

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

## PLANNING & OVERSIGHT (P&O) COMMITTEE MINUTES NOVEMBER 13, 2013

Committee Chair, Pythias D. Jones, M.D., called the meeting to order at 4:00 p.m. Ms. Warr read aloud the Committee Mission Statement: *"The Planning and Oversight Committee, in cooperation with all partners, advocates for and monitors programs, policies and practices which are continually improved to meet the needs of consumers, their families and the community."*

**Committee Members Present:** Elsie Caraballo, Richard Folbert, J. Robert Fowler, Ph.D., Pythias D. Jones, M.D., Katie Kern-Pilch, MA, ATR-BC, LPC-S, Steve Killpack, MS, Harvey A. Snider, Esq., Mary Step, Ph.D., William J. Tobin, Mary Warr, M.Ed., Anngela Williams / **Absent:** Reginald C. Blue, Ph.D., Eugenia Cash, LSW, MSSA, CDCA  
Other Board members present: Mary Boyle

**Board Staff Present:** William M. Denihan, C.E.O., Carole Ballard, Frank Brickner, Ada Cancel, Vivian Catchings-El, Danei Chavez, John Coleman, Craig Fallon, Tami Fischer, Cheryl Fratalonie, John Garrity, Ph.D., Valeria A. Harper, Myra Henderson, Judy Jackson-Winston, Carol Krajewski, Linda Lamp, Chris Morgan, Michelle Myers, Esmat Nasr, Laura Simmons, Starlette Sizemore-Rice, Maggie Tolbert, RN, Tom Williams, Leshia Yarbrough

### 1. **APPROVAL OF MINUTES**

The Planning and Oversight Committee minutes of October 9, 2013, were reviewed. A numerical correction was noted regarding the slots filled in the MetroHealth Cares Plus program on page 3; the number should read 22,000. The minutes were approved as corrected.

### 2. **SCALE REPORT** (*Screening, Centralized Assessment, Levels of Care Assignment & Engagement*)

Ms. Harper noted that there was a slight increase in the number of referrals (121) during the month of October compared to the September referral total of 95--considered to be quite low by Dr. Delos Reyes as reported last month. In answer to a question regarding provider slot selection, it was noted that a service provider is selected based on client choice; often the location/access to transportation is a deciding factor.

As the SCALE monthly report is produced for the P&O Committee, Board staff along with the SCALE adult provider agencies will pay close attention to referral data for the upcoming SCALE Annual Report for Calendar Year 2013 and will illustrate through a narrative the year-to-date number of referrals, where gaps have been identified, etc. to be distributed in January. (The SCALE chart is attached to the original minutes stored in the Executive Unit.)

### 3. **SHARES UPDATE** (*Shared Health & Recovery Enterprise System*)

Mr. Denihan briefed committee members on a recent conference call with INFOMC, the SHARES vendor selected, as well as the other two counterparts/ADAMHS Board C.E.O.'s from Franklin and Hamilton counties. The purpose of the discussion was to establish a time line and progress chart to monitor advancement toward implementation. The target date for SHARES implementation is January 1, 2015.

### 4. **STRATEGIC PLAN UPDATES**

Dr. Garrity reported that the Board is in the 3<sup>rd</sup> year of the Strategic Plan and is in the process of updating it. A Strategic Planning/brainstorming session was held on 10/30/13 with agency providers and Board of Directors. Earlier, a separate brainstorming session had been held with Board staff. Once the latest data is received from the Medical Examiner's Office regarding the Opiate Epidemic, efforts will begin to incorporate input and prepare a new Strategic Plan draft.

**Quality Improvement** – Dr. Garrity highlighted progress made on key Q.I. goals/objectives and noted that much of the activities will be addressed by the new SHARES system. Although the SHARES "go-live" date is anticipated for 1/01/15, Mr. Denihan is advocating for a "planned go-live date" of October 1<sup>st</sup>, to assure that everything is ready to go and not delayed on January 1<sup>st</sup>. (The Strategic Plan Q.I. Update is attached to the original minutes stored in the Executive Unit.)

### **5. THREE-YEAR POLICY REVIEW**

Mr. Denihan explained that due to the consolidation/establishment of the ADAMHS Board of Cuyahoga County on 7/01/09, several policy statements are due for their three-year review. Mr. Dave Lambert, Assistant Prosecuting Attorney, was asked to introduce the five policy statements and to highlight the proposed changes. (The policies illustrating the proposed revisions are attached to the original minutes stored in the Executive Unit.)

- **APPROVAL OF EXPENDITURES** – Title updated to read, “County Fiscal Officer”.
- **CONTINUED COMMITMENT AS OUTPATIENT POLICY**  
Ms. Maggie Tolbert, RN, Utilization Review Specialist, explained that a few years ago the Board received permission from Probate Court to continue our probate policy out into the community. The changes made to this policy were language changes. Initially, the clients affected by this program were coming out of state hospitals; there have only been 5 patients to go through this program. The intent is to assure that the program works well prior to opening it up to all hospitals in Cuyahoga County. Ms. Tolbert noted that Judge Russo of Probate Court is in agreement with this policy. Currently, there are 3 people on outpatient commitment, a program to help ensure that participating clients continue their treatment and medication in the community.
- **NOTIFICATION & REVIEW OF REPORTABLE INCIDENTS & MAJOR UNUSUAL INCIDENTS**  
Dr. Garrity noted that minor revisions were made to reflect the newly consolidated state department, OhioMHAS. Prior to the consolidation, ODMH had a requirement that reportable incidents be reported within 24 hours; while ODADAS’s requirement was within 72 hours. This policy statement standardizes the time requirement for reportable incidents at 24 hours.
- **PRIORITIZATION OF SERVICES/RESOURCES**  
Mr. Lambert noted that this policy was updated to be consistent with the priorities of OhioMHAS. A correction was noted for the 2<sup>nd</sup> paragraph to reflect the new state department, OhioMHAS. Committee members asked that the policy be further revised to refer to DSM-5. It was noted that the recommended language would be revised prior to review by the full Board.
- **PUBLIC COMMENT** – No revisions proposed.

Mr. Tobin suggested that the effective dates for the five policy statements should be standardized as well; Mr. Denihan concurred.

**Motion to recommend renewal of the revised policy statements (listed above) with the suggested changes to the full Board.** MOTION: H. Snider / SECOND: S. Killpack / AYES: E. Caraballo, R. Folbert, R. Fowler, K. Kern-Pilch, S. Killpack, H. Snider, M. Step, W. Tobin, M. Warr, A. Williams / NAYS: None / ABSTAIN: None  
**Motion passed.**

### **6. COMMUNITY PLAN – SFY2014**

Ms. Harper noted that Community Plans are a requirement under the Ohio Revised Code. Boards must submit their Community Plans to the Ohio Department of Mental Health and Addiction Services (OhioMHAS) which is moving toward data collection rather than narratives. The Community Plan outline (included in the agenda packet) is due to OhioMHAS by 12/31/13. Ms. Harper noted that for the past two years guidelines and instructions have been silent with respect to plans impacting funding decisions.

**COMMUNITY PLAN – SFY2014** *(Continued)*

Under the 2014 Community Plan Guidelines, Ms. Harper addressed item #6, Priorities, and noted that OhioMHAS has changed its format to receive responses in a table format. The guidelines also emphasize the integration of federal, state and local priorities that are consistent with the Board's priorities allowing an additional space to record those unique priorities provided by a local Board.

For those priorities not selected by the Board, OhioMHAS is interested in learning the reason why the Board does not consider this program and/or service as a priority. Ms. Harper noted that the Board's recent Strategic Plan forum feedback and the Needs Assessment will be helpful in submitting a plan by the deadline. The Community Plan document presented to the state will be shared with P&O Committee members in January 2014.

**7. POTENTIAL IMPACT OF HEALTH & HUMAN SERVICE LEVY PASSAGE**

Mr. Denihan appreciated the support of Cuyahoga County residents to pass Issue 1 with 55% voting "Yes". Given this result, he will present a funding request to the Cuyahoga County Council for \$16.1. The additional target areas identified at the Strategic Plan & Board meeting sessions were residential needs, transitional youth, older adults and consumer activities.

Mr. Denihan understands that the County's Health & Human Service funds have decreased due to the devaluation of homes in the county. Council members recognize the need to put money back into the Health & Human Service account that would leave only \$4 million left from the \$27 million raised from Issue 1; however, the county document indicates that Council intends to put some of those funds into reserves. Mr. Denihan shared with Councilman Brady that the amount to be requested by the ADAMHS Board is in addition to the current allocation and is needed to make the community whole for mental health and addiction services. Copies of the document prepared for County Council will be e-mailed to all Board of Directors. Mr. Denihan noted his optimism and hopes that it will be well-received.

**8. OLD/NEW BUSINESS**

- For future levy campaigns, Ms. Warr suggested re-thinking the effectiveness of having advocates posted at polling locations.
- Ms. Williams was interested in an update on the number of women participating in the pilot program at the Summit County Correctional Facility. Mr. Denihan responded that the Board had budgeted for three women; currently, one female is at that facility.

**9. FUTURE TOPICS FOR PLANNING & OVERSIGHT COMMITTEE**

Dr. Jones read the list of potential future topics for the P&O Committee.

**2014:**

- CMHA Collaboration
- Medicaid Expansion
- Gambling

**On-Going Updates:**

- S.C.A.L.E.
- S.H.A.R.E.S.

*There being no further business, the meeting adjourned at 4:55 p.m.*

*Submitted by: Carol Krajewski, Executive Specialist*

*Approved by: Pythias D. Jones, M.D., Planning & Oversight Committee Chair*