



Community Services Board

**FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD
EXECUTIVE COMMITTEE MEETING**

**Bettina Lawton, Chair
Merrifield Center
8221 Willow Oaks Corporate Drive,
Level 3 – Room 314, West
Fairfax, VA 22031**

Wednesday, August 21, 2019, 5:00 p.m.

1. **Meeting Called to Order** Bettina Lawton 5:00 p.m.
 2. **Approval of the June 19, 2019 Executive Committee Meeting Minutes**
 3. **Adoption of the Executive Committee Agenda**
 4. **Directors Report** Lyn Tomlinson
 5. **Review of the July 24, 2019 CSB Board Meeting Agenda**
 6. **Outcomes and Performance Measures Reporting** Bill Hanna
 7. **Matters of the Executive Committee**
 - A. Behavioral Health Oversight Committee Diane Tuininga
 - B. Compliance Committee Bettina Lawton
 - C. Developmental Disabilities Committee Sheila Jonas/Nancy Scott
 - D. Fiscal Oversight Committee Jennifer Adeli
 - E. Other Matters
 - CSB Board Policy Review Sheila Jonas
 8. **CSB Board Annual Planning Calendar**
- Closed Session: Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, as permitted by Virginia Code Section 2.2-3711(A)(8).**
9. **Adjourn**

Fairfax-Falls Church Community Services Board
Executive Committee
July 17, 2019

The Executive Committee of the Fairfax-Falls Church Community Services Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA.

The following Committee members were present Bettina Lawton, Chair; Jennifer Adeli; Ken Garnes; Sheila Coplan Jonas; Suzette Kern; Nancy Scott; and Diane Tuininga

The following Committee members were absent:

The following staff was present: Daryl Washington, Bill Hanna, and Lyn Tomlinson

1. Meeting Called to Order

The meeting was called to order at 5:05 p.m.

2. Approval of the Minutes

Suzette Kern made a motion for approval of the July 19, 2019 Executive Committee minutes as presented. Nancy Scott abstained as she had not been present for the June 2019 Executive Committee meeting. The motion was passed with six yeas and one abstention.

3. Adoption of the Executive Committee Agenda

As no revisions were offered for the June 2019 Executive Committee meeting agenda, it was accepted as presented.

4. Director's Report

Daryl Washington directed attention to Elizabeth McCartney for an update to revisions to the FY2020 Human Services Issue Paper.

Ms. McCartney highlighted key revisions to the FY2020 Human Services Issue Paper, offering a reminder that final revisions would be submitted to the CSB Board at the August 2019 meeting for approval to forward to the County Legislative Office on August 1, 2019. Areas emphasized for Committee attention included: Mental Health Public Safety on page 4, Medicaid Waivers, LTCCC (Long Term Care Coordinating Council) recommendation on page 5, Youth Safety "Research" on pages 7-8, Adult Protective Services (APS) Funding on pages 8-9. Ms. McCartney clarified that the highlights further below indicated some areas are still waiting for costs to be determined.

Two new Position Statements were also provided, the first of which proposed increased funding for PATH (Projects for Assistance in Transitions from Homelessness). The second concerns the implementation of a pediatric mental health access program in Virginia.

Following robust discussion, it was determined that some sections required further follow up before revisions are applied or declined. The discussion for development of a new Position Statement for college bound students use of DD waiver funds for out-of-state colleges/universities, it was determined this topic needed further review and consideration before inclusion in recommendations and cannot be included in this year's recommendations.

Mr. Washington provided further updates to include:

- Noting that the CSB recently regained normal operation of the Electronic Health Record (EHR), a reminder was offered that the CSB experienced long-term system failure with Credible related to a breakdown of the data center located in Loudoun County. CSB services were moved to the Illinois system while Credible effected repairs to the Loudoun County site, worked to expand capacity at the Illinois site, and began construction of a third site.
- HMA – offering a reminder that an analysis of the Revenue Cycle and Reimbursement Unit (RMT) had been requested, Mr. Washington reported that HMA, the company hired to provide the analysis, stated the final report was in development. The report is anticipated to be provided to Executive staff in early August, following which, a report will be provided at the August CSB Board meeting.
- STEP-VA – update included
 - Same Day Access is operational
 - Full implementation of Primary Health Care Screening requires full staffing, including nurses. It was clarified that measures are currently being tracked at just over 50% with current staffing and resources, noting an expectation that this will improve with full staffing. It was confirmed that the due date of July 1, 2019 has been met, highlighting that appropriate staffing will enhance the services already being provided.
 - Crisis Services are projected to cost approximately \$1.7M-1.8M for Region 2, the region for this CSB. It was noted that DBHDS (Department of Behavioral Health and Developmental Services) is anticipated to distribute approximately \$7.8M statewide for implementation of Crisis Services, further noting that DBHDS financial analysis estimates a total cost of \$46M - \$49M for statewide implementation. Mr. Washington further noted anticipation that a contracted and regional program will be established. Executive Directors are working together to identify a solution to develop a sustainable program, even with inadequate funding, confirming that the Board will be provided regular updates.
- SPQM (Service Process Quality Management) – related to the state’s contract with MTM, this is a requirement that has been added to the Community Services Performance Contract. CSB financial and service data is entered onto a platform developed for analysis by SPQM. The analysis identifies efficiency improvements that are conveyed to DBHDS and all Virginia CSBs. Regular updates will be provided to the CSB Board.
- Community Services Performance Contract (CSPC) – a reminder was offered that this is a biennial contract in its renewal (2nd) year relieving the requirement of a public comment period and Board of Supervisors (BOS) approval. Copies were emailed for review and recommendation; members were encouraged to reach out to Executive staff with any questions.

5. CSB Board Agenda

The July 2019 CSB Board Meeting agenda was presented for review. Noting no recommendations were forthcoming, the agenda was accepted as revised.

6. Matters of the Executive Committee

A. *Behavioral Health Oversight (BHOC) Committee:*

Diane Tuininga provided an update to the July 2019 meeting, some highlights of which included:

- RPSV (Recovery Program solutions of Virginia) provided the Associate Member presentation that included three staff and peers
- The June 2019 joint DD and BHOC meeting summary was provided and discussed with members asked to submit ideas for priority topics for discussion. Suggestions included a monthly challenge questions to prompt group discussion and feedback.
- The Wellness and Recovery Conference is scheduled for Friday, October 18, 2019 at the Government Center. CSB Director, Office of Individual and Family Affairs, Michael T. Lane is the keynote speaker.
- The August 2019 meeting was canceled.

The next BHOC meeting is scheduled for Wednesday, September 11, 2019, 5:00 p.m. at the Merrifield Center, Level 3-Room 314, West.

B. *Compliance Committee:*

Noting the Compliance Committee meeting had convened directly prior, Bettina Lawton provided a brief overview noting the topics discussed included an update to ComplyTrack implementation following which members requested a copy of the project plan.

The next meeting of the Compliance Committee is Wednesday, August 21, 2019, 4:00 p.m. at the Merrifield Center, 3-Room 314, West.

C. *Developmental Disability (DD) Committee:*

Sheila Jonas and Nancy Scott, noting there was no July meeting, introduced two related topics:

- Follow up with Associate Members after the June 12th meeting.
- Retired CSB Board member Jane Woods sent a reminder that the CSB Board may want to identify a Board member to attend the LogistiCare Advisory Board as a representative of the CSB board. Following engaged discussion, Daryl Washington recommended following up with the CSB Transportation Coordinator for updates to current activities with LogistiCare and the Advisory Board. Additional outreach will be conducted to identify the best method of involvement, following which a report will be provided.
- Nancy Scott provided an update to the recent LTCCC (Long Term Coordinating Care Council) meeting noting that CSB Director of Behavioral Health Outpatient Programs (BHOP), Eileen Bryceland spoke on (primarily) Senior Programs that was phenomenally presented and welcomed.
- Additionally, Ms. Scott strongly encouraged members read a book titled *Dopesick*, noting it details the opioid crisis in Southern Virginia.

The next DD Committee meeting is Wednesday, August 7, 2019 at 5:30 p.m. at the Merrifield Center, Level 3-Room 314, West.

D. *Fiscal Oversight Committee:*

Jennifer Adeli offered a reminder that the July meeting was scheduled with a new start time of 9:30 a.m. Highlights of the June meeting included:

- A shortfall in revenue, partially attributed to a reduction in Medicaid payments and higher than usual Compensation & Fringe, including dual encumbrances, was reported. DMB (Department of Management and Budget) and CSB will study this shortfall in comparison with recurring overages in Operations to determine if a transfer of funds from Operating to Personnel is recommended. The Committee will be provided an update once the study is concluded.
- The 2019 End of Year report is in development with staff. The timeline was provided as follows
 - Fiscal Oversight Committee members to be emailed a draft prior to the August 16th Fiscal Oversight Committee meeting.
 - Executive Committee provided a draft at the August 21st Committee meeting.
 - Final copy provided to the full CSB Board at the August 28th CSB Board meeting. A reminder was offered that some data is not available until early September. As has been past practice, the report will be approved with placeholders to avoid delaying delivery following a request for approval at the September CSB Board meeting.
- The HR update confirmed that the vacancy number is further reduced.
- On a related note, Time to Treatment has also decreased.

The next meeting of the Fiscal Oversight Committee is Friday, August 16, 9:30 a.m., at the Pennino Building, Room 836A.

E. *Other Matters:*

Attention was directed to the CSB Board Policies, included in the meeting materials, currently being submitted for approval to apply recommended revisions.

- Policy #0005 – The name of the CSB cannot be changed by the CSB, recommendation declined. As the policies are not uniform in references to the CSB Board, this will be addressed by Cynthia Tianti during legal review of the policies.
- Policy #1105 – Added requirements for initial and annual CSB Board member training. Site visits will be arranged for and attend by CSB Board members as a group, no independent visits. Links to the policies, available on the CSB Board webpage, will be provided, in lieu of hard copies. Assigned responsibility for periodic review and monitoring of the training. It was recommended that the training requirements for new members is within the first 90 days. Further recommendations included continuing members complete the identified annual training between July 1 and September 30.
- Policies #1200, #1201, and #1203 – are under review for merging all three policies into one CSB Board policy including a restatement of the review period for the policies.
- Policy #2205 – CSB Board involvement in the development of the CSB Strategic Plan.
- Policy #2500 – Recommended for cancelation.
- Policy #4201 – Recommended for cancelation.

7. CSB Board Annual Planning Calendar

The CSB Board Annual Planning Calendar was presented for review. Following minor revisions to add Election Day 2019 and the 2020 General Assembly dates, the calendar and was accepted as revised.

Bettina Lawton inquired whether there was anything that needed to be discussed in closed session. No one raised any issues or need for a closed session.

There being no further business to come before the Executive Committee, the meeting was adjourned at 6:40 p.m.

Actions Taken –

- The June 19, 2019 Executive Committee meeting minutes were approved.
- The July 17, 2019 Executive Committee agenda was accepted as presented.
- The July 24, 2019 CSB Board agenda was accepted as presented.
- The Annual Planning calendar was accepted as revised.

Date Approved

Staff to the Board

DRAFT



Community Services Board

FAIRFAX-FALLS CHURCH COMMUNITY SERVICES BOARD

Bettina Lawton, Chair

Merrifield Center,

8221 Willow Oaks Corporate Drive, Fairfax, VA 22031

Level 3 - Room 314, West

Wednesday, August 28, 2019, 5:00 p.m.

1. **Meeting Called to Order** Bettina Lawton 5:00 p.m.
2. **Matters of the Public** Bettina Lawton
3. **Amendments to the Meeting Agenda** Bettina Lawton
4. **Approval of the July 24, 2019 CSB Board Meeting Draft Minutes** Bettina Lawton
5. **Staff Presentations**
 - A. Support Coordination Victor Mealy
6. **Director's Report** Daryl Washington
7. **Matters of the Board**
8. **Committee Reports**
 - A. Behavioral Health Oversight Committee Diane Tuininga
 - B. Compliance Committee Bettina Lawton
 - C. Developmental Disabilities Committee Sheila Jonas/Nancy Scott
 - D. Fiscal Oversight Committee Jennifer Adeli
 - E. Other Reports
 - CSB Board Training Update
9. **Information Item**
 - A. CSB Board Policy Review (3) Sheila Jonas
 - B. Nomination, DD Committee Associate Members Sheila Jonas/Nancy Scott
10. **Action Item**
 - A. FY2019 End of Year Report Approval Jennifer Adeli
 - B. CSB Board Policies Approval Sheila Jonas
11. **Closed Session: Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, as permitted by Virginia Code Section 2.2-3711(A)(8).**
12. **Adjournment**



Outcome and Performance Measures Reporting

The Community Services Performance Contract requires that the CSB Board of Directors be presented reports on the outcome and performance measures in Exhibit B of the contract at least quarterly. Below is a proposed schedule to present these reports to the board.

Monthly Board Meeting	Quarter Reported	Dates of Service	Measures Reported
September	FY 2018 Q4	Apr 2019 – Jun 2019	Data Set #1
October	FY 2018 Q4	Apr 2019 – Jun 2019	Data Set #2
November	FY 2019 Q1	Jul 2019 – Sept 2019	All Measures (except annual measures)
February	FY 2019 Q2	Oct 2019 – Dec 2019	All Measures (except annual measures)
May	FY 2019 Q3	Jan 2020 – Mar 2020	All Measures (except annual measures)
August	FY 2019 Q4	Apr 2020 – Jun 2020 Jul 2019 – Jun 2020	All Measures Annual Measures

We would propose introducing the data to the board in two sessions. This would allow adequate time to explain the measure, the methodology, and answer any board questions without providing an overwhelming amount of information at each meeting.

We propose to introduce the following measures at the September meeting.

Data Measure Set #1

- A. Continuity of Care for LIPOS Discharges
- B. Continuity of Care for State Hospital Discharges
- C. Residential Crisis Stabilization Unit Utilization (annual measure)
- D. Regional Discharge Assistance Program Service Provision (annual measure)
- E. LIPOS Provision (annual measure)
- F. PACT Caseload
- G. Provision of Developmental Enhanced Case Management
- H. DD CM Employment Discussion
- I. DD CM Employment Goals
- J. DD CM Community Engagement Discussion
- K. DD CM Community Engagement Goals

We propose to introduce the following measures at the October meeting.

Data Measure Set #2

- L. Intensity of Engagement of Adults receiving Mental Health Case Management
- M. Adult Suicide Risk Assessment
- N. Child Suicide Risk Assessment
- O. Annual Physical Examination
- P. Calculated BMI
- Q. BMI Outside the Normal Range
- R. BMI Follow-up Plan
- S. Initiation of SUD Services
- T. Engagement of SUD Services
- U. Retention of SUD Services

Beginning with the November meeting and every three months thereafter we would present all measures, except annual measures. Annual measures would be presented at the August meeting each year.

Exhibit B Measures	Status - DBHDS	Plan - CSB
<p>Continuity of Care for Local Psychiatric Inpatient Discharges Percent of individuals for whom the CSB purchased or managed local inpatient psychiatric services from a private psychiatric hospital or psychiatric unit in a public or private hospital who keep a face-to-face mental health outpatient service appointment within seven calendar days after discharge. Benchmark: At least 70 percent</p>	<p>Not reported on current dashboard. Monitored through CCS state report data</p>	<p>Modified Measure - Quarterly reports to Board with percent scheduled for an appointment within seven days & percent who keep an appointment within seven days.</p>
<p>Continuity of Care for State Hospital Discharges Percent of individuals for whom the CSB is the identified case management CSB who keep a face-to-face (non-emergency) mental health outpatient service appointment within seven calendar days after discharge from a state hospital. Benchmark: At least 80 percent</p>	<p>Not reported on current dashboard. Monitored through CCS & state hospital EHR data</p>	<p>Modified Measure - Quarterly reports to Board with percent scheduled for an appointment within seven days & percent who keep an appointment within seven days.</p>
<p>Residential Crisis Stabilization Unit (RCSU) Utilization Percent of all available RCSU bed days for adults and children utilized annually. Benchmark: annual average utilization rate of at least 75 percent of available bed days.</p>	<p>Not reported on current dashboard. Monitored through CCS/CARS</p>	<p>Report annual utilization to Board after 4th quarter</p>
<p>Regional Discharge Assistance Program (RDAP) Service Provision - Percentage of the total annual state RDAP fund allocations to a region obligated and expended by the end of the fiscal year. Benchmark: CSBs in a region shall obligate at least 95 percent and expend at least 90 percent of the total annual ongoing state RDAP fund allocations on a regional basis by the end of the fiscal year.</p>	<p>Not reported on current dashboard. Monitored through annual Regional Worksheet/CARS</p>	<p>Report annual obligations & expenditures to Board following 4th quarter</p>
<p>Local Inpatient Purchase of Services (LIPOS) Provision: Percentage of the total annual regional state mental health LIPOS fund allocations to a region expended by the end of the fiscal year. Benchmark: CSBs in a region shall expend at least 85 percent of the total annual regional state mental health LIPOS fund allocations by the end of the fiscal year.</p>	<p>Not reported on current dashboard. Monitored through annual Regional Worksheet/CARS</p>	<p>Report annual expenditures to Board following 4th quarter</p>
<p>PACT Caseload: Average number of individuals receiving services from the PACT team during the preceding quarter. Benchmark: The CSB that operates a PACT team shall serve at least 75 percent of the number of individuals who could be served by the available staff providing services to individuals at the ratio of 10 individuals per clinical staff on average</p>	<p>Not reported on current dashboard. Monitored through CCS and PACT data submissions</p>	<p>Quarterly reports to Board on PACT caseloads.</p>
<p>Provision of Developmental Enhanced Case Management Services - Measures: Percentage of individuals receiving DD Waiver services who meet the criteria for receiving enhanced case management (ECM) services who: Receive at least one face-to-face case management service monthly with no more than 40 days between visits, and Receive at least one face-to-face case management service visit every other month in the individual's place of residence. Benchmark: The CSB shall provide the case management service visits in measures 1.a and b to at least 90 percent of the individuals receiving DD Waiver services who meet the criteria for ECM.</p>	<p>DD Case Management Dashboard under development. Monitored through CCS</p>	<p>Quarterly reports to Board on face-to-face and in-home visits.</p>

<p>Employment Discussion - The CSB agrees to monitor the percentage of adults (age 18 or older) receiving developmental case management services from the CSB whose case managers discussed integrated, community-based employment with them during their annual face-to-face case management individual supports plan (ISP) meetings. The Department agrees to monitor this measure through using CCS 3 data and work with the CSB to increase this percentage.</p> <p>Employment Goals - The CSB agrees to monitor the percentage of adults (age 18 or older) receiving developmental case management services from the CSB whose ISPs, developed or updated at the annual face-to-face ISP meeting, contained employment outcomes.</p>	<p>DD Case Management Dashboard under development. Monitored through CCS</p>	<p>Modified Measure: Quarterly reports to Board with data on percentage of adults receiving DD case management who had employment discussion/goals during face-to-face annual ISP meeting with individual or family.</p>
<p>Community Engagement Discussion - The CSB agrees to monitor and report data about individuals who are receiving case management services from the CSB and are receiving DD Waiver services whose case managers discussed community engagement or community coaching opportunities with them during their most recent annual face-to-face case management individual support plan (ISP) meeting.</p> <p>Community Engagement Goals - The CSB agrees to monitor and report data about individuals who are receiving case management services from the CSB and are receiving DD Waiver services whose individual support plans (ISPs), developed or updated at the annual face-to-face ISP meeting, contained community engagement or community coaching goals.</p>	<p>DD Case Management Dashboard under development. Monitored through CCS</p>	<p>Modified Measure: Quarterly reports to Board with data on percentage of adults receiving DD case management who had community engagement discussion/goals during annual ISP meeting with individual or family.</p>
<p>Intensity of engagement of adults receiving mental health case management services – Percent of adults admitted to the mental health services program area who received one hour of case management services within 30 days of admission who received at least three additional hours of case management services within 90 days of admission</p>	<p>Not reported on current dashboard.</p>	<p>Quarterly reports to Board on engagement in mental health case management.</p>
<p>Adult Suicide Risk Assessment – Percentage of adults who are receiving mental health or substance use disorder outpatient or case management services or mental health medical services and have a new or recurrent diagnosis of major depressive disorder who received suicide risk assessments on the date of diagnosis</p>	<p>Reported on current DBHDS dashboard</p>	<p>Modified Measure: Quarterly reports to Board with data on the percentage of adults receiving suicide risk assessments on the date of diagnosis +/- 3 days.</p>
<p>Child Suicide Risk Assessment – Percentage of children who are receiving mental health or substance use disorder outpatient or case management services or mental health medical services and have a new or recurrent diagnosis of major depressive disorder who received suicide risk assessments on the date of diagnosis</p>	<p>Reported on current DBHDS dashboard</p>	<p>Modified Measure: Quarterly reports to Board with data on the percentage of children receiving suicide risk assessments on the date of diagnosis +/- 3 days.</p>
<p>Date of Last Physical Exam – Percentage of adults with SMI who are receiving mental health case management services who received a complete physical examination in the last 12 months</p>	<p>Reported on current DBHDS dashboard</p>	<p>Report quarterly data to Board</p>

<p>BMI & BMI Follow-Up Plan – Percentage of adults who are receiving mental health medical services, had a Body Mass Index (BMI) calculated, and had a BMI outside of the normal range who had follow-up plans documented</p>	<p>Reported on current DBHDS dashboard</p>	<p>Report quarterly data to Board</p>
<p>Initiation of SUD Services – Percentage of adults and children who are 13 years old or older with a new episode of substance use disorder services who initiated any SUD service within 14 days of the diagnosis</p>	<p>Reported on current DBHDS dashboard</p>	<p>Report quarterly data to Board</p>
<p>Engagement of SUD Services – Percentage of adults and children who are 13 years old or older with a new episode of substance use disorder services who initiated any SUD service within 14 days of the diagnosis and received two or more additional SUD services within 30 days of the initial service</p>	<p>Reported on current DBHDS dashboard</p>	<p>Modified Measure: Quarterly reports to Board with data on the percentage of adults and children who initiated any SUD service and received two or more additional SUD services within 30 days of the initial service</p>
<p>Retention of SUD Services – Percentage of adults and children who are 13 years old or older with a new episode of substance use disorder services who initiated any SUD service within 14 days of the diagnosis and received two or more additional SUD services within 30 days of the initial service who received at least two SUD services every 30 days for 90 days following initiation of treatment</p>	<p>Reported on current DBHDS dashboard</p>	<p>Modified Measure: Quarterly reports to Board with data on the percentage of adults and children who initiated any SUD service, received two or more additional SUD services within 30 days of the initial service, who received at least two SUD services every 30 days for 90 days following initiation of treatment</p>

Exhibit B: Continuous Quality Improvement (CQI) Process and CSB Performance Measures

The Department shall continue to work with CSBs to achieve a welcoming, recovery-oriented, integrated services system for individuals receiving services and their families in which CSBs, state facilities, programs, and services staff, in collaboration with individuals and their families, are becoming more welcoming, recovery-oriented, and integrated. The process for achieving this goal within limited resources is to build a system-wide CQI process in a partnership among CSBs, the Department, and other stakeholders in which there is a consistent shared vision combined with a measurable and achievable implementation process for each CSB to make progress toward it.

Appendix E in the CSB Administrative Requirements provides further clarification for those implementation activities, so that each CSB can be successful in designing a performance improvement process at the local level. Pursuant to Section 7: Accountability in the Community Services Performance Contract Partnership Agreement, the CSB provides the affirmations in Appendix E of the CSB Administrative Requirements of its compliance with the performance expectations and goals in that appendix. If the CSB cannot provide a particular affirmation, it shall attach an explanation to this exhibit with a plan for complying with the identified expectation or goal, including specific actions and target dates. The Department will review this plan and negotiate any changes with the CSB, whereupon, it will be part of this exhibit.

The CSB and Department agree to implement, monitor, and take appropriate action on the following performance measures.

I. Exhibit B Performance Measures

A. Continuity of Care for Local Psychiatric Inpatient Discharges

- 1. Measure:** Percent of individuals for whom the CSB purchased or managed local inpatient psychiatric services from a private psychiatric hospital or psychiatric unit in a public or private hospital who keep a face-to-face (non-emergency) mental health outpatient service appointment within seven calendar days after discharge.
- 2. Benchmark: At least 70 percent** of these individuals shall receive a face-to-face (non-emergency) mental health outpatient service from the CSB within seven calendar days after discharge.
- 3. Monitoring:** The Department shall monitor this measure through comparing CCS 3 data on individuals receiving local inpatient services funded through LIPOS, otherwise purchased, or managed (e.g., free bed days included in LIPOS contracts) by the CSB and the next date on which those individuals received mental health outpatient services after the end date for the inpatient services and work with the CSB to achieve this benchmark if it did not meet it.

B. Continuity of Care for State Hospital Discharges

- 1. Measure:** Percent of individuals for whom the CSB is the identified case management CSB who keep a face-to-face (non-emergency) mental health outpatient service appointment within seven calendar days after discharge from a state hospital.
- 2. Benchmark: At least 80 percent** of these individuals shall receive a face-to-face (non-emergency) mental health outpatient service from the CSB within seven calendar days after discharge.
- 3. Monitoring:** The Department shall monitor this measure through comparing AVATAR data on individuals discharged from state hospitals to the CSB with CCS 3 data about their dates of mental health outpatient services after discharge from the state hospital and work with the CSB to achieve this benchmark if it did not meet it.

**FY 2019 AND FY 2020 COMMUNITY SERVICES PERFORMANCE CONTRACT
RENEWAL AND REVISIONS**

C. Residential Crisis Stabilization Unit (RCSU) Utilization

1. **Measure:** Percent of all available RCSU bed days for adults and children utilized annually.
2. **Benchmark:** The CSB that operates an RCSU shall ensure that the RCSU, once it is fully operational, achieves an annual average utilization rate of **at least 75 percent** of available bed days.
3. **Monitoring:** The Department shall monitor this measure using data from CCS 3 service records and CARS service capacity reports and work with the CSB to achieve this benchmark if it did not meet it.

D. Regional Discharge Assistance Program (RDAP) Service Provision

1. **Measure:** Percentage of the total annual state RDAP fund allocations to a region obligated and expended by the end of the fiscal year.
2. **Benchmark:** CSBs in a region shall **obligate at least 95 percent and expend at least 90 percent** of the total annual ongoing state RDAP fund allocations on a regional basis by the end of the fiscal year. The benchmark does not include one-time state RDAP allocations provided to support ongoing DAP plans for multiple years.
3. **Monitoring:** The Department shall monitor this measure using reports from regional managers and CARS reports. If CSBs in a region cannot accomplish this measure, the Department may work with the regional management group (RMG) and participating CSBs to transfer state RDAP funds to other regions to reduce extraordinary barriers to discharge lists (EBLs) to the greatest extent possible, unless the CSBs through the regional manager provide acceptable explanations for greater amounts of unexpended or unobligated state RDAP funds. See Exhibit C for additional information.

E. Local Inpatient Purchase of Services (LIPOS) Provision

1. **Measure:** Percentage of the total annual regional state mental health LIPOS fund allocations to a region expended by the end of the fiscal year.
2. **Benchmark:** CSBs in a region shall **expend at least 85 percent** of the total annual regional state mental health LIPOS fund allocations by the end of the fiscal year.
3. **Monitoring:** The Department shall monitor this measure using reports from regional managers and CARS reports. If CSBs in a region cannot accomplish this measure, the Department may work with the regional management group (RMG) and participating CSBs to transfer regional state mental health LIPOS funds to other regions to expand the availability of local inpatient psychiatric hospital services to the greatest extent possible, unless the CSBs through the regional manager provide acceptable explanations for greater amounts of unexpended regional state mental health LIPOS funds. See Exhibit H for additional information.

F. PACT Caseload

1. **Measure:** Average number of individuals receiving services from the PACT team during the preceding quarter.
2. **Benchmark:** The CSB that operates a PACT team shall serve **at least 75 percent** of the number of individuals who could be served by the available staff providing services to individuals at the ratio of 10 individuals per clinical staff on average (ref. 12VAC35-105- 1370 in the Department’s licensing regulations) in the preceding quarter.
3. **Monitoring:** The Department shall monitor this measure using data from the CCS 3 consumer and service files and the PACT data system and work with the CSB to achieve

**FY 2019 AND FY 2020 COMMUNITY SERVICES PERFORMANCE CONTRACT
RENEWAL AND REVISIONS**

this benchmark if it did not meet it.

G. Provision of Developmental Enhanced Case Management Services

- 1. Measures:** Percentage of individuals receiving DD Waiver services who meet the criteria for receiving enhanced case management (ECM) services who:
 - a. Receive at least one face-to-face case management service monthly with no more than 40 days between visits, and
 - b. Receive at least one face-to-face case management service visit every other month in the individual's place of residence.
- 2. Benchmark:** The CSB shall provide the case management service visits in measures 1.a and b to **at least 90 percent** of the individuals receiving DD Wavier services who meet the criteria for ECM.
- 3. Monitoring:** The Department shall use data from CCS 3 consumer, type of care, and service files to monitor these measures and work with the CSB to achieve this benchmark if it did not meet it.

- II.** The CSB agrees to monitor the percentage of adults (age 18 or older) receiving developmental case management services from the CSB whose case managers discussed integrated, community-based employment with them during their annual case management individual supports plan (ISP) meetings. The Department agrees to monitor this measure through using CCS 3 data and work with the CSB to increase this percentage. Refer to State Board Policy (SYS) 1044 Employment First for additional information and guidance. Integrated, community-based employment does not include sheltered employment.
- III.** The CSB agrees to monitor the percentage of adults (age 18 or older) receiving developmental case management services from the CSB whose ISPs, developed or updated at the annual ISP meeting, contained employment outcomes, including outcomes that address barriers to employment. The Department agrees to monitor this measure through using CCS 3 data and work with the CSB to increase this percentage. Employment outcomes do not include sheltered employment or prevocational services.
- IV.** The CSB agrees to monitor and report data through CCS 3 about individuals who are receiving case management services from the CSB and are receiving DD Waiver services whose case managers discussed community engagement or community coaching opportunities with them during their most recent annual case management individual support plan (ISP) meeting. Community engagement or community coaching supports and fosters the ability of an individual to acquire, retain, or improve skills necessary to build positive social behavior, interpersonal competence, greater independence, employability, and personal choice necessary to access typical activities and functions of community life such as those chosen by the general population; it does not include community opportunities with more than three individuals with disabilities.
- V.** The CSB agrees to monitor and report data through CCS 3 about individuals who are receiving case management services from the CSB and are receiving DD Waiver services whose individual support plans (ISPs), developed or updated at the annual ISP meeting, contained community engagement or community coaching goals.
- VI. CSB Performance Measures:** The CSB and Department agree to use the CSB Performance Measures, developed by the Department in collaboration with the VACSB Data Management, Quality Leadership, and VACSB/DBHDS Quality and Outcomes Committees to monitor outcome and performance measures for CSBs and improve the CSB's performance on measures where the CSB falls below the benchmark. These performance measures include:

**FY 2019 AND FY 2020 COMMUNITY SERVICES PERFORMANCE CONTRACT
RENEWAL AND REVISIONS**

- A. intensity of engagement of adults receiving mental health case management services,
- B. adults who are receiving mental health or substance use disorder outpatient or case management services or mental health medical services and have a new or recurrent diagnosis of major depressive disorder who received suicide risk assessments,
- C. children ages seven through 17 who are receiving mental health or substance use disorder outpatient or case management services or mental health medical services and have a new or recurrent diagnosis of major depressive disorder who received suicide risk assessments,
- D. adults with SMI who are receiving mental health case management services who received a complete physical examination in the last 12 months,
- E. adults who are receiving mental health medical services, had a Body Mass Index (BMI) calculated, and had a BMI outside of the normal range who had follow-up plans documented, and
- F. initiation, engagement, and retention in substance use disorder services for adults and children who are 13 years old or older with a new episode of substance use disorder services.

The last five measures are defined in Appendix H of CCS 3 Extract Specifications Version 7.5.

VII. Access to Substance Abuse Services for Pregnant Women

Source of Requirement	SABG Block Grant
Type of Measure	Aggregate
Data Needed For Measure	Number of Pregnant Women Requesting Service
	Number of Pregnant Women Receiving Services Within 48 Hours
Reporting Frequency	Annually
Reporting Mechanism	Performance Contract Reports (CARS)

Signature: In witness thereof, the CSB provides the affirmations in Appendix E of the CSB Administrative Requirements and agrees to monitor and collect data and report on the measures in sections I, II, and III, and use data from the Department or other sources to monitor accomplishment of performance measures in this Exhibit and the expectations, goals, and affirmations in Appendix E, as denoted by the signatures of the CSB’s Chairperson and Executive Director.

CSB

By: _____

By: _____

Name: _____

Name: _____

Title: CSB Chairperson

Title: CSB Executive Director

Date: _____

Date: _____

Fairfax-Falls Church Community Services Board

AUGUST 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 Developmental Disabilities Committee	8	9	10
11	12	13	14 <i>Behavioral Health Oversight Committee Meeting Canceled</i>	15	16 Fiscal Oversight Committee	17
18	19	20	21 Compliance Committee – 4PM Executive Committee – 5PM	22	23	24
25	26	27	28 CSB Board Meeting	29	30	31

Issues for Board Review, Action, or Information:

- Finalize/Approve Fiscal Year End CSB Report to BOS and Cities (A)
- Annual Ad Hoc Fee Policy Cmte review of fees and related materials (R)

Events of Interest:

- Upcoming: VACSB Public Policy Conference, Oct. 2-4, 2019, Hotel Roanoke & Conference Center, Roanoke, VA
- Upcoming: Review of FY 2020 Budget Requests

Fairfax-Falls Church Community Services Board

SEPTEMBER 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day	3	4	5	6	7
8	9	10	11 Behavioral Health Oversight Committee	12	13	14
15	16	17	18 Compliance Committee Executive Committee	19	20 Fiscal Oversight Committee	21
22	23	24 BOS Meeting	25 CSB Board Meeting	26	27	28 CSB Board Retreat
29	30					

Issues for Board Review, Action, or Information:

- Approval of FY 2020 Budget in Concept (A)
- Board Carryover Actions (I)
- Match CSB Bd. Mbrs. with GA Rep., Schedule Visits, Prep Talking Pts (R)
- Annual CSB Fee Revisions Public Comment Period (A)
- CSB Status Report-FY 2019 Q4/EOY Report (R)
- FY19 – FY20 Strategic Plan Annual Accomplishments (I)
- CSPC Measures, FY2018 Q4, Data Set #1

Events of Interest:

- [BOS Carryover Approvals \(R\)](#)
- [Upcoming: VACSB Public Policy Conference, Oct. 2-4, Hotel Roanoke & Conference Center, Roanoke, VA](#)
- [Annual CSB Board Retreat, Saturday, Sept. 28, 2019](#)

Fairfax-Falls Church Community Services Board

OCTOBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Developmental Disabilities Committee	3	4	5
6	7	8	9 Behavioral Health Oversight Committee	10	11	12
13	14 Columbus Day	15 BOS Meeting	16 Compliance Committee, 4PM Executive Committee, 5PM	17	18 Fiscal Oversight Committee Annual Wellness and Recovery Conference	19
20	21	22	23 CSB Board Meeting	24	25	26
27	28	29 BOS Meeting Public Comment	30	31		

Issues for Board Review, Action, or Information:

- [Visits with General Assembly Legislators \(R\)](#)
- [Identify CSB Speakers/Priorities for January Hearings \(R\)](#)
- [Annual CSB Fee Revisions and Approval \(A\)](#)
- [CSPC Measures, FY2018 Q4, Data Set #2](#)

Events of Interest:

- [VACSB Public Policy Conference, Oct. 2-4, Hotel Roanoke & Conference Center, Roanoke, VA](#)
- [Review/Prep BOS Legis. Priority Issues, VACSB, & Region II CSB Priorities](#)
- [Begin to Prepare CSB Testimony – local Gen. Assy. Hearings](#)
- [18th Annual Wellness & Recovery Conference, 10/18/19](#)

Fairfax-Falls Church Community Services Board

NOVEMBER 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	1
3	4	5	6 * Behavioral Health Oversight Committee	7	8 * Fiscal Oversight Committee	9
10	11 Veterans Day	12	13 * Compliance Committee * Executive Committee	14	15	16
17	18	19 BOS Meeting	20 * CSB Board Meeting	21	22	23
24	25	26	27	28 Thanksgiving Holiday	29 Thanksgiving Holiday	30

Issues for Board Review, Action, or Information:

- [2020 Board Meeting Schedule \(A\)](#)
- [Visits with General Assembly Legislators \(R\)](#)
- [Preparation Continues for January Hearings \(R\)](#)
- [FY 2020 CIP Budget \(I\)](#)
- [CSB Annual Report for FY 2019 \(I\)](#)
- [CSB Status Report-FY 2020 Q1 \(R\)](#)
- [CSPC Measures, FY2019 Q1](#)

Events of Interest:

- [Review and Prepare BOS Legislative Priority Issues, VACSB, & Region II CSB Priorities](#)
- [Prepare CSB Testimony – local Gen. Assy. Hearings](#)
- [Upcoming VACSB Legislative Conference in January 2020,](#)

* [Meeting Schedule has Changed to Accommodate Holiday Schedule](#)

Fairfax-Falls Church Community Services Board

DECEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 BOS Meeting Public Comment	4 Developmental Disabilities Committee* Behavioral Health Oversight Committee*	5	6	7
8	9	10	11 * Compliance Committee *Executive Committee	12	13 Fiscal Oversight Committee*	14
15	16	17	18 CSB Board Meeting*	19	20	21
22	23	24 Christmas Eve	25 Christmas Day	26	27	28
29	30	31	1/1/2020 New Year's Day			

Issues for Board Review, Action, or Information:

- Finalize Testimony; Jan. 2021 State Budget Hearings held in *early Jan.* (R)
- Visits with General Assembly Representatives (R)
- FY 2021 CIP Budget (I)
- [CSB Fee Related Documents submitted Dec 3rd BOS Meeting](#)

Events of Interest:

- [Upcoming: House Appropriations-Senate Finance Committee's Public Hearings on Budget \(early January\).](#)
- [Upcoming: Fairfax County Delegation's Pre-General Assembly Public Hearing \(early January\)](#)
- [Upcoming VACSB Legislative Conference in January 2020,](#)

* Meetings moved up one week to accommodate Holiday Schedule 8-5

Fairfax-Falls Church Community Services Board

JANUARY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	12/30/19	12/31/19	1 New Year's Day	2	3	4
5	6	7	8 Behavioral Health Oversight Committee	9	10	11
12	13	14	15 Compliance Committee Executive Committee	16	17 Fiscal Oversight Committee	18
19	20 Martin Luther King, Jr. Holiday	21	22 CSB Board Meeting	23	24	25
26	27	28	29	30	31	

Issues for Board Review, Action, or Information:

- [CSB Board Testimony before the House Appropriations – Senate Finance Committee – State Budget \(R\)](#)
- [CSB Board testifies before No. VA. Legislative Delegation \(R\)](#)
- [FY 2021 CSB CIP](#)

Events of Interest:

- [House Appropriations-Senate Finance Committee's Budget Public Hearings](#)
- [Fairfax County Delegation's Pre-General Assembly Public Hearing](#)
- [VACSB Legislative Conference, January 2020](#)
- [BOS Budget Committee Meetings](#)

Fairfax-Falls Church Community Services Board

FEBRUARY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 Developmental Disabilities Committee	6	7	8
9	10	11	12 Behavioral Health Oversight Committee	13	14	15
16	17 President's Day	18	19 Compliance Committee Executive Committee	20	21 Fiscal Oversight Committee	22
23	24	25	26 CSB Board Meeting	27	28	29

Issues for Board Review, Action, or Information:

- Possible Third Quarter Submission due to DMB (R)
- FY20 – FY21 Strategic Plan Mid-Year Accomplishments (I)
- CSB Status Report – FY 20120 Q2 (R)
- CSPC Measures, FY2019 Q2,

Events of Interest:

- [BOS Budget Committee Meetings](#)
- [Release of FY 2021 Advertised County Budget by County Executive](#)
- [BOS Proclamation of March 2020 as DD Inclusion Month and pre-proclamation Reception – Government Center](#)

Fairfax-Falls Church Community Services Board

MARCH 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 Behavioral Health Oversight Committee	12	13	14
15	16	17	18 Compliance Committee Executive Committee	19	20 Fiscal Oversight Committee	21
22	23	24	25 CSB Board Meeting	26	27	28
29	30	31				

Issues for Board Review, Action, or Information:

- Development of CSB input for Human Services council 2021 Budget testimony before the BS (R)
- FCSB Preparation Budget Testimony before BOS April (R)
- Fairfax County Tax Rate Advertised

Events of Interest:

- [BOS FY2020 Advertised Budget Committee Review](#)
- [VACSB Legislative Conference, May 2021](#)
- [2020 CSB Spirit of Excellence and Honors Awards, April 2020](#)

Fairfax-Falls Church Community Services Board

April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Developmental Disabilities Committee	2	3	4
5	6	7	8 Behavioral Health Oversight Committee	9	10	11
12	13	14	15 Compliance Committee Executive Committee	16	17 Fiscal Oversight Committee	18
19	20	21	22 CSB Board Meeting	23	24	25
26	27	28	29	30		

Issues for Board Review, Action, or Information:

- Appointment of CSB Officer Nominating Committee (A)
- CSB Board Testimony Budget Public Hearings BOS, TBD

Events of Interest:

- [BOS FY 2020 Advertised Budget, Public Hearings-CSB Testimony Date TBD](#)
- [BOS Markup of County FY 2021 Budget](#)
- [VACSB Development & Training Conference, \(TBD\)](#)
- [20120 CSB Spirit of Excellence and Honors Awards](#)

Fairfax-Falls Church Community Services Board

MAY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13 Behavioral Health Oversight Committee	14	15 Fiscal Oversight Committee	16
17	18	19	20 Compliance Committee Executive Committee	21	22	23
24	25 Memorial Day	26	27 CSB Board Meeting	28	29	30
31			Developmental Disabilities Committee			

Issues for Board Review, Action, or Information:

- [Establishment of CSB Ad Hoc Fee Policy Review Committee \(A\)](#)
- [CSB Status Report-FY 2020 Q3 \(R\)](#)
- [CSPC Measures, FY2019 Q3](#)

Events of Interest:

- [VACSB Development & Training Conference, May 2020](#)
- [CSB Executive Director Evaluation due next month](#)
- [Review County Legislative Proposals – Human Services Issues Paper](#)
- [BOS Adoption of County FY 2020 Budget](#)

**Closed Session: CSB Exec Director Evaluation*

Fairfax-Falls Church Community Services Board

JUNE 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
			Developmental Disabilities Committee			
7	8	9	10	11	12	13
			Behavioral Health Oversight Committee			
14	15	16	17	18	19	20
			Compliance Committee Executive Committee		Fiscal Oversight Committee	
21	22	23	24	25	26	27
			CSB Board Meeting			
28	29	30				

Issues for Board Review, Action, or Information:

- [CSB BHOC and DD Associate Committee Member Nominations \(I\)](#)
- [Election of CSB Board Officers \(A\)](#)
- [Community Services Performance Contract \(A\)](#)
- [CSB Board Review of Human Services Issues Paper \(R\)](#)
- [Establish Ad Hoc Board Retreat Planning Committee](#)

Events of Interest:

- [Budget Carryover Due in July](#)

Fairfax-Falls Church Community Services Board

JULY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 FY 2019 BEGINS	2	3 County Holiday	4 Independence Day
5	6	7	8 Behavioral Health Oversight Committee	9	10	11
12	13	14	15 Compliance Committee Executive Committee	16	17 Fiscal Oversight Committee	18
19	20	21	22 CSB Board Meeting	23	24	25
26	27	28	29	30	31	

Issues for Board Review, Action, or Information:

- CSB BHOC and DD Associate Committee Members Approval (A)
- Fiscal Year End CSB Report to BOS and Cities Preparation (R)
- CSB Board Review and Approval of Human Services Issues Paper (A)

Events of Interest:

- FY 2020 Budget Carryover

Fairfax-Falls Church Community Services Board

AUGUST 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 Developmental Disabilities Committee	6	7	8
9	10	11	12 Behavioral Health Oversight Committee Meeting	13	14	15
16	17	18	19 Compliance Committee – 4PM Executive Committee – 5PM	20	21 Fiscal Oversight Committee	22
23	24	25	26 CSB Board Meeting	27	28	29
30	31					

Issues for Board Review, Action, or Information:

- Finalize/Approve Fiscal Year End CSB Report to BOS and Cities (A)
- Annual Ad Hoc Fee Policy Cmte review of fees and related materials (R)
- CSPC Measures, FY2019 Q4, Annual Measures

Events of Interest:

- Upcoming: VACSB Public Policy Conference, October,
- Upcoming: Review of FY 2021 Budget Requests