

North Sound Mental Health Administration

Regional Support Network for Island, San Juan, Skagit, Snohomish, and Whatcom Counties

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NSMHA Contract Memorandum 2009-026

Date: October 19, 2009

To: Tom Sebastian, CEO, Compass Health
Donna Konicki, *bridgenways*
Michael Watson, Lake Whatcom RTC
Dean Wight, Whatcom Counseling and Psychiatric Center
Rod Elin, Catholic Community Services Northwest
Claudia D'Allegrì, Sea Mar
Ken Stark, Snohomish County Human Services Director
Phil Smith, Volunteers of America
Desmond Skubi, RSN Coordinator, Interfaith
Sue Closser, CEO, Sunrise Services

From: Chuck Benjamin, Executive Director

Subject: Revised/new policy/document

Policy 1009.00 – Critical Incident Reporting and Review Requirements – Critical Incident Review Committee (CIRC) Quality Assurance and Improvement Process

The policy and form was fast tracked to incorporate new contract language changes. It was signed and approved by Board of Directors designee and is effective 10/19/09. These documents will be reviewed and proceed through the complete approval process.

As discussed at Quality Management Oversight Committee (QMOC), North Sound Mental Health Administration (NSMHA) is requiring all provider agencies submit an addendum to their previously-developed and approved CA/LOCUS training plans. The addendum should outline the data you plan to provide to NSMHA on a quarterly basis to substantiate inter-rater reliability is being achieved within your agency. Agencies may revise their original training plans beyond the new data submission requirement if needed, but any modifications are subject to approval by NSMHA.

Quarterly submission of data should be sent to NSMHA, attention Margaret Rojas and Rebecca Pate, by the end of the month following the end of each quarter. Quarters will be January – March, April – June, July – September, October – December and will begin February 15, 2010.

NSMHA will continue to review CA/LOCUS during chart reviews. Agencies that fall below the 90% benchmark on CA/LOCUS related review standards may be required to develop a new inter-rater reliability plan to be approved by NSMHA.

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Please submit your CA/LOCUS training plan addendums to NSMHA attention Margaret Rojas and Rebecca Pate by December 15, 2009. NSMHA will respond that your plan has been accepted or will contact you for additional revisions.

This revised/new policy/document will be available on the NSMHA website at www.nsmha.org for your future reference.

Please ensure this revised/new policy/document is implemented at your agency within 60 days.

cc: Anji Jorstad, *bridgeways*

Heather Fennell, Compass Health

Kathy McNaughton, Catholic Community Services

Kay Burbidge, Lake Whatcom

Pamala Benjamin, Whatcom Counseling and Psychiatric Center

Pat Morris, Volunteers of America

David Small, Sea Mar

Anne Larson, Interfaith

Rebecca Clark, Mental Health Program Coordinator Skagit County

Barbara LaBrash, San Juan County Coordinator

Anne Deacon, Whatcom County Coordinator

Jackie Henderson, Island County Coordinator

Susan Schoeld, Snohomish County Coordinator

Contract File