Survey!

We want to hear about your experiences and opinions on substance use and mental health in your community. This data will help us develop health and wellness programming that better meets your needs.

**Text Virginia to
855-632-2201
for the survey link!**

Participate and contribute to your community's health. An incentive may be available.

FOR MORE INFO:



¿Tienes entre 18 y 25 años y vives en Virginia?

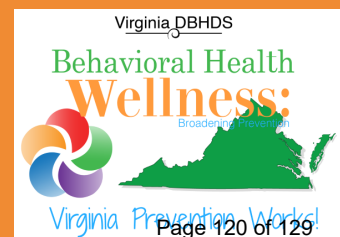
¡Toma la Encuesta para Adultos Jóvenes de Virginia!

Queremos conocer sus experiencias y opiniones sobre el uso de sustancias y la salud mental en tu comunidad. Estos datos nos ayudarán a desarrollar programas de salud y bienestar que satisfagan mejor sus necesidades.

¡Envía un mensaje de texto a Virginia al 855-632-2201 para obtener el enlace de la encuesta!

Participa y contribuye a la salud de tu comunidad. Es posible que haya un incentivo.

PARA MÁS INFORMACIÓN:



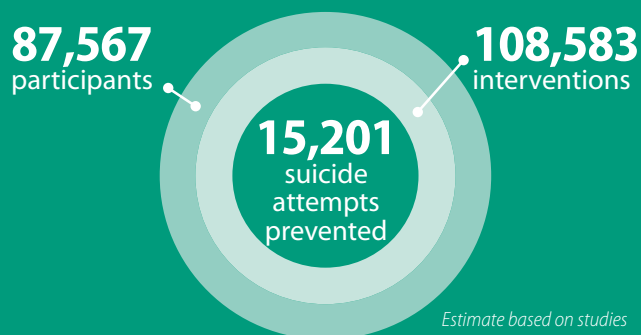


Learn the skills. Help save a life.

Suicide is preventable. Anyone can make a difference.

- Two-day workshop in suicide intervention skills
- Learn and practice a life-saving intervention model
- Widely used by professionals and the general public

ASIST's impact in 2016



ASIST works

Studies show that ASIST participants gain:

- ☒ Knowledge about suicide
- ☒ Skills to reach out
- ☒ Confidence to help save a life

To register: <http://bit.ly/ASISTregistration>

ASIST changes lives

Odds of improvement after receiving an ASIST intervention (2013 study):

- ▲ 35% more hopeful
- ▼ 31% less depressed
- ▼ 46% less overwhelmed
- ▼ 74% less suicidal

ASIST is cost-effective

50:1 return on investment in decreasing long-term costs of suicide (2015 study)

July 21 - 22, 2022

8:30 a.m. to 5:00 p.m.

(must be fully present both days)

RACSB at River Club
10825 Tidewater Trail
Fredericksburg, VA 22408

Questions:

prevention@rappahannockareacsb.org



Learn more about ASIST and see the evidence at www.livingworks.net/ASIST



Mental Health FIRST AID

from NATIONAL COUNCIL FOR MENTAL WELLBEING



ADULT MENTAL HEALTH FIRST AID

WHY MENTAL HEALTH FIRST AID?

Mental Health First Aid teaches you how to identify, understand and respond to signs of mental illness and substance use disorders. This training gives you the skills you need to reach out and provide initial support to someone who may be developing a mental health or substance use problem and help connect them to the appropriate care.

WHO SHOULD TAKE IT

- Employers
- Police officers
- Hospital staff
- First responders
- Faith leaders
- Community members
- Caring individuals

On average,

123

people die
by suicide
each day.

– American Foundation
for Suicide Prevention

From 1999 to 2016,

630,000

people died from
drug overdose.

– Centers for Disease Control
and Prevention

Nearly

1 in 5

U.S. adults live with a
Mental Illness.

– National Institute of Mental Health
via the National Survey on Drug Use and
Health and the Substance Abuse and
Mental Health Services Administration

REGISTER:

<http://bit.ly/MHFAregistration>

- September 22, 2022, 9:00 a.m. to 3:00 p.m. (register by Sept. 9th)
- November 29, 2022, 9:00 a.m. to 3:00 p.m. (register by November 17th)

These training dates are 100% IN-PERSON.

Lunch and participant materials provided.

*Questions, please contact:

Sherry Norton-Williams, 540 374-3337 or snorton@rappahannockareacsb.org



FREE YOUTH MENTAL HEALTH FIRST AID

Training Dates:

- **August 4, 2022**
9:00 a.m. to 3:00 p.m.
(register by July 21)
- **October 6, 2022 -9:00**
a.m. to 3:00 p.m.
(register by Sept. 22)

WHY YOUTH MENTAL HEALTH FIRST AID?

Youth Mental Health First Aid teaches you how to identify, understand and respond to signs of mental illness and substance use disorders in youth. This 6-hour training gives adults who work with youth the skills they need to reach out and provide initial support to children and adolescents (ages 6-18) who may be developing a mental health or substance use problem and help connect them to the appropriate care.

64.1%

of youth with major depression **do not** receive any mental health treatment.

- Mental Health America

5.13%

of youth report having a **substance use or alcohol problem.**

- Mental Health America

1 IN 5

teens and young adults **lives with a mental health condition.**

- National Alliance for Mental Illness

REGISTER HERE

- **First Aiders will be provided lunch and snacks as well as a participant manual and Participant Processing Guide.**

Register here: <http://bit.ly/MHFAregistration>

Limited to first 30 registrations.

Questions, please contact: Sherry Norton-Williams, 540 374-3337

snorton@rappahannockareacsb.org

WHO SHOULD TAKE IT

- TEACHERS
- SCHOOL STAFF
- COACHES
- CAMP COUNSELORS
- YOUTH GROUP LEADERS
- PARENTS
- PEOPLE WHO WORK WITH YOUTH

WHAT IT COVERS

- Common signs and symptoms of mental illness in this age group, including
 - » Anxiety
 - » Depression
 - » Eating disorders
 - » Attention deficit hyperactive disorder (ADHD)
- Common signs and symptoms of substance use
- How to interact with a child or adolescent in crisis
- How to connect the person with help
- **New:** Expanded content on trauma, addiction and self-care and the impact of social media and bullying

The course will teach you how to apply the **ALGEE** action plan:

- **Assess** for risk of suicide or harm.
- **Listen** nonjudgmentally.
- **Give** reassurance and information.
- **Encourage** appropriate professional help.
- **Encourage** self-help and other support strategies.

Free VIRTUAL REVIVE! TRAINING



Why: Narcan saves lives!

- Free REVIVE! Opioid Overdose Reversal Lay Person Training.
- Access to free dose of Narcan once trained.
- Learn how overdose happens.
- Learn the risk factors for opioid overdose.
- Learn how to respond to an opioid overdose emergency using Narcan (Naloxone).

June 21, 2022 at 6:00 p.m.

September 1, 2022 at 6:30 p.m.

July 7, 2022 at 6:30 p.m.

September 13, 2022 at 10:30 a.m.

August 4, 2022 at 6:30 p.m.

August 13, 2022 at 10:30 a.m.

Registration required:

https://bit.ly/VIRTUAL_REVIVE



Questions? Contact Sherry Norton-Williams: snorton@rappahannockareacsb.org

SAVE A LIFE!

NALOXONE HCl
NASAL SPRAY 4 mg

OPEN HERE FOR QUICK START GUIDE



FREE NARCAN

After completing a REVIVE! Opioid Overdose Reversal training, you have access to a free dose of Narcan. Dispensing is provided through a partnership with Virginia Department of Health.

Dispensing Dates and Times

June 30, 2022 from 4:30 p.m. to 6:30 p.m.

August 25, 2022 from 2:00 p.m. to 5:00 p.m.

July 11, 2022 from 1:00 p.m. to 4:00 p.m.

September 12, 2022 1:00 p.m. to 4:00 p.m.

July 28, 2022 from 11:00 a.m. to 4:00 p.m.

September 29, 2022 from 12:00 p.m. to 4:00 p.m.

August 8, 2022 from 1:00 p.m. to 4:00 p.m.

Registration Required:

<https://bit.ly/RACSB-NARCAN>



Pick up location: Rappahannock Area Community Services Board at River Club
10825 Tidewater Trail, Fredericksburg, VA 22408

Community Support Services Board Report: May 2022

Developmental Disabilities (DD) Residential Services - Stephen Curtis

A longtime recipient of our residential services passed away on May 31st due to some unavoidable health complications. Our friend was such a pleasure to support and was one of our longest served individuals. While we mourn his loss, we also reflect on what a privilege and opportunity we have had over the decades to experience his community with him.

Ashley Clark joined us in May as our new manager at Wolfe Street ICF. A Pennsylvania native, we look forward to working with her and the experience she brings with her from out of state in the field of Developmental Services.

Jasmine Thompson was recently promoted to the role of Assistant manager at Lucas Street ICF. We join her in her excitement for her new role with the program!

Tilisha Minor, very versed in services at Belmont SAP, was recently promoted to the role of Assistant Manager. Tilisha has a great history of supporting individuals with developmental disabilities in accessing their community. We welcome her with open arms into her new role!

Sheila Winslow, Sponsored Placement Specialist, officially has retired as of 5/27, and we already miss her. Happily, though, Kelsy Emond has transitioned from her former position of Assistant Manager at Belmont into Sheila's former role.

Reports from staff are that they thoroughly enjoyed the agency picnic at Braehead Farm on May 25. The event was well attended and staff have shared some awesome pictures.

We remain well stocked on personal protective gear and have put it to good use. In May alone, we saw an influx of Covid-19 infections impacting six separate DD Residential programs. Fortunately, the cases have been relatively mild and relatively brief in duration. We continue to monitor and pay attention to the news regarding changing strains. We are in process of receiving secondary boosters program-wide.

Assertive Community Treatment (ACT) - Tamra McCoy

Regarding ACT staff changes, Latonya Williams, ACT South Nurse and Taquetta Fulcher, ACT South Office Associate, submitted their resignations. Latonya has been accepted at a local college BSN program which she will attend full-time this summer. Taquetta is leaving for personal reasons and she'll be able to work from home. It will allow Taquetta to spend more time with her family. Both submitted glowing letters and how the ACT program and staff have had a positive impact in their lives. They both will be immensely missed!

We interviewed a candidate for the ACT North Mental Health Specialist position. We plan to submit a hiring packet. It's believed this applicant will be an asset to our program.

ACT South was in the process of discharging a client who was graduating from our program. She no longer needed the intensity of ACT services. The following week after our last home visit, this client was displaced by the fire at Madonna House Senior Apartments. We've decided to keep her open to services as she will need assistance with housing options, medication management and wellness stabilization. This client appreciated remaining in ACT as she also has no family support. Our program continues to provide ongoing supports to our clients in a wide array of circumstances.

Psychosocial Rehabilitation: Kenmore Club - Anna Loftis

Kenmore Club has been enjoying the warmer weather by engaging in a lot of physical activities such as basketball at the park, and trips to Richmond. We have another upcoming trip to the Museum of Fine Arts in Richmond planned. We have filled our Vocational Manager position, and are working on setting up the computers to further our vocational efforts with the membership. We will be having a yard sale May 21, hoping to raise money for future club activities such as a trip to Kings Dominion. We currently have 74 active members. This week we say goodbye to our student interns who have left a positive impact on the members. We will be looking forward to more students in the fall. Members continue to participate in a variety of wellness and recovery-oriented groups daily, as well as least one community outing a day.

DD Day Support: Rappahannock Adult Activities, Inc. (RAAI) - Lacey Fisher

RAAI is currently supporting a total of 107 individuals, no admissions or discharges occurred in April. Many individuals are still waiting to increase days in programming, return to service, or be assessed for new services.

Individuals will continue to be assessed off the wait list for services as staffing positions are filled. 17 open positions remain, no new staff hired in April.

Individuals have been excited to return to Community Engagement services again; choosing more volunteer activities than ever to give back to their community. We see excitement in them resuming some type of normalcy for the first time in a while at RAAI. This increased Community Engagement will also produce increased revenue.

Plant sale started April 8th with one of the busiest opening weekends we have seen! We ran out of many of our popular varieties within the first 2 days. The spring sale will be wrapping up just as Mums and cold weather veggies are planted for our Fall sale.

Developmental Disabilities Support Services - Jen Acors

There was a Waiver Selection Committee Meeting to assign a few waivers that had come available by attrition.

A few support coordinators volunteered at the Autism Awareness event that was held by the Spotsylvania Sheriff's Office.

Mental Health (MH) Residential Services - Nancy Price

One individual discharged from a Home Road transitional placement to the community.

Home Road had one new admission in May. PSH filled the vacant case management position. Kayla Wilhelm joined the PSH team on May 31. Although PSH lost the housing specialist in May, the PSH Manager, Lori Weresnick, has been hard at work preparing for at least four move ins and admissions in June. Home Road SAP and Lafayette Boarding House were approved for an assistant manager at each program! The new position will replace one Residential Counselor II at LBH, and two Residential Counselor II's at Home Road.

Early Intervention: Parent Education and Infant Development (PEID) - Suzanne Haskell

There are currently 535 children enrolled in the program receiving a combination of services to include service coordination, speech therapy, physical therapy, occupational therapy and education developmental services. We are offering all services face-to-face and giving the option for families to choose to be seen via zoom. We are scheduling an average of 16 assessments for new clients weekly. In May we had 77 referrals. As a result, we are scheduling extra assessments in an effort to meet the need. There are currently 14 providers on staff. We recently filled two open positions, one for an Occupational Therapist and the other for an Educator. They will join our team in July and late June respectively.

Crisis Stabilization

May 2022

In the month of May, SLH served a total of 32 individuals from the Rappahannock Area, Region Ten, and Rappahannock Rapidan CSBs. The program remains at a 9-bed census and is not providing managed withdrawal services. SLH has several nursing staff vacancies and continues to recruit for these positions. In June, SLH will welcome Bristol, the therapy dog, and her handler, Sabrina, as a regular part of programming. SLH Therapist, Carla Anderson, completed training in DBT, grief, and ethics, and attended the Black Mental Health and Healing Summit. Peer Specialist, Lacy Fizer, completed training in DBT, Making sense of Hearing Voices, and Trauma informed care.

RACSB DEPUTY EXECUTIVE DIRECTOR REPORT

May 2022 Review

Community Consumer Submission 3 version 7.5 (CCS3 7.5)

The Community Consumer Submission 3 version 7.5 is the technical specifications for our state reporting data collection and extract. We continue to work to prepare for the July 1, 2022 changes. The state-led user acceptance testing process is in full swing. We were the first vendor to have this year's extract ready for testing. No major issues have been identified in the UAT process.

Waiver Management System (WaMS)

DBHDS provided the specifications for changes to WaMS for the upcoming year in late December. These changes went live on May 17, 2022. Netsmart has not yet delivered a successful extract for the changes. As a result, IT staff are directly entering plans into the WaMS system until integration is back operational to avoid any disruption to our ID/DD Support Coordinators or individuals served. Escalation of the issue has been pursued to the highest levels of leadership within Netsmart and we receive daily updates and additional emphasis on their state reporting resources to resolve the issue as soon as possible.

Trac-IT Early Intervention Data System

The go live date for the new Trac-It program, a state-wide data platform/electronic health record for Part C, has been pushed back to June 27, 2022. Brandie participated in the User Acceptance Testing at the state level. Part C has limited the data fields required at go-live as a result of coordinated advocacy to reduce the additional administrative burden/duplicate entry that initial requirements would have created. EHR upload capability testing was delayed until after July 4. We have built the extract for service level data and will be prepared to begin testing once the process is open. As of this report, we do not yet have a signed Business Associate Agreement in place due to wording changes proposed by DBHDS Part C. We will be unable to enter any data into the new system until such time as we have a signed agreement.

IT Closed Tickets

The Information Technology Department completed 945 tickets in the month of May 2022. A total of 11,074 tickets have been completed so far in FY2022.

Virtual Service Provision

Due to COVID-19, the IT department supported the transition to new virtual service provision for many of the agency's programs. Many of the services remain virtual at this time. A total of 34,579 video meetings with 103,842 participants have been completed via Zoom this fiscal year. In addition, IT supports the use of Microsoft Teams for internal virtual meetings to free up space on Zoom licenses.

Opportunities for Partnership/Input:

- Brandie Williams presented as part of a panel on "Workforce Strategies That Succeed: Optimizing Business Practices & Technology" to the National Association of County Behavioral Health and Developmental Disability Directors.
- Asked to lead a joint partnership between RAHD, Mary Washington, Germanna, GMU, Claude Moore Foundation, and DBHDS to develop and implement a private, public, higher educational partnership model to address building a career ladder/workforce pipeline

for behavioral health.

- Brandie has been identified to serve on the core DBHDS team for the implementation of the Taxonomy/Data Exchange program and has participated with Ernst and Young consulting in the initial work of this group.
- Brandie participated as the CSB system representative in the Virginia Health Information strategic options focus group.
- Participated in multiple subgroups to develop strategies for the RAHD Community Improvement Plan.
- Started service as Emergency Department Care Coordination Collaborative Chair. The EDCC Collaborative consists of representation from private hospitals, private providers, DMAS, DBHDS, Managed Care Organizations, and VHI.
- Participated with GMU Telehealth Equity Study on behalf of RACSB.
- Worked as part of the VACSB Administrative Policy Committee with DBHDS' Office of Performance Management on changes for this year's Performance Contract.

Special Projects and Data Requests:

Operations programs participate in a variety of special projects/requests for data. Please find examples of a few of these efforts:

- Continued regular reporting (weekly/bi-monthly) for MAT, missing diagnosis, Columbia completion, TDO by age, Child Crisis Duration, Type of Care consistency, clinical utilization, Same Day Access Data Entry, Psychiatric Assessments in Draft, Substance Use Diagnosis status, and monitoring physicals for individuals over 18 receiving case management services.
- Represented the agency virtually at the VACSB Quality and Outcomes, Data Management Committee, WaMS statewide calls, DBHDS Data Quality Sub-committee, CCS Implementation Team meeting, Region 1 IT Council, UAT Team, new DBHDS Data Dashboard Committee, and DMC Technical Sub-committee.
- Participates as representative of both RACSB and DMC on the implementation and oversight group for the new Early Intervention data platform. Established a workgroup comprised of both program and data staff of multiple CSBs to work through barriers and advocacy regarding the transition to the new platform. This group meets every other week and has grown to over 50 members.
- Continued efforts with Dev Nair, Assistant Commissioner, Quality Assurance & Governmental Relations, and Eric Williams, Director, Provider Development Division of Developmental Services to facilitate efforts to streamline documentation and administrative burden for ID/DD providers and support coordinators. Brandie presented out update on these initiatives at Quality and Outcomes meeting. Jointly created draft versions of each document and proposal for leadership. Led presentation to the Quality and Outcomes committee.