



**Sacramento County
Mental Health Board
Meeting Packet
May 5, 2010**

MENTAL HEALTH TREATMENT CENTER
Executive Team Meeting Minutes
April 7, 2010

Present: Bonnie Cooper-Elsberry, RN; Silas Gulley, PhD; Dorian Kittrell, MFT; Glen Xiong, MD; Elene Zuehlk

Absent: Deb Antley

AGENDA ITEM	POINTS OF DISCUSSION	ACTION NEEDED	STAFF	DUE DATE
Calendar	<ul style="list-style-type: none"> • Dorian off April 12 and 13 • Elene off April 12 thru 14 • The Executive Team discussed their schedules and time away from work plans for the next three months to ensure sufficient coverage of duties and attendance at meetings. 	N/A		
Recognition	<ul style="list-style-type: none"> • <u>April Achievement of the Month</u> – Stacy Phillips, Mental Health Worker, received the recognition for his “excellent work in presenting quality intershift reports and in using therapeutic communication skills to calm an agitated patient who would have otherwise received a PRN.” 	Nice work, Stacy!		
Census Management	<ul style="list-style-type: none"> • <u>Data</u> – The group discussed the statistics for the month of March. It was noted that the average number of patients on administrative stay status was 11.5, the lowest monthly average so far this fiscal year. The median length of stay remained at 5.0 for the fiscal year. 	N/A		

Minutes taken by: David Tanihana, Secretary-Confidential

Approved: *Dorian Kittrell, Executive Director*

Distribution: Division Management Team, Mental Health Board inbox, MHTC staff; post in main hall

MENTAL HEALTH TREATMENT CENTER
Executive Team Meeting Minutes
April 14, 2010

Present: Bonnie Cooper-Elsberry, RN; Silas Gulley, PhD; Dorian Kittrell, MFT

Absent: Deb Antley; Glen Xiong, MD; Elene Zuehlk

AGENDA ITEM	POINTS OF DISCUSSION	ACTION NEEDED	STAFF	DUE DATE
Calendar	<ul style="list-style-type: none"> • Elene off April 12 thru 14 • Time away from work requests for upcoming seasonal period (June 15 to September 7) are due tomorrow. 	<p>N/A</p> <p>See policy and procedure 13-05 Attendance and Punctuality for more details.</p>	All	
State Regulations	<ul style="list-style-type: none"> • <u>Physicians</u> – The group reviewed the details of a new regulation effective June 27, 2010. Physicians in California will be required to inform their patients that they are licensed by the Medical Board of California. The notification also includes the board’s contact information. The Executive Team has decided to post the notification in shared areas conspicuous to the patients. 	N/A		
MHTC P&P 10-05 Personal Medications	<ul style="list-style-type: none"> • Minor adjustments were made to this policy, including the replacement of references to the former “Crisis Stabilization Unit” with “Intake Unit.” • Approved as revised. Last revision: August 2005. 	Prepare policy for next update to policy manuals.	Tanihana	TBD

Minutes taken by: David Tanihana, Secretary-Confidential

Approved: *Dorian Kittrell, Executive Director*

Distribution: Division Management Team, Mental Health Board inbox, MHTC staff; post in main hall

MENTAL HEALTH TREATMENT CENTER
Executive Team Meeting Minutes
April 28, 2010

Present: Bonnie Cooper-Elsberry, RN; Silas Gulley, PhD; Dorian Kittrell, MFT; Glen Xiong, MD; Elene Zuehlk

Absent: Deb Antley

AGENDA ITEM	POINTS OF DISCUSSION	ACTION NEEDED	STAFF	DUE DATE
Staffing	<ul style="list-style-type: none"> <u>On-call staff usage</u> – The Executive Team wants to commend all staff for their teamwork in helping to reduce on-call costs. Our cost in this area has significantly improved largely due to staff’s efforts in working together to care for patients and being willing to cover gaps in the staffing assignments. Great work everyone! 	Thanks to staff for your cooperation and willingness to assist where needed. Keep up the good work!	All	
Billing issues	<ul style="list-style-type: none"> <u>Medi-Cal</u> – The Administrative Director mentioned some billing issues encountered when patients have Medi-Cal in combination with Medicare or private insurance. In such cases, the billing process requires additional steps. Division leadership team will be working to address these issues through the Avatar system. 	The Executive Team will discuss this matter with Division leadership.	Executive Team	TBD

Minutes taken by: David Tanihana, Secretary-Confidential

Approved: *Dorian Kittrell, Executive Director*

Distribution: Division Management Team, Mental Health Board inbox, MHTC staff; post in main hall



Sacramento County
 Division of Mental Health
CFSU MANAGEMENT TEAM
 Minutes: 04-27-2010

Attendees: Lisa Bertaccini, Wendy Greene, Anthony Madariaga, Pam Gressot, John Dizon, Melissa Mackey

AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE PERSON	DUE DATE
Announcements	<ul style="list-style-type: none"> First quarterly DBHS All-Staff Meeting conducted by Mary Ann Bennett tomorrow 4-28-10 at ASC at 1 pm. 	<ul style="list-style-type: none"> Participation encouraged. 	<ul style="list-style-type: none"> All Staff 	<ul style="list-style-type: none"> 4-28-10
Revised Reduction Target	<ul style="list-style-type: none"> The Division of BHS just learned of additional budget reduction targets for FY 10/11 based on increased costs for pension obligation bonds and unemployment insurance. The Child and Family Mental Health Team is responsible for identifying an additional \$170,000 in cuts. The team reviewed and discussed the current proposed FY 10/11 Child and Family Mental Health budget. Recommendations included an increased reduction to inpatient psychiatric hospital beds based on current trend analyses; a MERT cost adjustment tied to differentials; and forced reductions in business operations. 	<ul style="list-style-type: none"> Discuss and forward to Jeff King new proposed FY 10/11 budget with \$170,000 in reductions. 	<ul style="list-style-type: none"> John Dizon 	<ul style="list-style-type: none"> 4-27-10

AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE PERSON	DUE DATE
3632 Planning	<ul style="list-style-type: none"> 3632 specific issues are arising relating to program changes and the transfer of clients. There will no longer be flexibility in contracts to serve either a 3632 funded only client or a Medi-cal client. Dollars for each funding stream must remain distinct and be carefully monitored. 	<ul style="list-style-type: none"> Internal 3632 meeting is scheduled for Monday 5/3 to develop recommendations for the tracking and authorization of clients. Problem solve funding issues tied to list of identified residential clients. Determine further impact after this Friday's receipt of information from providers. 	<ul style="list-style-type: none"> Melissa Mackey Anthony Wendy 	<ul style="list-style-type: none"> Done Completed 4/ 28 COB 4/30
Next Scheduled Meeting	<ul style="list-style-type: none"> Next Scheduled CFSU MT Meeting: May 25, 2010 from 1:00 – 2:30 GRP, Suite 110, Conf. Room 1106 			



Sacramento County
 Division of Mental Health
MENTAL HEALTH BOARD CHILDREN'S STAKEHOLDER COMMITTEE
 Minutes: February 18, 2010

Facilitator: Billee Willson

Attendees: Elysa Prince, Julia Chubb, Lois Cunningham, Rebecca Buchmiller, Kathryn Skrabo, Cathy Spivey, Diane Lampe, Maureen McCaustland

AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE PERSON	DUE DATE
Welcome & Introductions	<ul style="list-style-type: none"> • Billee Willson welcomed everyone. Self-introductions were made. • Reminder to the committee: for the courtesy of everyone in the meeting, please define any acronyms used. 			
Minutes	<ul style="list-style-type: none"> • The October 15, 2009 MHB Children's Stakeholder Committee meeting draft minutes were reviewed. 	⇒ Please contact Billee Willson with questions or corrections. ⇒ Follow up with Access Team regarding whether or not Kaiser/Medi-Cal clients are being referred back to the County when in need of more intensive services.	All Billee Willson	N/A 4/18/10
Announcements / Updates / Funding Opportunities	<ul style="list-style-type: none"> • Announcements / Updates: <ul style="list-style-type: none"> ○ Alcohol and Drug Division update: The State is imposing a limit for minor consent this year and is putting a cap on the amount of Medi-Cal the County will have for Alcohol and Drug programs. The contract for the CARE? Grant will expire in May, however, there will be a letter of request to extend it. ○ There are openings in the Transitional Age Program at Sacramento Children's Home. Please refer anyone who qualifies and may benefit from this program. 			

AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE PERSON	DUE DATE
	<ul style="list-style-type: none"> ○ There are also openings at Transitional Living & Community Support, Inc (TLCS). Please refer anyone who qualifies and may benefit from this program. ○ Capital Adoptive Families Alliance will be distributing a flyer inviting people to join a play group they will host for parents who have adopted children ages 0-5, which will teach everyday methods to assist with the attachment process. ○ The Effort recently opened a new clinic in the South area which also provides health check ups and has a dental facility. ● Funding Opportunities: <ul style="list-style-type: none"> ○ First 5 Sacramento is currently offering funding opportunities. Please visit their website at http://www.first5sacramento.net/Funding/default.htm for details. 	<p>⇒ Please contact Rebecca Buchmiller for more details (capadoptfam@yahoo.com).</p> <p>⇒ Confirm that the dental facility is now open and report back to the group. <i>(Diane confirmed that The Effort is currently providing children's Medi-Cal dental services at their Oak Park and North Highlands clinics, but those services are not yet available at the E. Stockton Blvd. clinic.)</i></p>	Diane Lampe	
What's Working / Challenges	<ul style="list-style-type: none"> ● What's Working / Kudos: <ul style="list-style-type: none"> ○ Kudos to direct service providers for the work they do in our community assisting our children and families. ○ Capital Adoptive Families Alliance is working – their network has reached out to about 47 families so far, and growing. 			
Division Update	<ul style="list-style-type: none"> ● The mid-year budget information will be heard by the Board of Supervisors on February 24th at 10:30am. There will be a reduction of \$3,623,007 in Department of Health and Human Services (DHHS) and \$626,454 in Behavioral Health (DBHS). This equals a total of 60.7 Full-Time Equivalent (FTEs). 			

AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE PERSON	DUE DATE
	<ul style="list-style-type: none"> • Children’s Mental Health, and the Division as a whole, is not cutting any positions at this time. • DBHS is merging back with DHHS and will be renamed the Division of Behavioral Health. 			
<p>MHSA Update</p>	<ul style="list-style-type: none"> • MHSA Update: <ul style="list-style-type: none"> ○ The PEI plan has been submitted to the State, who will respond within 60 days of receipt. The hope and expectation is that it will be implemented by the end of the year. ○ The Suicide Prevention project has been approved and the RFA for warm lines for support is being developed. At this point, it appears that the warm lines will be developed by language and by age group. The target date for implementation has not been set yet. ○ Other programs which will be rolling out in the future: program for Transitional Age Youth to do augmentation services and mentoring, family conflict management program supporting communication skills to manage conflict, treatment program for youth ages 12-25 suffering from psychosis, strengthening families program targeting children age 0-5 placed in foster care, working with latency children, and child care consultation. • The draft plan for the Student Mental Health Initiative has been written and funding is currently being worked out. The overarching theme is system change and bringing Mental Health and schools together to support mental health and wellness. Sacramento County Office of Education (SCOE) has been very instrumental in bringing partners to the table. More information to come. 			

AGENDA ITEMS	DISCUSSION	ACTION	RESPONSIBLE PERSON	DUE DATE
	<ul style="list-style-type: none"> • Something to keep in the forefront of our minds about MHSA is their mission: Transformation. 			
Homeless Youth and Children	<ul style="list-style-type: none"> • The group reviewed brainstorming activities from three previous meetings and began discussing strategies to address the unmet need of homeless youth and children. Once finalized, these recommendations will be submitted to the Mental Health Board for consideration. • Strategies to address the unmet need for homeless youth and children: <ul style="list-style-type: none"> ○ Access to consider priority or presumptive eligibility ○ Community based services – services go to where they are (WIND center, school, etc.) ○ Shelters for youth ages 18-21 ○ Some recent and promising developments: TLCS, Children’s Receiving Home Pride Houses, possibility of Salvation Army developing a TAY program • Current resources available: <ul style="list-style-type: none"> ○ California Student Aid Commission’s California Chaffee Grant for Foster Youth (https://www.chafee.csac.ca.gov/default.aspx) ○ Valley Vision website (http://www.valleyvision.org) 	<p>⇒ Next meeting the group will continue brainstorming. The homework of the committee is to continue thinking about strategies to add to the list.</p>	<p>All</p>	<p>4/18/10</p>
Next Meetings	<ul style="list-style-type: none"> • Next MHB Children’s Stakeholder Committee Date: April 18, 2010 Time: 3:00 – 4:30 p.m. Place: 7001-A East Parkway, Conf. Rm. 1 Sacramento, CA 95824 			

Facilitator: Billee Willson WillsonB@saccounty.net

Staffed by: Abigail Nosce NosceA@saccounty.net

Minutes approved by: Billee Willson, Lisa Bertaccini, Division Chief, Child and Family Mental Health

**Sacramento County
Quality Improvement Committee Minutes
Wednesday, March 24, 2010**

Present: Uma Zykofsky, LCSW, Quality Management Program Manager and Chair; Pat Mangan, System Development, Support and Oversight; Jesus Cervantes, PsyD., MA, Quality Management; Lisa Sabillo, Research and Evaluation; Chris McCarty, SCH, Children Provider Representative; Lynn Place, HRC, Adult Provider Representative; Lisa Bertaccini, Child/Family Mental Health; Kelli Weaver, Adult Mental Health; Michelle Callejas, MFT, MHSA; Matt Quinley, Program Coordinator, Quality Management; Kathy Burlingame, Child Access; Mary Nakamura, Cultural Competence; Lori Moler, SCMHTC; Debi Wing, SCMHTC; Stephanie Ramos; Michael Gardner, CMHPC-DMH; Marilyn Hillerman, Adult Consumer Representative

Absent: Kathy Fritz, MS, RPh, SCMHTC; Bonnie Cooper-Elsberry, SCMHTC; Sheila Self, River Oak, Children Provider Representative; Cosette Telesford, Adult ACCESS; Kathy Aposhian, RN, MFT, Quality Management; Andrea Hillerman-Crook, Adult Consumer Representative;; Robert Hales, MD, Adult Medical Director; Dawn Williams, Research and Evaluation; Robert Horst, MD, Children’s Medical Director; Deborah Wing, SCMHT;

Agenda Items	Points of Discussion	Action Needed	Assignments
INTRODUCTIONS AND APPROVAL OF MINUTES	Meeting called to order at 9:00 a.m.		
Crisis Unit Update	<p>Uma reported: Crestwood Psychiatric Health Facility started receiving clients on Monday, March 21, 2010. This is a MediCal eligible PHF which will increase our bed capacity from MHTC 50 to 62 in the community.</p> <p>Hospital Council is also setting up three workgroups—system redesign, community continuum of care/information sharing and patient safety to further develop and address some of the challenges in our community acute care system. County Mental Health as well as providers and advocates will be participating.</p>		
Committee Report	<p><u>Utilization Review</u> Matt Quinley reported the following: Changes are being made to the Adult and Child UR tools to address incomplete charting and missing information in the areas of Authorizations, Consents and HIPAA disclosures. Items have been added to address specific forms including:</p> <ul style="list-style-type: none"> ▪ Consent to Treat ▪ Acknowledgement of Receipt ▪ HIPAA Notice of Privacy Practices ▪ HIPAA Accounting of Disclosures 		

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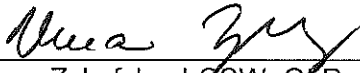
<p>Program Update</p>	<ul style="list-style-type: none"> ▪ Authorizations to Obtain/Release of Information <p>The changes will be made to the UR tools for the April adult and child UR meetings. Handouts were provided along with letter to providers:</p> <ul style="list-style-type: none"> ▪ UR tool page 1 ▪ Accounting of Disclosures ▪ Acknowledgement of Receipt <p><u>Cultural Competence:</u> Mary Nakamura reported CBMCS Trainings will be held on:</p> <ul style="list-style-type: none"> ▪ April 30th ▪ May 7th ▪ May 14th ▪ May 21st <p>Uma reported: <u>Avatar Update:</u> Please see attached memo regarding urgent time sensitive training relating to the interface of AVATAR billing and State DMH Short Doyle II system. Providers are encouraged to make sure they have representatives at the Avatar User Forums so that they get all the technical support needed to implement the system.</p>		
<p>MHSA</p>	<p><u>County Treatment Plan Coalition:</u> County Treatment Plan Coalition initial feedback has been submitted by Sacramento County. See attached document.</p> <p>The following program update was given by Michelle Callejas, MHSA: Michelle reported: PEI Plan was being reviewed by the Mental Health Services Oversight and Accountability Commission on Thursday, March 25th. They are hoping for approval so that they could get the much needed services into the community.</p>		
<p>Research and Evaluation</p>	<p>Lisa Sabillo of Research and Evaluation presented the Organizational Provider Satisfaction Survey, November 2009 and also Full Service Partnership Annual Report, December 2009.</p> <p>There were suggestions given to Ms. Sabillo from committee regarding the survey. One</p>		

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	suggestion was to send survey questions out ahead of time so that staff and management have time to talk before filling out the survey.		
Next Meeting	The next meeting will be April 28, 2010.		

Meeting adjourned at 10:00 a.m.

Minutes transcribed by Ella Lewis

Approved by: 
Uma Zykofsky, LCSW, QI Program Manager

Date: 4/28/10

Quality Improvement Committee
Next Meeting: Wednesday,
April 28, 2010
Time: 9:00a.m. – 10:15 a.m.
7001 A East Parkway
Conference Room 2