

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

## PLANNING & OVERSIGHT COMMITTEE MINUTES JANUARY 11, 2023

**Committee Members Present:** Katie Kern-Pilch, MA, ATR-BC, LPC-S, Committee Chair, Gregory X. Boehm, M.D., J. Robert Fowler, Ph.D., Rev. Benjamin F. Gohlstin, Sr., Patricia James-Stewart, M.Ed., LSW, Elaine Schleiffer

**Absent:** Reginald C. Blue, Ph.D., Sadigoh C. Galloway, MSW, LSW, LICDC-CS, Basheer Jones

**Board Staff Present:** Scott Osiecki, Chief Executive Officer, Carole Ballard, Danielle Clark, Vince Crowe, Erin DiVincenzo, Tami Fischer, Ben Goodwin, Madison Greenspan, Felicia Harrison, Bill Hebble, Anthony Henderson, Britany King, Linda Lamp, Nancy Mundy, Mark Onusko, Clare Rosser, Jessica Saker, Allison Schaefer, Starlette Sizemore, Maggie Tolbert

### 1. **Call to Order**

Ms. Katie Kern-Pilch, Planning & Oversight Committee Chair, called the meeting to order at 4:01 p.m. Ms. Elaine Schleiffer read into the record the Committee Mission Statement: *“The Planning & Oversight Committee, in cooperation with all partners, advocates for and monitors programs, policies and practices which are continually improved to meet the needs of clients, their families, and the community.”*

### 2. **Public Comment on Agenda Items**

No public comment on agenda items was received.

### 3. **Approval of Minutes**

The Planning & Oversight Committee minutes of September 14, 2022 were approved as submitted.

### 4. **Presentations:**

#### **Department of Children and Family Services (DCFS) Short-term Emergency Child Care Program**

Ms. Erin DiVincenzo, Director of Prevention and Children’s Behavioral Health Programs, introduced Ms. D’Angela Tanks, Director of Residential Programs, from the Centers. Ms. Tanks presented on the DCFS Short-term Emergency Child Care Center. She reported that foster homes are needed. Children coming into the care of DCFS has increased 46% since January 2017, resulting in operating an on-site childcare room at DCFS for an average of 45 children per month. These youth have experienced trauma, including experiences of abuse and neglect including human trafficking; and some youth are involved in multiple systems and often are no longer welcomed. These youth are involved with Juvenile Court and/or disrupting from prior placements; and youth with significant mental health, emotional, and/or behavioral concerns including sexual behavior problems and/or who have sexually inappropriate behaviors.

Ms. Tanks referenced a quote from Dr. Bruce D. Perry ““Now, as I’ve suggested before, what is adaptive for children living in chaotic, violent, trauma-permeated environments becomes maladaptive in other environments-especially school. The hypervigilance of the Alert state is mistaken for ADHD; the resistance and defiance of Alarm and Fear get labeled as oppositional defiant disorder; flight behavior gets them suspended from school; fight behavior gets them charged with assault. The pervasive misunderstanding of trauma-related behavior has a profound effect on our educational, mental health, and juvenile justice systems.”

Ms. Tanks shared that discussion was had regarding Cuyahoga County’s ability to provide a physical and emotionally safe environment for our most resilient and valuable youth in transition to enjoy being youth. Through a 5-star hotel approach that was personalized to meeting the need of each youth, with a welcoming lobby with 24/7 access and quick entry along with simple welcoming agreements, youth can recharge in nature and with therapeutic pets. This could be accomplished in a setting designed to provide an environment to support relaxation and recharge to begin or continue the healing process while transitioning on each teen’s journey. A team trained in both trauma-based care and high-quality customer service with a minimum of one team member for every two youth.

T-Suites, a 5-star private hotel approach for teens was shared and included the following:

- A teen focused trauma-informed environment

- Private bedrooms with a welcome basket of necessities along with an iPad/wireless headphones and places to keep special items secure
- Comfortable beds
- Soothing colors and adjustable lighting throughout the space
- Nature and outdoor lounge space
- Unisex single bathrooms
- A boutique with new/gently used clothing and shoes, backpacks, school supplies and suitcases
- Areas to relax, exercise, study, play games and watch television
- Weekly visits from volunteer beauticians and barbers with emergency appointments

T-Suites will provide eight emergency beds for youth ages 12 to 18 years old at the Cleveland Christian Home site. The project will serve up to 100 male and female youth each year and have no exclusionary criteria. The length of stay can be up to 30 days. There will be an on-site nurse and therapist; and an onsite off duty officer that is trained in Crisis Intervention Team (CIT) training. The team will be trained in trauma-based and maintain high quality customer service where teens can experience a “safe space for kids to just be kids.” To implement this program, staff recruitment, training and space preparation is underway. (The PowerPoint presentation is attached to the original minutes stored in the Executive Unit.)

### **Behavioral Health Urgent Care Program**

Ms. Nancy Mundy, Clinical Adult Utilization Review Specialist, introduced Mr. Jeffrey Allen, Director of Behavioral Health Urgent Care (BHUC) Centers, from The Centers. Mr. Allen reported that The Centers’ BHUC is one component of the Whole Person Integrated Care Model and is considered to be an important part of an ideal Behavioral Healthcare system. This service is designed to rapidly engage individuals in a pre-crisis phase to avert decompensation and the need for a higher level of care. It can also respond during the post-crisis phase to ensure ongoing engagement, support and care coordination. BHUC serves as an access point for individuals with urgent behavioral health needs and navigation hub to intra-organization and community resources and services.

BHUC addresses recognized barriers by increasing service access and capacity, reducing stigma, addressing social determinants of health and logistical impediments, emphasizing early detection, intervention and stabilization, promoting cross-system communication and coordinating care for those served. BHUC was designed to support the Ohio Department of Mental Health and Addiction Services (OhioMHAS) crisis response system. BHUC provides on-demand and non-invasive services and is inclusive of mental health, substance use, or co-occurring conditions and responds to the needs that fall short of posing an immediate risk of harm to self or others. The principle aims of BHUC are to:

- Offer accessible, on-demand and non-invasive services
- Provide a safety-net when there is a need for an early prescription adjustment or refill
- Avoid escalation of symptoms and deterioration of role function while waiting for care access
- Offer a cost-effective alternative to emergency department utilization
- Support the community continuum of care
- Provide an antidote for emergency room boarding and outpatient wait times
- Offer a bridge service between appointments with an established provider

Mr. Allen reported that two BHUC locations opened in February 2022 and were fully operational in June 2022. These locations are in Gordon Square and University Circle. They are open Monday through Friday 8:30 am to 5:00 pm. Their statistics at year end were 1,079 persons served with 22 Active Care Pathways (those are agencies to refer to and immediate follow up.) 95% of persons served indicated an overall positive experience. (The PowerPoint presentation is attached to the original minutes stored in the Executive Unit.)

### **5. OhioMHAS Pass-through Funding for Cuyahoga County Court Psychiatric Clinic**

Ms. Allison Schaefer, Director of Adult Behavioral Health Programs, reported that the Cuyahoga County Court Psychiatric Clinic provides Second Opinion Evaluations for persons referred by Northcoast Behavioral Healthcare (NBH) Forensic Units, who are considered near discharge ready for the community. The initial evaluation is completed at NBH. Once a recommendation for potential Conditional Release has been made by rendering the Second Opinion Evaluation from the Court Psychiatric Clinic, the report is forwarded to the sentencing judge who will determine if Conditional Release should be granted.

Conditional Release must be granted by the Judge, giving the Not Guilty By Reason of Insanity (NGRI) offender permission to live in the community under specific conditions and monitored by the Conditional Release Unit (CRU). OhioMHAS recognizes ongoing workforce challenges at Ohio's ten Forensic Center's, Cuyahoga County Court Psychiatric Clinic included. As a result, OhioMHAS has dedicated \$3 million in American Rescue Plan Act (ARPA) funding for staff recruitment and retention at Ohio Forensic Centers. The Cuyahoga County Court Psychiatric clinic intends to utilize these funds for staff retention. Second Opinion Evaluations were established to allow for a series of checks and balances to decrease risk and increase quality clinical care. Dr. Michael Aronoff, Director from the Cuyahoga County Court Psychiatric Clinic, was present to respond to any questions Board of Directors had.

**Motion for the Board of Directors to accept the amount of \$150,000 from OhioMHAS for the Cuyahoga County Court Psychiatric Clinic (Second Opinion Evaluations) for the term of July 1, 2022 through June 30, 2023 to the Finance & Operations Committee.** MOTION: G. Boehm / SECOND: R. Fowler / AYES: G. Boehm, R. Fowler, B. Gohlstin, P. James-Stewart, E. Schleiffer / NAYS: None / ABSTAIN: None / **Motion passed.**

#### **6. Forensic Monitoring Program**

Ms. Schaefer reported that these funds are for Cuyahoga County's Forensic Monitor. The ADAMHS Board has been awarded an additional \$2,200 for State Fiscal Year (SFY) 2023. The Forensic Monitor was formally created in 1996 as a result of House Bill 152 and became further defined with the enactment of Senate Bill 285, which became effective in 1997. The Forensic Monitor serves as liaison between clients, the court, the ADAMHS Board, OhioMHAS, community provider (CRU) and Regional Psychiatric Hospitals, NBH. The CRU provides intensive community support services for persons found NGRI and granted Conditional Release.

Recovery Resources has historically been the community provider identified by the ADAMHS Board to provide Forensic Monitoring and Conditional Release services. Judges temporarily stopped discharges of CRU clients from NBH in early 2022 as a result of coordination and communication barriers. Discharges were later resumed. The Forensic Monitor position has been vacant since early Spring 2022. Recovery Resources has had issues with staffing this position. In October 2022, Recovery Resources' CRU Team supervisor resigned, and the position remains vacant. Staffing and ongoing collaboration/coordination continue to serve as a barrier for Recovery Resources in relation to Forensic Monitoring and Conditional Release. As a result, Murtis Taylor Human Services System (MTHSS) has been identified as an alternative provider that can provide these services in the community. MTHSS has a history of working with the forensic population – specifically through the Outpatient Competency Restoration and CARES programs.

The Forensic Monitor will monitor between 100-125 clients in SFY2023. These clients will receive intensive community services via the CRU Team. The funding will provide Forensic Monitoring services for Cuyahoga County clients determined NGRI. Clients determined NGRI will be monitored in the community (least restrictive setting) and receive ongoing intensive behavioral health services. Mr. David Brown, Executive Vice President and Chief Operating Officer from MTHSS, was present to respond to any questions Board of Directors had.

**Motion for the Board of Directors to amend Resolution No. 22-06-06 to accept additional OhioMHAS funding in the amount of \$2,200, bringing the total award for Forensic Monitoring to \$89,808 and to reflect a change in the contractual party from Recovery Resources to MTHSS for the term of May 1, 2023 through June 30, 2023 to the Finance & Operations Committee.** MOTION: P. James-Stewart / SECOND: R. Fowler / AYES: G. Boehm, R. Fowler, B. Gohlstin, P. James-Stewart, E. Schleiffer / NAYS: None / ABSTAIN: None / **Motion passed.**

#### **7. Substance Abuse Prevention and Treatment (SAPT) Services**

Ms. Schaefer reported that the original ORCA House was operated by Signature Health, Inc. as Residential Treatment for individuals with substance use disorders (SUDs). ORCA House closed in 2019, with plans to move to a new location. Construction was temporarily put on hold due to the COVID-19 pandemic. Signature Health, Inc. has decided to transition ORCA House to an OhioMHAS licensed Class 1 Residential Facility, with a focus on serving individuals with a Serious Mental Illness (SMI) or co-occurring disorders. Signature Health, Inc. plans to reopen ORCA House in early 2023. Orca House will have 36 beds total (18 male beds and 18 female beds).

This request is to amend the OhioMHAS Pass-through contracts for SFY2022 and SFY2023 to allocate additional funding received from OhioMHAS to Signature Health (Orca House). Orca House will serve Cuyahoga County residents experiencing SMI or a co-occurring SMI/SUD in an OhioMHAS licensed Class 1 Residential Facility. In addition to room and board, clients who have co-occurring diagnoses will receive services including diagnostic assessment, individual counseling, case management, group therapy, Intensive Outpatient (IOP), crisis intervention and urinalysis screens. These funds will specifically be utilized to serve women with co-occurring disorders at ORCA House.

Through the OhioMHAS Pass-through funding for SFY2023, it is anticipated that 15 clients will be served. Funding will be used for staffing to provide services including diagnostic assessment, individual counseling, group therapy, IOP, partial hospitalization, and urinalysis screens for adult women with co-occurring mental health and SUDs. Signature Health Inc. will provide needed services, in a residential setting, that address co-occurring mental health and SUDs. Mr. Samuel Braun, Manager, Grants from Signature Health, Inc. was present to respond to any questions Board of Directors had.

**Motion for Board of Directors to amend Resolution No. 21-07-03 and Resolution No. 22-06-06 to enter into a contract with Signature Health, Inc. for the term of SFY2022 in the amount of \$34,973 and SFY 2023 in the amount of \$157,500 for the total of \$192,473 to the Finance & Operations Committee.** MOTION: G. Boehm / SECOND: P. James-Stewart / AYES: G. Boehm, R. Fowler, B. Gohlstin, P. James-Stewart, E. Schleiffer / NAYS: None / ABSTAIN: None / **Motion passed.**

**8. Community Collective Impact Model for Change 2.0: Addressing Social Determinants of Health in Minority and Underserved Communities Initiative**

Mr. Mark Onusko, Behavioral Health Prevention Specialist, reported that Social Determinants of Health (SDoH) affect a wide range of health risks and outcomes and contribute to health inequities across communities. Poor SDoH are linked to mental and behavioral health issues and impact SUD prevention and mental health promotion services across the lifespan. Considering the impact of SDoH when planning for prevention services can improve health outcomes and promote health equity. To provide support to behavioral health boards as they engage in community-based processes as they plan SUD prevention and mental health promotion services and programming, OhioMHAS, Ohio University's Voinovich School of Leadership and Public Service, the Pacific Institute for Research and Evaluation (PIRE), and other key partners are collaborating on the implementation of the Community Collective Impact Model for Change 2.0: Addressing Social Determinants of Health in Minority and Underserved Communities Initiative.

Ohio University has allocated funding to provide support to behavioral health boards as they engage in community-based processes to plan SUD prevention and mental health promotion services and programming. The Initiative is funded in a phased approach. Current funding is for Phase 3. Two Co-directors are required to participate, one board staff & one community partner from Recovery Resources. Phase 2 of the initiative resulted in the creation of a Three-Year Prevention Plan for Cuyahoga County. The goal is to improve social determinants of health for youth in minority and underserved communities by increasing capacity for youth engagement, regarding behavioral health program development and improving access to behavioral health related prevention and wellness programs. For Phase 3, the ADAMHS Board and Recovery Resources' Co-directors will implement Year 1 of the plan, which ends March 14, 2023. The objective for Year 1 is to increase capacity for underserved and minority youth engagement by planning and developing a youth-led advisory group in Cuyahoga County that will give youth a platform to provide voice on developing meaningful programs and improving access to services and resources. The ADAMHS Board will identify contractual partners for the youth-led advisory group.

In Phase 3, funds will be used for the ADAMHS Board and Recovery Resources' Co-directors to continue grant-related activities including grant deliverables and attending coaching sessions and learning communities. Funds will also be used towards the development and implementation of a youth-led advisory group including contracted provider staff compensation, stipends to youth trainers and youth leaders, and marketing. The client and system impact is that systematic and equitable approaches to support behavioral health promotion, prevention, early identification, intervention, referral processes, and guided support services to Cuyahoga County residents who are exhibiting a range of substance use, mental and behavioral health risk factors. Mr. Nabil Pervaiz, Supervisor of Prevention Services and Co-director from Recovery Resources, was present to respond to any questions Board of Directors had.

**Motion for the Board of Directors to amend the existing Community Collective Impact Model for Change 2.0 agreement and accept an additional \$50,000 (Recovery Resources in the amount of \$4,871, Youth Initiatives and**

**Events Provider To Be Determined (TBD) in the amount of \$30,000 and Marketing Vendor TBD in the amount of \$9,559 to complete Phase 3 of the grant to implement Cuyahoga County's Prevention Services Plan for the term of January 1, 2022 through March 14, 2023 to the Finance & Operations Committee.** MOTION: P. James-Stewart / SECOND: R. Fowler / AYES: G. Boehm, R. Fowler, B. Gohlstin, P. James-Stewart, E. Schleiffer / NAYS: None / ABSTAIN: None / **Motion passed.**

#### **9. Mental Health in the Juvenile Detention Center**

Ms. Britany King, Children's Behavioral Health Specialist, reported that the Mental Health in the Juvenile Detention Center Program is designed to provide trauma-informed clinical services to youth ages 8 to 21 with behavioral health symptoms in need of emotional stabilization and/or crisis intervention while detained in the Juvenile Detention Center. Services include assessment, screening for suicide, behavioral management, psychiatry services and care coordination and linkage with community-based services upon release. Staff advocate for youth and families in the court room, court, and community meetings and within the Detention Center to provide interventions to minimize mental health impact and maximize safety and security. The Mental Health in the Juvenile Detention Center Program will expand to provide a total of 12 hours per week of psychiatric services for youth detained in the Juvenile Detention Center with the additional funding.

Applewood Centers, Inc. is funded \$619,583 to provide mental health services in the Juvenile Detention Center for Calendar Year (CY) 2023. As part of the Mental Health in the Juvenile Detention Center Program, the ADAMHS Board funding allocated a ceiling of eight hours per week for a psychiatrist. Due to the increasing needs of the youth for psychiatry services in the Juvenile Detention Center, there is currently a four-week waiting list. To bridge the gap, the Cuyahoga County Juvenile Court will fund an additional four hours per week for a psychiatrist at \$180 per hour up to \$45,000 for Applewood Centers, Inc. to provide psychiatry services at the Juvenile Detention Center. With the increased funding, 250 additional youth will be able to receive psychiatry services for a total of 750 youth served. Ms. Bridget Gibbons, Deputy Court Administrator from Cuyahoga County Juvenile Court, and Ms. Michelle Sims, LPCC-S, Counselor from Applewood Centers, Inc. were present to respond to any questions Board of Directors had.

**Motion for the Board of Directors to accept \$45,000 from the Cuyahoga County Juvenile Court and amend Applewood Center, Inc's CY2023 Contract to increase funding in the amount of \$45,000 for the Mental Health in the Juvenile Detention Center Program for the term of January 1, 2023 through December 31, 2023 to the Finance & Operations Committee.** MOTION: G. Boehm / SECOND: E. Schleiffer / AYES: G. Boehm, R. Fowler, B. Gohlstin, P. James-Stewart, E. Schleiffer / NAYS: None / ABSTAIN: None / **Motion passed.**

#### **10. Calendar Year 2023 Core Contract Termination for Life Long Transportation, LLC**

Mr. Scott Osiecki, Chief Executive Officer, reported that due to COVID-19, Life Long Transportation, LLC experienced staffing issues and increased costs, and thus, business operation was not sustainable. Life Long Transportation, LLC attempted to secure additional funding but was unable. On December 9, 2022, Life Long Transportation, LLC notified the ADAMHS Board that it will cease operation as of end of business due to lack of staffing and financial constraints. As a result, Life Long Transportation, LLC will not sign its CY2023 Core Contract. Life Long Transportation, LLC provided quality transportation services for ADAMHS Board clients living in group homes and residential facilities needing non-emergency transportation services for behavioral health services appointments. For CY2023, it was anticipated that 1800 clients were to be served. With the discontinuation of Life Long Transportation, LLC's transportation services, the ADAMHS Board is losing its only dedicated transportation provider.

**Motion for the Board of Directors to amend Resolution No. 22-11-08 to terminate the CY2023 Core Contract for Life Long Transportation, LLC for the term of January 1, 2023 through December 31, 2023 to the Finance & Operations Committee.** MOTION: P. James-Stewart / SECOND: G. Boehm / AYES: G. Boehm, R. Fowler, B. Gohlstin, P. James-Stewart, E. Schleiffer / NAYS: None / ABSTAIN: None / **Motion passed.**

#### **11. Review of Policy Statement**

Mr. Osiecki reviewed the Medication Assisted Treatment in Recovery Housing Policy. He reported that the Board of Directors had voted and approved this policy during the Wednesday, November 16, 2022, General Meeting. After a brief discussion of this policy, the Board of Directors determined that the existing Medication Assisted Treatment in Recovery Housing Policy will remain as written.

**Motion for the Board of Director to accept the Medication Assisted Treatment in Recovery Housing Policy as written.** MOTION: E. Schleiffer / SECOND: G. Boehm / AYES: G. Boehm, R. Fowler, B. Gohlstin, P. James-Stewart, E. Schleiffer / NAYS: None / ABSTAIN: None / **Motion passed.**

**12. Name Change from Women’s Recovery Center (WRC) to Lorain County Alcohol and Drug Abuse Services, Inc. (LCADA) by Merger**

Mr. Osiecki reported that WRC provides three-stage, comprehensive addiction treatment programs with trauma-informed therapy, cognitive-based therapy (CBT), brief therapy, motivational interviewing, contingency management, mindfulness, and 12-step programming for women. Gender-specific treatment includes family roles and relationships education, parenting classes, individual needs assessment/individual treatment planning, case management, relapse prevention education, women's health education, nutrition, and domestic violence education. WRC has an internal certified peer support specialist. The clients also have access to transportation and childcare. Staff help clients develop life management skills, parenting skills, and an overall sense of independence and self-sufficiency, so they are empowered to lead a life free of addiction.

The Board of Directors is being requested to amend the SFY2023 OhioMHAS Pass-through Contract and CY2023 Core Contract between the ADAMHS Board and WRC to reflect the name change to LCADA by merger. This request is effective on January 1, 2023, WRC and LCADA merged, and the surviving entity is LCADA. WRC will exist as a fictitious name or “doing business as (dba)”, and WRC will be the primary brand and name operating at 6209 Storer Avenue in Cleveland. The SFY2023 OhioMHAS Pass-through Contract identifies that it is anticipated that 100 clients will be served and through the CY2023 Core Contract, it is anticipated that 125 clients will be served. Mr. Dan Haight, MBA, President and Chief Executive Officer, Mr. Scott Crawford, Chair Elect, and some additional representatives from LCADA were present to respond to any questions Board of Directors had.

**Motion for the Board of Directors to amend Resolution No. 22-06-06 and Resolution No. 22-11-08 to change the name of the SFY2023 OhioMHAS Pass-through Contract and CY2023 Core Contract from WRC to LCADA for the term of the SFY2023 and CY2023 to the Finance & Operations Committee.** MOTION: P. James-Stewart / SECOND: R. Fowler / AYES: G. Boehm, R. Fowler, B. Gohlstin, P. James-Stewart, E. Schleiffer / NAYS: None / ABSTAIN: None / **Motion passed.**

**13. ADAMHS Board Bylaws**

Ms. Patricia James-Stewart, Bylaws Ad Hoc Committee Chair, reported that the Bylaws Ad Hoc Committee convened on November 30, December 7, and December 14, 2022 to review and make recommendations for edits to the ADAMHS Board of Cuyahoga County Board of Directors’ Bylaws. The Ad Hoc Committee consisted of Ms. Sadigoh Galloway, Ms. Katie Kern-Pilch, Rev. Max Rodas, Ms. Sharon Rosenbaum, and Mr. Harvey Snider. She reported that Mr. Woo Jun, Director of Risk Management, was appointed by the Chief Executive Officer as an ex officio member. On November 30 and December 7, 2022, the Committee reviewed the recommendations from the Board Chair, Dr. J. Robert Fowler, and responses from Mr. Osiecki. However, since most of the contents of the ADAMHS Board Bylaws are from Ohio Revised Code (ORC) Section 340 and other statutes, only minor grammatical edits were made, along with consistency in word choices. On December 14, the Committee reviewed the edits made from the first two meetings and discussed at length, Article VII. Organization, where the Committee had full input, and made some proposed edits.

A lengthy committee discussion was had regarding the ADAMHS Board Bylaws and the Board of Directors determined that the committee structure should remain as written in the Bylaws.

**Motion for the Board of Director to accept the ADAMHS Board Bylaws as revised to the full Board.** MOTION: G. Boehm / SECOND: E. Schleiffer / AYES: G. Boehm, R. Fowler, B. Gohlstin, P. James-Stewart, E. Schleiffer / NAYS: None / ABSTAIN: None / **Motion passed.**

**14. Compliance Assessments 2022 Wrap-up Presentation**

Mr. Anthony Henderson, Jr., Chief Compliance Officer, presented on the ADAMHS Board’s CY2022 Contract Compliance End of Year Report. He reported that the CY2022 Annual Assessments were completed throughout the year, with phases/sections completed quarterly. Each Assessment section works in conjunction to create the CY2022 Provider Annual Compliance File.

The Assessments were only completed for programs that were contracted with ADAMHS Board funding. The Assessment phases, which are all completed, included the following:

- Provider Site
- Organizational Structure
- Staffing
- Financial
- Client Records
- Condensed (for New Program/Providers Only)

Provider Site and Organizational Structure Assessment were completed in the 1st Quarter of 2022. A “Pass/Fail” focused on providers meeting contract requirements:

- Hazard Preparedness Plan & Emergency Contact Information
- Records Retention Policy
- Information Technology (IT) security in place (firewall, antivirus, personal firewall, password protection)
- Business Continuity Plan
- Adequate Insurance for Liabilities (General, Professional, Property Insurance, Worker’s Comp, etc.)
- Completed Annual Program Outcome Narrative
- Annual Report (with ADAMHS Logo as a contract provider) and/or Budget Plan
- Submission of Current Year Provider Service Plan
- Diversity, Equity and Inclusion (DEI)/Affirmative Action Plan in place

Mr. Henderson reported that 70 providers had DEI or Affirmative Action policies in place. Seven providers had plans in place and shared with the ADAMHS Board for implementing DEI policies.

Staffing Records Assessments were completed in the 2<sup>nd</sup> Quarter of 2022. ADAMHS Board Compliance Department staff reviewed qualifications and certifications of staff working on the Board funded programs. These qualification and certifications included the following:

- Clearly identified financial person/staff
- Provider agency certification/licensing
- Staff required licenses, certifications, etc.
- Staff criminal background checks on file
- Verification of completed trainings (i.e., employment/client safety, population served, cultural diversity, HIPAA)

Condensed Assessments were also completed in the 2<sup>nd</sup> Quarter of 2022. New Providers or New Programs for Existing Providers with the intent to provide a quick review focused on “Probationary Period for New Providers and/or Programs” Policy. Combined elements of all Assessment phases in an abbreviated capacity was completed to ensure that the core Assessment aspects were upheld:

- Documentation from the Provider Site and Organizational Structure Assessment
- Providers/Staff having proper certification/licensing
- Submission of completed Financial Audits
- Current and projected spending of funding
- Proper storage and documentation of Client Records

Financial Assessments were completed in the 3<sup>rd</sup> Quarter of 2022. ADAMHS Board Compliance Department staff reviewed records from March 2022 (or April 2022 if no records for March were available). The ADAMHS Board Finance Department assisted with the pulling of records for review. These records included the following:

- Provider Payments to Vendors (invoices)
- Claims Charged to ADAMHS (placed into GOSH (Manual or Electronic))
- ADAMHS charges confirmed for agreed usage
- Completed and recorded Independent Financial Audit submitted to the Board
- Planned/completed expenditure of awarded funds (planned percentage)

Client Records Assessments were completed in the 4<sup>th</sup> Quarter of 2022. ADAMHS Board Compliance Department staff reviewed records using a sample of files for clients that were participating in Board funded programs. Compliance Department staff worked to safeguard records ensuring (paper or electronic health records) were reviewed on-site. The Assessment focused on:

- Records being stored in a secure place/fashion
- Having existing provider policy against termination of clients due to conditions
- Policy or documentation of responsibility for payment
- Individual Treatment Plan present (when required)
- Client files properly populated (i.e., assessments, documentation of consent, discharge summary, & the Health Insurance Portability and Accountability Act of 1996 (HIPAA) confidentiality)

Mr. Henderson shared various charts identifying the high percentages of compliance in all the Assessment phases, in addition to sharing non-compliance examples in all areas of the Assessment phases. The following Technical Assistance was also provided by the ADAMHS Board:

- Helped begin the construction of Business Continuity Plans
- Suggested best practices and examples of creating more robust Business Continuity and Hazard Preparedness Plans
- Provided reporting and information from past submissions by the organization to assist Executive Director in current information
- Suggested training logs be based on a template that was already typed out and alphabetized, allowing attendance to be taken in an easier fashion by having staff sign by their typed name and pre-determined location on the sheet
- Idea to track trainings that take place in quarterly staff meetings in the same fashion as set aside trainings are
- Recommended moving to a formal and annual training/tracking system (with evidence of employee attendance verification and signatures) for all applicable content-based training utilizing best practices guidelines and development.
- Promoted adjustments to orientation and training checklists for better efficiency.

Mr. Henderson highlighted that Corrective Action Plans were issued to four provider agencies.

Mr. Henderson shared the following Post Assessment Report Recommendations:

- More complete Business Continuity Plans
- Feedback on Certificates of Insurance, clear breakout of types of insurance required
- Ensuring Annual Reports containing the ADAMHS Logo
- Training records being kept in an easily accessible fashion for review
- Ensuring that schedules for services were in line with invoices that were submitted
- Illustrating the importance of submitting invoice and payment information timely
- Maintaining consistent records and schedules of services for School-based Services (when possible)
- Continuing to focus on having client records in one static location (when discussing paper to electronic transitions)
- Making sure all client files contain the elements needed for that program, ensuring the process leads to uniform populating of these files

#### **15. OhioMHAS 2023-2025 Community Assessment and Plan (CAP) Progress Review**

Ms. Clare Rosser, Chief of Strategic Initiatives, provided a progress report on the 2023-2025 CAP. She reported that the CAP consists of four components, Legislative Requirements, Assessment, Inventory and Plan. The Legislative Requirements component was completed and submitted in October 2022. The Assessment and Inventory are completed. However, the Plan is in process. She shared that in the Assessment, the top challenges for Children and Youth were:

- Mental, emotional behavioral health conditions in children and youth (overall)
- Youth suicide deaths
- Adverse Childhood Experiences (ACEs)

For Adults:



- Adult serious mental illness
- Adult substance use disorder
- Drug overdose deaths

Most Significant Gaps in Service:

- Crisis services
- Mental Health workforce (mental health professional shortage areas)
- Substance use disorder treatment workforce

Most Significant Gaps

- Unmet need for mental health treatment
- Waitlists for behavioral health services due to lack of direct service workforce
- Insufficient options for out-of-home placement for youth
- Low SUD treatment retention
- Lack of follow-up after Emergency Department (ED) visit for mental health for adults.

The Inventory is a listing of providers offering services in Essential Service Categories:

ORC 340.33 Required Opiate Services:

- Ambulatory Detox
- Sub-Acute Detox
- Non-Intensive Outpatient Service
- Intensive Outpatient Service
- Medication Assisted Treatment (MAT)
- Peer Mentoring
- Residential Treatment
- Recovery Housing
- 12 Step Approaches

ORC 340.032 Mid Biennial Review (MBR):

- Prevention & Wellness
- Management
- Recovery Support
- Assessment Services
- Residential Services
- Outpatient Services
- Withdrawal Management
- Emergency and Crisis
- Inpatient Care

The Plan must consist of priorities in these categories:

- Prevention
- Mental Health Treatment
- SUD Treatment
- Medication Assisted Treatment (MAT)
- Crisis Services
- Harm Reduction
- Recovery Supports

Of these priorities:

- One must be focused on youth.

**Optional: Collective Impact Priorities Addressing Social Determinants of Health**

Two special categories:

- Pregnant Women with SUD
- Parents with SUD with dependent children

Ms. Rosser reported that the Plan must have a total of nine priorities and for each priority, we must identify one Specific, Measurable, Achievable, Relevant and Time-bound (SMART) objective. She shared a sample of a priority, action, outcome measures/data source and SMART objective statement. The process for identifying priorities was to integrate goals and strategies from the following current plans: ADAMHS Board 2021-2025 Five-Year Strategic Plan, ADAMHS Board Diversity, Equity and Inclusion (DEI) Strategic Implementation Plan and Community Collective Impact Model for Change 2.0 Initiative: Cuyahoga County Three-Year Plan (Youth Prevention), retain important, ongoing priorities from 2021-2022 Community Plan and include new, relevant services, programs or policies identified in the most recent budget cycle. Lastly, Ms. Rosser shared several proposed priorities and rationale for these priorities. (The PowerPoint presentation is attached to the original minutes stored in the Executive Unit.)

**16. New Business**

Mr. Osiecki shared that Rev. Benjamin F. Gohlstin, Sr., was named 2023 Pastor of the Year from the Cleveland Chapter of the Southern Christian Leadership Conference (SCLC). He highlighted that Rev. Gohlstin is receiving this award for his dedication and service to both the religious and civic communities in Cuyahoga County. Rev. Gohlstin will be honored at 12:00 p.m. on Monday, January 16, 2023, – Martin Luther King Jr. Day – at The Greater Abyssinia Baptist Church, located at 1161 East 105th Street, Cleveland, Ohio 44108, during the Twentieth Annual Dr. Martin Luther King, Jr., Scholarship Event.

In the spirit of Dr. Martin Luther King, Jr., SCLC is renewing its commitment to bring about the promise of “one nation, under God, indivisible” together with the commitment to activate the “strength to love” within the community of humankind. Its focus is to educate youth and adults in the areas of personal responsibility, leadership potential, and community service; to ensure economic justice and civil rights and to eradicate racism wherever it exists.

Ms. Maggie Tolbert, Assistant Chief Clinical Officer, reported on the ADAMHS Board's response to the recent student shooting at John Adams High School. She shared that our system reacted in conjunction with the Trauma Response Team from FrontLine Service to provide counselors to students and staff.

**17. Follow-up**

Ms. Kern-Pilch requested that the following presentations be forwarded to the full Board of Directors in the near future. These documents included:

- Two PowerPoint Presentations:
  - Department of Children and Family Services (DCFS) Short-term Emergency Child Care Program, which was presented by Ms. Tanks
  - Behavioral Health Urgent Care Program, which was presented by Mr. Allen
- Two Copies of the Revised ADAMHS Board Bylaws:
  - Revised ADAMHS Board Bylaws with edits
  - Revised ADAMHS Board Bylaws
- CY2022 Contract Compliance End of Year Report

**18. Public Comment Period**

No public comment was received.

**19. Upcoming January and February Board Meetings:**

- Finance & Operations Committee Meeting: January 18, 2023
- General Meeting: January 25, 2023
- Faith-based Outreach Committee Meeting: February 1, 2023
- Planning & Oversight Committee Meeting: February 8, 2023

- Finance & Operations Committee Meeting: February 15, 2023
- General Meeting: February 22, 2023

*There being no audience comment or further business, the meeting adjourned at 6:12 p.m.*

***Submitted by: Linda Lamp, Executive Assistant***

***Approved by: Kathleen Kern-Pilch, MA, ATR-BC, LPC-S, Planning & Oversight Committee Chair***