



1600 9th Street, Sacramento, CA 95814
(916) 654-2309

**Emily Q Settlement Team:
Technical Assistance, Communication, and Training (TACT) Task Group (Task Group)**

Meeting Notes – May 11, 2009

The task group was proposed in October 2008 as part of the Emily Q Settlement Team Nine-Point Plan submitted to the Court. The Nine-Point 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 implement Points 4, 6, 7 & 8 of the Nine-point plan by developing TBS Training and Documentation manuals, establishing a comprehensive training plan and process and implementing an electronic strategy to promote and disseminate TBS information to class members and their supports.
–Sean Tracy, DMH Chief Office of Strategic Planning and Policy

Attendance: Yvette Bell (DMH), Melinda Bird (by phone ACLU), Bill Carter (CIMH), Joe Ford (5 Acres), Glenn Fujii (DMH), Catherine Hendon (DMH), Steve Korosec (Emily Q Facilitator), John Lessley (DMH), Jonathan Nibbio (Family Care Network), Jim Preis (by phone), Joan Regeleski (DMH), Carol Sakai (DMH), Rick Saletta (Special Master), Nicette Short (CACFS), Tom Sodergren (Casa Pacifica), Sean Tracy (DMH), Susan Turely (DMH), Barbara Zweig (DMH)

Action items

1. **Send comments regarding the Documentation Manual outline review provided by CIMH to Bill Carter.**
2. **CIMH will schedule meeting for smaller groups to work on Documentation Manual and Best Practices Training Manual. TACT TG members should, if interested in participating, send requests to Bill Carter.**
3. **Send comments regarding the TBS Best Practices Manual outline to Bill Carter.**

Welcome, introductions, and updates

1. Welcome and Introductions.
2. **Action Item Updates**
 - a. CIMH provided a presentation of high-level draft of the Documentation Manual.
 - b. CIMH will coordinate and conduct all TBS Documentation manual meetings.
3. Review of prior meeting notes
 - a. In order to document and maintain transparency throughout the Settlement Team implementation process, TACT meeting notes will be posted to the DMH TBS Website after review by Task Group members.
 - b. Please submit edits to meeting notes to Yvette Bell within two weeks after they are reviewed in a TACT meeting.

4. Roster updates and edits
 - a. Please submit updates and edits to contact information to Yvette Bell at Yvette.Bell@dmh.ca.gov.

Presentations

1. Emily Q Orientation
 - a. Prior to the TACT meeting, Steve Korosec, Facilitator, presented a 30-minute Emily Q Power Point orientation to new members. DMH is working an audio recording of the 30-minute Emily Q orientation to present on the DMH TBS Website.
2. Rick Saletta, Special Master, discussed the Emily Q court approved Exit Plan, highlighting the roles, responsibilities and requirements of the training components of the Nine-Point Plan.
3. Bill Carter, CIMH, presented a high-level draft of the TBS Documentation Manual.

Discussion Points

1. Sean Tracy reviewed points 6-8 of the Nine-Point plan with a reminder that we need to stick with the contents of the plan.
2. TBS Documentation Manual review presented by CIMH
 - a. Bill Carter presented a TBS Documentation Manual draft.
 - b. Bill Carter requests that TACT members provide feedback to him directly.
 - c. TBS Documentation Manual deadline for TACT review and feedback to CIMH is June 1, 2009 and final release is mid-June 2009.
 - d. TACT members provided the following feedback and recommendations for the TBS Documentation Manual.
 - i. Include a chapter on "General charting documentation requirements", including elements outlined in the Nine-Point Plan Best Practices.
 1. Assessment
 2. Diagnosis
 3. Medical Necessity
 4. Interventions-strategies
 5. TBS Treatment Plan – Best Practices
 - ii. Include a section on:
 1. What services other than TBS can coincide with a TBS service, such as Targeted Case Management.
 2. Duration and amount of time TBS can be received and provided; some information may be county specific.
 3. Parental involvement, rejection, and inclusion.
 4. Debunking current TBS myths; "Myth busters."
 5. Cutters-runaways-dropouts access to TBS services.
 6. Scope of concerns.

7. Clarify difference and similarities for other services.
 8. County specific authorizations.
 9. Program compliance.
 10. Re-referrals.
 11. When child doesn't exhibit targeted behavior in the first two weeks.
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3. TBS Best Practices Manual High-level Outline presented by Bill Carter, CIMH.
 4. Joe Ford, 5 Acres, provided a sample "safety plan" to be included in the TBS Best Practices manual.
 5. TACT Training Plan Development
 - a. Develop statewide training approaches.
 - i. Introductory trainings
 - ii. Detailed trainings
 - iii. Regional trainings
 - iv. Face-to-face trainings
 - v. Internet/Webinar trainings
 - vi. Level I and Level II specific trainings
 6. California Mental Health Advocates for Children and Youth -CMHACY Conference, Week of May 11, 2009.
 - a. At the suggestion of Jim Preis, a flier could be developed to provide TBS outreach, promote the TBS Survey, Learning Conversations and other TBS activities.
 - b. CDMH will post to the DMH Internet after the conference.
 - c. In addition, to distribution at the conference the flier will be forwarded to Child Welfare, Juvenile Justice, Administration Office of the Courts (AOC), Court Appointed Special Advocates (CASA) and other TBS partners.

Next meeting is scheduled for Monday, June 10, 2009 2:00 pm – 4:00 pm.

4:00 p.m.

Adjourn