

**Mental Health Services Act  
MHSA Steering Committee  
Meeting Notes**



**DRAFT**

**Meeting Date:** Wednesday, March 24, 2010  
**Location:** 501 Texas Street Fairfield  
**Note Taker(s):** Kristina Feil  
**Facilitator:** Jayleen Richards

**Attendees:** Lynn DeLapp, Elle Doll, Fatmeh El-Mahmoud, Kristina Feil, Norman Filley, Rachel Ford, Susie Frank, Nadine Harris, Darlene Perez, Jayleen Richards, Megan Richards, Joseph Robinson, Lisa Singh, Cynthia Sottana, Robert Sullens, Pam Watson, Rustin Willis

Agenda Item	Notes	Public Comment/Action Steps
I. Welcome and Introductions	<p>Jayleen Richards opened with a welcome and introductions took place around the room.</p> <p>We have a few people who have resigned from their position with this committee and a few people on the Local Mental Health Board are moving. If you or you know of anyone who might be interest to be a part of either of groups, please contact Jayleen Richards at 784-8320.</p>	
II. Review Agenda and Purpose of Meeting	<p>The agenda was reviewed with the group.</p>	
III. Review Notes from Last Meeting	<ul style="list-style-type: none"> <li>• Reviewed notes and changes were made.</li> </ul>	
IV. Review and Discuss Consumer and Family Member Consumer Stipend Policy and Procedure, Cynthia Sottana	<ul style="list-style-type: none"> <li>• The current policies &amp; procedures (P&amp;P) around stipends for consumers and family members does not include cash stipends for consumers, so we are making revisions to include it.</li> <li>• Solano County took other counties' P&amp;P and revised it to fit Solano County's needs.</li> <li>• A request will need to be submitted and approved prior to attendance at a meeting in order for consumers/family members to receive stipends.</li> <li>• If there are no funds in the budget or the meeting doesn't meet the goals/objectives of MHSA, the request will be denied and the</li> </ul>	<ul style="list-style-type: none"> <li>• Re: the request form, please add the amount of time prior to the meeting to submit it and add the expected time frame of the meeting.</li> <li>• Only a couple of counties offer cash stipends, the rest only offer gift cards.</li> <li>• Some consumers/family members take the bus instead of driving. How do they get reimbursed for the mileage? <ul style="list-style-type: none"> <li>➤ <i>We give bus passes for people who take the bus. We only give mileage reimbursement to</i></li> </ul> </li> </ul>

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	<p>consumers/family members will not be given a stipend.</p> <ul style="list-style-type: none"> <li>• Stipends are <u>not</u> retroactive. Stipends will not be provided for consumers and family members if the request is received after the meeting has taken place. Requests need to be proactive.</li> <li>• The draft consumer and family member P&amp;Ps propose to provide stipends to consumers (only) for : time spent in meetings, workgroups, interview panels, RFP review panels, focus groups, and etc. and will be reimbursed at \$10 (check or gift card) for the first 4 hours and \$25 (check) for 5 hours or longer.</li> <li>• Travel expenses are available in the form of bus passes or mileage reimbursement for consumers <u>and</u> family members.</li> <li>• Mileage reimbursements are based on the # of miles driven and figured from the rate set forth by the IRS Standard Mileage Rate and not to exceed \$40.00 for any single event/activity (unless out of county travel is required).</li> <li>• There is no consumer who shall be provided stipends for more than two leadership committees at the same time without specific approval by the MH Director or his/her designee.</li> <li>• This P&amp;P has not yet been approved and will be brought to the P&amp;P Committee meeting for review and comments .</li> <li>• If you have any additional comments, please call 784-8320.</li> </ul>	<p><i>those who actually drives a car.</i></p> <ul style="list-style-type: none"> <li>• With turning in the prior approval form, someone will know if there are funds for stipends? <ul style="list-style-type: none"> <li>➤ <i>Yes.</i></li> </ul> </li> <li>• How is it decided whether it's a gift card or check that consumers are getting? <ul style="list-style-type: none"> <li>➤ <i>It is the consumers' preference.</i></li> </ul> </li> <li>• How is the reimbursement rate determined? <ul style="list-style-type: none"> <li>➤ <i>We have compared the rates to other counties' rates.</i></li> </ul> </li> <li>• Can the county offer gift cards from different stores, e.g. Target, WalMart, etc.? <ul style="list-style-type: none"> <li>➤ <i>We cannot offer grocery store gift cards, only Target &amp; WalMart.</i></li> </ul> </li> <li>• How about the Visa gift cards? <ul style="list-style-type: none"> <li>➤ <i>Those gift cards cost more but we'll look into it to see if they can be an option.</i></li> </ul> </li> </ul>
<p>V. Presentation about May is Mental Health Month, Joseph Robinson</p>	<ul style="list-style-type: none"> <li>• May has been designated as Mental Health month for over 50 years. Each year it is proclaimed and has been since 1849. It is about raising awareness about mental health issues and reducing stigma.</li> <li>• In the past, Solano County Mental Health has sponsored a day long activities to raise awareness. This year, we've partnered with all of the agencies to throughout the county for a whole month.</li> <li>• To continue to increase awareness about mental health, we came up w/ an idea of a tagline to add to our email signature: <ol style="list-style-type: none"> <li>1. Mental Health Services saves lives. (2 votes)</li> <li>2. There is no health without mental health. (The majority of people voted this to be the tagline.)</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• When do you expect the calendar to be final? <ul style="list-style-type: none"> <li>➤ <i>We will have a revised copy by the end of the month, but we will be adding more events to it in April.</i></li> </ul> </li> </ul>

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VI. Review and Discuss FY 09-10 MHSA Data, Jayleen Richards & Megan Richards	<ul style="list-style-type: none"> <li>• This committee requested regular data and outcomes about MHSA programs. During the first two quarters (July – December 2009) of this FY:               <ul style="list-style-type: none"> <li>➤ Community Services &amp; Supports (CSS)                   <ul style="list-style-type: none"> <li>▪ Consumers served                       <ul style="list-style-type: none"> <li>○ FSP: Quarter 1 - 217 Quarter 2 - 202</li> <li>○ Mobile Crisis: Q1 - 217 Q2 - 211</li> <li>○ Other (Neighborhood of Dreams, Foster Family/Bilingual Support, Caminar): Q1 - 439 Q2 - 430</li> </ul> </li> <li>▪ Race &amp; Ethnicity                       <ul style="list-style-type: none"> <li>○ White: 42%</li> <li>○ African American: 30%</li> <li>○ Latino: 17%</li> <li>○ Asian/Pacific Islander: 8%</li> <li>○ Other Non-White: 2%</li> <li>○ Native American: 1%</li> </ul> </li> <li>▪ Gender                       <ul style="list-style-type: none"> <li>○ Females: 43%</li> <li>○ Males: 57%</li> </ul> </li> <li>▪ Cities served                       <ul style="list-style-type: none"> <li>○ Fairfield: 38%</li> <li>○ Vallejo: 29%</li> <li>○ Vacaville: 13%</li> <li>○ Out of County: 7%</li> <li>○ Suisun City: 6%</li> <li>○ Benicia, Dixon, Rio Vista, Unknown: about 7% altogether</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Does the data for Neighborhood of Dreams include all three centers?               <ul style="list-style-type: none"> <li>➤ <i>Yes.</i></li> </ul> </li> <li>• How is this data different from Solano County Mental Health's data?               <ul style="list-style-type: none"> <li>➤ <i>MHSA was asked to look at the Medi-Cal demographics, which Joseph Robinson is currently working on, so we will have this in the future.</i></li> </ul> </li> <li>• Does the data for cities served represent where the individuals live or where they are actually being served?               <ul style="list-style-type: none"> <li>➤ <i>The data represents where the individuals live.</i></li> </ul> </li> <li>• Is CSS mainly funded by people with medi-cal eligibility? Is this taken into account?               <ul style="list-style-type: none"> <li>➤ <i>There are still some big disparities. We are currently working on our updated Cultural Competency Plan so we should know some of this data soon.</i></li> </ul> </li> <li>• This data was really good.</li> <li>• It will be very helpful to split out the Neighborhood of Dreams data from the other systems development because it is totally different.</li> </ul>

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VI. Review and Discuss FY 09-10 MHSA Data, Jayleen Richards & Megan Richards, cont'd	<ul style="list-style-type: none"> <li>▪ Age population served               <ul style="list-style-type: none"> <li>○ Children (0-5): 1%</li> <li>○ Children (6-17): 22%</li> <li>○ Transition Age Youths (18-25): 13%</li> <li>○ Adults (26-59): 55%</li> <li>○ Older Adults (60+): 9%</li> </ul> </li> <li>➤ CSS Supported Vocational &amp; Education Services               <ul style="list-style-type: none"> <li>▪ Solano County Mental Health &amp; Dept. of Rehabilitation Cooperative                   <ul style="list-style-type: none"> <li>○ 143 consumers served</li> <li>○ 40 consumer receiving training and educational services</li> <li>○ 18 consumers placed in jobs</li> </ul> </li> <li>▪ Neighborhood of Dreams                   <ul style="list-style-type: none"> <li>○ 98 consumers in adult education</li> <li>○ 55 consumers receiving supported employment services</li> <li>○ 25 consumers placed in on-site worksite employment</li> <li>○ 20 consumers working off-site employment in community</li> <li>○ 42 YTD in Wellness Recovery Action Plan (WRAP) courses worked towards completion of WRAP plans</li> <li>○ 195 YTD in support groups/meetings</li> </ul> </li> </ul> </li> <li>➤ CSS Outreach &amp; Engagement (O&amp;E)               <ul style="list-style-type: none"> <li>▪ 966 people reached through O&amp;E</li> <li>▪ 498 people reached through provider outreach</li> <li>▪ 121 people reached through educational presentations</li> <li>▪ 347 people reached through outreach events</li> </ul> </li> <li>➤ CSS Supported Housing               <ul style="list-style-type: none"> <li>▪ 188 consumers received supported housing services</li> <li>▪ 37 new consumers served</li> <li>▪ 21 clients exited the program (most due to acquiring permanent housing or returning to family)</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ Prevention and Early Intervention (PEI)               <ul style="list-style-type: none"> <li>▪ 2,000 people screened</li> <li>▪ 500 assessed</li> <li>▪ 500 received services</li> <li>▪ 600 providers &amp; teachers educated on signs of mental illness, screening, and resources</li> <li>▪ 41% Latino children served</li> <li>▪ 44% Latino parents served</li> <li>▪ 38% parents and 36% children served spoke Spanish as their primary language</li> </ul> </li> <li>➤ PEI 0-5 (Partnership for Early Access for Kids)               <ul style="list-style-type: none"> <li>▪ 386 screened (using questionnaires)</li> <li>▪ 102 assessed</li> <li>▪ 30 parents and children received parent coaching</li> <li>▪ 91 parents attended workshops on parenting issues</li> <li>▪ 243 providers trained on infant and child development, mental health, and evidence based screening tools</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>▪ 135 out of 386 screened showed significant concerns warranting a referral to additional services</li> <li>▪ 100% of families in parent coaching demonstrated an improvement in the parent-child relationship, improved child mental health, and improved caregiver mental health</li> </ul> </li> <li>➤ PEI School Age (Anticipated Outcomes)               <ul style="list-style-type: none"> <li>▪ Student Targeted Assistance – decrease in office referrals and suspensions, and meet identified counseling goal</li> <li>▪ Multi-Disciplinary Teams – decrease in office referrals and contact w/ justice system, and increase graduation rate</li> </ul> </li> <li>➤ PEI TAY (Anticipated Outcomes)               <ul style="list-style-type: none"> <li>▪ Minimum of 2 enrolled in educational program or employed 2 days/wk</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Re: the outcomes for 0-5, does the significant concerns address any developmental health?               <ul style="list-style-type: none"> <li>➤ <i>It's both developmental and mental health.</i></li> </ul> </li> <li>• Do they do brain scans on children?               <ul style="list-style-type: none"> <li>➤ <i>They don't do it in our PEI Initiatives. Our PEI Initiatives have less expensive screening tools.</i></li> </ul> </li> </ul>

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VI. Review and Discuss FY 09-10 MHSA Data, Jayleen Richards & Megan Richards, cont'd	<ul style="list-style-type: none"> <li>▪ Did not miss more than 2 shifts or 2 days of classes/mo.</li> <li>▪ Completed GED, high school diploma, or community college certificate or 90 days of work</li> <li>▪ Parents of TAY have an increase in knowledge of mental health and resources</li> <li>➤ PEI Older Adult (Anticipated Outcomes)               <ul style="list-style-type: none"> <li>▪ Gatekeepers (trained individual) demonstrate an increased knowledge in mental health issues and refer appropriately to navigators (case managers)</li> <li>▪ Older adults are connected to resources</li> <li>▪ Older adults report increased feelings of support and decreased feelings of loneliness</li> <li>▪ Health providers have an increased knowledge of geriatric mental health concerns and treatment options</li> </ul> </li> </ul>	
VII. Review and Discuss Solano County Electronic Health Record System, Robert Sullens	<ul style="list-style-type: none"> <li>• An electronic health record (EHR) is a replacement of a paper medical chart with a digital copy that can be created, stored, and edited on a computer and can be accessed from any county clinics.</li> <li>• The EHR systems may include the following:               <ul style="list-style-type: none"> <li>➤ Scheduling &amp; registration (checking in @ doctor's office)</li> <li>➤ Billing &amp; financial tracking systems</li> <li>➤ Records of assessments, treatment plans, and progress notes</li> <li>➤ Prescription transmissions to pharmacy</li> <li>➤ Management reporting systems</li> <li>➤ Consumer access to personal health records and online appointment scheduling</li> </ul> </li> <li>• Some benefits of an EHR system are:               <ul style="list-style-type: none"> <li>➤ Provides legible record</li> <li>➤ Progress notes are linked to treatment plans</li> <li>➤ In addition to improving treatment, systems can reduce audit exceptions and billing errors by alerting users to incomplete</li> </ul> </li> </ul>	

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	<p style="text-align: center;">or incorrect entries</p> <ul style="list-style-type: none"> <li>• Timeline of EHR implementation:               <ul style="list-style-type: none"> <li>➤ November 2009-June 2010: documenting workflows and identifying requirements, developing a Request for Proposals</li> <li>➤ July 2010-June 2010: purchase and installation of practice management system, clinician’s workstation, e-prescribing, info exchange w/ Public Health Primary Care systems</li> <li>➤ After June 2010: consumers can access personal data and appointment scheduling through the internet</li> </ul> </li> </ul>	
<p>VII. Announcements</p>	<ul style="list-style-type: none"> <li>• The governor proposed to use the MHSA funds to fill the State budget gap but legislators did not approve so MHSA funds will not go back into ballot.</li> <li>• Because this committee and the strategic planning group really promoted an integrated &amp; coordinated services, Solano County Mental Health is moving towards that direction.</li> <li>• The Issue Resolution Process policies &amp; procedures have been developed to reflect the flow chart and should be posted in the next two months.</li> <li>• There are 2 Request for Proposals (RFP) that have been issued: Continuum of Care and Innovation. The mandatory applicant’s conference is on March 26 for both RFPs.</li> <li>• There is a Veterans Resource Collaborative meeting on April 19<sup>th</sup> @ 2pm at 675 Texas St Fairfield. The presentation will be on Post Traumatic Stress Disorder by Captain (Dr.) Joel T. Foster.</li> <li>• The State has issued the guidelines for the Cultural Competency Plan. The Plan is about how the system is doing serving underserved and unserved populations, and how we can do it better. The plan is due to the state on July 28<sup>th</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>• Does healthcare reform have any impact on MH?               <ul style="list-style-type: none"> <li>➤ <i>We will be joining a webinar next week to be familiar with this.</i></li> </ul> </li> <li>• It’s good to see that things that MH has been talking about for 6 years now are moving along.</li> </ul>

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VII. Announcements, cont'd	<ul style="list-style-type: none"> <li>• The MHSA FY 10-11 Annual Update is currently being formatted and will be posted online for the 30 day public comment. The public hearing will be on 4/27 at the Local Mental Health Board Meeting. The Update will be sent to the State on 4/30.</li> <li>• After 3 years, we finally have a housing project. The housing will be for 4 individuals in a single family residence in Vallejo.</li> </ul>	
VII. Adjournment	<ul style="list-style-type: none"> <li>• Next Meeting: Thursday, June 3, 2010 3:00-5:00 PM, Fairfield Civic Center Library, 1150 Kentucky Street Fairfield.</li> </ul>	Please notify Solano County Mental Health should you need assistance at the meeting at 707-784-8320.