



System of Care Collaborative Meeting Minutes

Team Leader:	Tonya Brown		
Scribe (recorder):	Tonya Brown		
Date/Time:	October 19, 2010		
Location:	Copperfield		
ATTENDEES	Dept	Present	GUEST(s)
Tonya Brown	PBH	X	Ben Millsap for Monarch
Jon-Michael Haymond	DJJPP	X	
P. Scott Stoker	DJJPP	X	
Christine Beck	PBH/UM	X	
Monvayata Ratchford	PBH	X	
Dr. Carroll Lytch	PBH/UM	X	
Cindy Zingler	Daymark	X	
Tema Smith	PBH/UM	X	
R Clark-Parker	Cabarrus County Schools	X	
LaRuth Brooks	Youth Villages	X	
Wendy Rice	Community Specialized Services	X	
Paula Harrison	Davidson DSS	X	
Alison Spasoff	RHA	X	
Robert Werstlein	Daymark	X	
Pam Burton	PBH	X	
Krista Hiattt	DJJDP	X	
Sarah O'Reilly	Youth Villages	X	

1. Review of Minutes

Tonya Brown called the meeting to order. Introductions were made and attendees were welcomed. Minutes from the October meeting were reviewed by the members who attended the October 19th meeting. A motion was made by Dr. Robert Werstlein to approve the minutes, second by LaRuth Brooks. The motion carried.

2. LME Updates

Tonya Brown announced that PBH will only use their CCP's who are CABAs to provide Targeted Case Management Services. Christine Beck added that it would apply for Intensive In-Home and Day Treatment services also.

3. Provider Updates/Announcements

None

4. System of Care Updates

Dr. Carroll Lytch announced the RAD 101 and the November 201 training class was full. Dr. Werstlein will bring quarterly mobile crisis numbers at the next meeting.

Christine Beck discussed the residential numbers.

Level I

Cabarrus – 6
Davidson – 0
Rowan – 7
Stanly – 2
Union – 5
Total -20

Level II

Cabarrus – 15
Davidson – 11
Rowan – 17
Stanly – 4
Union – 11
Total -58

Level III

Cabarrus – 6
Davidson – 11
Rowan – 11
Stanly – 1
Union – 6
Total – 35

Level IV

Union – 2
Total - 2

PRTF

Cabarrus – 7
Davidson – 10
Rowan – 14
Stanly – 1
Union – 8
Total - 40

LaRuth asked about the children listed as being discharged to nothing if any services were offered to them. Christine stated there was no way of tracking. Ben asked if the number of children discharged from a higher level of care to being discharged to nothing if it was a significant number? Christine mentioned it maybe around 20 children. Ben felt that was a significant amount of children. Dr. Lytch suggested they could look at the claims.

Alison asked if the Child and Family Team note and Discharge plan would address that issue. Tonya and Christine mentioned that the discharge plan and CFT note were not beneficial in getting accurate information.

Ben mentioned that CABAs are going to be pushing for more discharge planning
Christine mentioned that discharge planning should occur once the child enters the program.
There was much discussion regarding how to improve the discharge plans.
Dr. Werstlein and Ben suggested sending the discharge plan back to the worker if it is not good and also bringing it to management attention. Dr Lytch asked the providers to share how they would ensure that their staff would be writing and implementing discharge planning. The providers at the meeting all agreed emailing them with the trends or specific examples would assist them in determining training needs for their staff.
Tonya asked if it would be beneficial to attend the provider's staff meeting so the actual workers could receive a brief training on discharge planning and writing CFT notes. The providers in the room agreed and would email Tonya the date and times of their staff meetings.

5. Local and Executive Collaborative

Tonya summarized the discussion from last month and asked for clarification regarding the membership of the Executive Collaborative. The members stated it would be the 5 local chairs, 5 parents/youth, and 1 PBH representative. Krista stated the PBH representative should be a person at PBH with decision making power.

There was much discussion regarding whether the Local Collaborative should meet after the Advisory meetings or the High Risk meetings. It was agreed that initially the Local Collaborative would follow after the county High Risk meetings since most of the child serving agencies attended that meeting. At that time, the members could discuss another day and time that would better address their scheduling needs. Once the first meeting would occur they would vote on who would be the Chair and Co-Chair.

Tonya asked the Collaborative members to send her names of people they felt needed to be invited to the first Local Collaborative meeting. Pam B. stated she would send Tonya the contact information of the High Risk members to inform them and also invite them to attend.

Alison suggested having the first meeting after the holidays if the expectation was for good participation and she also mentioned that every county needed to have a vested interest to make the local collaborative successful. Tonya suggested the first meeting should occur in either January or February.

6. By- Laws

The following suggestions were made:

- To make the Mission statement 3 to 4 sentences
- To specify the duration of time for a person to be the Chairperson on the local and executive collaborative.
- There needs to be a voting Quorum (maybe 50% Executive and 25% local)
- The local collaborative should meet a minimum of 6 times a year.
- The Executive Collaborative voting member would be the 5 local chairs, parents/youth (the number to be determined), and 1 PBH representative.

There was much discussion regarding whether parents should or would be involved at the local collaborative.

Dr. Lytch reminded everyone that parents should be involved if it was going to be a System of Care Collaborative

Tonya reminded the group that two months ago the group wanted local collaboratives in order to recruit more parents and youth involvement at the local level.

LaRuth spoke about how to market to families.

Ben suggested using the PBH website along with the town hall meetings.

Sarah spoke about alignment and engagement with the parents and youth.

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7.

Meeting adjourn

8. Time & Date of Next Meeting

November 16, 2010 PBH Copperfield Training Room 2:00-3:30pm

Meeting Follow-up Summary

Topic 1	
Action	
Responsible	
Due Date	
Topic 2	
Action	
Responsible	
Due Date	
Topic 3	
Action	
Responsible	
Due Date	
Topic 4	
Action	
Responsible	
Due Date	
Topic 5	
Action	
Responsible	
Due Date	

Meeting File Listing

File 1:

APPROVAL:

(Chair – Name / Date)

(Other – Name / Date)

Team Goals:

- 1. Child Family Team Implementation**
- 2. High Risk Team Utilization**
- 3. Crisis Respite**
- 4. Emergency Placement**
- 5. Acquiring Services, Screening Process, & Service Definition**
- 6. Placement & Evidenced Based**
- 7. First Responders**
- 8. How does each system handle crisis cases**
- 9. Every System and county is represented**