

ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD OF CUYAHOGA COUNTY

PLANNING & OVERSIGHT (P&O) COMMITTEE MINUTES MARCH 11, 2015

Committee Chair, Robert Fowler, Ph.D., called the P&O Committee meeting to order at 4:05 p.m.

Committee Members Present: Reginald C. Blue, Ph.D., Elsie Caraballo, Eugenia Cash, LSW, MSSA, CDCA, Robert Fowler, Ph.D., Pythias D. Jones, M.D., Steve Killpack, MS, Mary Step, Ph.D., Anngela Williams

Absent: Katie Kern-Pilch, MA, ATR-BC, LPC-S, Mary Warr, M.Ed.,

Board Staff Present: William M. Denihan, C.E.O., Frank Brickner, Michael Doud, John Garrity, Ph.D., Valeria Harper, Myra Henderson, Carol Krajewski, Dave Lambert, Michelle Myers, Linda Torbert

1. **APPROVAL OF MINUTES**

The Planning and Oversight Committee minutes of February 11, 2015 were approved as submitted.

2. **SMART OHIO UPDATE**

Mr. Denihan introduced Martin Murphy, Administrator of the Cuyahoga County Corrections Planning Board, and acknowledged his successful efforts to seek funding grants for our drug courts. Mr. Murphy noted that SMART Ohio is a pilot initiative of the Ohio Department of Rehabilitation and Correction (ODRC). Last year, Cuyahoga County was one of 28 counties in the state selected for the pilot. Target populations for this program are for approximately twenty individuals identified and court-ordered for treatments who suffer from opioid addiction with a focus on heroin addiction. Through the ADAMHS Board, contracts were executed with Stella Maris and Matt Talbot. Funds were used for intensive treatment and ultimately funded 60-day treatment regimen with a residential component, followed with 4 months of sober living. The goal of this initiative is to give people a clinical intervention rather than a criminal intervention.

3. **REQUEST FOR PROPOSAL: TRANSITIONAL YOUTH HOUSING PILOT**

Linda Torbert, Children's Project Administrator, introduced a potential new program, the Transitional Youth Housing Pilot created to support young adults (ages 18-25 years old) in gaining skills to live independently & to be self-sufficient, through a client-centered and family-oriented level of care. It was noted that this issue was identified as a major gap for young adults within the adult behavioral health system. A former Bridgeway property, currently owned by the ADAMHS Board, has been identified as being most suitable for this initiative that will serve five young adults residing within the complex. One change was made to the agenda process sheet under performance measures; procure permanent housing "prior to" discharge.

Motion to recommend authorization to issue a Request for Proposal for a Transitional Youth Housing Pilot to the full Board. MOTION: R. Blue / SECOND: A. Williams / AYES: R. Blue, E. Caraballo, E. Cash, P. Jones, S. Killpack, M. Step, A. Williams / NAYS: None / **Motion passed.**

4. **REQUEST FOR PROPOSAL: NEEDS ASSESSMENT**

John Garrity, Ph.D., Director of QI/Evaluation & Research, reported that OhioMHAS as well as general evaluation standards suggest that local Boards conduct a thorough needs assessment approximately every 5 years. Therefore, it is necessary to conduct a comprehensive interdisciplinary needs assessment at this time. Board staff recommends releasing a request for proposal for an independent evaluation contractor to conduct a comprehensive needs assessment to meet the April 2016 deadline.

Motion to recommend authorization to issue a Request for Proposal for a Needs Assessment to the full Board. MOTION: S. Killpack / SECOND: M. Step / AYES: R. Blue, E. Caraballo, E. Cash, P. Jones, S. Killpack, M. Step, A. Williams / NAYS: None / **Motion passed.**

5. AGREEMENT FOR GRIEF COUNSELING SERVICES: FRONTLINE SERVICE

Valeria A. Harper, Chief Operating Officer, reported that Board staff recommends allocating \$20,000.00 to FrontLine Service to serve as the fiscal agent to reimburse Cornerstone of Hope for the provision of grief counseling services to individuals and/or families that have experienced the loss of a loved one due to suicide, homicide, drug overdose or other traumatic death.

Susan Neth, Executive Director of FrontLine Service, Mark Tripodi, Executive Director of Cornerstone of Hope as well as Julia Ellifritt, Cornerstone's Clinical Director, were introduced. Ms. Harper noted that FrontLine, as fiscal agent, will report to the ADAMHS Board semi-annually to include information regarding the number of persons served, types of service provided and the linkage/referral made for the individuals/families.

Motion to recommend approval to enter into an agreement with FrontLine Service in an amount up to \$20,000.00 to provide grief counseling services to the Finance and Operations Committee. MOTION: R. Blue
SECOND: S. Killpack / AYES: R. Blue, E. Caraballo, E. Cash, P. Jones, S. Killpack, M. Step, A. Williams / NAYS: None / **Motion passed.**

6. ADULT CARE FACILITIES (ACF) CONTRACT

Ms. Harper noted that this continuing program request is to enter into contracts with identified licensed Adult Care Home operators for the provision of room, board, and personal care services for adults eligible for Residential Assistance Program (RAP) subsidy. It was noted that priority is given to individuals being discharged and referred by the state psychiatric hospital, nursing homes and/or returning from a correctional institution.

Ms. Harper explained that Michelle Myers, Residential Specialist, has worked for a number of years in the adult care home environment as well as with ACF operators. Ms. Myers makes site visits to newly licensed ACF's, periodic site visits to all contract homes, conducts trainings, and investigates complaints regarding ACF's and/or resident care. Ms. Myers and Ms. Harper addressed specific questions of committee members.

Motion to recommend approval of contracts with Adult Care Facilities for the delivery of services to adults eligible for Residential Assistance Program Subsidy to the Finance and Operations Committee. MOTION: M. Step / SECOND: E. Caraballo / AYES: R. Blue, E. Caraballo, E. Cash, P. Jones, S. Killpack, M. Step, A. Williams
NAYS: None / **Motion passed.**

7. POLICY STATEMENTS

• POLICY REVIEWS

In answer to a request of Mr. Denihan, Dave Lambert, Director of Risk Management, addressed his legal opinion regarding a concern raised whether Board policies are still in effect due to the passage of more than three years since their last policy review—based upon a guideline set forth in the ADAMHS Board policy statement, Policy Development & Implementation.

Mr. Lambert's legal opinion/document found that the Board policies themselves do not state that they are only in effect for a 3-year period. Additionally, they do not state that they expire, nor do they provide that their effectiveness depends upon their being reviewed timely once every three years. It is Mr. Lambert's legal opinion that the passage of more than three years without review does not affect the validity of any of the Board's policy statements.

- **RECORD RETENTION POLICY**

Mr. Lambert identified the proposed revisions for the policy and noted that the major area of change was on the retention of e-mails on pages 11 and 12. A few spelling errors were identified for correction. Given no additional input was received regarding the policy's content, a motion was entertained for referring it to the full Board.

Motion to recommend approval of the revised Records Retention Policy for 1st and 2nd readings to the full Board. MOTION: E. Caraballo / SECOND: S. Killpack / AYES: R. Blue, E. Caraballo, E. Cash, P. Jones, S. Killpack, M. Step, A. Williams / NAYS: None / **Motion passed.**

8. PERFORMANCE IMPROVEMENT “WATCH” MONITORING PLAN UPDATE

Hispanic Urban Minority Alcoholism and Drug Abuse Outreach Program (Hispanic UMADAOP)

Hispanic UMADAOP leadership invited ADAMHS Board Executive staff to a meeting to share the agency's plan to “stabilize” the overall operations and service delivery following numerous changes in the Executive Director's position. The Board's Planning Unit conducted a review of the agency's prevention, residential and treatment services and retained an independent auditor to conduct a fiscal review.

Routine monitoring by Board staff report that the aforementioned service areas have improved the service delivery approach. New staff members have been recruited who are involved in training as a part of the agency's continuous quality improvement plan. The residential program that initially experienced vacancies has significantly increased their census and seldom has an available treatment bed for young adults. The remainder of the monitoring period focused on fiscal management. The independent auditor's report indicated that with improving internal controls, addressing vacancy beds and timely billing, the agency can head towards financial solvency. Recent experiences reflect improved billing practices as well as higher utilization of residential beds.

Hitchcock Center for Women (HCFW)

The primary area of focus for the monitoring plan is the agency's non-medical community residential treatment program. The ADAMHS Board received reports from system partners that accessing HCFW's residential treatment services is “challenging”. Board staff routinely monitors the availability of residential treatment beds in the system. HCFW vacancy rates support that there are openings in the residential treatment program. It was noted that continued monitoring of the agency's admission criteria and policy/circumstances may lead to termination of residential services. Monitoring will also include a fiscal review to determine the impact that the vacancies have on the agency's operating budget.

Lutheran Metropolitan Ministry (LMM) – Forensic Pilot Training Program

The agency was originally placed on a monitoring plan to review the viability of providing funding for the Forensic Pilot Training Program designed to create a cadre of specialized licensed adult care homes to provide supportive housing to individuals with a history of involvement in the criminal justice system. To date, LMM has exceeded their projection in terms of the number of adult care home operators/staff that have received the training, the identification of homes accepting individuals involved in the criminal justice system and has expanded the overall training curriculum.

On 2/26/15, the agency formally requested that the CY2015 contract for LMM be modified to remove any references to the Forensic Pilot Training Program, including the proposed allocation. The agency reports that the “market” for the Services to Adult Care Homes (SACH) services for operators and the community at large has responded very positively to the expanded array of training opportunities, which supports the LMM's new direction “to pursue a more entrepreneurial course”. Consequently, the Board shall remove LMM from the watch list.

Murtis Taylor Human Services System (MTHSS):

A six-month Performance Monitoring Plan was initiated in November, 2014, as a result of a series of reportable incidents that had occurred in residential/housing settings managed by the agency. The scope of the ADAMHS Board staff monitoring includes all adult behavioral health services under contract with the Board. A moratorium on admissions into the identified residential care facilities was imposed by the Board until the concerns related to medication monitoring were resolved.

MTHSS submitted a "Quality Transformation Plan" on 01/22/15 that was reviewed and supported by Board staff. As a result, the moratorium was removed and admissions into the residential facilities has resumed. ADAMHS Board staff remains involved on a near weekly basis, monitoring the behavioral health programs and services until May 2015. A final report will be presented to the ADAMHS Board of Directors in June.

Regarding the overall Performance Improvement Monitoring/Watch Plan process, Ms. Harper explained that the intent for watch plans is to monitor identified agencies for a period of six months. If an extension is needed, Board staff will bring an update to the Board of Directors. Typically a plan is developed that outlines the specific areas of concern, steps towards improvement, projected dates for completion and/or updates.

To answer Ms. Williams question whether Board staff and/or technical assistance has been provided, Ms. Harper noted that Board staff has been assigned to monitor and work with the agency who will also accompany Mr. Brickner as he conducts the initial financial review.

9. SHARES UPDATE

Mr. Denihan reported that some progress has been made in working with the SHARES vendor, InfoMC. The Council of Governments (COG) continues to hold to its new practice/policy of submitting payments to the vendor only upon completion of program achievements. The new go-live date is August 11, 2015.

Mr. Denihan reported on two recent technical concerns. InfoMC wants to require all providers to have specific operating system versions in order to be compatible with the new SHARES program. The second issue is that the vendor does not seem to recognize our need to record partial billing units of service delivery. Dr. Garrity noted that efforts are underway to address these issues.

10. OLD/NEW BUSINESS - None**11. FUTURE TOPICS FOR PLANNING & OVERSIGHT COMMITTEE** - Dr. Fowler reviewed the list of future topics.**On-Going Updates:** SHARES**Dates – Yet to Be Determined:**

- Recovery Oriented System of Care
- Integration of Physical Health and Behavioral Health
- County Council / County Executive 2015 Budget
- Independent Evaluation Reports
- Gambling

There being no further business, the meeting adjourned at 5:30 p.m.

Submitted by: Carol Krajewski, Executive Specialist

Approved by: J. Robert Fowler, Ph.D., Planning & Oversight Committee Chair