

**NORTH SOUND MENTAL HEALTH ADMINISTRATION  
BOARD OF DIRECTORS MEETING  
NSMHA Conference Room  
Mount Vernon, WA  
July 12, 2007  
1:30 PM**

**AGENDA**

Page #/Tab

1. **Call to Order; Introductions – Chair Gossett**
2. **Revisions to Agenda – Chair Gossett**
3. **Approval of Minutes– Chair Gossett (motion #07-062) ..... 4-8**
  - **To review and approve the minutes of the June 14, 2007**
4. **Comments & Announcements from the Chair**
5. **Reports from Board Members**
6. **Comments from the Public**
7. **Report from the Advisory Board – James Mead, Chair**
8. **Report from the Executive/Personnel Committee – Mike Shelton, Chair**
9. **Report from the Quality Management Oversight Committee – Gary Williams, Chair**

**10. Report from the Planning Committee – Janelle Sgrignoli, Chair**

- **Federal Block Grant proposal funding recommendations (motion # 07-063).....9-10**

The NSMHA Planning Committee met on July 6, 2007 and reviewed the recommendations of the Federal Block Grant Request For Proposals Selection Committee. The NSMHA Planning Committee is recommending funding of the following proposals for a total of \$983,000:

bridgeways, Unit 9	\$ 44,851
Compass Health, Skagit Access Services	\$ 74,000
Compass Health, Snohomish County Transition	\$200,000
Everett Housing Authority, Hope Options Program	\$ 33,000
NSMHA, Follow-up on WRAP-Around Services/Eating Disorders	\$ 14,000
San Juan County, Access to Children’s Mental Health Project	\$ 20,000
Senior Services of Snohomish County, Geriatric program	\$ 36,360
Snohomish County Human Services, Case Mgmt/Stabilization	\$ 66,000
The Tulalip Tribes, Traditional Program	\$ 81,840
TRIP, Training Resources in Partnership	\$ 37,000
WCPC, DD Skills Building	\$ 5,000
WCPC, Elder/Gatekeeper Program	\$ 33,309
WCPC, Rainbow Center Staffing	\$ 39,000
WCPC, Outreach & Engagement Project	\$106,000
Catholic Community Services, Outreach in E. Skagit County	\$ 18,000
Compass Health, Island County School & In-home Services	\$ 40,000
Northwest Youth Services, Whatcom Resiliency Project	\$ 36,640
Stillaguamish Tribe, Behavioral Health Program, non-Medicaid	\$ 35,000
Sun Community Services, Sun House Jail Diversion Program	\$ 48,000
WRAP, Wellness Recovery Action Plan	<u>\$ 15,000</u>
<b>Total Funding Recommendations:</b>	<b>\$983,000</b>

**11. Report from the Executive Director – Chuck Benjamin, Executive Director**

- **RFQ Transition Plan .....11-13**

**12. Report from the Finance Officer – Bill Whitlock, Fiscal Officer.....Tab 1**

**13. Report from the Finance Committee – Kirke Sievers, Chair**

- **Recommendation to move funds between accounts (motion # 07-064)**

**14. Consent Agenda – Dave Gossett, Chair**

All matters listed with the Consent Agenda have been distributed to each Board Member for reading and study, are considered to be routine, and will be enacted by one action of the Board of Directors with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request of a Board Member.

**Motion # 07-065**

To review and approve North Sound Mental Health Administration’s claims paid from June 1, 2007 through June 30, 2007 in the amount of \$(will be available at the meeting). Payroll for the month of June in the amount of \$(will be available at the meeting) and associated employer paid benefits in the amount of \$(will be available at the meeting).

**15. Action Items**

None

**16. Introduction Items**

**Motion #07-066**

To introduce for review MHD-NSMHA-PIHP-0669-01989 AMENDMENT 3 for the purpose of adjusting rates of payment for the final period of this contract, and to retroactively adjust payment made by MHD for the month of July 2007.

**Motion #07-067**

To introduce for review MHD-NSMHA-0669-02157 AMENDMENT 5 for the purpose of adjusting rates and payments for the final period of this contract.

**17. Adjourn**

NOTE: The next Board of Directors meeting will be held on August 9, 2007 at 1:30 p.m. in the NSMHA Conference Room

**NORTH SOUND MENTAL HEALTH ADMINISTRATION  
BOARD OF DIRECTORS MEETING  
NSMHA Conference Room  
Mount Vernon, WA  
June 14, 2007  
1:30 PM**

**MINUTES**

**Board Members Present:**

Dave Gossett, Snohomish County Council member, NSMHA Board of Directors Chair  
Ken Dahlstedt, Skagit County Commissioner, NSMHA Board of Directors Vice Chair  
Mike Shelton, Island County Commissioner  
Barbara LaBrash, designated alternate for San Juan County Council member, Bob Myhr  
Gary Williams, designated alternate for Whatcom County Council member, Ward Nelson  
Regina Delahunt, designated alternate for Whatcom County Executive, Pete Kremen  
Janelle Sgrignoli, designated alternate for Snohomish County Executive, Aaron Reardon

**Staff Present:**

Chuck Benjamin, Bill Whitlock, Debra Jaccard, Annette Calder

**Guests:**

Chuck Davis, Deborah Moskowitz, Anne Deacon, Mike Watson, Andy Byrne

**1. Call to Order; Introductions – Chair Gossett**

Chair Gossett opened the meeting at 1:30 and welcomed everyone; introductions were made.

**2. Revisions to Agenda – Chair Gossett**

Chair Gossett asked if there were any revisions to the agenda. Mr. Shelton asked for an Executive Session for the purposes of the Executive Director's Performance Appraisal and stated after Executive Session there would be an announcement.

**3. Approval of Minutes– Chair Gossett**

Chair Gossett asked if there were any revisions to the minutes of May 31, 2007, there were none. Motion to approve as presented by Mr. Shelton, seconded by Mr. Dahlstedt, all in favor, **motion carried (#07-052)**.

**4. Comments & Announcements from the Chair**

Chair Gossett stated the meeting next month conflicts with the National Association of Counties annual meeting that is going to take Chair and Vice Chair will be out of town but will send alternates.

**5. Reports from Board Members**

Chair Gossett asked if there were any reports from Board Members. Ken Dahlstedt said Island County is having meetings to consider the 1/10<sup>th</sup> of 1% sales tax to assist with funding mental health services and he wishes Island County well with that as it has done well in Skagit County.

## 6. Comments from the Public

- **Ombuds Report** – Chuck Davis made a comprehensive PowerPoint Presentation on the North Sound Ombuds Spring 2007 report (copy attached to the file copy as part of the official record). A question and answer period followed and Chuck Davis was thanked for his report.
- **Quality Review Team Report** – Deborah Moskowitz presented the Quality Review Team report for the period of October 2005 through March 2007 (copy attached to the file copy as part of the official record). A brief question and answer period followed and Ms. Moskowitz was thanked for her report.

## 7. Report from the Advisory Board – James Mead, Chair

Chuck Benjamin reported the Advisory Board members are at the Behavioral Health Conference in Yakima and presented the NSMHA Advisory Board Report:

- The Advisory Board met on June 5<sup>th</sup> and approved the May minutes,
- Anne Deacon provided the County Coordinators report,
- Terri Ann Gallagher is the new Island County Advisory Board member,
- Changed the July meeting date to July 10<sup>th</sup>,
- Recommended that Nancy Jones be recognized for her service,
- Recommended that Shannon Solar be recognized for her efforts around the Tribal Conference,
- Marie Jubie announced that she and Andrew Davis toured the San Juan County Compass Health facility and no consumer rights are posted,
- Executive Director announced that NSMHA Quality Manager, Debra Jaccard is leaving the organization and relocating to New Mexico,
- NSMHA submitted the Quality Management Plan to DSHS/MHD,
- The Advisory Board Executive Committee recommended site visits and will confirm those visits,
- Advisory Board Finance Committee report received,
- Advisory Board T-shirts distributed and Catherine Ellis thanked for spear-heading the effort,
- Received the QMOC report,
- Received the Ombuds report heard here today, and
- Chuck Benjamin reviewed with the Advisory Board the motions before the Board of Directors today.

Mr. Benjamin was thanked for his report.

## 8. Report from the Executive/Personnel Committee – Mike Shelton, Chair

Mike Shelton reported:

- The Executive/Personnel Committee met today and has a recommendation to bring forward related to the Quality Manager leaving the organization. Based on the Quality Manager's and Executive Director's recommendations of assigning two lead staff in the Quality Management department at salary range 21, seconded by Mr. Dahlstedt, and Mr. Shelton stated there are is no budgetary revision and this is consistent with NSMHA's Personnel Policies and Procedures, all in favor, **motion carried (#07-059)**.

## 9. Report from the Quality Management Oversight Committee – Gary Williams, Chair

Gary Williams reported:

- QMOC met last on May 23rd
  - Mr. Williams stated QMOC is recommending approval of the NSMHA Integrated Biennial Report - 1<sup>st</sup> Quarter, January – June 2006 and made a motion to approve QMOC's recommendation, seconded by Mr. Shelton, all in favor, **motion carried. motion #07-053**

#### **10. Report from the Planning Committee – Janelle Sgrignoli, Chair**

Janelle Sgrignoli reported that the Board met on May 31st and has a few items to bring forward today.

- **Federal Block Grant Request For Proposals** discussed at the last meeting and had a bidders conference yesterday.
- **FAST-like Summary** - Short-term High Intensity Treatment Program for Children, Snohomish County willing to put money in, Children's Administration funding at 75% and the remaining 25% is funded between NSMHA and Snohomish County. Motion to approve the letting of an RFP for this service, seconded by Mr. Shelton, all in favor, **motion carried #07-060.**
- **PALS Summary** problem with PALS will be charged anywhere from \$220 to \$300 a day; the State hasn't decided yet. NSMHA is looking at 10 PALS beds and do a half-PACT program in Whatcom County

Ms. Sgrignoli was thanked for her report.

#### **11. Report from the Executive Director – Chuck Benjamin, Executive Director**

Chuck Benjamin reported:

- Really going to miss Debra Jaccard; she came into the position of Quality Manger at a hard time, kept everything on track and was very collaborative with providers, allied systems, stakeholders, etc. Have conducted a few interviews and are still searching, hoping to fill the position soon. Greg Long is supervising that department until the position is filled and thanked the Board for approving the lead positions as this will assist with the work load.
- Margaret Rojas' mother passed away and Margaret is off this week, she is in our thoughts and prayers.
- Thanked staff and providers for hard work and noted there is some anxiety around the impending changes, but everyone is collaborating to make sure the transition is as smooth as possible.

Mr. Benjamin was thanked for his report.

#### **12. Report from the Finance Officer – Bill Whitlock, Fiscal Officer**

Bill Whitlock reported:

- The revenues are in line with the budgets. However, the Federal Block Grants (FBG's) have a negative variance of \$233,500. The Program for Assertive Community Treatment (PACT) has a negative variance of \$31,014 and Department of Developmental Disabilities (DDD) has a negative variance of \$39,915. All of these are timing variances at this time. The Program for Assisted Living Skills (PALS) was not part of the original budget. The administrative expenditures are in line with the current budget. The Agency/County/Other Service Providers expenditures have a budget variance of \$3,251,883. Most of the variance is due to inpatient expense from last year. We started the "pay as we go" inpatient system in September 2006. We did not receive any expenses until January 2007.
- The MHD budget changes were received. The good new is the state inpatient costs were fully covered. The bad new is Medicaid inpatient costs were NOT fully covered. The state estimates a \$329,213 shortfall. Our estimates are a \$1,006,484 shortfall. We are still waiting on the PALS bed rates.
- The State Fiscal Auditors start their audit of the 2006 financial statement on June 20, 2007.
- Annual NSMHA Financial Report available for anyone that would like a copy.

Mr. Whitlock was thanked for his report.

#### **13. Report from the Finance Committee – Kirke Sievers, Chair**

In Kirke Sievers absence, Barbara LaBrash reported the committee met today and reviewed all claims before the Board today and is recommending approval of the consent agenda, seconded by Mr. Williams, all in favor, **motion carried (#07-054).**

Ms. LaBrash was thanked for her report.

#### 14. Consent Agenda – Dave Gossett, Chair

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#### **Motion # 07-054**

To review and approve North Sound Mental Health Administration's claims paid from May 1, 2007 through May 31, 2007 in the amount of \$5,099,614.63. Payroll for the month of May in the amount of \$96,670.23 and associated employer paid benefits in the amount of \$37,087.22.

#### 15. Action Items

#### 16. Introduction Items

#### **Motion # 07-055**

To introduce for review MHD-NSMHA-SMHC-0669-02157(04) Amendment. This amendment decreases the NSMHA bed allocation at Western State Hospital from 149 to 145 beds. King County has agreed to pay the Western RSNs liquidated damages for the transfer of 20 beds to King County.

Chuck Benjamin provided an explanation of motion 07-055 and apologized for having to ask that introductory items be moved to action items again this month; these are timing issues that are out of NSMHA's control.

Mr. Shelton moved approval of Motion 07-055, seconded by Mr. Dahlstedt, all in favor, **motion carried (07-055)**.

#### **Motion #07-056**

To introduce for review DSHS-NSMHA-0569-81757-05-07 AMENDMENT 1 for the purpose of bridging the existing DDD contract for a new end date of September 30, 2007. The increase in funding is \$89,763.75 for a total maximum consideration for this bridge amendment of \$711,888.75.

#### **Motion #07-057**

To introduce for review NSMHA-VOA-DDD-05-07 Amendment 2 for the extension of the contract period for a new contract end date of September 30, 2007. The funding is for Crisis Stabilization Services at 843.35 per month with maximum consideration of \$2,530.05 for the contract period.

#### **Motion #07-058**

To introduce for review NSMHA-APN-DDD-05-07 Amendment 2 for the extension of the contract period for a new contract end date of September 30, 2007. The funding for the contract period is as follows:

- Crisis Stabilization Services at \$18,360.67 per month with maximum consideration of \$55,082.01
- Medication Monitoring at \$5,560.61 per month with maximum consideration of \$16,681.83
- Psychiatric/medication consultation services at \$5156.62 per month with maximum consideration of \$15,469.86

Chuck Benjamin stated that motions **07-056, 07-057 and 07-058** Shelton, LaBrash, all in favor, **motion carried**.

### **17. Executive Session**

Chair Gossett state the Board would go into executive session at 2:41 for 15 minutes to discuss personnel issues and the Board would be taking action after the meeting resumed.

The meeting resumed at 2:55 and Mr. Shelton moved that on the basis of the performance evaluation of the Executive Director to increase his salary from \$103,453.54 to \$110,000 on an annual basis effective today, June 14<sup>th</sup>. Seconded by Ms. Sgrignoli, all in favor, **motion carried. (#07-061)**

### **18. Adjourn**

The meeting was adjourned at 2:56 p.m.

Respectfully submitted,

Annette Calder  
Executive Assistant

NOTE: The next Board of Directors meeting will be held on July 12, 2007 at 1:30 p.m. in the NSMHA Conference Room



PROPOSAL ENTITY	PROJECT NAME	Requested Federal Block Grant Funds	Selection Committee's Recommended Funding	NSMHA previous funding data	One time funding	Ongoing Funding	# people served	Service hours
<b>Previously Funded Projects or Services</b>								
bridgeways	Unit 9 Outreach Project	\$ 59,450	\$ 44,851	\$ 26,000		X	80	200
Compass	Skagit Access Services: Adults & Older Adults & School & In-home Counseling*	\$ 147,073	\$ 74,000	\$ 74,000		X		
Compass	Snohomish County Transition to Outpatient Services**	\$ 250,507	\$ 200,000	\$ 25,000		X	315	1,550
Everett Housing Authority	Hope Options Program	\$ 66,000	\$ 33,000	\$ 16,224		X	60	2,000
NSMHA	Follow-up Training & Consultation on Wrap-Around Services & Eating Disorders	\$ 14,000	\$ 14,000	\$ 40,000	X		50-70	52
San Juan County	Access to Children's Mental Health Project	\$ 20,000	\$ 20,000	\$ 20,000		X	40	230
Senior Services of Snohomish County	Geriatric Depression Screening & Counseling Program	\$ 36,360	\$ 36,360	\$ 17,500		X	50	350
Snohomish County Human Services	Short-term Case Management and Stabilization for Non-Medicaid Clients	\$ 75,000	\$ 66,000	\$ 66,000		X	90	650
The Tulalip Tribes	Cultural/Traditional Mental Health Program for American Indians /Alaskan Native Youth (Tulalip Tribes)	\$ 89,000	\$ 81,840	\$ 81,840		X	600	500
TRIP	Training Resources in Partnership	\$ 55,200	\$ 37,000	\$ 37,000		X	250-500	2,400
WCPC	DD Skill-Building Groups	\$ 5,000	5,000	\$ 5,000		X	15	60-70
WCPC	Elder/Gatekeeper Project	\$ 44,410	\$ 33,309	\$ 33,309		X	75-80	635
WCPC	Rainbow Center Staffing	\$ 39,000	\$ 39,000	\$ 39,000		X	60-70/day	varies
WCPC	Outreach & Engagement Project	\$ 133,924	\$ 106,000	\$ 105,536		X	175-200	1,200
Sea Mar	Integrated Primary Care & Behavioral Health Services in Whatcom County	\$ 65,000	No Funding	\$ 51,984		X	100	270
Snohomish County Human Services/Long Term Care & Aging	Geriatric Mental Health Access Project Phase II	\$ 72,900	No Funding	\$ 15,267		X	13,500	N/A
	<b>Previously Funded Projects Subtotal</b>	<b>\$ 1,172,824</b>	<b>\$ 790,360</b>	<b>\$ 853,660</b>				

New Projects or Services								
Catholic Community Services	School & Home Outreach to Children & Families in E. Skagit County***	\$ 24,000	\$ 18,000			X	40	177
Compass	Island County School and In-home Services	\$ 57,056	\$ 40,000			X	40	1,200
Northwest Youth Services	Whatcom Resiliency Project	\$ 75,000	\$ 36,640			X	30	1,800
Stillaguamish Tribe	Behavioral Health Individual Session Low Income Non-Medicaid Eligible	\$ 157,500	\$ 35,000			X	40-70	1,750
Sun Community Service	Sun House Jail Diversion Program	\$ 118,051	\$ 48,000			X	70	10,840
WRAP	Wellness Recovery Action Plan	\$ 35,000	\$ 15,000		X		189	3,402
Catholic Community Services	Resiliency-building Recreation for Kids (R&R for Kids)	\$ 84,000	No Funding			X	48	1,380
Compass	Snohomish County School & In-home Services	\$ 150,815	No Funding			X	130	1,683
Compass	Island County Older Adult Services	\$ 55,207	No Funding			X	35	1,200
Early Childhood Opportunities	ECONW Resiliency Project	\$ 9,900	No Funding		X		10	110
Family Constellations West	Welcoming the Invisible Ones: Ancestral Support for Providers' Unacknowledged Family Truths around Mental Illness	\$ 19,500	No Funding		X		200	?
Institute for Family Development	Parent Enrichment Project	\$ 57,770	No Funding			X	375	4,250
Northshore Youth & Family Services	Northshore Intervention Services Program	\$ 45,000	No Funding			X	120	1,000
Sea Mar	Integrated Primary Care & Behavioral Health Services in Snohomish County	\$ 65,000	No Funding			X	100	270
Sauk-Suiattle Tribe	Sauk-Suiattle Mental Health Satellite Service	\$ 293,916	No Funding			X	250	6,250
Womencare Shelter	Community Advocate	\$ 42,500	No Funding			X	35	2,000
<b>Newly Funded Projects Sub Total</b>		<b>\$ 1,290,215</b>	<b>\$ 192,640</b>	<b>\$0.00</b>				
<b>Grand Total</b>		<b>\$ 2,463,039</b>	<b>\$ 983,000</b>	<b>\$ 853,660</b>				

\* Funding is for transitional services for adults and older adults. The outreach services for children was not funded.

\*\*Compass Health did provide the a budgeted number for 2006-7 FBG funds. This number is projected from billings for this program through May 2006.

\*\*\*Recommendation is for CCS to seek additional funding from Skagit County or other sources to support this program.

### NSMHA RFQ Implementation Plan

Transition Area:	SubArea:	Steps	Lead Person	Target Dates:	Status:
1. Transition Planning		i) Prepare a Transition Plan Template that must be completed by each organization that will be receiving a contract under the RFQ. This transition plan template will include guidelines for how funding will flow during the transition process, how client levels should be ramped up and down, how staffing levels should be tracked, etc	Greg and Dennis	6/8/2007	Completed
		ii) Each organization will prepare a transition plan that addresses each component of change that has been identified, submitting their plan within a designated timeframe.	Greg Long	6/15/2007	Distributed 06-11-07 thru 06-15-07
		iii) Review each plan to determine whether it fits within the guidelines and has a high probability of success. Questions and concerns will be jointly addressed with resolution resulting in forwarding each transition plan to the NSMHA Planning Committee for review and approval.	Greg Long	7/31/2007	
		iv) NSMHA planning committee will review each plan and approve the plan, ask for further information, or identify areas that need revision. Appropriate follow-up will occur until the plan can be approved. Plans approved by the committee will be forwarded to the NSMHA board for final approval.	Greg Long	8/9/2007	
		v) NSMHA board will complete the final approval process.	Chuck	9/13/2007	
		vi) Agencies will implement their transition plans and NSMHA management will monitor compliance with the plans.	Margaret	10-01-07 thru 12-31-07	
2. Policies & Procedures		i) Carefully review the clinical workflows to identify areas that need drill-down analysis; the example identified in the meeting was the “Authorize for Services per Authorization Protocols”. These protocols need to be revised to address the Locus system and tracking requirements. NSMHA management will complete the additional workflows, providing narrative where needed to clarify how each process should work	Kurt	9/7/2007	
		ii) Pull relevant information for other areas that are being worked on for inclusion into policy and procedure.	Kurt	??/??/??	
		iii) Develop or revise a policy or procedure to reflect the new way of doing business	Kurt	8/3/2007	
		iv) Include P/P on a requirement about provider staff needing to attend training on the portion of the policy and procedures manual relevant to their job duties. A matrix should be developed to crosswalk position type to specific policy and procedure areas.	Charissa	8/3/2007	
		v) P/P approval by existing protocol.	Chuck	8/3/2007	
		vi) Provision of training sessions on the new policies and procedures per the matrix described above. This should occur on an ongoing basis.	Charissa	8/31/2007	

3. Specific Contract and/or P/P Issues to Address	a) Performance Measures	i) Begin with NSMHA Measurement Report from 2001 and current state requirements to develop an updated matrix of performance measures that will be tracked.	Terry	7/13/2007	
		ii) Collecting and submitting data to support the measures and quality management will become contractual requirements.	Terry and Margaret	7/31/2007	
	b) Risk Management Plan	Complete the risk management plan that was described in outline form in Section III of the Financing and Contracting Design approved in December 2006. Relevant sections of this document should be included in the contracts and policies and procedures.	Bill and Margaret	7/31/2007	
	c) Funding Caps	i) Complete the rules for the funding caps. This should include a process for an agency to request a one-time monthly exception to their cap and the process for regular (quarterly or semi-annual) funding cap adjustments.	Bill	7/6/2007	
		ii) With the former we want to have a process in place to allow providers to apply for a one-time funding cap exception if they've exceeded their cap during a given month and there are funds available to pay for those services.	Bill	7/6/2007	
		iii) We are anticipating that the first funding cap adjustment would not occur before July 2008.	Bill	6/15/2007	Completed
	d) Triage and Referral Mechanisms	i) Work with VOA to develop a triage and referral algorithm to help match client referrals with funding caps so that clients that don't express a preference for a specific agency can be referred to the provider that has capacity within their geographic area.	Charissa and Dennis	7/13/2007	
	e) UM and Review Processes	i) Develop the specific UM and UR protocols and process that will align with the design of the new system.	Greg, Sandy and Michael	7/13/2007	
		ii) The above should include descriptions of how the reports will be used to identify targeted UM and UR, how random reviews will occur, and how the information will be analyzed, synthesized and used for quality improvement efforts.	Greg, Sandy and Michael	7/13/2007	
	f) Corrective Action Plans	Develop a corrective action plan process in the form of a progressive disciplinary process should an organization not be in compliance with their contractual requirements. Because of the fundamental shift in RSN – provider relationship under the new design, the NSMHA needs to have more options than just canceling a contract.	Margaret	7/6/2007	
	g) Encounter Manual	i) Develop an encounter manual that incorporates efforts all ready in place by Washington and GOBHI in Oregon.	Michael	7/13/2007	
		ii) Include this manual in the required training noted above.	Michael	7/13/2007	

4. NSMHA Reporting System		i) Revise the Executive Dashboard	Michael	8/10/2007	
		ii) Detail reports like Multnomah County example.	Bill and Dennis	8/10/2007	
		iii) Detail reports for specific interest groups: Quality Comm., UR, Fisal and Medical Directors, Advisory Board and Board of Directors. a matrix that describes the frequency of the reports, the users of the reports, and the action steps that should occur for each report. This system should become the basis for ongoing management of the new system.	Michael	8/10/2007	
		iv) Getting Raintree ready to receive data directly from providers.	Michael	8/10/2007	
		v) What LOCUS elements to track in IS	Greg, Charissa and Michael	6/29/2007	
		vi) Processing Authorizations for PACT and Residential	Greg, Charissa and Michael	6/29/2007	
5. Locus Implementation		i) Prioritizing completing the Locus for residential and clients in the high intensity program	Charissa	7/20/2007	
		ii) Requirements for Locus training	Charissa	5/18/2007	Completed
		iii) Timeframes for Locus leveling (e.g. get a Locus on everyone in the system by 180 days; all new clients get a Locus at admission; all existing non-high intensity clients get a Locus score by their 180 day review; all high intensity clients get a Locus prior to authorization to the approval of the authorization)	Charissa	6/29/2007	
		iv) Locus inter-rater reliability testing	Charissa	12/14/2007	
		v) Utilization guidelines for clients served and each Locus level	Charissa	7/6/2007	
		vi) Translating Locus data into caseload size recommendations	Charissa	7/6/2007	
		vii) • Calculating whether an agency will be expected to see more, the same or fewer clients based on Locus levels and funding caps	Charissa and Dennis	7/13/2007	
6. Provider Orientation Process		i) We need to develop a curriculum for orienting the providers to the new design and contract requirements. This should include business issues including lessons learned from the Multnomah County transition, financial management suggestions, etc.	Greg, Bill and Charissa	7/20/2007	