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**Emily Q Settlement Team:**  
**TBS Accountability, Communications, and Training (TACT) Task Group**  
*DRAFT Meeting Notes – November 18, 2009; 2:00 – 4:00 PM*

In October 2008, two task groups were formed to create and monitor the development of an accountability structure and training and outreach strategy to implement the Court-approved Nine-Point Plan. In June 2009, the DMH merged the ASIS and TACT task groups to better manage resources due to the State's fiscal situation, loss of staff resources, and the recognition that both task groups were addressing integrated issues. –Sean Tracy, Chief DMH Office of Strategic Planning & Policy

**Attendance:** Sheila Baler (APS Healthcare), Joe Brosh (DMH), Lynn Farr (EMQ Families First), Betsy Fitzgerald (LA County by phone), Joe Ford (5 Acres), Glenn Fujii (DMH by phone), David Gray (Special Master Consultant), Catherine Hendon (DMH), Don Kingdon (CMHDA by phone), Sulayman Konte (DMH), Steve Korosec (Special Master Consultant), Rita McCabe (DMH), Christopher Medrano (DMH), Kim Nguyen Pierce (LA County by phone), Jim Preis (Mental Health Advocacy Services, Inc.), Carol Sakai (DMH), Rick Saletta (Special Master), Gail Shifsky (DMH), Nicette Short (CA Alliance for Child and Family Services), George Siler (Youth for Change, Butte County), Tom Sodergren (Casa Pacifica), Todd Sosna (CiMH by phone), Sean Tracy (DMH), Melinda Vaughn (AG's Office), Rick Williams (APS Healthcare by phone), Barbara Zweig (DMH).

**Action items**

1. DMH and CiMH are working to develop an “MHP Bulletin Board” that will develop out of the 10 Level II MHP training plan efforts.
2. In Fall 2009, TACT will discuss the roll of Family/Youth (recruited by APS Healthcare) in the Nine Point Plan implementation process. An update will be provided at our next meeting scheduled for December 16, 2009.
3. DMH will distribute a communication in December 2009 to all MHPs encouraging them to distribute the TBS Documentation Manual 2.0 to their providers.
4. Settlement Team recommends taping the Kern/Tulare TBS training and posting to the web for other MHPs/providers to utilize. DMH will explore this option.
5. Please provide all Coordination of Care Best Practices Manual feedback to Todd Sosna ([tmq@verizon.net](mailto:tmq@verizon.net)) and Sean Tracy ([sean.tracy@dmh.ca.gov](mailto:sean.tracy@dmh.ca.gov)) by December 9, 2009.

**Welcome, Introductions, and Business Issues**

1. Review of Agenda
2. Special Master Update:
  - a. The Special Master and his consultants are responding to a San Diego County request to consider TBS-equivalent services.
    - i. Other MHPs have indicated that they still plan to submit services for consideration.
    - ii. The Special Master will continue to provide updates regarding these services.
  - b. The Special Master is scheduled to file his 5<sup>th</sup> Quarterly Report to the Federal Court in November 2009. The report will be posted to the DMH TBS website.

## Discussion

### 1. TBS Documentation Manual 2.0

- a. The final version 2.0 was posted on October 27, 2009.
- b. LA providers and providers associated with the Alliance of Child and Family Services have received copies of the manual.
- c. Settlement Team members suggest that DMH distribute a communication to all MHPs encouraging them to distribute the TBS Documentation Manual 2.0 to their providers.
- d. MHPs have a question regarding discharge summaries. DMH directed them to send their inquiry to the TBS inbox ([TBS@dmh.ca.gov](mailto:TBS@dmh.ca.gov)), and staff will respond.

### 2. DMH TBS Annual Assessment Report (October 2009):

DMH filed the [final report](#) on October 30, 2009, and it is posted on the DMH TBS website.

### 3. Tracks 2-3 Data Update

- a. Brief Description of Tracks 1 – 3:
  - i. Track 1: Utilize County-level data elements currently available from CDMH for Calendar Years 2006, 2007 and 2008.
  - ii. Track 2: Utilize CDMH and CDSS data elements, and to conduct a data matching process that combines case data for Emily Q class members.
  - iii. Track 3: Continue discussions to determine the most useful and accurate way to construct pre- and post-TBS comparisons for emergency hospitalization, RCL placement levels, and emergency/crisis services.
- b. Settlement Team will hold a discussion today at 4:00 PM to discuss developing a Track 2 summary rather than data graphs as presented in Track 1.
- c. The overall goal is to help counties and providers as much as possible.

### 4. TBS Training Opportunities

- a. DMH, CiMH, and the 10 Level II MHPs meet monthly to discuss training and TBS questions.
  - i. Seven of ten invited MHPs continue to participate on a regular basis.
  - ii. Current items being discussed include an MHP Bulletin Board for sharing local TBS documents, TBS Decision Makers Overview webcast, stakeholder meetings, and new documents available from DMH.
- b. DMH and CiMH continue to work with Kern and Tulare counties to plan for their TBS training. The agenda includes:
  - i. Overview of TBS Nine Point Plan and related administrative changes
  - ii. Breakout Session I: Interagency Coordination
  - iii. Breakout Session II: TBS Services and Documentation
- c. Settlement Team inquired as to whether the Kern/Tulare training forum is open to the public. CiMH will follow up with Kern and Tulare to ensure that it is an open forum.
- d. Settlement Team recommends taping the training and posting to the web for other MHPs/providers to utilize.
- e. Meeting materials are currently being developed by DMH and CiMH for local MHP and provider training. Finalized meeting materials will be sent to the group prior to the training scheduled for December 8, 2009.
- f. San Diego County has expressed interest in a similar training forum for their MHP and providers. DMH will continue communications with San Diego and provide an update at the next TACT meeting scheduled for December 16, 2009.
- g. If any MHP is interested in a training/forum for family and youth, DMH will put them in contact with San Diego TBS staff who have employed an effective model for actively involving this group in a meaningful way.

## 5. Youth/Family Involvement

- a. APS Healthcare Proposal
  - i. Orientation conference calls for interested former TBS youth to inform and ensure goodness of fit
  - ii. Paid positions
  - iii. Conduct training sessions
- b. Please contact Sheila Baler ([sbaler@apshealthcare.com](mailto:sbaler@apshealthcare.com)) with your questions and recommendations prior to the next meeting on December 16, 2009.

## 6. Coordination of Care Manual Update

- a. CiMH completed a rough draft of the manual that was distributed at today's meeting. DMH will distribute an e-version after this meeting.
- b. Please provide all feedback to Todd Sosna ([tmq@verizon.net](mailto:tmq@verizon.net)) and Sean Tracy ([sean.tracy@dmh.ca.gov](mailto:sean.tracy@dmh.ca.gov)) by December 9, 2009.

## 7. TBS Communications

- a. There is a new consumer and family member brochure for TBS (thanks to San Mateo County MHP for providing this sample) available in [English](#) and [Spanish](#) on the DMH TBS website.
- b. The [DMH November 2009 TBS e-Newsletter](#) is scheduled to be distributed and posted to the DMH TBS website prior to the Thanksgiving holiday.
- c. CiMH continues their review of materials submitted by MHPs for posting on the DMH TBS MHP Bulletin Board. The review will ensure that sample materials are in accordance with the Nine Point Plan and Information Notice 08-38.

## 8. Small County Strategy

- a. DMH participated in a CMHDA small county coordination call on October 1, 2009.
- b. DMH is putting together a Small County Strategy Team.
  - i. DMH invited the MHPs and CMHDA to help develop the small county strategy. Napa will serve as the CMHDA small county representative.
  - ii. Humboldt, Mono, and Tuolumne counties will also participate.
- c. The first Team meeting is scheduled for December 14, 2009.

## Roundtable Discussion and December 2009 Agenda Prep

1. Discussion
  - a. There is a need for training on out-of-county TBS.
  - b. Butte County is setting a good example of a revitalized and positive approach to TBS.
  - c. Pre-authorization continues in some MHPs – this is a barrier to cross-county collaboration and services.
  - d. There is an audit tool for EPSDT TBS: DMH [Information Notice No. 09-17](#), Enclosure 1. Professionals should be also using the new TBS Documentation Manual (Version 2.0).
  - e. Regarding increased TBS utilization, there is a lag time at the provider level due to recruitment, training, and fluctuations in referrals. Providers cannot increase too quickly.
  - f. The LA County Probation Pilot is doing well and has resulted in 27 additional TBS referrals. Probation wants to offer TBS in juvenile halls.
  - g. Budget cuts have resulted in fewer county staff and fewer TBS referrals.
  - h. What is the status of the coordination of care interface with the schools?
2. Agenda Prep
  - a. An update on Administrative Office of the Courts collaboration.
  - b. What is driving the risk aversion / fear of audits at the local level?
    - i. A look at the facts (e.g. TBS disallowances are low)
  - c. How to support providers and counties to provide TBS.

## Adjourn