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**Emily Q Settlement Team:
Accountability Structure Implementation Strategy Task Group (ASIS)**
Meeting Notes – April 1, 2009; 1:30 – 3:30 PM

The task group was proposed in October 2008 as part of the Emily Q Settlement Team Nine-Point Plan submitted to the Court on September 24, 2008. This plan was approved by the Honorable A. Howard Matz, U.S. District Judge, Central District of California, on November 14, 2008. Membership is drawn from the State Departments of Mental Health and Health Care Services, as well as county mental health plans, plaintiffs, providers, consumers and family members, and contractors. The task group was formed to create and monitor the development of an accountability structure per the approved Nine-Point Plan. –Sean Tracy, Chief DMH Office of Strategic Planning and Policy

Attendance: Stan Bajorin (DMH Executive Sponsor), Sheila Baler (APS), Elizabeth Fitzgerald (LA County), Glenn Fujii (DMH), David Gray (Settlement Team Facilitator), Catherine Hendon (DMH), Sulayman Konte (DMH), John Krause (DHCS by phone), Rita McCabe (DMH), Paul McIver (LA County by phone), Christopher Medrano (DMH), Jim Preis (Mental Health Advocacy Services, Inc. by phone), Carol Sakai (DMH), Rick Saletta (Special Master), Nicette Short (CA Alliance for Child and Family Services), George Siler (Youth for Change, Butte County), Sean Tracy (DMH), Melinda Vaughn (AG's Office), Barbara Zweig (DMH Legal).

Action items

1. The ASIS team is asked to review the new county report document, the “Learning Conversation Facilitation Guide” and provide feedback to DMH by Friday, April 3, 2009.
2. TBS e-newsletter is under development by OSPP. A draft will be presented to the ASIS Task Group at our next meeting on May 6, 2009.
3. DMH and the State Department of Social Services (DSS) are working on compiling track II data. DMH will present an update at our next meeting on May 6, 2009.
4. DMH will post TBS FAQs to the DMH TBS internet site as soon as they are finalized.
5. APS requests Task Group members help in recruiting older members of the Emily Q class to provide their perspective during the local conversations.
6. DMH will be preparing a report to the Court in October 2009. Please send any suggestions/topics to Catherine Hendon by April 10, 2009. DMH will develop a preliminary outline of the October 2009 DMH TBS report by the ASIS meeting on May 6, 2009.
7. DMH will begin posting individual county dashboards following their introductory meetings. This is scheduled to follow the posting of the Statewide data dashboard (April 2009).
8. The TBS Orientation will be posted to the website when finalized, scheduled for April 2009.

Welcome, introductions, and updates

1. ASIS members are again encouraged to READ the Nine Point Plan.
2. ASIS will maintain focus on the goals outlined in point 3 of the Plan.

Four Questions Template Discussion

1. ASIS is considering using the current draft template (concise, data-oriented, with radio buttons) next year, and using a more comprehensive, open-ended approach in the first year.
2. David Gray introduced a new report template, the "Learning Conversation Facilitation Guide."
3. This more narrative version will enable the team to get ahead of the process and be proactive, rather than simply serving as a vehicle for data collection.
4. All completed county reports will be posted to the TBS webpage.
5. After the county holds their initial stakeholder meeting, they will generate their first report. Then they will convene the decision-maker group, and will build upon the content of the first report to create a reasonable plan of action. They will continue to refine the content and develop their plan after their next set of meetings in 2009.
6. It is important to note that the reports are advisory only, and not to be used for compliance or audits.
7. The ASIS team is asked to review the new report document, the "Learning Conversation Facilitation Guide" and provide feedback to DMH by Friday, April 3, 2009.

Discussion

1. TBS e-newsletter is under development by OSPP. A draft will be presented to the ASIS Task Group at our next meeting on May 6, 2009.
2. Data Dashboards
 - a. The statewide data dashboard has been posted to the TBS website. Eight level II counties' dashboards are complete and awaiting posting approval, scheduled for April 2009.
 - b. DMH will ensure that counties have the opportunity to review their data dashboard prior to posting.
 - c. DMH and the DSS are working on compiling track II data. DMH will present an update at our next ASIS meeting on May 6, 2009.
3. TBS introductory meetings in the counties continue to be very productive. The last Level II introductory meeting is scheduled for May 8, 2009.
4. DMH will be preparing a report to the Court in October 2009. Please send any suggestions/topics to Catherine Hendon by April 10, 2009. DMH will develop a preliminary outline of the October 2009 DMH TBS report by the ASIS meeting on May 6, 2009.
5. Audit Protocol Update
 - a. DMH has received positive feedback from the removal of 10 TBS-related requirements.
 - b. DMH is developing a TBS training for DMH Program Compliance and contractor, DRG.
 - c. The main issue reported at chart reviews: Families of children receiving TBS are usually in crisis. At the same time, TBS requires a significant commitment from the family. Consequently, providers are having a difficult time providing services. For example, a family in crisis has a more difficult time being consistently available during the scheduled service time.
6. The target date for the draft TBS documentation manual is June 1, 2009; the target date for the best practices manual is September 8, 2009.
7. DMH TBS Website update
 - a. Upon court approval of the exit plan, the first TBS list serve blast will be distributed.
 - b. The "information library" now includes the marketing points document and the county timeline.
 - c. The TBS training survey is located on the "NEW" section of the TBS website, as well as on the TACT page.

Adjourn