

PROGRAM DEVELOPMENT COMMITTEE

**May 17, 2004 - 6:00 p.m.
Michigan High School Athletic Association
1661 Ramblewood Drive
East Lansing, Michigan 48823**

M I N U T E S

PRESENT: Jean Golden, Chair; Shirley Carter-Johnson; Ron Clark; Debbie De Leon; Lisa McCafferty; Bill Swint

ABSENT: Larry Gould; Dave Elwell; Hattie Oliver

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

GUESTS: Bruce Hindenach, CDRS; Glynis Anderson, Home of New Vision; Nicole Nette, Home of New Vision

CALL TO ORDER

Ms. Golden called the meeting to order at 6:04 p.m.

APPROVAL OF THE MINUTES OF APRIL 19, 2004

Ms. Carter-Johnson moved approval of the Minutes of April 19, 2004 as presented. Mr. Clark supported the motion. The motion carried.

ADDITIONS TO THE AGENDA

There were no additions or deletions.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

A. Program Review-Ingham County/CEI-CMHB

Ms. Diver reported the CEI-CMHB G-14 component provides community grant and Medicaid

services which include assessments for outpatient services, outpatient services which include individual, group and family therapy, co-occurring treatment, homeless outreach services, case management services, and Methadone maintenance therapy, which includes IOP group services.

Ms. Diver reported Site Review scores as follows: Clinical 90%, Access:Timeliness 81.5%; Satisfaction Surveys 88% (66 surveyed), admissions of 172 in the G-14, 112 in the case management program, 182 in the homeless program; and 6 total delinquencies. Ms. Kronquist noted that in the first quarter, 43 clients were served in the homeless program. 21% accepted a mental health referral, 23% for a substance abuse referral, and 35% for food/clothing. In the second quarter, 63 clients were served, 21% identified with mental health referral, 50% for substance abuse, and 41% for food/clothing and some with legal problems. For the case management program, Ms. Kronquist stated of the 57 clients in the second quarter, five were for a one-time assessment, 19 were discharged as improved, and 32 are receiving ongoing case management services.

Ms. Reynolds presented the financial portion of the review, stating they are at 43% for outpatient ABW, 81% in PA2, Methadone is 51.78% spent, the Homeless grant is 46.43% spent and Medicaid is 39.07% spent. She also noted the financial site review score of 52% was unacceptable. She added the problems appear to be lack of income documentation in the block grant files, and the Medicaid files had documentation of coverage which was run the day prior to the visit rather than on a monthly basis to verify eligibility. Ms. Diver also indicated there had been problems with fees not being collected from clients when due, or clients being charged different than what is indicated on the Commission's sliding fee scale. Out of all the files reviewed, Ms. Reynolds stated only one was found to be compliant, and the provider did not implement the corrective action plan from last year. In response to Mr. Clark's question on whether staff turnover is a factor contributing to the problems, Ms. Reynolds said that there has been considerable staff disability leave and other time off that contributes, and there is a high ratio of clients to therapists.

Ms. Diver next reviewed the CATS Program, reporting they provide services for community grant clients, which include assessments for outpatient services at the Ingham County Jail, outpatient services at the jail, and emergency services in the jail for individuals with mental illness or impending crisis and have a history of substance abuse. Ms. Diver reported site review scores of Clinical 94%; Access: Timeliness is not applicable, Satisfaction Surveys of 90% (77 surveyed), there were 225 admissions in the first and second quarters, and two total delinquencies. On the financial side, Ms. Reynolds reported their score of 88%, and are 53% spent in community grant and 53% in PA2. She added all files were partially compliant with some files missing CareNet forms; all Medicaid files were found to be compliant, and there were no billing issues.

For the Clinton County Counseling Center, Ms. Diver reported they provide services for community grant and Medicaid clients, which include assessments for outpatient services, outpatient treatment services, screening services for the Student Assistance Program in Clinton County, and prevention services sub-contracted with PPS. Ms. Diver reported their scores as follows: Clinical 97%, Access: Timeliness 87.5%, Satisfaction Surveys 84% (16 surveyed), 105 admissions in first and second quarters; and two delinquencies total. Ms. Reynolds reported their financial score of 94%, all files except one were compliant, and there were no billing issues.

Lastly, Ms. Diver reviewed the House of Commons, which provides services to community grant

and Medicaid clients, in addition to services provided to eligible residents referred through the Department of Corrections. Services include residential treatment with an average length of stay of 90 days with 90 days aftercare. Ms. Diver stated their scores were as follows: Clinical 88%, Access: Timeliness 75%; Satisfaction Surveys 87% (12 surveyed); 118 admissions in first and second quarters; and one delinquency. Ms. Reynolds stated the financial review score was 81%, and that at this point, they are spent at 78% of their budget, adding there may not be sufficient funding to get through the remainder of the year. She added that the major problem identified is with the fee agreement and the staff person not signing it.

At this time, Ms. Reynolds asked to move Item D up on the Agenda in consideration of the out-of-town guests here to present.

B. Home of New Vision Proposal

Ms. Reynolds stated this proposal seeks funding for a transitional home in Jackson County for women with children to live after and during outpatient treatment, with the treatment being provided by Born Free, a current provider in Jackson County. She noted they are asking for a total of \$47,900, which would be Jackson County PA2 dollars, and that Commission Chair Gail Mahoney is supportive of this program and the request.

Ms. Anderson spoke, providing some background information on the Home of New Vision. She reported they have already received \$20,000 in funding and another \$13,000 is pending, in addition to raising almost \$4,000 at the most recent fund raising event. She also noted houses are being looked at. Ms. Anderson reported their program is from 6 to 12 months in length, and serves women age 18 and older, with the average age being 35-40, and they expect to serve at least 30 women in one year's time.

Ms. De Leon moved approval of the proposal for Home of New Vision and that it be forwarded to the Executive Committee for funding consideration. Mr. Clark supported the motion. The motion carried.

C. Authorization Work Group Outcome

Ms. Reynolds reported that the Authorization Work Group, which consisted of representatives of the programs, Commission staff and Lisa McCafferty, met and had a thorough discussion of issues surrounding the authorization process. She stated the group felt the initial authorization period should be increased from 8 sessions to 12, which would carry most clients through treatment. She added this increase would also lessen the amount of paperwork for clinicians. Ms. Reynolds also reported the group suggested an increase in the initial IOP authorization to 9 chair days from the current 6, which is three weeks of treatment time. Lastly, it was agreed that Mid-South would work with CareNet to eliminate the duplicate entry on the screen.

Mr. Swint moved to accept the recommendations from the work group as presented. Ms. Carter-Johnson supported the motion. The motion carried.

D. Ionia/Newaygo Report on Program Services

Ms. Reynolds stated this report is designed to show how the providers are doing with regard to treatment and prevention services. She reported Ionia has two treatment contracts, with the Community Mental Health and Life Guidance, both providing outpatient services. She stated the

CMH has billed a total of \$16,984 on a fixed unit rate reimbursement contract so far, and have increased the number of clients they are serving. Ms. Reynolds reported Life Guidance is on a performance based contract, which was chosen to allow them to spend some time doing community outreach activities and soliciting referrals. To-date, she reported they have billed \$33,391, \$1,460 are treatment sessions that could be billed to Mid-South. She added there are also \$3,375 in billings with Kent County. Ms. Reynolds stated that the two prevention providers, Gerontology Network and Life Guidance, are both under their plan, adding it is expected they will be caught up by the end of the fiscal year. She also noted their cost per unit is significantly higher than what is traditionally paid to other providers. Ms. Reynolds stated there will be changes made, but services promised are being delivered.

Ms. Reynolds reported Newaygo County's provider is Arbor Circle, which has come along well since joining the region. She noted it is a performance based contract, and has drawn down \$64,000 of their budget, and billed around \$43,000 worth of treatment services. Ms. Reynolds also stated services are also delivered from the Newaygo CMH with a total grant of \$36,601, which provides case management for dual-diagnosis clients, and it is doing ok. She also reported Life Guidance also provides prevention services in this county, and they are three units under plan, but also have a high cost per unit. In addition, Life Guidance provides women's services in the county, and it may be recommended they not do so next year. Ms. Reynolds stated Pride Youth Services provides prevention services. Services are mostly for adolescents and there is no comprehensive programming for other groups.

Ms. Reynolds indicated decisions need to be made with regard to Ionia and Newaygo programming. Ionia may need to be bid out via RFP to find another program to be more competitive. Ms. McCafferty agreed with this suggestion, stating the program should be notified of our concerns and the possibility of an RFP.

E. Prevention Strategic Planning/Youth Survey Update

Ms. Reynolds reported this request is for additional funding and to move dollars around. She stated the cost of administering the surveys can't be fully expended this fiscal year as administration will run into November. She reported a total of \$65,500 will be expended in FY 2003/04 with \$28,250 being allocated to next fiscal year to complete the reports, final training, mailing and technical assistance. She further stated additional cost will be incurred with the development of a CD-ROM for training the schools who administer the surveys. Ms. Reynolds stated the recommendation is to amend the contract with CSII to include work June through September 30, 2004, for additional funding in the amount of \$68,700 be approved by the Executive Committee, and that the survey include a CD at an additional cost of \$2,500.

Ms. De Leon moved the staff recommendation for continuation and that it be forwarded to the Executive Committee for funding consideration. Ms. McCafferty supported the motion. The motion carried.

OLD BUSINESS

There was no old business brought before the Committee.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting adjourned at 8:01 p.m.