

CCCMHB & ADASBCC

Consolidation Blueprint



Cuyahoga County
Community Mental Health Board



Consolidation Blueprint Phase III Update:
Workplan as of May 31, 2009



Alcohol & Drug Addiction
Services Board
of Cuyahoga County

Bridging the Services to Recovery • Bridging the Services to Recovery • Bridging the Services to Recovery

TABLE OF CONTENTS

BOARD – CONSOLIDATION BLUEPRINT WORKPLAN UPDATE AS OF MAY 31, 2009.....	3
CONSUMERS – CONSOLIDATION BLUEPRINT WORKPLAN UPDATE AS OF MAY 31, 2009.....	6
COUNTY – CONSOLIDATION BLUEPRINT WORKPLAN UPDATE AS OF MAY 31, 2009.....	7
PROVIDERS – CONSOLIDATION BLUEPRINT WORKPLAN UPDATE AS OF MAY 31, 2009.....	9
STAFF – CONSOLIDATION BLUEPRINT WORKPLAN UPDATE AS OF MAY 31, 2009.....	10
Clinical.....	10
Consumer/Client Rights.....	10
Contracting.....	11
Evaluation & Research.....	12
External Affairs/Public Information.....	13
Facility.....	15
Financial/MACSYS.....	16
Grants.....	21
Human Resources.....	21
Information Technology.....	22
Program/Service Delivery.....	25
Quality Improvement.....	26
Training.....	27

BOARD – CONSOLIDATION BLUEPRINT WORKPLAN UPDATE AS OF MAY 31, 2009

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
Consolidated Board								
• BOCC initial est. & BOCC & State appt.	Done							
• Final BOCC est.		X						
Bylaws								
• Finalize draft & approve interim	Done							
• Approve final	Done							
Officers								
• Interim	Done							
• On-going	Done							
Committees								
• Ad hoc with purpose, membership	Done							
• Standing with membership	Done							
Meeting schedule								
• Provisional Board	Done							
• On-going			X					
Board vacancies								
• Prior to Jul '09		X						
• After Jul '09			X					
Existing Boards								
• Member expectations	Done							
• Required approvals	Done	X						
• Dissolution by BOCC in effect		X						
CEO selection								
• Recommendation	Done							
• Interviews	Done							
• Selected (no later than)	Done							

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
• Interim MOU	Done							
• Management tools	Done							
• Final MOU with performance goals	Done							
Facility								
• RFP issued	Done							
• Select		X						
• Lease			X					
• Renovation				X	X	X	X	X
• Move in								X
Name of Board								
• Interim name	Done							
• Process est. tag line	Done							
• Select tag line	Done							
• Select logo/branding	Done							
• Select name	Done							
Orient/Educate								
• Attend other board's meetings	Done							
• Retreat	Done							
• Manual & training		X					X	
Advocate for funding								
• Discuss role of Board (orient. session)		X						
• Action, if determined necessary	Done	X	X	X	X	X	X	X
Communications/messages								
• Approve consolidation messages	Done							
• Activities, as needed	Done	X	X					
Policies & Procedures								

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
• Standing policies								X
• Staff submitted policies	Done	X	X	X	X	X	X	X
First meeting new Board								
• Ratify ADAMHS Board decisions			X					
Budget								
• Review & approve budget		X	X					

CONSUMERS – CONSOLIDATION BLUEPRINT WORKPLAN UPDATE AS OF MAY 31, 2009

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
Meet with consumers from ADASBCC & CCCMHB	Done							
Provide feedback on policies/procedures at Leadership meeting	Done							
Organize participation of consumers/clients in consolidation efforts								
Meet with consumers to identify what needs to be communicated to them to ensure a smooth transition/structure ongoing input			X					
Conduct a meeting with consumers to implement suggestions from previous meeting					X			
Provide peer support								
Identify expanded opportunities for peer support			X					
Present ideas to Board & providers				X				

COUNTY – CONSOLIDATION BLUEPRINT WORKPLAN UPDATE AS OF MAY 31, 2009

DECISIONS/ACTIVITIES	OCT '08 (or prior) to MAY '09	JUN '09	JUL '09	SEP '09	OCT '09	NOV '09	DEC '09
County Participation							
• Communications process	Done						
• Conduct information sessions	Done						
• Meeting with county & consolidation leadership	Done	If necessary					
• Meeting with Health and Human Service & consolidation leadership	Done	If necessary					
• Meeting to determine structure for Justice constituents meeting with consolidation leadership		If necessary					
• Attendance at ESC meetings	Done						
• Attendance at ADAMHS Board meetings	Done	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Attendance at Blueprint retreat	Done						
• Legal advice from County Prosecutor's Office	Done						
Feedback							
• County consultant's interviews with Health and Human Service Directors re: consolidation	Done						
• Summary of County consultant's interviews with Health and Human Service Directors re: consolidation	Done						
• Appropriate Documents		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing

DECISIONS/ACTIVITIES	OCT '08 (or prior) to MAY '09	JUN '09	JUL '09	SEP '09	OCT '09	NOV '09	DEC '09
Orientation							
Identify effect of Board changes on County staff			ongoing	ongoing	ongoing	ongoing	ongoing
ADAMHS CEO presents at quarterly directors' meeting		Next scheduled meeting					
Funding							
Advocate for level or increased funding for on-going operations	Done						
Advocate for funding consolidation specific activities	Done						
Funding for consultant team	Done						
BOCC							
Establish consolidated Board & make appointments	Done						
BOCC meeting regarding consolidation		X					

PROVIDERS – CONSOLIDATION BLUEPRINT WORKPLAN UPDATE AS OF MAY 31, 2009

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
Organize participation of all providers								
• Communications process	Done							
• Meeting schedule joint assoc.	Done							
• Choosing reps for leadership team	Done							
Discovery								
• Obtain info on promising practices	Done							
• Obtain ideas from all providers	Done							
• Provide service priorities	Done							
Feedback given to Board staff	Done	X	X	X	X	X	X	X
Administrative efficiencies								
• Coordination with other agencies	Done	X	X	X	X	X	X	X
• Within own organizations	Done	X	X	X	X	X	X	X
Implementation of Board/agency changes								
• Adapt internal operations based on Board/agency changes		X	X	X	X	X	X	X
Orientation/training of staff								
• Identify staff effected by Board change		X	X	X	X	X	X	X
• Communicate changes to staff through communications, orientations, trainings		X	X	X	X	X	X	X
Consumers/clients								
• Identify effect of Board changes on consumers/clients		X	X	X	X	X	X	X
• Inform/support consumers/clients through changes		X	X	X	X	X	X	X
Provider Boards								
• Communicate: consolidation/changes		X	X	X	X	X	X	X

STAFF – CONSOLIDATION BLUEPRINT WORKPLAN UPDATE AS OF MAY 31, 2009

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
Clinical								
• Hire clinical medical director	Done							
• Control bed days, central pharmacy, cost		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Structure policies/structure for forensic crisis service		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Location of new mental health hospital				TBD				
• Integrate process for addressing dual diagnosis		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Structure new policies/procedures/partnerships		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Decision on which unit is responsible for centralized assessment	Done							
• Facilitated discussion to discuss centralized assessment by Clinical Director & program staff				X				
Consumer/Client Rights								
• Draft policy (client rights, confidentiality, grievance)	Done							
• Integrate prevention into grievance p/p	Done							
• Draft policy submitted MH CROs	Done							
• Report format	Done							
• Review by ADAS Board with recommendations for change	Done							
• Review by ADAS CROs	Done							

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
• Submission to ADAMHS Board	Done							
• Provider feedback	Done							
• Review of databases	Done							
• Approaches to working with consumers/consumer councils	Done							
Contracting								
• Master list of all contracts	Done							
• Master list of ADASBCC & CCCMHB service providers	Done							
• Comparison of ADASBCC & CCCMHB non-Medicaid service provider contracts	Done							
• Provider feedback	Done							
• Meeting with team co-chairs for input on provider contract	Done							
• Development of ADAMHS contract template	Done	X						
• Review of each operational, interagency, personal service contract to determine continuation		X						
• Draft ADAMHS contract template completed	Done							
• 120 day notice	Done							
• Letter to vendors		X						
• Completed "Summary of Non- Medicaid Service Provider Contract Issues"	Done							
• Determined fiscal year	Done							

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
• Extensions	Done							
• Purchase of service/RFP/single purchase strategy	Done							
• Contract procurement process	Done							
Evaluation & Research								
• Staff member ice breaker (Eval/Res & QI)	Done							
• Decision to split QI, Evaluation & Research into 2 committees	Done							
• Vision/Value/Major Projects document for Board	Done							
• Co-chair feedback	Done							
• Provider feedback	Done							
• Meeting with function-specific provider staff to focus on E & R topics	Done		X	ongoing	ongoing	ongoing	ongoing	ongoing
• System needs assessment – initiated planning			X					
• Protocol for internal Board research studies (request form)		X						
• Explore new analysis techniques			X	ongoing	ongoing	ongoing	ongoing	ongoing
• Bi-weekly meetings to discuss/plan: ○ Needs assessment ○ Annual plan for evaluation/ research; priorities ○ Available database resources ○ Software needs ○ Internal ADAMHS Board collaborations (e.g. QI,	Done							

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
Training, Programming, Client Rights, Fiscal, etc.) ○ Procedure for responding to data requests from external individuals (e.g. providers, researchers, etc.) ○ Development of performance measures in collaboration with QI								
• Research standards			X	ongoing	ongoing	ongoing	ongoing	ongoing
• Define projects/scope			X	ongoing	ongoing	ongoing	ongoing	ongoing
• Review/results/application/ dissemination protocols			X	ongoing	ongoing	ongoing	ongoing	ongoing
• Data collection, reporting, sources ways to summarize findings			X	ongoing	ongoing	ongoing	ongoing	ongoing
• Id gaps in technology			X	ongoing	ongoing	ongoing	ongoing	ongoing
• Protocols for internships with academic institutions			X	ongoing	ongoing	ongoing	ongoing	ongoing
• MSASS proposal for educating 10 Bachelor level clinicians and 1 Ph.D. intern; initiated recruitment of Mental Health - Substance Abuse Fellows Program; initiated recruitment of Mandel doctoral candidate to fill 1 internship	Done							
• Approaches to providing technical assistance to providers on use of data			X	ongoing	ongoing	ongoing	ongoing	ongoing
External Affairs/Public Information								
• Staff team building event	Done							

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
• News release re: new Executive Dir	Done							
• Key message points	Done							
• Issued logo bid request	Done							
• Selected graphic designer for development of logo/identity package	Done							
• Selection of Logo/id package based on mission/ vision	Done							
• Naming of board	Done							
• Tag line virtual focus group	Done							
• Selection of tag line	Done							
• Branding strategies		X						
• External affairs plan								X
• Provider feedback	Done							
• Development joint Web site – Temporary site by staff	Done							
• RFP for Web site design issued; bidder's conference held; Q&A doc disseminated	Done							
• Web site survey to providers, consumers, partners	Done							
• Selection of Web site designer	Done							
• Web site virtual focus group – stakeholder usage/needs	Done							
• Web site virtual focus group – test site		X						
• Development joint Web site – temporary site by designer		X						
• Development joint Web site – permanent site				X				

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
• Public information/promotions			X					
• Publications			X					
• Advocacy action agenda – draft approved	Done							
• Awareness/recognition programs			X					
• Media relationships		X						
• Centralized database and master list			X					
• Newsletter					X			
• Road to Recovery Conference – planning initiated; save-the-date mailing	Done							
• Board Orientation manual outline completed	Done							
• Board Orientation & Manual	Done						X	
• Awards & recognitions						X		
Facility								
• RFPs issued	Done							
• Initial proposal review	Done							
• Notification of proposal non meeting specifications	Done							
• Fit plan and T.I. estimates for remaining viable locations	Done							
• Conduct site visits of remaining locations	Done							
• Submit work letter to viable locations	Done							
• Finalize list of remaining viable properties	Done							

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
• Conduct final round of site visits	Done							
• Evaluate final proposals & rank order listing		X						
• Select location		X						
• Board decision to sign lease			X					
• Transition activities			X	X	X			
• Move to new site						X- or after	X- or after	X- or after
Financial/MACSYS								
• Chart of accounts	Done							
• Revision policies/procedures		X						
• Finance/accounts payable system		X						
• Assets, liabilities, & obligations		X						
• MACSYS process		X						
• Budget	Done							
• Annual audit		X						
• Transfer of ADASBCC Payroll function from Finance to Consolidated Board Human Resources		X						
<i>Consolidation of Finance/Accounts Payable Systems</i>								
• Set up meeting with Finance/Accounts Payable staff to identify and document functional task assignments of both ADASB & MHB		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Review chart of accounts for ADASB & CCMHB		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
• Develop chart of accounts for Consolidated Board		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Identify steps required by IT to update the interface of data from Board to County Auditor's Office		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Identify steps required to update the interface of data to FundWare	Done							
• Develop preliminary Administrative Budget	Done							
• Develop revised Administrative Budget after T.O. determined		X						
• Finalize Administrative & Direct Services Budget	Done – Dir Ser	X						
• Document process for development of revised policies and procedures		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Identified provider fiscal year	Done							
• Provider input/suggestions	Done							
• Test system for final implementation		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Cross train staff on revised task assignments, policies & procedures, etc.		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Identify unresolved issues		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
<i>Consolidation of assets and liabilities for combined Board</i>								
• Identify assets, liabilities, and obligations of boards	Done							
• Develop process for removal/auction		X						

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
of duplicate assets								
Identify beginning preliminary working balance for Consolidated Board	Done							
Finalize working balance for Consolidated Board		X						
Cross train staff on revised task assignments, policies & procedures, etc.		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
Identify unresolved issues		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
<i>Consolidation of Provider Contracts in Collaboration with Contracts Committee</i>								
Develop provider contract listing and shared services of both boards	Done							
Identify status and time frame of contracts effected by consolidation	Done							
Provider input/suggestions	Done							
AOD advance policy for transition period to new funding year		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
Develop process for issuance of contracts under the consolidated board and the accompanying resources to support contracts	Done							
<i>Consolidation of Contracts Impact on Finance and Accounts Payable System</i>								
Identify steps required to update the interface of data to FundWare	Done							
Document process for development of revised policies and procedures		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
• Test system for final implementation			X					
<i>Consolidation of MACSIS Functional Responsibilities of both Boards</i>								
• Set up meeting with MACSIS staff to identify and document functional task assignments of both ADASB & MHB	Done							
• Review of MACSIS Rules for 7/01/09 implementation					Sep- Oct '09 based on ODMH/ ODADS due dates			
• Identify IT requirements of MACSIS and impact of consolidation of processes	Done							
• Provider input/comment on MACSIS	Done							
• Electronic enrollment setup – work with IT to establish process for inclusion of MH components for provider use		X						
• Determine status of billing application								X
• Document process for development of revised policies and procedures		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Documentation, notification, and determination of MACSIS Rules to ODMH		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Test system for final implementation		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Cross train staff on revised task assignments, policies & procedures,		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
etc.								
Identify unresolved issues		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
<i>Alignment of IT functional responsibilities within Finance & Administrative</i>								
Set up meeting with IT staff to identify and document functional task assignments of both ADASB & MHB		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
Identify and develop internal customer service functional responsibilities		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
Document process for development of revised policies and procedures		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
Cross train staff on revised task assignments, policies & procedures, etc.		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
Identify unresolved issues		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
<i>Alignment of Facilities Maintenance functional responsibilities within Finance & Administrative</i>								
Set up meeting with Facilities maintenance staff to identify and document functional task assignments of both ADASB & MHB	Done							
Identify and develop internal customer service functional responsibilities	Done							
Document process for development of revised policies and procedures			X					
Cross train staff on revised task assignments, policies & procedures,			X					

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
etc.								
• Identify unresolved issues			X					
Grants								
• Policies/procedures for both grantseeking & post-award administration drafted	Done							
• Provider feedback	Done							
• Protocol for review of grant opportunities		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Centralized team for input on proposals				X				
• Standardized tracking process for contractor deliverables				X				
• Reporting schedule for current grant obligations	Done							
• Periodic review schedule for grant evaluation results				X				
• Daily search for grant opportunities		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
Human Resources								
• Compared job descriptions; sorted by function	Done							
• Developed format for job descriptions	Done							
• Job descriptions	Done							
• Table of organization	Done							
• Exchanged salary ranges	Done							
• Salary compensation structure	Done							
• Compared benefit packages	Done							

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
• Meeting with county reps re: staff sick/vacation balances	Done							
• Payroll/benefits		X						
• Initial review/comparison of current AOD/MH Employee Handbook policies, outside of benefit policies	Done							
• Employee handbook		X						
• Transition current staff		X						
• Review union contract		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Assisted CEO Selection Committee with draft CEO Performance Review Form and Monograph	Done							
• Initial exchange/review of current AOD/MH staff performance review forms	Done							
• Employee performance review			X					
• Employee development/planning/orientation/training		X						
• Early Retirement Incentive Plan		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Support to CEO Selection Committee	Done							
• Staff team building event	Done							
Information Technology								
• Establish IT products (web; emails, etc.) **			X					
• Establish the technical requirements from the IT department as it relates to development of our Public Web site		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
• Establish Equipment needs for other Departments (Pocket PC, Cell Phones, etc)	Done							
• Planning for integration of email systems		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Integrating our email systems *							Post-move	Post-move
• Infrastructure Planning Meetings**	Done							
• IT infrastructure implementation (phone, video, wiring, etc.) **							Post-move	Post-move
• Inventory Hardware	Done							
• Inventory Software license inventory	Done							
• Integrating our DBMS (Database Management Systems)*							Post-move	Post-move
• Planning for integration of the two computer domains		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Create two domain controllers for new domain, one at each site	Done							
• Integrating our two computer domains							Month of move	Month of move
• Registration of new web domains	Done							
• Replace/dispose of old equipment		X						
• Review IT policies		X						
• Established a VPN Connection between two sites	Done							
• Established IT Task Groups	Done							
• Joint Board IT Bi -weekly meetings		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Developing an IT Vision and Mission		X						

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
Statements								
• Get technical training on Microsoft server 2008	Done							
• Get technical training on Microsoft exchange 2007	Done							
• Cross training **		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Providing input to Site Selection Committee (several mtgs)	Done	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Identifying required cable drops	Done							
• Scheduling IT/Co chair Meetings	Done	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Researching best way to implement VOIP (Voice Over IP)/UM (Unified Messaging). Meeting with county ISC & their vendors re: VOIP (Voice Over IP) & Fiber options.	Done	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Scheduling meeting with IT departments of the Providers for their input into our process.	Done							
• Get Provider feedback	Done							
• Determine requirements for our Secure Provider interface (Web site, ftp, or other) that will be posting and receiving data with the providers as well as training providers for the use of interface.		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Researching the opportunity to improve our current DRPs (Disaster		ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
Recovery Plans)**								
* Post move date ** Ongoing								
Program/Service Delivery								
• Exchange of information between AOD and MH staff in areas of children, adolescent, adult treatment	Done							
• Integrate policies, procedures, protocols								
○ Continuum: adolescent/adult	Done							
○ Technical assistance procedures	Done							
○ Decision on which unit is responsible for integrated compliance audit protocols (non-Medicaid & program reviews)	Done							
○ Prevention strategies – MH	Done							
○ Needs assessment info			X					
• Provider feedback	Done	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Meeting with function-specific provider staff to focus on program-related topics	Done							
• Facilitated discussion to develop new co-occurring products led by Clinical Director & program staff	Done	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Discussion of co-occurring product for adolescents, including juvenile justice		X						
• Determination of approach to housing		X						

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
and residential treatment								
Discussion of Technical Assistance Policy currently practiced by AOD Board		X						
Internal discussions/decisions re: department responsible for compliance reviews and technical assistance		TBD						
Cross training of Board staff		X						
Community Plan	Done							
Quality Improvement								
Staff member ice breaker (Eval/Res & QI)	Done							
Decision to split QI, Evaluation & Research into 2 committees	Done							
Vision/Key Consideration document for Board	Done							
Co-chair feedback	Done							
Provider feedback	Done							
Presentation to ADAMHS Board: vision of quality & overview of quality improvement	Done							
Compare quality improvement standards across 2 boards	Done							
Recommend changes to ED for report card/evaluation score cards: to adopt both structures with partial integration & with additional integration in future	Done							

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
• Bi-weekly meetings to draft : integrated performance measures	Done							
• Bi-weekly meetings to draft : report card/evaluation score cards			X					
• Bi-weekly meetings to draft : QI plan					X			
• Bi-weekly meetings to draft : process for MUIs (Major Unusual Incidents) & Reportable Incidents	Done							
• Bi-weekly meetings to draft : processes for audit & its focus, & appropriate timelines					X			
• QI Plan for ADAMHS Board					X			
• Id approaches to data reports			X					
• Develop approaches to QI training			ongoing	ongoing	ongoing	ongoing	ongoing	ongoing
• Develop process for assessing providers' quality improvement capacity; id ways to provide technical assistance				X				
• ID technical & technology gaps; address				X				
Training								
• Obtain formal letter from ADAMHS Board informing the state boards of changes in provider name (for CEUs)		X						
• Certification to grant CEUs/Contacted both boards with regard to provider status			X					
• Integration of Speaker's bureau				X				

DECISIONS/ACTIVITIES	OCT '08 to MAY '09	JUN '09	JUL '09	AUG '09	SEP '09	OCT '09	NOV '09	DEC '09
• Integration of brown bag seminar topics for consumers					X			
• Integrate MH & AOD topics into Recovery Conference	Done							
• Conduct Recovery Conference					X			
• Training plan (budget; equipment)							X	
• Provider feedback	Done							
• Meetings with Training Institute Advisory Committee	Done	X		X			X	
• Training Institute Sponsor Agencies	Done							
• Develop Summer schedule		X						