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Emily Q Settlement Team:
TBS Accountability, Communications, and Training (TACT) Task Group
DRAFT Meeting Notes – June 10, 2009; 1:00 – 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), Yvette Bell (DMH), Melinda Bird (ACLU by phone), Bill Carter (CiMH), Ismael Castro (AGO), Lynn Farr (EMQ Families First), Betsy Fitzgerald (LA County by phone), Joe Ford (5 Acres), Glenn Fujii (DMH), Mike Gorodezky (APS), David Gray (facilitator), Catherine Hendon (DMH), Sulayman Konte (DMH), Steve Korosec (facilitator), Rita McCabe (DMH), Paul McIver (LA County by phone), Janet McKinley (DMH), Jim Preis (Mental Health Advocacy Services, Inc. by phone), Jonathan Nibbio (Family Care Network), Rick Saletta (Special Master), Gail Schifsky (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 by phone), Barbara Zweig (DMH Legal).

Action items

1. **TACT members should provide any final comments regarding the TBS Documentation Manual to CiMH (cc DMH) by COB June 17, 2009.**
2. **Catherine Hendon will re-distribute the draft manual today, June 10, 2009, to TACT members.**
3. **TACT members should submit any feedback regarding the TBS Best Practices Manual outline to TBS@dmh.ca.gov by our next scheduled meeting on July 8, 2009.**
4. **TACT members should review the previous ASIS/TACT charter objectives and suggest ideas for combining the two sets. Members can bring their suggestions to the next TACT meeting scheduled for July 8, 2009.**
5. **DMH will present a summary of the Training Survey responses at our next meeting scheduled for July 8, 2009.**
6. **DHCS will check whether the current TBS brochures are available in Spanish.**
7. **DMH is scheduled to release an Information Notice regarding the Exit Plan in July 2009.**
8. **APS requests Task Group members help in recruiting older members of the Emily Q class to provide their perspective during the local conversations.**
9. **DMH will be preparing a report to the Court in October 2009. ASIS and the Settlement Team have twice reviewed the outline. First draft is scheduled to be completed in July 2009; DMH will circulate to TACT for review.**
10. **The TBS Orientation will be posted to the website when finalized, originally scheduled for April 2009, currently scheduled for June/July 2009.**

Welcome, Introductions, and Business Issues

1. Review of Agenda
2. Brief overview of the decision to combine the prior Accountability Structure Implementation Strategy (ASIS) and Technical Assistance, Communications, and Training (old TACT) to form the TBS Accountability, Communications, and Training (Super TACT).

Discussion

1. Charter Review

- a. TACT members should review the previous ASIS/TACT charter objectives and suggest ideas for combining the two sets. Members can bring their suggestions to the next TACT meeting scheduled for July 8, 2009.
- b. DMH will draft a combined charter for review prior to the July 8, 2009 meeting.

2. TBS Documentation Manual Development Overview

- a. CiMH produced an outline for review and comment in early 2009; TACT reviewed and provided feedback.
- b. CiMH produced first draft in May 2009. TACT and CMHDA counties promptly reviewed and submitted comments via e-mail to CiMH (cc DMH).
 - i. CiMH compiled and organized feedback.
 - ii. CiMH will use their judgement; official documentation; and DMH guidance to reconcile conflicting feedback.
 - iii. CiMH will record feedback from today's discussion regarding the content of the manual.
 - iv. TACT members have until close of business June 11, 2009 to submit final feedback to be incorporated into the next draft.
 - v. The next draft will be presented to the Settlement Team and TACT by June 22, 2009.
 - vi. The Settlement Team will review the draft and provide a final round of feedback on June 24, 2009. The Settlement Team will serve as the final arbiter on all feedback.
 - vii. The final version of the manual is scheduled to be posted to the DMH TBS website on June 30, 2009.

3. TBS Documentation Manual Feedback Discussion

- a. TACT members provided feedback
 - i. Themes and tone of the manual
 - ii. Detailed suggestions include
 1. What's New
 2. Quick Start Guide
 3. Examples
 4. Emphasis on core minimum requirements
 5. Etc.
 - iii. CiMH will document all feedback and will consider incorporating the TACT members' comments in the next draft.

4. APS Healthcare Update

- a. APS has been participated in the development and planning of the San Diego and LA local TBS meetings. These two local meetings were successful and both included a rich discussion surrounding the TBS “four questions.”
- b. All 56 MHP dashboards are now complete.
- c. APS is working to revise the cover page of each dashboard to indicate that the work was done with DMH.
- d. APS is reviewing and evaluating the Track II data from the Department of Social Services (DSS) and DMH. APS is working on developing the best methods for matching the Medi-Cal Mental Health data with the DSS foster care data.

5. TBS Best Practices Manual Outline

- a. TACT members provided feedback to the Best Practices Manual outline that CiMH presented.
- b. Suggested changes include:
 - i. Add Coordination of Care and Shared Leadership sections
 - ii. Ensure that cultural competence is embedded throughout the manual, not just addressed in one section.
 - iii. Include a child/youth voice.
 - iv. Address strategies for specific age groups.
- c. TACT members can e-mail their comments on the outline directly to Bill Carter, CiMH (cc Sulayman Konte, DMH).

6. July Agenda Item: Training

- a. Training Strategies
- b. Training for Kern and Tulare Counties
- c. Survey Results/Themes
- d. Brainstorm

7. DMH Update

- a. DMH is currently obtaining internal approval to post a DMH Information Notice regarding the Exit Plan.
- b. The 10 Level II Focus Counties’ data dashboards are posted to the web.
- c. May 2009 TBS E-Newsletter was posted and distributed to the listserv.
- d. DMH and *Emily Q* Settlement Team members attended the San Diego local stakeholder meeting.
 - i. Great turnout (100+ attendees)
 - ii. Engaged audience; passionate about TBS work and opportunities to expand services.
 - iii. Breakout session for small group discussions regarding the “four questions.”
- e. DMH is working with LA to assist in preparation for their second local stakeholder meeting scheduled for June 30, 2010. The audience will include a variety of stakeholders, including youth law advocates.
- f. DMH has performed an internal self-assessment to ensure that the administrative requirements identified in the Nine Point Plan Appendix B were effectively removed. Results indicate that all actions were successfully implemented.

Adjourn