

PROGRAM DEVELOPMENT COMMITTEE

February 21, 2005 - 6:00 p.m.
Michigan High School Athletic Association
1661 Ramblewood Drive
East Lansing, Michigan

M I N U T E S

PRESENT: Shirley Carter; Ron Clark; Joe Brehler; Dale Copedge

ABSENT: Jean Golden, Chair; Ben Miller; Hattie Oliver; Lisa McCafferty

STAFF: Robin Reynolds, Executive Director; Mary Kronquist, Assistant Director; Lori Griffin, Executive Secretary; Jeanne Diver, Quality Assurance Manager

GUESTS: Troy Wendell, Lansing Teen Court; Mike Botke, Lansing Teen Court; Mike Blanksma, ESAP; Robert Bonds, SPGB Services

CALL TO ORDER

Mr. Clark, Committee Co-chair, called the meeting to order at 6:00 p.m. He asked that since there were new members that everyone introduce themselves around the table.

APPROVAL OF THE MINUTES OF NOVEMBER 15, 2004

Ms. Carter moved approval of the Minutes of November 15, 2004 as presented. Mr. Copedge supported the motion. The motion carried.

ADDITIONS TO THE AGENDA

There were no additions to the Agenda.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

A. Program Review-Gratiot County, Eaton County and Calhoun County

Ms. Diver reported on the Eaton Substance Abuse Program, located in Charlotte. She stated their Director is Mike Blanksma and they provide services to Community Grant and Medicaid adults and adolescent clients. She stated services offered include assessments, outpatient and intensive outpatient counseling, treatment groups for inmates in the Eaton County Jail, case management and ancillary services to women in Eaton County and services to the Drug Courts in the county. Ms. Diver reported their Site Review scores as follows: Clinical 98%; Satisfaction Surveys (159 clients were surveyed) 86%; 108 admissions from 10/1/04 through 12/31/04; only one Delinquency in the first quarter (FY2005), no Concerns at this time. Ms. Diver did note that for last fiscal year, 18% of ESAP's clients surveyed indicated that a lack of

dependable transportation was identified as a Barrier to Treatment.

Ms. Reynolds reported on the financial site visit, stating their score was 76%. She stated the low score was due in part to verification of income and fee agreements missing from some files, and that there were no findings based on missing progress notes. Ms. Reynolds added that the documentation missing is mandatory to be in the files. She continued by reporting that ESAP's percentage of spending is at 8.33%, which appears low but is actually on target, due to Mid-South not providing a pre-payment to them (at their request) that was provided to other providers. Ms. Reynolds lastly indicated that the program appears to be in good overall shape.

Ms. Diver next reported on Human Aid, located in Gratiot County. She noted their Director is John Haycock and they provide services to Community Grant and Medicaid adults and adolescent clients. She stated services offered include assessments, outpatient and intensive outpatient services, case management and ancillary services to women in Gratiot County, and prevention services. Ms. Diver reported their Site Review scores as follows: Clinical was 99%; Satisfaction Surveys (72 clients were surveyed) 91%; 54 Admissions from 10/1/04 through 12/31/04; there have been no Delinquencies for the first quarter of FY2005, and that she has no Concerns at this time. She also reported that for last fiscal year, 31% of their clients indicated a lack of dependable transportation was a Barrier to Treatment for them. Ms. Diver added that the program offers gas vouchers, after-hours appointments, and they do try to get client's AA sponsors to get them to appointments.

Ms. Reynolds presented the financial report, stating their score was 75%. She noted this is primarily due to fee agreements not being in the files, and one file had MediFax verification run the day prior to the site review (they should be run monthly). She added, however, that none of the findings resulted in funds being removed. Ms. Reynolds stated the program is on-target spending, and that the prevention is over spent due to the small contract amount.

Ms. Diver next presented Psychological Consultants of Michigan, located in Battle Creek and Albion. She reported their President and CEO is Jeffery Andert and Joe Kuchenbuch is the program director. She continued by stating the program provides services to Community Grant and Medicaid clients, offering assessments for outpatient services, outpatient treatment for adults and adolescents, intensive outpatient for adults, case management and ancillary services for women in the Battle Creek Office, treatment services for the Women's Drug Court, and group therapy and case management for the Circuit Court Relapse Prevention program. She also noted that the Albion office offers rehabilitation services in conjunction with Michigan Rehab Services. Reporting their Site Review scores, Ms. Diver reported their scores as follows: Clinical 95% for Albion and 97% for Battle Creek; Satisfaction Surveys 89% for Albion and 86% for Battle Creek; 40 Admissions for Albion (which includes 24 in the Relapse Prevention Group) and 645 for Battle Creek; one Delinquency each; Concerns related to documentation have been addressed by the program; and in Albion; and

40% of clients surveyed noted a lack of dependable transportation as a Barrier to Treatment, and 24% in Battle Creek noted same. Ms. Diver also noted that in Battle Creek, 10% of clients surveyed indicated the appointment time was a barrier.

Ms. Reynolds noted the financial scores of 67% for Albion and 73% for Battle Creek. In Albion, she indicated the findings were for lack of fee income being in the files, and

one file was adjusted to another funding source (the client was Medicaid and had a spend down which the agency was unaware of). A total of \$300 was inappropriately billed. In Battle Creek, the files were found to be partially compliant; in one instance she noted that MediFax was run the day prior to the visit. Ms. Reynolds noted that the 67% score is low and the program has been advised. As for spending, Ms. Reynolds stated they are low in Albion Outpatient and that funding may be moved at the six month juncture; ABW is higher, Medicaid is lower than last year, and women's spending is low. Ms. Reynolds also noted the Relapse Prevention program is low, and if it lapses the funding would go back into the Calhoun PA2 account.

Ms. Diver next reviewed SPGB Services, which provides services to Community Grant and Medicaid clients. She noted they also have two offices; Albion and Battle Creek, where they perform assessments for outpatient services, provide outpatient and intensive outpatient services, specialty treatment services for the African-American community and provide jail based services. Ms. Diver reported their Site Review scores as follows: Clinical of 91% Albion and 86% Battle Creek; Satisfaction Surveys 81% and 85%; 110 and 514 Admissions for FY 2004; 3 and 4 Delinquencies, and Concerns noted of improvement needed with treatment plans and progress notes at both locations; and Barriers to Treatment noted at both of a lack of dependable transportation. Ms. Reynolds presented the financial review scores, which were both 67%. She added that two additional financial reviews were performed, with scores of 57% in June 2004 and 50% in January 2005. She stated issues surround the non-compliance of files; documentation of income missing, some having no progress notes, and that \$700 was removed due to missing progress notes. Ms. Reynolds stated that in addition to the site review scores, there are other concerns with the program, so she is recommending they be placed on probationary status, and that another site review be conducted.

She briefly detailed some findings from one of the reviews; over billing for IOP when group was provided, and some alteration of billing times in files (white-out was used). Ms. Reynolds explained that probation will allow more time for site reviews and for staff to monitor the program, plus the program will need to submit a written remedial action plan. Probation also puts the program on notice. Without improvement, contract cancellation would be an option. Ms. Reynolds stated the program's draw down is low in outpatient in Battle Creek, Medicaid is low, and ABW is high.

Robert Bonds, President and CEO of SPGB Services addressed the Committee, first thanking Ms. Reynolds and staff for assistance provided over the years. He stated that in previous years when issues have been identified at his program they have been dealt with expeditiously, and that the issues described by Ms. Reynolds only came to his attention earlier this day. He also indicated that based on overviews from previous site visits, he was under the impression that things were going well. He further admitted that using white-out is not permissible. Mr. Bonds continued by stating he didn't feel probation was necessary. Ms. Reynolds responded that it's the magnitude of offenses that is serious and they shouldn't be taken lightly. She added the probationary period would extend to the end of the current fiscal year, with site visits in March and June, plus desk reviews will be done for bills submitted. In response to

Ms. Carter's question on measuring service outcomes, Mr. Bonds stated he has started using numbers. He also noted the person who used white-out in the files is no longer with the agency.

Since the Committee did not have a quorum, it was the consensus of those present to

recommend to the Board acceptance of the site review reports for Eaton Substance Abuse Program, Human Aid and Psychological Consultants, and to table the recommendation for probationary status for SPGB Services until the next meeting.

B. Lansing Teen Court Proposal

Ms. Reynolds stated the Teen Court submitted a proposal for an additional \$56,000 two months ago, which was denied. She reported they have submitted a new proposal for an increase of \$28,000 to hire one full time case manager. She noted that the question arising from the last proposal was how much substance abuse funding should be used to fund programs such as this one. Ms. Reynolds reported that 42, or 18% of the total 233 youth served through the Teen Court, were referred for treatment or assessment. She further noted their total budget is \$81,000, and Mid-South's current allocation is \$25,000, which equates to 31% of the total budget. Mr. Botke noted that the 233 cumulative are the actual petitions referred by the prosecutor, but not all of the 233 are agreeable to participation in the program. He also stated that often times a lot of the offenses committed by the youth are related to substance abuse issues, either their own or in the home. Ms. Reynolds reported that currently, there is \$71,000 of Ingham County PA2 funding not allocated, adding that we are on track to spend significantly more than is received, which will need to be closely scrutinized. She noted there are dollars available this year, and if Mid-South provides the additional funding to bring the total to \$53,000, it would be 49% of the Teen Courts total funding.

Mr. Brehler stated a commitment needs to be made for more than one year because it didn't make sense to provide it this year only to take away next year. Ms. Reynolds noted that state discretionary funds may be available and encouraged Teen Court to make application for them. Discussion continued for quite a while.

It was agreed to recommend to the Executive Committee approval of the Teen Court funding request for \$28,000 paid from Ingham County PA2 funds.

C. Ionia County Treatment RFP

Mr. Clark reported two proposals were received in response to letting the RFP for treatment services in Ionia County; from Human Aid, located in Gratiot County, and Ionia Community Mental Health, located in Ionia County. Ms. Reynolds stated both are currently on Mid-South's provider panel. She reported both proposals were read and rated by the Review Committee, which included Lisa McCafferty, and with her support, it is being recommended to award the RFP to Human Aid. Ms. Reynolds reported scores were 167 out of 431 for Ionia CMH and 306 out of 431 for Human Aid. She noted Human Aid will establish a site in Ionia County, and that \$45,000 will be available for the remainder of this fiscal year and approximately \$60,000 next year.

It was agreed to recommend to the full Commission that the Ionia County Treatment RFP be awarded to Human Aid for \$45,000 this year and an estimated \$60,000 next year.

OLD BUSINESS

There was no Old Business brought before the Committee.

ADJOURNMENT

The meeting adjourned at 8:09 pm

M:\Lori\MINUTES\PDC\05 Minutes\PDCFebruary05.wpd