



# 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, November 20, 2019, 5:00 p.m.

- |                                                                                                                                                                                                                                                  |                            |           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------|
| <b>1. Meeting Called to Order</b>                                                                                                                                                                                                                | Bettina Lawton             | 5:00 p.m. |
| <b>2. Matters of the Public</b>                                                                                                                                                                                                                  | Bettina Lawton             |           |
| <b>3. Amendments to the Meeting Agenda</b>                                                                                                                                                                                                       | Bettina Lawton             |           |
| <b>4. Approval of the October 23, 2019 CSB Board Meeting Draft Minutes</b>                                                                                                                                                                       | Bettina Lawton             |           |
| <b>5. Staff Presentations</b>                                                                                                                                                                                                                    |                            |           |
| A. Employment & Day Services                                                                                                                                                                                                                     | Evan Jones                 |           |
| <b>6. Director's Report</b>                                                                                                                                                                                                                      | Daryl Washington           |           |
| <b>7. Matters of the Board</b>                                                                                                                                                                                                                   |                            |           |
| <b>8. Committee Reports</b>                                                                                                                                                                                                                      |                            |           |
| 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                                                                                                                                                                                                                                 |                            |           |
| • Legislative Report-Out                                                                                                                                                                                                                         | Ken Garnes                 |           |
| <b>9. Information Items</b>                                                                                                                                                                                                                      |                            |           |
| A. CSB Board Policy Review                                                                                                                                                                                                                       | Sheila Jonas               |           |
| • Policy #0020                                                                                                                                                                                                                                   |                            |           |
| B. FY2021 CIP Budget                                                                                                                                                                                                                             | Daryl Washington           |           |
| <b>10. Action Items</b>                                                                                                                                                                                                                          |                            |           |
| A. CSB Board 2020 Meeting Schedule Review                                                                                                                                                                                                        | Bettina Lawton             |           |
| B. CSB Board Policies Approval                                                                                                                                                                                                                   | Sheila Jonas               |           |
| • Approval for policies #2300 and #2600                                                                                                                                                                                                          |                            |           |
| C. CSB Board Fee Schedule Approval for BOS Submission                                                                                                                                                                                            | Nancy Scott                |           |
| D. Approval of BHOC Associate Member                                                                                                                                                                                                             | Diane Tuininga             |           |
| E. FY '20 – '21 Assessment Site Enhancement Funding                                                                                                                                                                                              | Georgia Bachman            |           |
| <b>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).</b> |                            |           |
| <b>12. Adjournment</b>                                                                                                                                                                                                                           |                            |           |

# Fairfax-Falls Church Community Services Board

## October 23, 2019

The Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA.

The following CSB members were present: Bettina Lawton Chair; Jennifer Adeli; Daria Akers; Basilio ‘Sonny’ Cachuela, Jr.; Ken Garnes; Sheila Coplan Jonas; Garrett McGuire; Edward Rose; Nancy Scott; and Diane Tuininga

The following CSB Board members were absent: Rachna Sizemore Heizer; Suzette Kern; and Evelyn Spain

The following CSB staff was present: Daryl Washington; Georgia Bachman; Eileen Bryceland; Bill Hanna; Evan Jones; Michael T. Lane; Bob MacMurdo; Victor Mealy; Linda Mount; Joe Rajnic; Sierra Simmons; Cynthia Tianti; Sebastian Tezna; Lyn Tomlinson; Barbara Wadley-Young; and Will Williams

### Guests:

1. Meeting Called to Order

Bettina Lawton called the meeting to order at 5:00 p.m.

2. Recognition

Bettina Lawton presented Victor Mealy with a certificate offering gratitude for his many accomplishments and contributions during his tenure. Mr. Mealy, retiring after more than 33 years with the CSB, responded with appreciation for the people he had the opportunity to work with including staff, clients, and partners.

Bettina Lawton also recognized Will Williams who is retiring after more than 20 years with the CSB. Mr. Williams offered his thanks for the honor of working with the CSB, reporting that he will be launching a new program with Prince George’s County government, working with veteran’s involved in non-violent, drug-related crimes.

3. Matters of the Public

Barbara Kelly with the Bureau of the Census distributed literature with information on recruitment efforts for Census Takers for the 2020 Census, requesting that the information be distributed as broadly as possible to provide this employment opportunity to the largest group possible.

4. Amendments to the Meeting Agenda

The meeting agenda was provided for review. Acknowledging no revision recommendations were forthcoming, the agenda was accepted as revised.

5. Approval of the Minutes

Draft minutes of the September 25, 2019 meeting of the Fairfax-Falls Church Community Services Board were presented for review. Acknowledging no suggestions

for revision were forthcoming, Diane Tuininga made a motion for approval, which was seconded and passed.

6. Staff Presentation

Eileen Bryceland, BHOP (Behavioral Health Outpatient Services) Service Director, provided some brief background information before presenting an overview of BHOP. Highlights of the presentation included:

- Staff includes 20 LPN (Licensed Practical Nurse) and RN (Registered Nurse) Case Managers. Reporting that 26 staff are eligible to retire within the next year, planning has begun in anticipation of expected vacancies.
- There is Spanish speaking staff at all four locations, as well as multiple languages spoken by staff at Merrifield. Further details for each of the locations was provided, some highlights of which included:
  - *Chantilly Center* is the only leased space; the other locations are in county-owned buildings. Services provided include Dialectic Behavior Therapy (DBT) and Trauma Recovery & Empowerment Model (TREM).
  - *Reston/NW Center* services include ICM (Intensive Case Management), Residential services, Youth services, Adult Partial Hospitalization (APH), and a drop-in center that is also used as a hypothermia center in the colder months.
  - *Gartlan Center* regularly interacts with the community with creative engagement activities. There are plans to open a third IOP (Intensive Outpatient) group.
  - *Merrifield Center* absorbed the services from the now-closed Springfield site creating eight multidisciplinary teams, one of which is the language access team that provides services in multiple languages to include Vietnamese, Spanish, Urdu, Farsi, and several others. Other available services include Jail Diversion, Youth, ICM, the Addiction Medication Clinic, Community Readiness & Support Program (CRSP), and Turning Point. A reminder was offered that the building is shared with Inova.
- BHOP staff is also deployed to two Assisted Living Facilities located -----.
- Current initiatives include Collaborative Documentation, Engagement, Same Day Access, Direct Scheduling, Centralized Scheduling, ARTS billing launched in August 2019, and DLA-20 (a daily living assessment tool).

7. Director's Report

Executive staff provided some agency updates, the highlights of which are provided below:

Daryl Washington offered a brief overview of some recent agency communications and actions to include:

- There is some disagreement between the Commonwealth and the third-party, independent agency monitoring the implementation by the Commonwealth of the U.S. Department of Justice (DOJ) Settlement Agreement requirements. The

results of a federal court hearing in January 2020, will dictate next steps. The CSB will have a representative attend to witness the court proceedings

- Mr. Washington confirmed that there has been no change to the Acting Commissioner position with DBHDS (Department of Behavioral Health and Developmental Services).
- DBHDS recently acknowledged that Fairfax has been and will be awarded less funding for STEP-VA (System Transformation Excellence and Performance in Virginia) implementation due to the broad availability of County resources. This disparity in funding is expected to continue. It was further acknowledged that the CSB has received \$800K in STEP-VA funding to assist with implementation of Outpatient Services.
- The next step in STEP-VA implementation is Crisis Services. Mr. Washington confirmed this will be a contracted service for which Region II (Alexandria, Arlington, and Fairfax counties) has been awarded \$1.7M. Arlington is representing the region in the contract negotiations, noting expectation that the contract will be finalized in October or November 2019.
- Attention was directed to a document in the meeting materials that provided an update to STEP-VA implementation across the state
- The hospital bed crisis has worsened to a near constant lack of available beds, partially attributed to closer monitoring of census limits. Noting that CSB Emergency Services is managing the lack of available bed space, it was noted that hospital emergency rooms (ER) have been critically affected, with patients remaining in the ER for far longer than average until bed space is eventually located. There is a plan to open 28 new non-local beds in FY2020.
- Mr. Washington offered a reminder of the approximately \$7M that DBHDS set aside in FY 2019 for unrealized CSB revenue related to Medicaid Expansion. To date, the CSB has received \$1.1M, noting it is reflected in the FY 2020 budget.

Lyn Tomlinson

- Initial planning for a proposed renaming of the CSB to be more reflective of the services provided has begun. Reporting some vacancies in the Communication Department, there will be a delay in implementation until the vacancies are filled. It was confirmed that any change to the name will include a submission to the Fairfax County Board of Supervisors and the City Councils for the cities of Fairfax and Falls Church. Regular updates to this process will be provided.
- The Partner Performance Review Form was submitted at both the BHOC and the DD Committee meetings for partner review and feedback. The most often heard response was a request to redesign the form to facilitate open discussion, suggesting an agenda/discussion format including space for comments and follow up steps and responsibilities.

Bill Hanna provided an update to the VACSB Conference Fiscal meeting, highlighting the following:

- DBHDS acknowledged their awareness that Fairfax would not be able to recoup the \$4.4M decrease in state funding that had been identified using state. Monthly

billing reports submitted by the CSB to DBHDS are being used to help determine a funding increase request for the January 2020 General Assembly. Mr. Hanna further clarified that DBHDS has an expectation of improved CSB business practices to realize a statewide goal of increasing the Medicaid collection rate of billable services above the current average of 65%.

Linda Mount offered a reminder that the data provided was for the second half of the CSB Performance Measures for FY2019 Quarter 4 related to the Community Services Performance Contract (CSPC). It was clarified that no benchmarks are listed as none had been released when the report was developed. A reminder was offered that some data provided is marked as modified, noting that the CSB modified measure is provided for a more complete representation of the data. Highlights of the presentation included:

*Measure 1;* Individuals receiving one hour of service within the first 30 days since assessment, and three hours of service within the first 90 days following admission.

*Measures 2-3;* The Columbia Suicide Risk Assessment is utilized initially, at least annually, and as needed. Due to some incompatibility with the EHR (Electronic Health Record) a modified result was also provided.

*Measures 4-5;* as this is a much smaller group the data will be impacted from even slight changes. Additionally, there is a requirement that a Suicide Risk Assessment be performed the same day that a new diagnosis of Major Depression is assigned.

*Measure 6;* Individuals with serious mental illness (SMI) and receiving Case Management services who have had a complete medical examination within the past 12 months.

*Measure 7-9;* this measure includes individuals receiving mental health medical services who have had their BMI (Body Mass Index) calculated, individuals with BMI results outside of the normal range, and individuals with a follow up plan, typically as part of the individual's service plan. It was noted that some education for correctly recording results in the EHR is ongoing. It is anticipated that there will be an increase in this data with the implementation of Primary Healthcare Screening, a STEP-VA initiative.

*Measures 10-12;* Individuals beginning Substance Uses Disorder (SUD) services within 14 days of diagnosis. This also includes the same individuals receiving a minimum of two services within 30 days of admission and the same individuals receiving a minimum of two services each month within the first 90 days. It was clarified that individuals starting SUD services on day 15 or later are not included in this data. Additionally, as detox services are short term this will skew the data. Efforts to develop modified measures are underway.

A report on the FY2020 first quarter data will be provided at the November 2019 CSB Board meeting.

#### 8. Matters of the Board.

Diane Tuininga provided an update to the 2019 Wellness and Recovery Conference that was held the previous Friday, noting it was very well received. In attendance were CSB Board members Nancy Scott and Daria Akers with her husband, as well as CSB staff Daryl Washington and Lyn Tomlinson.

Garrett McGuire shared details of a recent tour of the Mason and Partners (MAP) Clinic located in the Population Health Center, Health and Human Services building at George Mason University in Fairfax.

Bettina Lawton highlighted the Operation Medicine Cabinet Cleanout event on Saturday, October 26, 2019, encouraging participation in the event. Medication may be taken to any of several Fairfax County District Police Stations that accept medications for disposal.

9. Committee Reports

A. *Behavioral Health Oversight Committee (BHOC)*

Diane Tuininga provided highlights of the October meeting, including:

- Associate member updates included Bill Taylor and Joe Petit with an overview of the Osher Lifelong Learning Institute, Wendy Gradison reporting on the recent celebration of the 50<sup>th</sup> anniversary of Crisislink, and Eleanor Vincent providing an update to the State Workforce Workgroup.
- Lauren Goldschmidt provided the first of the challenge questions for on? clinical staff Recruitment and Retention.
- Georgia Bachman provided an overview My Strength a new digital behavioral health resource available to residents of Fairfax County and the cities of Fairfax and Falls Church.
- Feedback for revisions to the Partner Feedback form was provided, noting this is an ongoing and collaborative process.
- Lyn Tomlinson provided an update to Diversion First activities.

**The next BHOC meeting is Wednesday, November 6, at 5:00 p.m. at the Merrifield Center, Level 3-Room 314, West. This is one week earlier to accommodate the holidays.**

B. *Compliance Committee*

Bettina Lawton provided highlights of the October meeting noting that discussion topics included 1) a discussion of contracts and monitoring responsibilities of the CSB Board, 2) ComplyTrack report terminology definitions were provided and an updated organizational chart with details of position responsibilities was requested, and 3) a Credible update that included details of efforts with DIT (Department of Information Technology) to develop a data pull to safely store CSB data in the event of another operational failure.

**The next meeting is Wednesday, November 13 at 4:00 p.m. at the Merrifield Center, Level 3-Room 314, West. This is one week earlier to accommodate the holidays.**

C. *Developmental Disabilities (DD) Committee*

Sheila Jonas and Nancy Scott provided highlights of the October meeting that included staff updates from Evan Jones and Victor Mealy, an Associate Member presentation from Hartwood Foundation, Inc., and an announcement that the December 4<sup>th</sup> meeting would be a joint meeting with the Behavioral Health Oversight Committee.

**The next meeting is Wednesday, December 4 at 5:30 p.m. at the Merrifield Center, Level 1-Room 308A/B, West.**

D. *Fiscal Oversight Committee*

Jennifer Adeli, noting the committee met the previous Friday, provided some highlights of the meeting:

- The overage for non-merit positions was attributed to the exempt psychiatrist positions, noting a request added to the FY2021 budget requests. There was an additional request to add some recurring one-time expenses to the base budget in an effort to limit the the end of year balance.
- Reduction Efforts to reduce non-billable services are ongoing.
- There continues to be a significant need for support coordination.
- There was a new Time to Treatment chart format. Further revisions were requested including minimum, maximum, and average wait times.

**The next meeting is Friday November 15, at 9:30 a.m. at the Pennino Building, Room 836A.**

E. *Other Reports*

Bettina Lawton directed attention to the CSB Board Retreat documents included in the meeting materials highlighting some of the outcomes including:

- Successful implementation of the email Subject Line notification, offering a reminder to use [ACTION (due date)] or [INFORMATION] as needed.
- Members were asked to review and become familiar with the CSB Board Team priorities and mission for future discussion.

Ken Garnes referred to the legislative folders provided to each member with a brief overview of the documents and some additional handouts provided for Board member use. Members were advised to schedule visits with their assigned General Assembly (GA) members and to please work with jointly assigned members to coordinate visits where two members were assigned to the same GA member. Once bill numbers have been assigned, that information will be conveyed.

Offering a reminder that Board members typically provide testimony before the Northern Virginia Delegation at the Public Hearings in January, members were encouraged to volunteer. Testimony will be provided once topics are identified. Diane Tuininga was the first member to volunteer to provide testimony

10. Information Item

A. *CSB Board Policy Review*

Sheila Jonas directed members to review the CSB Board policies #2300 and #2600, copies of which were provided, asking that recommendations be submitted to Erin Bloom. The policies will be submitted for approval at the November 20, 2019 CSB Board meeting.

B. *Associate Member Nomination for Behavioral Health Oversight Committee*

Diane Tuininga nominated Neighborhood Health as an Associate Member to the Behavioral Health Oversight Committee, noting that the appointment would be put forth for approval at the November 2019 CSB Board meeting.

11. Action Item

A. *CSB Board Policy Revisions*

Ms. Jonas moved that two of the three proposed CSB Policies, #2500 – *Human Research Review and Approval* and #4201 – *Procurement* be revoked as presented and the third CSB Board Policy #2120 – *Reimbursement for Services* be approved as presented. The motion was seconded and passed.

*B. Approval to Post Fee Schedule for Public Comment*

Sebastian Tezna provided background to the annual process for review and revision of the Fee Schedule, noting revisions to align with the Medicaid rates and to reflect the newly implemented ARTS (Addiction Recovery Treatment Service) billing. Nancy Scott, Chair of the CSB Board Ad Hoc Fee Policy Committee offered a motion requesting approval to post the Fee Schedule for public comment, which was seconded and approved.

*C. DBHDS SOR (State Opioid Response) Grant Renewal*

Michael T. Lane, provided an overview of the grant that, if awarded, will provide funding for two peer support specialist positions working with justice-involved individuals in the drug courts and at the adult detention center. Jennifer Adeli made a motion that the Board approve submitting for and, if awarded, accepting new funds in the amount of \$150,000 for second-year funding and carry-over funding of \$72,302.60 from first-to-second year, which was seconded and approved

**CLOSED SESSION**

At 6:43 p.m. a motion was offered, seconded and passed to meet in closed session for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel on a reimbursement matter, as permitted by Virginia Code Section 2.2-3711(A)(8).

At 6:53 p.m. the Board reconvened the open session at which time a motion was offered, seconded and passed, certifying to the best of the Board's knowledge that only public business matters lawfully exempted from open meeting requirements prescribed by the Virginia Freedom of Information Act and only such public business matters identified in the motion to convene a closed meeting, were heard, discussed or considered by the Community Services Board in closed session.

There being no further business to come before the Executive Committee, the meeting was adjourned at 6:55 p.m.

Actions Taken:

- ◆ The September 25, 2019 CSB Board Meeting minutes were approved as presented.
- ◆ Two CSB Board policies were revoked and one policy was approved as presented.
- ◆ The FY 2021 draft Fee Schedule was approved to post for public comment.
- ◆ Approval was given to submit and, if awarded, accept funding for the DBHDS SOR Grant renewal

---

Date Approved

---

Staff to the Board

## **Behavioral Health Oversight Committee Meeting Minutes**

**Date:** February 13, 2019

**Location:** Merrifield Center, First Floor, Room 1-308 A/B, West

**Committee Members Present:** Chair, Gary Ambrose; CSB Board Member Captain Basilio ‘Sonny’ Cachuela, Jr; CSB Board Chair, Suzette Kern; and CSB Board Member Diane Tuininga

**CSB Board Members Absent:** CSB Board Member Daria Akers

**Associate Members Present:** Terry Atkinson, Gartlan Advisory Board; Peter Clark, No. VA. Mental Health Foundation (NVMHF); Lauren Goldschmidt, ServiceSource; Wendy Gradison, PRS, Inc.; Lisa Jackson-Wardlaw, CRi; Joe Pettit and Bill Taylor, Concerned Fairfax;

**Staff:** Georgia Bachman, Asst. Deputy Acute & Therapeutic Treatment Services; Lucy Caldwell, Communications Director; Evan Jones, Director, Employment & Day Services; Michael Lane, Director, Office Individual & Family Affairs; Jean Post, NVRPO; Lyn Tomlinson, Deputy Dir. Clinical Services; Daryl Washington, Executive Director

<b>Topic</b>	<b>Action</b>	<b>Responsible Party</b>	<b>Due Date</b>
Meeting Call to Order	Meeting was called to order at 5:04 p.m.	Gary Ambrose	
Opening Remarks, Introductions, Announcements	Gary Ambrose welcomed Committee and Associate Members as well as staff and members of the public, who then introduced themselves including staff position or agency affiliation.		
Meeting Minutes	Draft minutes of the January 9, 2019 meeting were offered for a final review. Acknowledging that no recommendations were forthcoming, Suzette Kern made a motion to approve the minutes as presented, which was seconded and approved.	Committee Members	
Associate Member Reports, Updates, and Concerns	<p>Gary Ambrose opened the floor to Associate Members, information provided included the following:</p> <ul style="list-style-type: none"> <li>• Lauren Goldschmidt reported a recent expansion to the incentive program for individuals receiving or are eligible to receive TANF (Temporary Assistance for Needy Families). The goal is to locate permanent placement and work experience opportunities.</li> <li>• Terry Atkinson announced retirement from the Gartlan Advisory Board, effective this month. The committee was assured a replacement representative would be identified.</li> </ul>	Associate Members	
Matters of the Public	None were presented		
Associate Member Presentation:	James Campbell, Director, provided an overview of the agency, several highlights of which include:	James Campbell	

## **Behavioral Health Oversight Committee Meeting Minutes**

<b>Topic</b>	<b>Action</b>	<b>Responsible Party</b>	<b>Due Date</b>
Community Systems, Inc. (CSI)	<ul style="list-style-type: none"> <li>• The population served at CSI are primarily highly complex and challenging, most often with a dual diagnosis. There are approximately 115 individuals being served. The primary funding stream is Medicaid.</li> <li>• Individuals mostly reside in 4-person group homes, primarily in apartments.</li> <li>• Ratio is no less than 2:4, increasing to 3:4 or 4:4 to provide weekend community activities. Some individuals live alone, acknowledging the challenge of placing some of the highly complex individuals in multiple resident homes.</li> <li>• Additional services include the Shared Living program where the individual lives with a non-disabled person or family member who assumes responsibility for the individual.</li> <li>• Supports are also provided to individuals with TBI (Traumatic Brain Injury) including individuals in the Wounded Warrior program. Supports include in-home services, Day Support Programming, Special Olympics, employment and volunteering.</li> <li>• Referring to the Customized Rate application and renewal process, Mr. Campbell illustrated the difficulty in qualifying or renewing for this program.</li> <li>• Plans include expansion into Prince William and Rappahannock.</li> </ul>		
Review of Priority Access to CSB Services	<p>Gary Ambrose provided an overview of the annual process of reviewing the Priority Access to CSB Services policy and guidelines. In addition to establishing a CSB Ad Hoc Priority Populations Guidelines Review Committee, CSB staff internally review and collaborate with the CSB Ad Hoc Committee to apply revisions to the current policy and guidelines. Associate Members will also be offered an opportunity to provide feedback. The forms reviewed include the CSB Board Policy #0030, and the (separately developed) Guidelines for Access to CSB Services, electronic copies of which will be provided.</p>	Gary Ambrose	
Staff Reports	<p>Lyn Tomlinson provided an overview of recent activities, some highlights of which include:</p> <ul style="list-style-type: none"> <li>• Michael T. Lane, new Office of Individual and Family Affairs Director was introduced following which Mr. Lane offered a brief background. An invitation to attend the Concerned Fairfax meeting on Monday, March 11, 2019 at Merrifield, Room 308C was offered by Bill Taylor.</li> <li>• A reminder was offered that the CSB will be celebrating the 50<sup>th</sup> anniversary with various events throughout the (calendar) year. This includes Cake, (Crudit�), &amp; Conversation, an informal opportunity for staff to meet with senior staff preceding one of two monthly Senior Leadership Meetings, noting that a healthier option is also provided.</li> <li>• Lucy Caldwell provided an overview of some of the events planned, including:</li> </ul>		

## Behavioral Health Oversight Committee Meeting Minutes

Topic	Action	Responsible Party	Due Date
	<ul style="list-style-type: none"> <li>○ May 7, 2019 the Board of Supervisors will recognize the anniversary.</li> <li>○ Currently in development is a series of videos highlighting long-time CSB staff.</li> <li>● OBOT (Office Based Opioid Treatment) services, A Medication Assisted Treatment (MAT) program that is part of ARTS (Addiction Recovery Treatment Services) launched February 4<sup>th</sup>. Efforts to expand to residential services is ongoing.</li> <li>● Reporting that there is a program that offers free tax preparation, information will be forwarded to members for further distribution.</li> <li>● It was reported that the DLA-20 will be launched March 1, 2019, acknowledging the hard work and commitment of the staff that made this possible.</li> <li>● Efforts are ongoing for streamlining business and clinical efficiencies, emphasizing current efforts to identify unnecessary and/or duplicative forms, noting that 1,000 have been identified for elimination.</li> <li>● Offering a reminder of the County Strategic Plan, members were encouraged to complete the survey to assist with identification of primary areas of interest. It was noted there ae some scheduled Community Conversations scheduled as well</li> <li>● Evan Jones, offered a reminder of the Turning Point program and a grant that was awarded to expand the program to include girls, ages 14 to 25, that were at risk of a first psychotic event. Mr. Jones, noting a delay in implementation, reported that the first referrals were accepted this month.</li> </ul>		
	<p><b>The next meeting is Wednesday, March 13, 2019, 5:00 p.m. at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA, Room 1-308 A/B, West</b></p>		
Adjournment	There being no further business to come before the Committee, the meeting was adjourned at 5:46 p.m.	Gary Ambrose, Chair	

November 6, 2019

Date Approved



Prepared by Erin Bloom

## ***Behavioral Health Oversight Committee Meeting Minutes***

**Date:** May 8, 2019

**Location:** Merrifield Center, First Floor, Room 1-308 A/B, West

**Committee Members Present:** Chair, Gary Ambrose; CSB Board Member Daria Akers; and CSB Board Member Captain Basilio ‘Sonny’ Cachuela, Jr;

**CSB Board Members Absent:** and CSB Board Member Diane Tuininga

**Associate Members Present:** Peter Clark, No. VA. Mental Health Foundation (NVMHF); Lauren Goldschmidt, ServiceSource (SvSc); Wendy Gradison, PRS, Inc.; Heather Peck, Marja-Lee Freeman, and Crystal Edmonds, Laurie Mitchell Empowerment & Career Center (LMECC); Shatara Robertson, Regional Program Services of VA (RPSVA); Eleanor Vincent and Sylisa Lambert-Woodard, Pathway Homes, Inc. (PHI)

**Staff:** Georgia Bachman, Asst. Deputy Acute & Therapeutic Treatment Services; Donna Chittum, Recruiter; Evan Jones, Director Employment & Day Services; Michael T Lane, Director Individual & Family Affairs; Elizabeth McCartney, Legislative Liaison; and Lyn Tomlinson, Deputy Dir. Clinical Services

**Guest(s):** Gordon Dean

<b>Topic</b>	<b>Action</b>	<b>Responsible Party</b>	<b>Due Date</b>
Meeting Call to Order	Meeting was called to order at 5:02 p.m.	Gary Ambrose	
Opening Remarks and Announcements	<p>Gary Ambrose welcomed Committee and Associate Members as well as staff and members of the public, who then introduced themselves including staff position or agency affiliation.</p> <p>Copies of the recently published Diversion First 2018 Annual Report were distributed; attendees were strongly encouraged to review the report.</p> <p>Nominations of Associate Members will be offered at the June meeting. Agencies who have not yet replied to the ‘interest’ email were asked to please do so.</p> <p>Mr. Ambrose offered a reminder that he will be leaving the CSB Board and the Diversion First Stakeholders Group effective July 1, 2019.</p>		
Meeting Minutes	Draft minutes of the April 10, 2019 meeting were offered for a final review. Acknowledging that no recommendations were forthcoming, Captain Basilio ‘Sonny’ Cachuela Jr made a motion to approve the minutes as presented, which was seconded and approved.	Committee Members	
Associate Member Reports, Updates, and	<p>Gary Ambrose opened the floor to Associate Members, information provided included the following:</p> <ul style="list-style-type: none"> <li>• Wendy Gradison reported that PRS/CrisisLink had received a National Lifeline and SAMHSA (Substance Abuse and Mental Health Services Administration) award that provides funding for five</li> </ul>	Associate Members	

## ***Behavioral Health Oversight Committee Meeting Minutes***

<b>Topic</b>	<b>Action</b>	<b>Responsible Party</b>	<b>Due Date</b>
Concerns	<p>additional staff to respond to a vast backlog of calls. It is anticipated that most of the calls will be local.</p> <ul style="list-style-type: none"> <li>• Noting that May is Mental Health Awareness Month, Lauren Goldschmidt distributed a flyer publicizing an event at ServiceSource Oakton on Thursday, May 23<sup>rd</sup>, noting the focus will be on awareness, educations, &amp; conversation. Reporting that there will be a resource table, attendees were encouraged to bring literature for distribution.</li> <li>• Eleanor Vincent offered two announcements including: <ul style="list-style-type: none"> <li>○ The Pathways Annual Breakfast will be Wednesday, May 22, 8:00 a.m. – 9:30 a.m. at the Waterford at Springfield, 6715 Commerce St Springfield, VA 22150</li> <li>○ Prince William County recently awarded Pathway Homes approximately \$2.4M to provide rental assistance to members of the community with intellectual and developmental disabilities. Clarifying that the support services will be provided by Prince William County CSB staff, this award will provide Permanent Supportive Housing for 14 individuals.</li> </ul> </li> </ul>		
Matters of the Public	None were presented		
<p>Associate Member Presentations:</p> <p>Laurie Mitchell Empowerment &amp; Career Center (LMECC)</p> <p>And</p>	<p>Heather Peck provided an overview of employment services provided by the Laurie Mitchell Empowerment and Career Center. Highlights of the presentation included:</p> <ul style="list-style-type: none"> <li>• Employment was defined as the number one intervention for achieving recovery and wellness from mental health, substance use, and justice system involvement.</li> <li>• Accomplishments include five job starts in the past month, 51 job/education/volunteer starts in this fiscal year, and approximately 90 educational starts across Virginia. Ms. Peck confirmed this was done with one full-time and one almost full-time staff.</li> <li>• Highlighting some literature distributed prior to the presentation, attendees were encouraged to review the literature at their leisure. Additional information of the IPS (Individual Placement and Support) Supported Employment Evidence-based training was provided, noting that training in both practitioner skills and supervisor skills are offered.</li> <li>• LMECC was recently awarded approximately \$100K to expand employment supports across the Commonwealth.</li> <li>• Marja-Lee Freeman and Crystal Edmonds offered testimonials illustrating the personal and agency</li> </ul>	<p>Heather Peck, Marja-Lee Freeman, and Crystal Edmonds</p> <p>And</p> <p>Eleanor Vincent</p>	

## ***Behavioral Health Oversight Committee Meeting Minutes***

<b>Topic</b>	<b>Action</b>	<b>Responsible Party</b>	<b>Due Date</b>
Pathway Homes, Inc.	<p>impact of the services and training offered by LMECC, as well as the significant impact of LMECC services on individuals in the community.</p> <p>Eleanor Vincent distributed handouts noting the importance of publicizing your agency and the services you provide to the public and to other providers. Following a brief history of the agency, Ms. Vincent provided some additional information, to include:</p> <ul style="list-style-type: none"> <li>• Pathway Homes, Inc. has several offices in the Counties of Fairfax, Prince William, Loudoun and Arlington, as well as the city of Alexandria in Virginia. Additional offices are in Florida, in the counties of Orange, Osceola, and Seminole.</li> <li>• Varied services are provided including Housing, Supportive Services, Housing with Supportive Services, Outreach &amp; Engagement, Call-In (CI) services, Case Management, Skill Building, and, related to housing, Prevention of Homelessness.</li> <li>• Reporting 87 units are owned by Pathway Homes, these include single family homes, townhomes, with both single- and double-bed accommodations.</li> <li>• The core population served includes adults with co-morbid or tri-morbid diagnoses including mental illness, and/or substance use disorders, and/or intellectual disabilities, and further, may have medical needs. Additionally, it was reported that 60% of the individuals served have been homeless.</li> <li>• Referring to the handouts provided, Ms. Vincent highlighted the list of clinical staff employed by the agency, further noting that Pathway Homes was one of the first agencies to employ Peer Specialists.</li> </ul>		
Staff Reports	<p>Lyn Tomlinson provided an overview of recent activities, some highlights of which include:</p> <ul style="list-style-type: none"> <li>• The Board of Supervisors (BOS) proclaimed May 2019 as Children’s Mental Health Awareness Month) at the May 7th meeting. Attendees were encouraged to attend a related event on May 9th from 3:30 p.m. – 6:30 p.m. at the Merrifield Center. At the event will be representatives from Child Identify, a survivor of the Virginia Tech shooting, a parent from the Sandy Hook shooting who is involved in resiliency work and the DC Divas, a female professional football team.</li> <li>• In celebration of the 50<sup>th</sup> Anniversary of the CSB, attendees were invited to attend the BOS proclamation at the Government Center on Tuesday, May 21, 2019 that will be preceded by a light breakfast reception at 8:30 a.m.</li> <li>• A reminder was offered that the FY 2020 Budget was approved on May 7th. Highlights of the CSB related areas included an increase of approximately \$10M and 11 new full-time positions. The increase includes funding for a Market Rate Adjustment for staff, \$2.5M for the Special Education</li> </ul>		

## ***Behavioral Health Oversight Committee Meeting Minutes***

<b>Topic</b>	<b>Action</b>	<b>Responsible Party</b>	<b>Due Date</b>
	<p>Graduates in 2020 for individuals that are eligible for DD Employment &amp; Day services, \$2M to address the opioid epidemic, \$1.2M and six full time positions for Diversion First, \$0.8M for Contract Rate Adjustments (CRA) supporting CSB vendor partners, and some funding to continue to provide support coordination for individuals with the DC waiver.</p> <ul style="list-style-type: none"> <li>• Reporting development of a new campaign addressing the Opioid epidemic, #CouldBeYou, Erin Bloom, Clerk to the Board will forward materials to the Committee and Associate members.</li> <li>• Ms. Tomlinson reported a recent news story featuring diversion treatment efforts, for which Judge Tina Snee and CSB’s Marissa Fariña-Morse were interviewed.</li> <li>• An update to activities at the recent VACSB (Virginia Association of Community Services Boards) was provided, <ul style="list-style-type: none"> <li>○ A state Barrier Crime Workgroup is being developed, with previous CSB staff member Mark Blackwell leading. Lyn Tomlinson reported volunteering to be on the workgroup.</li> <li>○ Department of Behavioral Health and Developmental Services (DBHDS) and Department of Medical Assisted Services (DMAS) are making efforts to improve collaboration and communication.</li> <li>○ Some additional emergency regulations related to serious incident reporting are anticipated. Attendees were asked to watch for the public comment period in order to participate, noting that information on the public comment period will be forwarded as it becomes available.</li> <li>○ Ms. Tomlinson offered a reminder of the Partner Feedback meeting on Monday, May 13, 2019 encouraging participation.</li> <li>○ A reminder was offered that STEP-VA (System Transformation, Excellence and Performance) efforts are ongoing, noting substantial concerns related to capacity based on current definitions.</li> <li>○ Ms. Tomlinson reported a recent visit, accompanied by Michael T. Lane, to PRS, Inc, offering to visit more partner sites as invited.</li> </ul> </li> </ul> <p>Evan Jones reported that a solicitation for psychosocial rehabilitation services is posted on the Fairfax County Business Solicitation webpage, encouraging those interested to please respond, noting the solicitation is open through May 30, 2019.</p> <p>Donna Chittum, provided an update to recent recruitment efforts. These included attending four all-County</p>		

## Behavioral Health Oversight Committee Meeting Minutes

Topic	Action	Responsible Party	Due Date
	<p>job fairs, a redesigned recruitment card designed to familiarize attendees with the CSB and encourage them to visit the CSB Careers page, noting that the Career Page is undergoing some redesign. Further efforts include meeting with Service Directors to learn about the programs and staffing needs Ms. Chittum and Lyn Tomlinson confirmed the vacancy rate has been decreasing, offering a reminder that new positions noted earlier in the budget update will be added to the vacancy numbers as of July 1, 2019.</p> <p>Elizabeth McCartney provided an update to recent legislative activities, noting efforts are made to ensure staff is notified of any changes to legislation that may impact CSB programs and operations. One significant change was the Governor’s veto of House Bill 2528 that would allow charges of felony homicide for certain drug offenses. It was noted that Gov. Northam vetoed the bill following the legislature’s denial of proposed amendments to the bill.</p> <p>Additionally, Ms. McCartney offered a reminder that the annual review and revision of the Human Services Issues Paper will begin in June. Proposed behavioral health topics are likely to include STEP-VA, monitoring of treatment in jails, barrier crimes (noted earlier in the VACSB update), and funding resources for individuals discharging from the state hospitals to the community including affordable housing. Ms. McCartney offered a further reminder that, particularly during the legislative session and the Human Services Issues paper review, the CSB works closely with the County Legislative Team.</p>		
	<p>The next BHOC meeting is a joint meeting with the Developmental Disabilities Committee on Wednesday, June 12, 2019, 5:00 p.m. at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA, Room 1-308 A/B, West</p>		
Adjournment	<p>There being no further business to come before the Committee, the meeting was adjourned at 6:16 p.m.</p>	Gary Ambrose, Chair	

November 6, 2019

Date Approved



Prepared by Erin Bloom

## ***Behavioral Health Oversight Committee Meeting Minutes***

**Date:** July 10,2019

**Location:** Merrifield Center, First Floor, Room 1-308 A/B, West

**Committee Members Present:** Chair, Diane Tuininga; CSB Board Member Captain Basilio ‘Sonny’ Cachuela, Jr; and CSB Board Member, Garrett McGuire

**CSB Board Members Absent:** CSB Board Member Daria Akers

**Associate Members Present:** Cathy Benn, Second Story; Peter Clark, No. VA. Mental Health Foundation (NVMHF); Lauren Goldschmidt, ServiceSource; Wendy Gradison, Psychiatric Rehabilitation Services (PRS), Inc.; Carla McTigue, Tonya Henderson, and Anteneh Gultneh, Recovery Program Solutions of Virginia (RPSV); and Heather Peck, Laurie Mitchell Empowerment and Career Center (LMECC)

**Staff:** Georgia Bachman, Asst. Deputy Acute & Therapeutic Treatment Services; Lucy Caldwell, Communications Director; Evan Jones, employment & Day Services; Michael T. Lane, Dir. Office of Individual and Family Affairs; Elizabeth McCartney, Legislative Liaison; and Lyn Tomlinson, Deputy Dir. Clinical Services

**Guest(s):**

<b>Topic</b>	<b>Action</b>	<b>Responsible Party</b>
Meeting Called to Order	Meeting was called to order at 5:00 p.m.	Diane Tuininga
Opening Remarks Announcements	Diane Tuininga welcomed Committee and Associate Members as well as staff and members of the public, who then introduced themselves including staff position or agency affiliation.  Attendees were encouraged to review and, as needed, revise a contact list that was being circulated.	
Meeting Minutes	Draft minutes of the June 12, 2019 meeting were offered for a final review. Acknowledging that no recommendations were forthcoming, Captain Cachuela made a motion to approve the minutes as presented, which was seconded and approved.	Committee Members
Matters of the Public	None were presented	
Associate Member Reports, Updates, and Concerns	Diane Tuininga opened the floor to Associate Members, information provided included the following: <ul style="list-style-type: none"> <li>• Wendy Gradison with PRS, Inc. reported a marked increase in the use of CrisisLink services, noting the recent additions of LifeLine for backup capacity and Chat, access to services via text.</li> <li>• Heather Peck reported that LMECC, in conjunction with RPSV is developing computer classes to be delivered through the Peer Resource Center at Merrifield with a goal of implementing and expanding skills with Microsoft Office Suite.</li> </ul>	Associate Members

## ***Behavioral Health Oversight Committee Meeting Minutes***

Topic	Action	Responsible Party
	<ul style="list-style-type: none"> <li>• Lauren Goldschmidt with ServiceSource reported the scheduled “Race for Inclusion” 5 K walk/run or .5 marathon fundraiser on Sunday September 29, 2019 at 7:00 a.m.at Jiffy Lube Live. Please see CSB News for further information.</li> <li>• Carla Teague provided information on a community event for RPSV titled “Grammy Night” scheduled for August 24, 2019 from 6:30 p.m. – 9:30 p.m. at the Ernst Center at the Annandale Northern Virginia Community Campus, noting that sponsors and silent auction items are being sought.</li> </ul>	
Associate Member Presentation:  Recovery Program Solutions of Virginia (RPSV)	<p>Presenters for RPSV included Carla McTigue and Tonya Henderson, and Anteneh Gultneh.</p> <p>Ms. McTigue, directing attention to the slide presentation, provided background for the agency, highlighting the information provided on the slides, emphasizing how the services provided by RPSV address the needs of the individuals served. A recent study reported that there were approximately 9,100 visits in the last year. Ms. McTigue distributed a calendar of events, noting that the events have open attendance. It was clarified that the WRAP (Wellness Recovery Action Plan) classes will be offered in the fall and, as they are provided in a series, they must be attended in order and fully completed.</p> <p>Mr. Gultneh spoke briefly on his experience with RPSV and his journey to become a Certified Peer Support Specialist, noting that it provides an opportunity to help others using his life experience and training as illustrated by the personal story related by Mr. Gultneh.</p> <p>Ms. Henderson offered a brief background history noting that she has experienced the meaningful importance of peer supported services that has inspired her to seek certification.</p>	Carla McTigue and Tonya Henderson, Program Coordinators, and Anteneh Gultneh Peer Support Specialist
Joint DD and BHOC Meeting Facilitation Notes	<p>Diane Tuininga, directing attention to the two-page summary provided in the meeting materials, provided a brief overview of the June 12<sup>th</sup> joint meeting of the Developmental Disabilities and Behavioral Health Oversight Committees. There was positive feedback, including substantial support for additional joint meetings of perhaps two to three times per year.</p> <p>Attendees were asked to review the summary and propose recommendations of topics to be considered for future meetings including prioritization of the topics identified in the summary. Suggestions included creation of a system map to enhance communication, development of a 1-page info sheet, adding partner feedback as a discussion item at the individual BHOC and DD meetings, and Associate Member submission of a ‘Challenge Question’ to prompt group discussion of challenges and solutions.</p>	Diane Tuininga
Staff Reports	Lyn Tomlinson provided an overview of some recent activities, highlights of which include:	

## ***Behavioral Health Oversight Committee Meeting Minutes***

Topic	Action	Responsible Party
	<ul style="list-style-type: none"> <li>• The CRT (Community Response Team), an extension of Diversion First, was recently developed as an outreach program to address individuals in the community who frequently contact emergency services including recurrent calls to 911 and/or visits to Merrifield/Emergency Services. The CRT is now operating at 5 days per week.</li> <li>• Services provided at the CSB Crisis Care facility are being relocated to the recently vacated ‘Boy’s Probation and Parole’ facility following permitting and renovations, anticipated to be completed in Fall 2020.</li> <li>• A reminder of the significant State Hospital Bed Crisis was offered. Noting that the crisis worsened over the Independence Day holiday, involved parties across the state pulled together to address the lack of bed space. Providentially, there were only a few TDOs (Temporary Detention Order) over the holiday weekend.</li> <li>• Directing attention to the STEP-VA (System Transformation Excellence and Performance) handouts provided in the meeting materials, Ms. Tomlinson provided a brief overview of the information provided, encouraging attendees to review the materials. Highlights included:               <ul style="list-style-type: none"> <li>○ Concerns are ongoing related to significant funding inadequacies and proposed changes to delivery of crisis services. Currently under review is a program titled Crisis Now. Noting the significant expense of the Crisis Now program, a link to videos that provide information on the program will be forwarded to the committee members.</li> <li>○ Behavioral Health Redesign – Alignment; it was noted that efforts to focus on prevention and early intervention may help to address the Hospital Bed Crisis.</li> <li>○ Related to the Department of Justice (DOJ) Settlement, attendees were encouraged to review the JLARC (Joint Legislative Audit and Review Commission) recommendations that addressed CSB Funding insufficiencies and consideration of a more moderate Implementation of STEP-VA.</li> </ul> </li> <li>• Robust discussion of this matter included Heather Peck with LMECC reporting on Peer Run Respite programs operating in the states of Georgia and New York that pose a possible alternative to hospitalization. Ms. Peck also reported on a possible increase in reimbursement from DMAS (Department of Medical Assistance Services) for employment services.</li> </ul> <p>Elizabeth McCartney, offered a reminder that copies of the Human Services Issue Paper had been emailed to all for review and recommendations, noting that hard copies with current recommended edits showing were available if needed. A further reminder was offered that the Paper with recommended edits will be</p>	

## ***Behavioral Health Oversight Committee Meeting Minutes***

<b>Topic</b>	<b>Action</b>	<b>Responsible Party</b>
	submitted to the full CSB Board for approval to submit to the County Legislative Office at the July 24, 2019 CSB Board Meeting. It was confirmed that following submission of the Human Services Issue Paper edits, collaborative talking points and testimony will be developed for the General Assembly public hearings in January.	
August 2019 Behavioral Health Oversight Committee meeting	Diane Tuininga proposed that the August 2019 Behavioral Health Oversight Committee meeting be canceled. Captain Cachuela made a motion to cancel the meeting which was seconded and passed.	Diane Tuininga, Chair
	<b>The next BHOC meeting is Wednesday, September 11, 2019, 5:00 p.m. at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA, Room 1-308 A/B, West.</b>	
Adjournment	There being no further business to come before the Committee, the meeting was adjourned at 6:17 p.m.	Diane Tuininga, Chair

November 6, 2019

Date Approved

Prepared by Erin Bloom

Fairfax-Falls Church Community Services Board  
Behavioral Health Oversight Committee  
September 11, 2019

The Behavioral Health Oversight Committee of the Fairfax-Falls Church Community Services Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA, Room 3-314, West

**Committee Members in Attendance:** Committee Chair, Diane Tuininga; CSB Board Member Daria Akers

**Committee Members absent:** CSB Board Member Captain Basilio ‘Sonny’ Cachuela, Jr., and CSB Board Member, Garrett McGuire

**Associate Members in Attendance:** Peter Clark, No. VA. Mental Health Foundation (NVMHF); Joe Getch, Psychiatric Rehabilitation Services, Inc. (PRS); Lauren Goldschmidt, ServiceSource; DeAnne Mullins, CRi; Joe Pettit, Concerned Fairfax; Cate Powell and Kat Ashmore, Gateway Homes; Elaine Somers, Northwest Center Advisory Board; Eleanor Vincent, Pathway Homes, Inc.

**Staff in Attendance:** Georgia Bachman, Asst. Deputy Acute & Therapeutic Treatment Services; Evan Jones, Employment & Day Services; Michael T. Lane, Dir. Office of Individual and Family Affairs; and Lyn Tomlinson, Deputy Dir. Clinical Services

1. Meeting Called to Order

Diane Tuininga convened the meeting at 5:02 p.m.

2. Opening Remarks, Introductions, and Announcements

Diane Tuininga welcomed Committee and Associate Members as well as staff and members of the public, who then introduced themselves including staff position or agency affiliation.

Ms. Tuininga offered a reminder that a recurring agenda item posing a challenge question or concern will be added to the agenda, asking that members please forward recommendations to the Clerk.

3. Approval of the Agenda and Minutes

Recognizing that there was no quorum, approval of draft minutes from the July 10, 2019 meeting was tabled until the following month.

4. Matters of the Public

None were presented.

5. Associate Member Reports, Updates, and Concerns

Diane Tuininga opened the floor to Associate Members, information provided included the following:

- *Peter Clark*, sharing a copy of the flyer for the Wellness and Recovery Conference, a reminder was offered that the event is scheduled for Friday, October 18, 2019. Noting registration was open, attendance was encouraged.

- *Deanne Mullins*, offering thanks to Lisa Jackson-Wardlaw for representing CRi at previous BHOC meetings, Ms. Mullins announced that she will be attending BHOC meetings going forward.
- *Eleanor Vincent*, Pathway Homes is hosting their 20<sup>th</sup> annual 5K Walk to Help the Homeless on Saturday, October 19, 2019.
- *Lauren Goldschmidt*, shared a flyer and the American Foundation for Suicide Prevention Walk is sponsoring a funding Walk on Saturday, October 5, 2019 at the Veteran's Amphitheater at Fairfax City Hall.
- *Joe Pettit*, Jeanne Comeau, has retired from NAMI (National Alliance on Mental Illness), offering a reminder of her attendance at previous BHOC meetings and noting her many contributions to NAMI. Additionally, the NAMI Northern Virginia Walk is scheduled for Saturday, September 21, 2019 at Tyson's Corner Center.
- *Joe Getsch*, PRS' CrisisLink program is celebrating 50 years of service to the community. PRS will be holding a 50<sup>th</sup> anniversary reception at its headquarters in Oakton from 6:00 p.m. to 8:00 p.m. on Thursday, September 19<sup>th</sup>. More information and an opportunity to register is available on the PRS website.

## 6. Presentation

Cynthia Sturdevant with Neighborhood Health presented a slideshow and narrative that provided a comprehensive overview of the many services offered by Neighborhood Health, including behavioral health, dental, and family & internal medicine as well as pediatrics and women's health. It was further highlighted that there are multiple centrally located locations to assist with access. Partnerships include with Fairfax County/CSB, Community Mental Health, the Health Department, and hospitals and schools. There was a great deal of interest in the myriad services offered, as illustrated by the robust discussion and abundant questions following the presentation.

## 7. Staff Reports

Lyn Tomlinson offered a reminder of the CSB's 50<sup>th</sup> anniversary Celebration, encouraging partners and members to attend on Thursday, September 12<sup>th</sup>, at Stacey C. Sherwood Community Center from 9:00 a.m. to 2:00 p.m. Additional updates included:

- Attendance was encouraged at the next Diversion First Stakeholders meeting on Wednesday, October 2, 2019 from 7:00 p.m. to 9:00 p.m. at the Government Center.
- Lucy Caldwell, CSB Director of Communications accepted a position with Fairfax County Public Schools (FCPS), noting her last day with the CSB is Friday, September 13, 2019.
- Following the August 2019 death of DBHDS Commissioner S. Melton Hughes, Chief Deputy for Community Behavioral Health Services, Mira Signer, has been appointed Acting Commissioner.
- In response to the state hospital bed crisis, Catawba State Hospital will be adding 28 inpatient beds in FY2020 with an additional 28 beds to be added in FY2021.
- The GAINS (Gather Assess Integrate Network Stimulate) Center, associated with SAMHSA (Substance Abuse and Mental Health Services Administration), recently conducted a sequential intercept mapping exercise with Diversion First partners

that included Fairfax County Sheriff and Police, and Fire & Rescue, Probation & Parole, Court Services, and CSB staff, individuals receiving services (peers), and Gary Ambrose. Outcomes included a reported lack of community recognition for the Community Services Board (CSB) including what the CSB does, the function of the Merrifield Center, etc. To address this concern and further publicize the CSB, particularly addressing individuals who lack technological access, there are increased efforts to distribute materials to locations and resources that serve the populations that utilize the services offered by the CSB.

- DMAS (Department of Medical Assisted Services) and DBHDS (Department of Behavioral health and Developmental Services) are working together to improve communication including uniform messaging.
- DBHDS is demonstrating efforts at workforce development recognizing state and nationwide challenges in recruitment and retention in clinical services and licensed staff.

Evan Jones displayed a flyer noting that October is National Disability Employment Awareness Month, highlighting efforts to change attitudes, educate people about disability employment and to acknowledge the vast talents and value that workers with disabilities bring to the workplace.

There being no further business to come before the Committee, the meeting was adjourned at 6:06 p.m.

Actions Taken –

- Approval of the July 10, 2019 Behavioral Health Oversight Committee meeting minutes was tabled due to the lack of a quorum.

---

November 6, 2019  
Date Approved



---

Clerk to the Board

Fairfax-Falls Church Community Services Board  
Behavioral Health Oversight Committee  
October 9, 2019

The Behavioral Health Oversight Committee of the Fairfax-Falls Church Community Services Board met in regular session at the Merrifield Center, 8221 Willow Oaks Corporate Drive, Fairfax, VA, Room 3-314, West

**Committee Members in Attendance:** Committee Chair, Diane Tuininga and CSB Board Member, Garrett McGuire

**Committee Members absent:** CSB Board Member Daria Akers and CSB Board Member Captain Basilio 'Sonny' Cachuela, Jr.

**Associate Members in Attendance:** Cathy Benn, Second Story; Peter Clark, No. VA. Mental Health Foundation (NVMHF); Wendy Gradison, Psychiatric Rehabilitation Services, Inc. (PRS); Lauren Goldschmidt, ServiceSource; Joe Pettit and Bill Taylor, Concerned Fairfax; and Eleanor Vincent, Pathway Homes, Inc.

**Staff in Attendance:** Georgia Bachman, Asst. Deputy Acute & Therapeutic Treatment Services; Evan ones, Employment & Day Services; and Lyn Tomlinson, Deputy Dir. Clinical Services

1. **Meeting Called to Order**

Diane Tuininga convened the meeting at 5:03 p.m.

2. **Opening Remarks, Introductions, and Announcements**

Diane Tuininga welcomed Committee and Associate Members as well as staff, who then introduced themselves including staff position or agency affiliation.

3. **Approval of the Agenda and Minutes**

Due to a lack of quorum at this meeting approval of the committee meeting minutes were tabled until the next meeting. Due to prior meeting cancelations or lack of a quorum, several months of meeting minutes will be submitted for review and approval, including February 13, May 8, July 10, and September 11, and October 9, 2019.

4. **Matters of the Public**

None were presented.

5. **Associate Member Reports, Updates, and Concerns**

Diane Tuininga opened the floor to Associate Members, several of whom provided information highlights of which are provided below:

- *Bill Taylor and Joe Pettit*, provided an overview of the Osher Lifelong Learning Institute (OLLI), noting it is a nationwide organization of approximately 125 institutions associated with universities to provide opportunities for lifelong learning. Partially funded by founder Bernard Osher, primary funding comes from annual dues. Noting the classes are intended for the Spring 2020 catalog, they are designed to offer providers an opportunity to communicate mental health resources in the community. Proposed classes/instructors include Diversion First/Gary Ambrose, Suicide Prevention/Wendy Gradison with PRS and

Employment resources/Lauren Goldschmidt with ServiceSource. Members were encouraged to further distribute this opportunity to other providers.

- *Wendy Gradison*, reported anticipation that PRS will receive funding from a capacity-building grant offered by the Department of Behavioral Health and Developmental Services (DBHDS). Reporting that many areas nationwide are failing to reach the industry standard call handle rate of 80 – 90%, the grant will provide for a trainer for Crisis Link as an alternative to on-line staff taking time from calls to train new staff.
    - Ms. Gradison further announced that PRS recently celebrated the 50<sup>th</sup> anniversary of Crisis Link, noting that Daryl Washington and Lyn Tomlinson were in attendance and received an award for the CSB’s partnership with Crisis Link and suicide prevention efforts.
  - *Lauren Goldschmidt*, provided several updates including:
    - Services for individuals with low income and at least one dependent child have expanded into Prince William and Stafford counties.
    - A Job Club has been established at Second Story
    - There is an Opiate Awareness Lunch & Learn at ServiceSource in Oakton,
    - Referring to a prior announcement, details of suicide prevention talks designed for teenage, young adult, and college age youth are near completion. Flyers will be distributed once finalized.
    - ServiceSource has planned a Staff of the Year Ceremony for next week at which several CSB Behavioral Health Employment Specialists will be honored.
  - *Peter Clark* offered a reminder of the Pathways to Wellness Conference, encouraging attendees to register. In addition to CSB Service Director Michael T. Lane as keynote speaker, noted author Pete Early will also be a speaker. The Conference is Friday, October 18, 2019 at the Fairfax County Government Center. Additional information is available on the NVMHI website.
  - *Eleanor Vincent*, provided an update to the recent state Workforce Development Workgroup, noting a focus on clinician training. Highlights of the update include:
    - An overview of the various types of licensure and credentialing and the related training requirements particularly for positions that can provide billable services. Outreach efforts to students in undergraduate psychology programs has been initiated. Further outreach efforts include students who have not yet selected a major.
    - There is consideration of employment while still in school, including apprenticeships, to provide work experience to prepare students to be employable at graduation.
    - It was confirmed that peers and Peer Support Specialists were included in the ongoing conversations, including how peers can advance in employment opportunities.
6. Challenge Question: *Recruitment & Retention of Clinical Staff*  
Lauren Goldschmidt with ServiceSource, acknowledging the previous agenda item, requested feedback and comment related to challenges and more importantly solutions for recruitment and retention of clinical staff. A robust discussion ensued; some considerations included:

- Job-shadowing to give a candidate a clear picture of the job requirements prior to hire, noting this is done pre-background check recognizing some caution in allowing a candidate access to clients prior to a cleared background check.
- Adding a client to an interview panel as a means of assessing the interaction between candidate and client. Evan Jones noted that an individual receiving DD services was recently added to the interview panel for support coordinators/Case Managers, noting that the addition was of great value and benefit to the panel and the practice will be continued.
- Forthright explanations of job duties/tasks/responsibilities and salary to ensure a clear understanding of the position.
- Consideration of a group interview that includes staff already serving in the advertised position, role-playing and the value of hiring those who may lack experience, but have a positive interview.
- Georgia Bachman reported the use of a very useful 12 question Gallup employment survey that will be forwarded to the members.
- Additional challenges include retention of staff in consideration of egregious paperwork requirements and unsatisfied equipment requirements.

Attendees were reminded that this forum is available to all Associate Members and to please forward questions and matters of concern to the Committee Chair or the Clerk.

#### 7. Staff Presentation: My Strength

Georgia Bachman provided an overview on a new digital behavioral health resource; My Strength. The CSB has enrolled in the program for two years, with a goal of making it widely available to the Fairfax Community including the cities of Fairfax and Falls Church. It was clarified that it can be used for interim assistance while an individual is waiting for a first treatment appointment. It was noted that the CSB will receive only aggregate data for users; no personal data will be shared. Cards with access information were distributed to all attendees, with encouragement to visit the program as well as broadly distribute the information. Highlighting the ProviderConnect profile/login that provides assistance to CSB staff, a Provider/Connect login is in development for partners to access. The program may be accessed at [WWW.MyStrength.com](http://WWW.MyStrength.com), noting that the platform is also provided in a mobile app. Ms. Bachman will forward an access code to partner providers once available.

Following an enthusiastic reception, there was a robust discussion of the varied benefits available through this program.

#### 8. Partner Feedback Form

Lyn Tomlinson directed attention to the Contract Partner Performance Report included in the materials, asking for feedback from the members present as the form is intended to prompt open and collaborative dialog. Several members offered feedback revisions that will be added to the comments received at other CSB Board committee meetings. Possible revisions included staff training to develop skills in this type of discussion, rephrasing the form to include open-ended prompts, removal of a scoring key, and others. Noting that this is an ongoing process, this matter will be a regular committee meeting agenda item until a reformatted form has been finalized.

9. Staff Reports

Lyn Tomlinson provided updates to recent activities, some highlights of which are:

- Woodburn Place/Crisis Care is now approved to accept individuals under a TDO (Temporary Detention Order) in a response to the state hospital bed crisis.
- There was a discussion of the ongoing challenges with Credible operation and outages including current and ongoing efforts to affect a permanent solution with a backup plan for ongoing or possible reoccurrence of service outages.
- Fairfax County Board of Supervisors Chairman Sharon Bulova and Braddock District Representation John Cook attended the most recent Diversion First Stakeholders Workgroup. Topics of discussion included the proposed name change for the CSB and locations to clarify the purpose and services of the CSB.
- A reminder that Woodburn/Crisis Care is moving to the building that used to house Boy's Probation services. The relocation recently came before the Planning Commission and following testimony from community members, the move was approved.

There being no further business to come before the Committee, the meeting was adjourned at 6:43 p.m.

Actions Taken –

- With no quorum, approval of the February 13, May 8, July 10, and September 11, 2019 Behavioral Health Oversight Committee meeting minutes was tabled until the November 2019 meeting.

November 6, 2019

\_\_\_\_\_  
Date Approved



\_\_\_\_\_  
Clerk to the Board

Fairfax-Falls Church Community Services Board  
Compliance Committee Meeting Minutes  
October 16, 2019

The Compliance 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, Board Chair; Jennifer Adeli; Ken Garnes; Sheila Coplan Jonas; and Diane Tuininga

The following Committee members were absent: Suzette Kern

The following staff were present: Daryl Washington, Bill Hanna, Luann Healy, and Lyn Tomlinson

1. Meeting Called to Order

The meeting was called to order at 4:07 p.m.

2. Review of Meeting Minutes

Meeting minutes of the September 18, 2019 Compliance Committee were provided for review and revision. As no recommendations were forthcoming, Nancy Scott made a motion to approve the minutes as presented, which was seconded by Ken Garnes and unanimously approved.

3. Follow up items from the prior Compliance Committee Meeting

*CSB Board Policy Review*

It was noted that this review will be provided under agenda item #5.

*Update to the meeting with DPMM (Department of Purchasing and Material Management) to define roles and responsibilities of absorbed DAHS (Department of Administration of Human Services) staff*  
Confirming attendance at a recent meeting with DPMM, Mr. Washington reported that there is an ongoing realignment with staff absorbed from DAHS that will further clarify roles.

Acknowledging the CSB Board's interest in statutory responsibilities related to contracts, the Director of DPMM offered to attend a CSB Board meeting to offer clarification of DPMM contract responsibilities. Following Committee discussion, it was decided that regular updates from executive staff was sufficient reporting at this time. It was further clarified that DPMM performs regular contract audits, while both agencies share responsibility for monitoring performance of the contracted vendor.

4. Updates

*ComplyTrack*

Bill Hanna directed attention to the Audit Scope Definitions document in the meeting materials, noting this document was developed in response to a request at the September Compliance Committee meeting. To illustrate use of the definitions, the previously provided reports containing mock data were also included to demonstrate how the terms are used and in which report. Mr. Hanna clarified that as an independent ID number is generated for each entry, automatic tracking of related reports is not possible. However, it is possible to include this information in a verbal report. Following robust discussion, it was determined that tracking reported events and follow up through the three ComplyTrack reports via a verbal report was sufficient to the Committee's needs.

Additionally, it was confirmed that the report data elements can be organized as requested by the Committee without the further involvement of ComplyTrack.

Recognizing the Compliance Program Organizational Chart was outdated, members requested an update to the Chart including job responsibilities related to each position.

#### *Credible Operation Update*

Mr. Hanna provided an update to CSB efforts to amend the Credible contract. A list of five identified areas of concern was forwarded to DPMM for development of a letter for Credible that will include a request for a CAP (Corrective Action Plan). An overview of the five areas was provided, including:

- 1 *Uptime*; the RFP (Request for Proposal) included a request for an uptime deliverable of 99.9%, that the Credible technical response offered but lacked a time frame reference A monthly measure timeframe will be requested.
- 2 *Response Time*; the time for a page to load was clarified to meet the parameters stated in the RFP. However, there is no measure, penalty, or time frame recorded for non-compliance.
- 3 *Anticipation of a Credible CAP*;
  - a. *Product support for priority service levels*, reporting that the recent and ongoing problems are considered priority one, it was confirmed that the communication requirements were not observed. A priority one problem is defined in the contract and includes no connectivity.
  - b. *Third-Party Hosting*; involves fail-over, in which standby equipment automatically takes over when the main system fails, and redundancies, a method of protecting computer systems from failure. Both responses are out of compliance. This was demonstrated when the Dulles data center failed and did not automatically, within minutes if not seconds, connect to the Chicago data center. This process should have appeared nearly seamless from our perspective. However, this did not happen and the CSB was without service for nearly two hours before a manual process was activated to move to the Chicago data center.
- 4 *Data Storage Option*; a reminder was offered of the investigation into the CSB copying data to local storage to ensure the data is available if needed during interrupted communication with Credible. Noting the vast amount of initial data to be transferred and stored, it was clarified that the CSB is working with the Department of Information Technology (DIT) to identify a means for secure and encrypted transfer and storage of the data. Follow up data pulls can be managed with available Web Services.

Luann Healy provided the CSB Serious Incident (Level III) Report for September 2019. Following discussion, committee members requested a change to the information provided, recognizing that the strict standards of confidentiality limit what can be provided. The CSB Internal Compliance Committee will review the information reported to the CSB Board Compliance Committee. Staff will respond with recommendations for revision at the November CSB Board Compliance Committee.

#### 5. CSB Board Policy Review Update

Sheila Jonas directed attention to the compliance related CSB Board policies in the meeting materials. Members were asked to review the documents for further edits, noting they will be submitted for review as an Information Item at the October CSB Board meeting.

Bettina Lawton inquired whether there any matters that required discussion in closed session. As no one raised any matters or need for a closed session and there being no further business to come before the Committee, the meeting was adjourned at 5:12 p.m.

Actions Taken –

- Minutes of the September 18, 2019 Compliance Committee meeting were reviewed and approved.
- Bill Hanna will forward recommendations from the CSB Internal Compliance Committee for serious incident reporting guidelines.
- Luann Healy will update the Organizational Chart and add a report that lists the job duties for each position.



---

Clerk to the CSB Board

November 13, 2019

---

Date Approved

# CSB Fiscal Oversight Committee Meeting Minutes

**Date:** October 18, 2019

**Attending:** Chair, Jennifer Adeli; Basilio 'Sonny' Cachuela, Jr.; Ken Garnes; Bettina Lawton, and Edward Rose

**Absent:** Suzette Kern;

**Staff:** Daryl Washington, Bill Hanna; Lyn Tomlinson; and Jessica Burris

**Guests:**

1. Summary of Information Shared/Decisions:

Jennifer Adeli called the meeting to order at 9:37 a.m.

2. Review of meeting minutes

The September 20, 2019 meeting minutes were presented for review. Recognizing no revisions were forthcoming, Edward Rose made a motion to approve the minutes as presented, which was seconded and approved.

3. Financial Status

Jessica Burris provided the financial report, to include:

A. *Pay Period Metrics Report*

- It was highlighted that Merit salaries for PP #19 are near projected values.
- There is a budget overage for Non-Merit salaries that is primarily attributed to the exempt psychiatrist salaries, noting that these are not budgeted positions. Daryl Washington offered a reminder that the FY2021 budget requests include an increase in base funding to manage the significant increase in salaries for recruitment and retention of psychiatrists.

B. *Modified Fund Statement,*

- Noting that a FY2020 Projection column was added, a review of the Statement was provided, clarifying that projections were calculated using first quarter actuals.
- CSB and DMB staff are working to develop a long-term plan with a goal of permanently adjusting the budget to incorporate one-time carryover funds into the base budget to limit the budget overage that has become typical for the last several years. Revisions may include a transfer from Operating to Compensation and Fringe Benefits.
- Bill Hanna provided an update to the VACSB Fiscal meeting, reporting that the CFO (Chief Financial Officer) for DBHDS was in attendance. It was acknowledged by DBHDS that they were aware that it would not be possible for Fairfax to recoup the \$4.4M decrease in funding, highlighting the relatively small Medicaid population. It was further acknowledged that the funding decrease was in part allocated by size of the County. In an effort to develop a request for the upcoming General Assembly session, DBHDS is developing a formula to identify a more realistic revenue deficit related to Medicaid Expansion for increased funding in FY2021, some of which will replace the

# CSB Fiscal Oversight Committee Meeting Minutes

initial decreases. It was further clarified that DBHDS has an expectation of improved CSB business practices.

Acknowledging the CSB Board's interest in carryover and one-time funding, staff from DMB may attend a future Fiscal Oversight Committee to discuss long-term plans and solutions. Following discussion, there is consideration of possibly scheduling a meeting no sooner than December.

## C. *Revenue Analysis,*

- A minor decrease was made to the adjusted target to reflect the receipt of approximately \$1.1M from the state. The Revenue by Category actuals are slightly higher than the target overall.

## D. *Revenue Maximation - Non-Billable Summary,*

- There is a consistent reduction in non-billable services as reflected by both charts. It was highlighted that there have been significant efforts to back-bill for LMHP-Type services that has resulted in a decreased October balance of approximately \$21K, down from the reported \$42K in September.
- Directing attention to the Non-Billable Services reflected on the Billing Error Types chart, Mr. Hanna clarified that this number is likely to remain static for some time as current efforts are focused on implementing billing for services not previously billed including ARTS (Addiction and Recovery Treatment Services) residential and nursing services.

## 4. Human Resources (HR) Update

Lyn Tomlinson, Bill Hanna, and Daryl Washington provided updates to recent Human Resources activities, noting 94 General merit Vacancies were reported as of 10/3/2019.

### A. A review of the vacancies in critical areas was provided, some highlights included

- The three LPN (Licensed Practical Nurse) positions in Behavioral Health Outpatient (BHOP) are in support of STEP-VA (System Transformation Education Performance) implementation.
- There remains a significant need for Support Coordinators. Recruitment efforts include a recent Realistic Job Preview, with a second Preview planned, attendance at job fairs, and outreach to local universities including George Mason University (GMU) and James Madison University (JMU). Although not reflected in the chart, it was reported that seven support coordination hiring packets were recently sent to candidates.
- There is an increase in ADC/Jail Diversion vacancies. Efforts to address this includes Service Director Marissa Fariña-Morse working with Human Resources to identify causes and limit turnover. Corrective methods include a Realistic Job Preview to be conducted in the jail.

## 5. Clinical Operations Report

Lyn Tomlinson provided updates to Diversion First and Time to Treatment.

### A. A review of the Jail Based and Jail Diversion Organizational Charts was provided.

### B. Directing attention to the Time to Treatment charts provided in the meeting materials, Ms. Tomlinson also distributed two additional charts that were offered as an alternative

# CSB Fiscal Oversight Committee Meeting Minutes

to the current charts. The new charts provide time to treatment data in a different format, intended to provide information that the committee may find more useful than the current charts. Ms. Tomlinson reviewed each chart with the committee, highlighting the differences in how the data is provided. The members engaged in robust discussion, following which there was a request for the data to be reflected with a maximum, minimum, and an average wait time. Additionally, it was requested to provide the initial date of contact and the date a first appointment was offered. However, it was reported that Credible is currently unable to provide the date information tracking data.

Noting no further discussion was forthcoming, the meeting was adjourned at 10:48 a.m.

## **Action Items/Responsible Party Required Prior to Next Meeting:**

- Time to Treatment Report Revisions to include
  - The number of individuals that do not follow through after assessment
  - The minimum, maximum, and average number of days waited, identified by site.

## **Issues to Communicate to CSB Board:**

## **Agenda Items for Next Meeting:**

- Approval of September 2019 Fiscal Oversight Committee Meeting minutes

Next Scheduled Fiscal Oversight Committee meeting

**Friday, November 8, 2019, 9:30 am.**

**Pennino Building, 12011 Government Center Pkwy, Fairfax, VA  
Suite 836A**



---

Staff to the Board

---

November 15, 2019

Date

CSB Board Review of Outdated CSB Board Policy

Issue:

Regular review and update to identified CSB Board Policies

Background:

As part of the regular CSB Board policy review process, one CSB Board policy is being submitted to the CSB Board for review and recommendation. This policy, with recommended revisions received to date, will be submitted to the Board for final review and approval at the December 2019 CSB Board meeting. The policy for this review is:

- 0020 – Vision, Mission, Value Statement

Timing:

A copy of the Vision, Mission, and Values Statement posted on the CSB webpage at <https://www.fairfaxcounty.gov/community-services-board/about/vision-mission-values> is provided (Attachment C). This policy is presented in both edits recommended and edits applied versions. Following further review and comment by the CSB Board, this policy will be submitted to the CSB Board for final action at the December 18, 2019 CSB Board meeting.

Board Member

Sheila Jonas, Secretary to CSB Board

Related Documents: the current version of the policy may also be accessed via the [CSB Board Policies webpage](#)

- A. 0020 – Vision, Mission, Values Statement

Policy Number: 0020

Policy Title: Vision, Mission and Values Statement

Date Adopted: TBD

### Purpose

To state the vision, mission and values of the CSB and the public process by which these will be accomplished.

### Policy

The Fairfax-Falls Church Community Services Board defines its vision, mission and values as follows:

### CSB Vision, Mission and Values

#### ◆ **CSB Vision**

Everyone in our community has the support needed to live a healthy, fulfilling life.

#### ◆ **CSB Mission**

To provide and coordinate a system of community-based supports for individuals and families of Fairfax County and the cities of Fairfax and Falls Church who are affected by ~~developmental delay, intellectual disability, developmental disability~~, serious emotional disturbance (youth), mental illness and/or substance use disorders.

#### ◆ **CSB Values**

In achieving our mission and vision, we value:

##### **Respect for the people we serve.**

Individual dignity and human rights protection are at the center of the CSB service philosophy. ~~Each individual is~~ Individuals are involved in developing service plans which address ~~his/her~~ their needs and preferences. Feedback from service recipients is encouraged to assess program strengths and areas for improvement.

##### **Quality in the services we provide.**

The CSB offers ~~a~~ comprehensive menu of preventative and responsive services that meet the needs of ~~individuals who live in the~~ Fairfax-Fairfax-County-Falls Church community. Services are provided by qualified professionals using methods proven to achieve positive, measurable outcomes.

**Accountability in all that we do.**

The CSB recognizes its responsibility to the Fairfax- ~~County Falls Church~~ community by striving to provide services to people with limited resources or complex needs in an **effective and efficient manner**. Policies and procedures are communicated and accessible to all individuals and organizations with whom we ~~workpartner~~, and process improvement is ~~anchored~~ <sup>[B&I]</sup> ~~insupported by~~ continuous data review.

Approved \_\_\_\_\_  
CSB Board Secretary Date

- Policy Adopted: January 17, 1990
- Policy Readopted: July 27, 1994
- Policy Readopted: April 23, 1997
- Policy Readopted: March 28, 2001
- Policy Readopted: February 18, 2009
- Policy Readopted: March 25, 2009
- Revision Adopted: December 17, 2014
- Revision Adopted: TBD

Policy Number: 0020

Policy Title: Vision, Mission and Values Statement

Date Adopted: TBD

### Purpose

To state the vision, mission and values of the CSB and the public process by which these will be accomplished.

### Policy

The Fairfax-Falls Church Community Services Board defines its vision, mission and values as follows:

### **CSB Vision, Mission and Values**

#### ♦ **CSB Vision**

Everyone in our community has the support needed to live a healthy, fulfilling life.

#### ♦ **CSB Mission**

To provide and coordinate a system of community-based supports for individuals and families of Fairfax County and the cities of Fairfax and Falls Church who are affected by developmental disability, serious emotional disturbance (youth), mental illness and/or substance use disorders.

#### ♦ **CSB Values**

In achieving our mission and vision, we value:

##### **Respect for the people we serve.**

Individual dignity and human rights protection are at the center of the CSB service philosophy. Individuals are involved in developing service plans which address their needs and preferences. Feedback from service recipients is encouraged to assess program strengths and areas for improvement.

##### **Quality in the services we provide.**

The CSB offers a comprehensive menu of preventative and responsive services that meet the needs of the Fairfax-Falls Church community. Services are provided by qualified professionals using methods proven to achieve positive, measurable outcomes.

**Accountability in all that we do.**

The CSB recognizes its responsibility to the Fairfax-Falls Church community by striving to provide services to people with limited resources or complex needs in **an effective and efficient manner**. Policies and procedures are communicated and accessible to all individuals and organizations with whom we partner, and process improvement is supported by continuous data review.

Approved \_\_\_\_\_  
CSB Board Secretary Date

- Policy Adopted: January 17, 1990
- Policy Readopted: July 27, 1994
- Policy Readopted: April 23, 1997
- Policy Readopted: March 28, 2001
- Policy Readopted: February 18, 2009
- Policy Readopted: March 25, 2009
- Revision Adopted: December 17, 2014
- Revision Adopted: TBD

## Our Mission: What We Do

To provide and coordinate a system of community-based supports for individuals and families of Fairfax County and the cities of Fairfax and Falls Church who are affected by developmental disability, serious emotional disturbance (youth), mental illness and/or substance use disorders.

## Our Values: What We Believe In

In achieving our mission and vision, we value:

- Respect** for the people we serve.
- Quality** in the services we provide.
- Accountability** in all that we do.



## Our Vision: Where We Want to Be

Everyone in our community has the support needed to live a healthy, fulfilling life.

[www.fairfaxcounty.gov/community-services-board](http://www.fairfaxcounty.gov/community-services-board)



Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations will be provided upon request. For information, call 703-324-7000, TTY 711.

Fairfax County's Capital Improvement Program (CIP) for FY2021 (to 2024 Out Years)

Issue:

Inform the Board of the CSB's recommendations for the County's FY 2021 Capital Budget Request and FY2021, with future fiscal years to 2024, Capital Improvement Program.

Background

The County's Capital Improvement Program (CIP) and the County's Comprehensive Plan are interrelated. The Comprehensive Plan identifies those geographic areas suitable for development and the CIP identifies needed public facilities and provides a systematic approach to planning the financing and development so that bond issues or other revenue sources can be identified. By identifying the public facilities needed to serve Fairfax County citizens and scheduling them over time, the CIP guides the public construction program for the future.

The CIP process involves initial project approval, feasibility studies, participation in a possible bond referendum (unless alternate funding sources are identified), securing an acceptable site or planning extensive renovations at existing sites, authorization from the Board of Supervisors to proceed, architectural design, and construction. Although a lengthy development time can be expected, the CIP is a valuable avenue for the CSB to pursue new construction of County buildings and large congregate residential facilities that provide mental health or substance use disorder treatment and medical care. The Community Services Board has actively participated in the CIP since 1985.

Fiscal Impact

*Refer to Capital Improvement Projects informational slides (enclosed).*

Enclosed Documents:

CSB Capital Improvement Projects informational slides.

Staff:

Daryl Washington, Executive Director

Fairfax County  
Health & Human Services



Shaping the Future  
**Together**  
Fairfax County Strategic Plan

# Health and Human Services

## County Executive CIP Briefing

October 25, 2019

Planning & Capital Projects



# HHS ORGANIZATION



- **Fairfax-Falls Church Community Services Board**
- **Department of Family Services**
- **Health Department**
- **Department of Housing and Community Development**
- **Juvenile & Domestic Relations District Court**
- **McLean Community Center**
- **Department of Neighborhood and Community Services**
- **Office to Prevent and End Homelessness**
- **Reston Community Center**
- **Office of Strategy Management for Health and Human Services**

# HHS MISSION



**We create opportunities for individuals and families to be safe, be healthy, and realize their potential.**

# HHS CIP THEMES



- **Alignment with the County Strategic Plan priority outcome areas**
- **One Story, One Time**
  - Co-location
  - Innovation in building design
- **Equity lens – One Fairfax**
  - Equitable, livable, and healthy communities
- **Collaboration, coordination and alignment of HHS capital priorities**
- **Partnership with FCPL, DMB, Capital Facilities**

# Completed Projects – 2016 Bond/Other

<b>Project</b>	<b>Agency</b>	<b>Project Cost</b>	<b>Status</b>
✓ <b>Bailey's Shelter/Supportive Housing</b>	OPEH	\$15.667 m	Complete
✓ <b>RCC Natatorium improvements</b>	RCC	\$6.631 m	Anticipated Completion – Dec 2019
✓ <b>MCC Renovations</b>	MCC	\$8 m	Complete
✓ <b>Lewinsville Center Redevelopment</b>	HCD, NCS, HD	\$19.053 m	Complete

# Current Projects

<b>Project</b>	<b>Agency</b>	<b>Project Cost</b>	<b>Status</b>
• <b>Lorton Community Center</b>	NCS; FCPL, FCPA	\$18.5 m	Design
• <b>Sully Community Center</b>	NCS, HD, OSM	\$18.5 m	Design
• <b>Original Mount Vernon High School</b>			
Building Renovation	NCS	TBD	Construction
Site Development	TBD	TBD	Pre-Design
• <b>Kingstowne Library, Police Station, Active Adults Center, Childcare</b>	NCS; FCPL, Police, BOS	\$30 m <i>Note: \$7.4 m still needed for childcare component.</i>	Pre-Design
• <b>Reston Town Center North</b>			
Embry Rucker Shelter	OPEH	\$12.0 m	Pre-Planning
North County HHS Center	DFS, OSM, NCS, CSB, HD; FCPL, FCPA	\$93.5 m	Pre-Planning



# Current Projects

<b>Project</b>	<b>Agency</b>	<b>Project Cost</b>	<b>Status</b>
• <b>East County HHS Center</b>	NCS, CSB, HD, DFS, HCD	\$125.5 m	Pre-Planning
• <b>Massey Complex Redevelopment</b>	CSB, NCS, HD, OSM; <i>Police</i>	TBD	Pre-Planning
• <b>Eleanor Kennedy Shelter</b>	OPEH	\$12.0 m	Pre-Design
• <b>Patrick Henry Shelter</b>	OPEH	\$12.0 m	Design
• <b>Crisis Care/Boys Probation</b>	CSB	\$3.5 m	Design



# HHS CIP Projects by Bond Year

## County Bond Referendum Plan

- No changes proposed

2020 Bond	Cost	2022 Bond	Cost	2024 Bond	Cost	2026 Bond	Cost
Crossroads (1989/1994)	\$19.0M			Springfield Community Resource Center	\$24.0M		
Willard Health Center (1954)	\$45.0M to \$55.0M			Tim Harmon Campus: Cornerstones, A New Beginnings /Fairfax Detox (1994/1998)	\$37.0M		



# Crossroads



## Lee District

- Located at 6901 South Van Dorn Street, Kingstowne
- HHS Department: Community Services Board

### Summary:

- Residential substance abuse/co occurring treatment program w/ occupancy limit of 75
- 6-7 month program
  - Substance abuse education, counseling, vocational rehab, psychiatric services, medication monitoring, drug testing, case management and re-entry services

### Status:

- Year built: 1989; Last Renovation: 1994
  - Significant mold issues
  - Client profiles shifting
  - ADA accessible programming space
- Proposed Improvements
  - Renovation of existing facility
  - Addition of clinic area, restrooms and storage

### Funding:

- TPE - \$19,000,000

# Willard-Sherwood Campus Redevelopment



## Providence District

- Located at 3750 Old Lee Highway in Fairfax
- HHS Departments: Health Department, Neighborhood and Community Services

## Summary:

- Joint master plan study with City of Fairfax for ‘campus-wide’ redevelopment
- Proposed Facilities (County)
  - Clinic, Dental, Pharmacy, Infant Toddler Connection, Speech and Hearing, Vital Records, Women Infant Children, Central Reproduction, COOP needs, Early Childhood Education (Pre-K)
- Proposed Facilities (City of Fairfax)
  - Senior center, fitness facility, gymnasium, improved parking and vehicle circulation

## Status:

- Year Built: 1954; Last Renovation: 2010
- Comprehensive Agreement in progress

## Funding:

- TPE – \$45,000,000 - \$55,000,000

# Springfield Community Resource Center



## Location – To Be Determined

- Options for co-location and exiting leased spaces to be explored
- HHS Department: Neighborhood and Community Services

## Summary:

- Need for community center in Springfield
  - Increases capacity for Center Without Walls (older adult programming) and would address wait list for programs
  - Increases access for residents to the human services system
  - Co-location of services can provide efficiencies and maximizes resources

## Status:

- Phase one: Feasibility Study (not yet funded)
  - Conceptual designs and project cost
  - Options of replacing leased space

## Funding:

- TPE - \$24,000,000

# Tim Harmon Campus: Cornerstones



## Sully District

- Located at 4211 Walney Road, Chantilly
- HHS Department: Community Services Board

### Summary:

- Treatment and community reintegration program
  - Residential services for 16 adults w/ co-occurring substance use disorders
  - Onsite treatment planning, therapy, case management and psycho-education of gender, medical or psychiatric needs
  - Wait List: Average of 10 applicants wait 3 to 5 months for admission

### Status:

- Year built: 1992; Last Renovation: 1998
- Client profiles shifting
- Convert double occupancy rooms to single occupancy to maximize clients served
- Onsite supportive housing to promote independent living w/ ready access to services

### Funding:

- TPE - \$14,000,000

# Tim Harmon Campus: A New Beginning/Fairfax Detox



**Sully District**

- Located at 4213 Walney Road, Chantilly
- HHS Department: Community Services Board

**Summary:**

- A New Beginning
  - 8-12 week licensed residential substance abuse treatment program.
  - Provides rehabilitation services to adults with substance use and co-occurring substance use and mental health disorders.
- Fairfax Detox
  - Licensed residential substance abuse treatment program where individuals can safely detoxify from alcohol and other drugs.
  - 3 different levels of care are offered: Clinical Managed Detox (Social), Medical Detoxification and Buprenorphine Detoxification.

**Status:**

- Year built: 1992

**Funding:**

- TPE - \$23,000,000

Capacity	A New Beginning	Fairfax Detox
# Beds	35	32
Persons Served	205	961
Wait List	45	84
Entry Wait	2 wks- several mo	2-3 wks



# Department of Housing and Community Development

## **Capital Improvement Program**

**Fiscal Years 2021-2025**



# Department of Housing and Community Development

## **Mission of Fairfax County Redevelopment and Housing Authority**

- *To provide opportunities for Fairfax County residents to live in safe, affordable housing and to help develop, preserve and improve communities through fiscally responsible and open processes.*

## **Mission of the Fairfax County Department of Housing and Community Development**

- *HCD is committed to creating and preserving affordable housing and caring, livable communities; serving the diverse needs of Fairfax County's residents through innovative programs, partnerships and effective stewardship; and fostering a respectful, supportive workplace.*

## **Communitywide Housing Strategic Plan Recommendations**

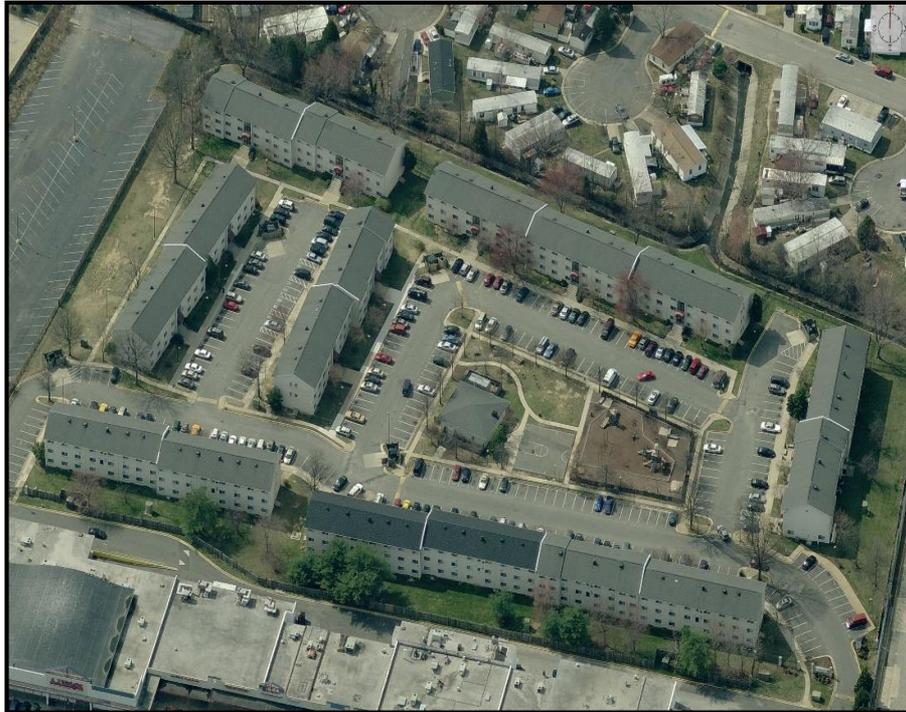
1. Produce a minimum of 5,000 new units over the next 15 years (households earning up to 60% AMI).
2. Allocate the equivalent of an additional penny on the real estate tax to support this production.
3. Achieve no net loss to total "market affordable" rental units.

# Current Projects

Projects	Project Type	No. of Affordable Units	Status
Murraygate	Renovation	200	Construction
Stonegate Village	Renovation	240	Pre-Design
North Hill	PPEA – New	279	Close in Dec 2020
One University	PPEA – New	240	Tax Credits Summer 2020
Oakwood	PPEA – New	150	Tax Credits Summer 2020
Autumn Willow	PPEA – New	150	RFP November 2019
West Ox/Route 50	PPEA – New	20/30	RFP Beginning 2020
Little River Glen IV	County – New	60	Design
ADA Improvements	County	N/A	On-going



# Murraygate



## Lee District

Located on Belford Drive (Richmond Highway) in Alexandria

### Summary:

- Built in 1971
- 8.3 acre site
- 200 units of affordable housing
- Renovations include the following:
  - ✓ New heating and cooling systems
  - ✓ Electrical systems upgrade
  - ✓ Kitchen and bath renovation
  - ✓ Site improvement
  - ✓ Accessibility

### Status:

- Electrical upgrades completed in June 2018
- Full building renovations started in January 2019 and to be completed in late 2020

### Funding:

- Total Project Estimate: \$40,866,000
- LIHTC, bonds and County resources

# Stonegate Village



Hunter Mill District

Located on Stone Wheel Drive in Reston

## Summary:

- Built in 1972; acquired in 1990
- 12.4 acre site
- 240 units of affordable housing
- Renovations include the following:
  - ✓ HVAC replacement
  - ✓ Site improvement
  - ✓ Building improvements
  - ✓ Accessibility
  - ✓ Modernization

## Status:

- Needs assessment completed in 2015
- Establishing contract for design

## Funding:

- Total Project Estimate is \$28,000,000
- Anticipate LIHTC and County resources

# North Hill



## Summary

- PPEA Development
- 35 acres of 49 acre site
- Redevelopment:
  - ✓ 216 affordable housing units
  - ✓ 63 senior affordable housing units
  - ✓ 175 market rate townhomes
  - ✓ 12 acre park

## Status:

- Rezoning is complete
- Site and building permits by end of 2019
- Finance closing in December 2019
- Construction start January 2020

## Funding:

- Private equity, LIHTC, and County resources

Mt. Vernon District

Located at Richmond Highway and Dart Drive

# One University



## Braddock District

Located at 4500 University Drive

### Summary

- PPEA Development
- 10.7 acres site
- Redevelopment:
  - ✓ 120 Affordable Residential Development
  - ✓ 120 Senior Independent Living
  - ✓ 333 student units (798 beds)

### Status:

- Rezoning is completed
- Low Income Housing Tax Credits (LITHC) – Submission March 2020
- Comprehensive Agreement underway
- Revitalization Area Resolution to BOS on November 19, 2019

### Funding:

- Private equity, local funds, federal resources (rental subsidize vouchers), and LITHC
- Pre-development funding in the amount of \$586,800

# The Residences at Oakwood



## Summary

- PPEA Development
- 6.2 acre site
- 150 Senior Affordable Residential Units

## Status:

- Comprehensive Agreement under review by developer
- Low Income Housing Tax Credit submission in March 2020
- Revitalization Area Resolution to BOS on November 19, 2019

## Funding:

- Private equity, local funds and LITHC
- Pre-development funding in the amount of \$745,412



## Lee District

Located at South Van Dorn Street and Oakwood Drive

# Autumn Willow Senior Housing



## Springfield District

Located at Stringfellow Road and Autumn Willow Drive

## Summary

- PPEA Development
- 10.9 acre site
- Planned 150 Senior Affordable Residential Units

## Status:

- Property approved for transfer to FCRHA
- Initial planning and feasibility underway
- Request for Proposals (RFP) for PPEA anticipated for advertisement in November 2019

## Funding:

- Private equity and LITHC
- Pre-development funding in the amount of \$250,000

# Housing at Route 50/West Ox Road



## Summary:

- PPEA Development
- 20 to 30 units of affordable housing

## Status:

- Property transfer in progress
- Request for Proposals (RFP) anticipated for advertisement in early 2020

## Funding:

- TBD

## Sully District

Located near Route 50 and West Ox Road

# Little River Glen IV



## Braddock District

Located at Little River Turnpike and Olley Lane

### Summary

- New Development
- 60 Units of affordable senior Independent living units
- 2.9 acres site on Little River Glen campus.

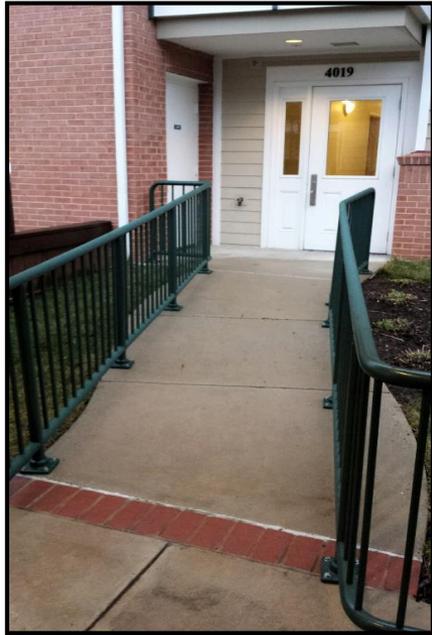
### Status:

- Design contract awarded
- Parking study in progress
- Zoning action dependent on parking study

### Funding:

- Total Project Estimate is \$18,240,000

# ADA Improvements



Handrails were provide on each side of the ramps.



30" portion of the base cabinet was removed to allow for knee space.

## Summary:

- Physical improvements for FCRHA properties to comply with the Americans with Disabilities Act.
- FCRHA continues to increase the availability of accessible units in its federal Public Housing portfolio.

## Status:

- Ongoing. Funds have been identified for ADA improvements. Additional requirements will be identified as part of a future budget quarterly review.

## Funding:

- Project expenditures over the next five years is \$275,000 annually

Countywide

2020 CSB Board Meeting Schedule

Issue

Review and request approval of the proposed 2020 CSB Board meeting schedule.

Recommended Motion

As Presented:

*I move that the Board approve the CSB Board meeting schedule for calendar year 2020 as presented*

*~ or ~*

As Revised:

*I move that the Board approve the CSB Board meeting schedule for calendar year 2020 as revised.*

Background

In preparation for CSB Board and Committee and meetings planned for January 2020 through December 2020, attached is a proposed schedule along with notation of reserved meeting rooms 3-314, West at the Merrifield Center and 836A at the Pennino building. Some meetings have been shifted slightly to accommodate holidays. The calendar reflects a conflict with the meetings scheduled for Wednesday, November 11, 2020 as that is a County Holiday (Veteran's Day).

Enclosed Document

2020 Proposed Board and Committee Meeting Schedule

Board Member

Bettina Lawton, Chair

2020 CSB Board Meetings Calendar  
Fairfax-Falls Church Community Services Board

	FFCCSB Developmental Disabilities Committee (DD)	FFCCSB Behavioral Health Oversight Committee (BHOC)	FFCCSB Compliance Committee	FFCCSB Executive Committee	FFCCSB Fiscal Oversight Committee	FFCCSB Board
<i>2020 Meeting Times</i>	<b>1<sup>st</sup> Wed (bi-monthly even ): 5:00 pm</b>	<b>2<sup>nd</sup> Wed: 5:00 pm</b>	<b>3<sup>rd</sup> Wed: 4:00 pm</b>	<b>3<sup>rd</sup> Wed: 5:00 pm</b>	<b>3<sup>rd</sup> Wed: 9:30 am</b>	<b>4<sup>th</sup> Wed: 5:00 pm</b>
<i>ROOMS:</i>	<b>Merrifield Center Rom 3-314, West</b>	<b>Merrifield Center Rom 3-314, West</b>	<b>Merrifield Center Rom 3-314, West</b>	<b>Merrifield Center Rom 3-314, West</b>	<b>Pennino Bulding Room 836A</b>	<b>Merrifield Center Rom 3-314, West</b>
Jan	*	8	15	15	17	22
Feb	<b>5</b>	12	19	19	21	26
Mar	*	11	18	18	20	25
Apr	<b>1</b>	8	15	15	17	22
May	*	13	20	20	15	27
Jun	<b>3</b>	10	17	17	19	24
Jul	*	8	15	15	17	22
Aug	<b>5</b>	12	19	19	21	26
Sep	*	9	16	16	18	23
Oct	<b>7</b>	14	21	21	16	28
Nov	*	4 <b>(1st Wed)**</b>	11 <b>(2nd Wed)***</b>	11 <b>(2nd Wed)***</b>	13 <b>(2nd Fri)**</b>	18 <b>(3rd Wed)**</b>
Dec	<b>2 (Note conflict --&gt;)</b>	<b>2 (1st Wed)**</b>	<b>9 (2nd Wed)**</b>	<b>9 (2nd Wed)**</b>	<b>11 (2nd Fri)**</b>	<b>16 (3rd Wed)**</b>

\* **No Meeting**

**\*\*In observance of a County holiday**

**\*\*\* Conflict with County Holiday**

Note: All Committee meetings with exceptions noted above and the Fiscal Committee are held at the Merrifield Center, Room 3-314, West

**Thanksgiving; Thursday, Nov. 26 & Friday, Nov. 27  
Christmas; Thursday, Dec. 24 & Friday, Dec. 25**

Approval of Proposed CSB Board Policy Revisions

Issue:

Approval to adopt as recommended the CSB Board Policies listed below following the most recent CSB Board review.

Background:

As part of the regular review process of CSB Board policies, two policies were submitted to CSB Board members at the October 2019 CSB Board meeting for review and possible revision. Policies forwarded for CSB Board approval to adopt as presented or revised is listed directly below.

- 2300 – Compliance Program
- 2600 – Risk Management

A final opportunity for comment will be provided prior to requesting Board action.

Recommended Motion:

*I move that the Board approve adoption of the CSB Board Policies, #2300 – Compliance Program and #2600 – Risk Management as presented.*

Timing:

Immediate

Board Member

Sheila Jonas, Secretary to CSB Board

Enclosed Documents: (Attachments A – B)

- A. 2300 – Compliance Program
- B. 2600 – Risk Management

Policy Number: 2300  
 Policy Title: ~~Corporate~~ Compliance Program  
 Date Adopted: TBD

### Purpose

To define the CSB's compliance program and the role of the Board's Compliance Committee.  
~~provide guidance for the establishment of the Community Services Board's Corporate Compliance Program.~~

### Policy

~~It is the policy of the Community Services Board that:~~

1. The CSB is committed to conducting its operations consistent with the best interests of its clients, employees, contractors, vendors, community partners, and others.
2. ~~The delivery of~~ CSB directly operated and contracted program services will ~~it~~ adhere to strict conformance with the highest standards of accountability for administration, clinical, business, ~~marketing,~~ information technology, and financial management.
  1. -
3. The ~~CSB Board is fully committed to the need to prevent, detect, and correct fraud, fiscal mismanagement and misappropriation of funds and therefore, to the development of a formal corporate~~ compliance program will ~~to~~ ensure ongoing self-assessment, monitoring and conformance with all corporate, legal and regulatory requirements. The program will emphasize:
  - a. ~~The Board is committed to the establishment, implementation and maintenance of a corporate compliance program that emphasizes (a)~~ prevention of wrong doing – whether intentional or unintentional,
  - b. ~~(b)~~ immediate reporting and investigation of questionable activities and practices without consequences to the reporting party and †
  - c. † timely correction of any situation which puts the Board, CSB staff, funding sources or consumers at risk.
4. The Board's Compliance Committee provides oversight and direction to the CSB Compliance Program assisting the CSB Board in meeting its statutory responsibilities as outlined in the Code of Virginia, Section 37.2-504. The Committee works closely with the CSB Executive Director, Compliance Officer and legal counsel.

5. The Board authorizes the Executive Director of the Community Services Board to designate a ~~Corporate~~ Compliance Officer, monitor the CSB's ~~Corporate~~ Compliance program and ensure that the Board's Compliance Committee is sufficiently informed in order carry out responsibilities outlined in the Compliance Committee Charter.  
~~provide periodic reports to the Board on matters pertaining to the program.~~

Approved

---

CSB Board Secretary

Date

Policy Adopted: February 25, 2004  
Readopted: December 16, 2009  
Policy Readopted: November 20, 2013

Policy Number: 2300  
 Policy Title: Compliance Program  
 Date Adopted: TBD

### Purpose

To define the CSB's compliance program and the role of the Board's Compliance Committee.

### Policy

1. The CSB is committed to conducting its operations consistent with the best interests of its clients, employees, contractors, vendors, community partners, and others.
2. CSB directly operated and contracted program services will adhere to strict conformance with the highest standards of accountability for administration, clinical, business, information technology, and financial management.
3. The CSB compliance program will ensure ongoing self-assessment, monitoring and conformance with all corporate, legal and regulatory requirements. The program will emphasize:
  - a. prevention of wrong-doing – whether intentional or unintentional,
  - b. immediate reporting and investigation of questionable activities and practices without consequences to the reporting party, and
  - c. timely correction of any situation which puts the Board, CSB staff, funding sources or consumers at risk.
4. The Board's Compliance Committee provides oversight and direction to the CSB Compliance Program assisting the CSB Board in meeting its statutory responsibilities as outlined in Va. Code § 37.2-504. The CSB Board Compliance Committee works closely with the CSB Executive Director, Compliance Officer and legal counsel.
5. The Board authorizes the Executive Director of the Community Services Board to designate a Compliance Officer, monitor the CSB's Compliance program and ensure that the Board's Compliance Committee is sufficiently informed in order carry out responsibilities outlined in the Compliance Committee Charter.

Approved \_\_\_\_\_  
 CSB Board Secretary

\_\_\_\_\_  
 Date

References

- Code of Virginia: 37.2-504 Community Services Boards; local government department; powers and duties

Policy Adopted: February 25, 2004  
Readopted: December 16, 2009  
Policy Readopted: November 20, 2013  
Policy Revised: TBD

DRAFT

Title: CSB Risk Management Process-Procedure or Program

**Date Adopted:** ????

**Purpose:** To establish guidance on how the CSB will mitigate and manage risk across the organization.

**Definitions:** Risk Management is the identification of and evaluation of risks as well as the identification of, selection and implementation of control measures that might alter risks.

**Responsibility:**

1. ~~Fairfax County has an established Risk Management Program which sets expectations for an absolute and demonstrated commitment by all levels of staff to the Risk Management Program. CSB leadership, including supervisors, will~~
2. ~~CSB Leadership and Supervisors: Fairfax County expects an absolute and demonstrated commitment by all levels of management to the Risk Management Program. All levels of leadership are responsible for promptly resolving risk producing exposures within reason and ensuring compliance by employees with applicable policies and procedures.~~
1. \_\_\_\_\_
3. ~~Employees: All employees shall adhere to safety regulations and practices and report to management any potential hazards or deficiencies in the design or maintenance of equipment, facilities, or personal protective gear which may constitute a safety or health hazard. Willful or flagrant violations of established or accepted safety practices are unacceptable and will subject the employee to appropriate disciplinary action consistent with personnel regulations. Such violations may also adversely affect compensability of an employee's compensation claim consistent with provisions of Virginia law. Each CSB Supervisor will ensure every staff person has an awareness of the three major risk management divisions of Claims Management, Insurance Management, and Loss Prevention & Safety Management, and where to access claim forms.~~
2. ~~Additionally, the CSB has its own established its own risk management process/program under the supervision of the Deputy Director of Administrative Operations which expands on the County's Risk Management Program.~~
- 4.3. ~~The CSB Board established a CSB Board Compliance Committee to provide oversight and direction to the CSB's compliance program.~~

**Procedures:**

1. ~~Every six months~~ the CSB's Internal Compliance Committee, which is comprised of the CSB Executive leadership team, county attorney, and CSB Compliance Director, will at the beginning of each fiscal year annually identify the agency's review high risk related issues areas which covering at least the following areas:
  - a. Personnel
  - b. Facilities and equipment
  - c. Emergency Preparedness

## d. Contracting

~~e. Level I, II, and III serious incidents as well as root cause analysis.~~

~~f.e.~~ Healthcare compliance

~~g.f.~~ Finances

The CSB Executive Director will advise the CSB Board Compliance Committee and the CSB Board of the specific items of high-risk identified and the plans to mitigate the risk and the possible consequences to the CSB.

2. At least quarterly, ~~Every six months~~ the CSB's Internal Compliance Committee will:

~~a. Review the status of previously or newly identified high risk related areas to ensure that necessary actions are being taken to mitigate risk. Content experts in each of the above areas will attend as needed based upon the identified risk issue.~~

~~b.a. The CSB's leadership team will take action to mitigate risk~~ based on any trends or gaps identified in any of the above categories during the prior sixthree-month risk review period, and

b. Monitor any actions previous undertaken to ensure that they have been effective in mitigating the identified risk(s).

The CSB Executive Director will advise the CSB Board Compliance Committee and the CSB Board of the effectiveness of the actions taken and, what, if any, action is needed to further mitigate the risk.

~~3. The CSB Executive Director will promptly notify the Chair of the CSB Board of any unanticipated risk situation that may substantially affect a CSB program, its clients or the CSB's reputation in the community. The Executive Director will notify the CSB Board as soon as reasonably possible.~~

4.3.

Policy Number: 2600  
Policy Title: Risk Management  
Date Adopted: TBD

**Purpose:**

To establish guidance on how the CSB will mitigate and manage risk across the organization.

**Definition:**

Risk Management is the identification of and evaluation of risks as well as the identification of, selection and implementation of control measures that might alter risks.

**Responsibility:**

1. Fairfax County has an established Risk Management Program which sets expectations for an absolute and demonstrated commitment by all levels of staff to the Risk Management Program. CSB leadership, including supervisors, will promptly resolve risk producing exposures within reason and ensure compliance by employees with applicable policies and procedures.
2. The CSB established its own risk management program under the supervision of the Deputy Director of Administrative Operations which expands on the County's Risk Management Program.
3. The CSB Board established a CSB Board Compliance Committee to provide oversight and direction to the CSB's compliance program.

**Process:**

1. The CSB's Internal Compliance Committee, which is comprised of the CSB Executive leadership team, county attorney, and CSB Compliance Director, will at the beginning of each fiscal year identify the agency's high-risk areas covering at least the following areas:
  - a. Personnel
  - b. Facilities and equipment
  - c. Emergency Preparedness
  - d. Contracting
  - e. Healthcare compliance
  - f. Finances

The CSB Executive Director will advise the CSB Board Compliance Committee and the CSB Board of the specific items of high-risk identified and the plans to mitigate the risk and the possible consequences to the CSB.

2. At least quarterly, the CSB's Internal Compliance Committee will:
  - a. Review the status of previously or newly identified high risk related areas to ensure that necessary actions are being taken to mitigate risk based on any trends or gaps identified in any of the above categories during the prior three-month period, and
  - b. Monitor any actions previous undertaken to ensure that they have been effective in mitigating the identified risk(s).

The CSB Executive Director will advise the CSB Board Compliance Committee and the CSB Board of the effectiveness of the actions taken and, what, if any, action is needed to further mitigate the risk.

3. The CSB Executive Director will promptly notify the Chair of the CSB Board of any unanticipated risk situation that may substantially affect a CSB program, its clients or the CSB’s reputation in the community. The Executive Director will notify the CSB Board as soon as reasonably possible.

Approved \_\_\_\_\_  
CSB Board Secretary
Date

References

- Code of Virginia: 37.2-504-A.1 Community Services Boards; local government department; powers and duties
- Code of Virginia: 37.2-508-Performance Contract for mental health, mental retardation and substance abuse services. Section on Board responsibilities 6.b.2-Quality Improvement and Risk Management
- Code of Virginia: 8.01-581.16 (civil immunity for members of certain boards or committees) and 8.01-581.17 (privileged communications of certain committees and entities).

Policy Adopted: June 24, 2009  
*Replaces Policy 2200 Dated September 19, 2001*

Policy Readopted: November 20, 2013

Revision Adopted: TBD

Request for Approval of FY 2020 Fee Schedule

Issue:

Updates to the Fee Schedule

Timing:

If approved by the CSB Board, the Fee Schedule is forwarded to the Board of Supervisors for their review. Following CSB Board approval the revised CSB Board Policy 2120 will be posted. The changes to the Fee Schedule will not become effective before February 1, 2019.

Recommended Motion:

*I move the Board approve the CSB Fee Schedule.*

Background:

At the CSB Board's Ad Hoc Fee Policy Committee meeting on August 30<sup>th</sup>, committee members voted to approve staff proposals and recommended that the CSB Board post the proposed revisions to the Fee Schedule for public comment. At the CSB Board meeting on October 23, 2019, the CSB Board approved the release of the proposed changes for public review.

The recommended changes include:

Updated outpatient, residential, medical, and ARTS services to maximize Medicare, Medicaid, and Commercial insurance reimbursement. A general increase was not requested in this review cycle.

No revision recommendations to the Fee Schedule were received during the public review period prior to the November 20<sup>th</sup> CSB Board meeting.

If approved by the CSB Board, the Fee Schedule will be submitted to the Board of Supervisors for review in January 2020. Following Board of Supervisors review, staff will inform clients, conduct staff training, and make adjustments in the Electronic Health Record, resulting in an effective date not sooner than February 1, 2020 for both the Fee Schedule and the Ability to Pay Scale. Changes to Board Policy 2120 will become effective in October 2019 and to CSB Fee Regulation 2120.1 in November 2019.

Fiscal Impact:

The fee related documents provide the CSB with uniform mechanisms to maximize revenues from clients, Medicaid, Medicare, and other health insurance plans. The FY 2020 current budget plan for the CSB includes \$16.1 million in estimated fee revenues.

Board Members and Staff:

Nancy Scott, CSB Board Chair

Garrett McGuire CSB Board Member

Staff: Sebastian Tezna, Business Operations Director

Enclosed Documents:

CSB Fee Schedule – Eff. 2/1/2020

Service	Billing Procedure Code	Revenue Code (Facility Billing Only)	Subject to Ability to Pay Scale	Effective February 1, 2019	Effective February 1, 2020
Adult Day Treatment - MH	H0035-HB		Yes	\$34.78 per unit	\$34.78 per unit
A New Beginning Residential Treatment	H0010 - HB	Revenue Code(s) 1002, and DRG(s) 894-897	Yes	\$393.50 per day	\$393.50 per day
Case Management - MH	H0023		Yes	\$326.50 per month	\$326.50 per month
Case Management - DD	T1017		Yes	\$326.50 per month	\$326.50 per month
Case Management - SA	H0006		Yes	\$243.00 per month	\$243.00 per month
Cornerstones Adult Residential Treatment	H0010 - HB	Revenue Code(s) 1002, and DRG(s) 894-897	Yes		\$393.50 per day
Residential Treatment - Intermediate Rehabilitation/Reentry Services	H2034		Yes		\$175.00 per day
Contracted Residential Treatment - Intermediate Rehabilitation/Reentry			Yes	\$163 per day	\$163 per day
Crisis Intervention - Addl 30 Min	90840		Yes	\$71.28 each	\$71.28 each
Crisis Intervention	H0036 or 90839		Yes	\$37.30 per 15 minutes	\$37.30 per 15 minutes
Crisis Stabilization - Adult Residential	H2019	Revenue Code(s) 1001, and DRG(s) 876, 880-887	Yes	\$89 per hour	\$89 per hour / \$583 per diem (Facility only)
Crossroads Adult Residential Treatment	H0010 - HB	Revenue Code(s) 1002, and DRG(s) 894-897	Yes	\$393.50 per day	\$393.50 per day
Detoxification, Medical, Residential-setting	H2036 - HB	Revenue Code(s) 1002, and DRG(s) 894-897	Yes	\$750 per day	\$750 per day
Detoxification, Social, Residential-setting	H2036 - HB	Revenue Code(s) 1002, and DRG(s) 894-897	Yes	\$750 per day	\$750 per day
Drop-In Support Services, ID	-		Yes	Rate set by vendor(s) but no less than \$2 per hour and for those with incomes above 150% of FPL, apply 20% liability (based on ATP Scale) of the CSB contracted negotiated rate. If below 150% of FPL, charge \$2 per hour.	Rate set by vendor(s) but no less than \$2 per hour and for those with incomes above 150% of FPL, apply 20% liability (based on ATP Scale) of the CSB contracted negotiated rate. If below 150% of FPL, charge \$2 per hour.
Family Therapy w/out client (50 minutes)	90846		Yes	\$115.19 per event	\$115.19 per event
Family Therapy w/ client (50 minutes)	90847		Yes	\$119.82 per event	\$119.82 per event
Group Therapy/Counseling (per group, per person)	90853		Yes	\$28.74 per event	\$28.74 per event
Head Start - Services to	-		No	\$25 per 15 minutes	\$25 per 15 minutes
Independent Evaluations	-		No	\$75 each	\$75 each
Individual Therapy/Counseling (16 to 37 minutes)	90832		Yes	\$71.28 per event	\$71.28 per event
Individual Therapy/Counseling (38 to 52 minutes)	90834		Yes	\$95.33 per event	\$95.33 per event
Individual Therapy/Counseling (53 minutes or greater)	90837		Yes	\$143.01 per event	\$143.01 per event
Initial Evaluation/Assessment	90791		Yes	\$150 per event	\$150 per event
Injection Procedure	96372		Yes	\$30.20 per event	\$30.20 per event
Intensive Community Treatment	H0039		Yes	\$153 per hour	\$153 per hour
Intensive Outpatient - SA	H0015	Revenue Code 905 or 906	Yes	\$250.00 per day	\$250.00 per day
Interactive Complexity*	90785		Yes	\$15.90 add on to other clinic services when there is a factor that complicates the psychiatric service or increases the work intensity of the psychotherapy service	\$15.90 add on to other clinic services when there is a factor that complicates the psychiatric service or increases the work intensity of the psychotherapy service
Lab Tests	-		No	Actual Cost	Actual Cost
Late Cancellation or No Show	-		Yes	\$25.00	\$25.00
Legal Testimony	-		Yes	\$25 per 15 minutes	\$25 per 15 minutes
Mental Health Skill-building Service	H0046		Yes	\$91 per unit	\$91 per unit
Multi-Family Group Therapy	90849		Yes	\$41.78 per event	\$41.78 per event
Neurological Testing			Yes	\$1168 per event	\$1168 per event
New Generations Residential Treatment	H0010		Yes	\$393.50 per day	\$393.50 per day
Nursing Assessment - New Patient	99201		Yes		\$29 per event
Nursing Subsequent Care - Established Patient	99211		Yes	\$29 per event	\$29 per event
Peer Support Services - Individual/SA	T1012		Yes	\$6.50 per 15 minutes	\$6.50 per 15 minutes
Peer Support Services - Group/SA	S9445		Yes	\$2.70 per 15 minutes	\$2.70 per 15 minutes
Peer Support Services - Individual/MH	H0024		Yes	\$6.50 per 15 minutes	\$6.50 per 15 minutes
Peer Support Services - Group/MH	H0025		Yes	\$2.70 per 15 minutes	\$2.70 per 15 minutes
Physical Exam (Physician)	99385-99387		Yes	\$167 per event	\$167 per event
Psychiatric Evaluation, Medical Services	90792		Yes	\$219 per event	\$219 per event
Psychiatric Evaluation & Management Low Complexity - New Patient	99203		Yes	\$124.43 per event	\$124.43 per event

Service	Billing Procedure Code	Revenue Code (Facility Billing Only)	Subject to Ability to Pay Scale	Effective February 1, 2019	Effective February 1, 2020
Psychiatric Evaluation & Management Moderate Complexity - New Patient	99204		Yes	\$188.16 per event	\$188.16 per event
Psychiatric Evaluation & Management Low Complexity - Established Patient	99213		Yes	\$83.92 per event	\$83.92 per event
Psychiatric Evaluation & Management Moderate Complexity - Established Patient	99214		Yes	\$123.44 per event	\$123.44 per event
Psychological Testing	-		No	\$150 per event	\$150 per event
Psychological Testing Battery	96101		Yes	\$851 per event	\$851 per event
Psychosocial Rehabilitation (1 unit = 2.0-3.99 hrs; 2 units = 4-6.99 hrs; 3 units = 7+ hrs)	H2017		Yes	\$24.23 per unit	\$24.23 per unit
Psychological Assessment, Adult Therapeutic Day Treatment	H0032 - U7		Yes	\$36.53 Per event	\$36.53 Per event
Psychological Assessment, Psychosocial Rehab	H0032 - U6		Yes	\$24.23 per event	\$24.23 per event
Psychological Assessment, Intensive Community Treatment	H0032 - U9		Yes	\$153.00 per event	\$153.00 per event
Psychological Assessment, Mental Health Skill Building	H0032 - U8		Yes	\$91.00 per event	\$91.00 per event
Release of Information: Individual	-		No	18c per pg up to 50 pgs; 25c per pg for > = 51 pgs	18c per pg up to 50 pgs; 25c per pg for > = 51 pgs
Release of Information: Research	-		No	\$10.00	\$10.00
Release of Information: Third Party	-		No	\$10 admin fee 37c per pg up to 50 pgs; 18c per pg for > = 51 pgs	\$10 admin fee 37c per pg up to 50 pgs; 18c per pg for > = 51 pgs
Release of Information: Worker's Compensation	-		No	\$15.00	\$15.00
Residential Fee ID Community Living Services	-		No	75% of gross income	75% of gross income
Residential Fee MH/SA Community Living Services	-		No	30% of gross income	30% of gross income
Returned Check (due to insufficient funds or closed account)	-		No	\$50.00	\$50.00
Skilled Nursing Waiver LPN Services	T1003		No	\$7.99 per 15 min	\$7.99 per 15 min
Skilled Nursing Waiver RN Services	T1002		No	\$9.22 per 15 min	\$9.22 per 15 min
Telehealth Facility Fee	GT Modifier		No	\$20.00	\$20.00
Transportation	-		No	\$100 per month	\$100 per month
Turning Point Program	-		Yes	\$285.71 per month	\$285.71 per month
Urine Collection & Drug Screening- Retests Only	-		Yes	\$25.00	\$25.00
Wraparound Fairfax	-		No	\$1270 per month	\$1270 per month
DDW Case Management	T2023		No	\$242.73 per month	\$242.73 per month
DDW Group Home Residential 5 person Tier 1	H2022-U2		No	\$221.80 per day	\$221.80 per day
DDW Group Home Residential 5 person Tier 2	H2022-U2		No	\$249.07 per day	\$249.07 per day
DDW Group Home Residential 5 person Tier 3	H2022-U2		No	\$276.33 per day	\$276.33 per day
DDW Group Home Residential 5 person Tier 4	H2022-U2		No	\$325.40 per day	\$325.40 per day
DDW Group Home Residential 6 person Tier 1	H2022-U3		No	\$214.99 per day	\$214.99 per day
DDW Group Home Residential 6 person Tier 2	H2022-U3		No	\$238.84 per day	\$238.84 per day
DDW Group Home Residential 6 person Tier 3	H2022-U3		No	\$266.10 per day	\$266.10 per day
DDW Group Home Residential 6 person Tier 4	H2022-U3		No	\$316.88 per day	\$316.88 per day
Partial Hospitalization Psychiatric Patient	S0201	Revenue Code 912	Yes		\$500 per diem
Partial Hospitalization Substance Abuse Patient	S0201	Revenue Code 913	Yes		\$500 per diem
PERS Medication Monitoring	S5185		No	\$58.41	\$58.41
PERS Monitoring	S5161		No	\$35.05	\$35.05
PERS Installation	S5160		No	\$58.41	\$58.41
PERS Installation & Medication Monitoring	S5160-U1		No	\$87.62	\$87.62
DDW Skilled Nursing, Registered Nurse	S9123		No	\$11.28 per 15 min	\$11.28 per 15 min
DDW Skilled Nursing, Licensed Practice Nurse	S9124		No	\$9.78 per 15 min	\$9.78 per 15 min
DDW Transition Services	T2038		No	Unit varies/\$5000 yearly limit	Unit varies/\$5000 yearly limit
DDW Assistive Technology, Maintenance Costs Only	T1999-U5		No	Unit varies/\$5000 yearly limit	Unit varies/\$5000 yearly limit
DDW Environmental Mods	S5165		No	Unit varies/\$5000 yearly limit	Unit varies/\$5000 yearly limit

Approval of CSB Behavioral Health Oversight Committee Associate Member

Recommended Motion

*I move that the CSB Board approve the partner agency named below as a FY2020 Associate Member of the standing Behavioral Health Oversight Committee:*

1. Neighborhood Health

Background

As part of the annual appointment of Associate Members as outlined in the CSB Bylaws, the nomination for this FY2020 Associate Member of the Behavioral Health Oversight Committee was provided at the October 2019 CSB Board meeting for consideration along with notice that a motion for approval would be presented at the November meeting.

CSB Board Member

Diane Tuininga, Chair, Behavioral Health Oversight Committee

Expansion of Crisis Intervention Team (CIT) Assessment Site Program

Issue:

Request for approval from the Fairfax-Falls Church Community Services Board to accept funding, if awarded, from the Department of Behavioral Health and Developmental Disability Services.

Recommended Motion:

*I move that the Board approve submission of and accept funding of \$685,744, if awarded, for the Virginia Behavioral/CIT Expansion Grant.*

Background:

This project will provide operational support for the MCRC (Merrifield Crisis Response Center) to allow individuals to receive medical clearance on site and reduce lengthy wait times for individuals at local emergency departments as well as expedite transfer of custody throughout the medical assessment process.

Grant funding will be utilized to support the start- up of medical clearance at the MCRC totaling \$685,744.

Timing:

Board action is requested on November 20, 2019 as the grant award notification will be early December 2019.

Fiscal Impact:

If awarded, one-time funds of \$100,00 would include initial IT equipment purchase and set up, exam room and lab equipment/ furniture, recruitment, credentialing/background check costs, and printing/signage. Ongoing funds of \$281,460 include expenses minus revenue and include personnel, education & training, and supplies. Contractual services include IT services, labs, billing, interpreter, telephone and internet services. Additional personnel funds of \$304,284 would support MCRC staff listed below.

Creation of Positions:

If awarded, this grant will be utilized to support personnel expenses to include physician, medical assistant, and patient registration staff through partnership with Neighborhood Health. CSB positions include: Peer Support Specialist, 1 Police Officer, and a Sheriff Deputy.

Staff:

Abbey May  
Georgia Bachman

Commonwealth of Virginia

**REQUEST FOR PROPOSALS TO SUPPORT EXPANSION OF CIT ASSESSMENT SITE PROGRAM**

**Issue Date:** September 9, 2019

**Issue Title:** Crisis Intervention Team (CIT) Assessment Sites

**Issuing Agency:** Department of Behavioral Health and Developmental Services (DBHDS) (DBHDS) - P.O. Box 1797, Richmond, Virginia 23218-1797

**Period of the Contract:** December 1, 2020 through TBD

**Renewals:** This award includes the possibility of one-time and ongoing funds. Renewals are dependent on the feasibility of received proposals.

**Applications will be received for furnishing services described herein until DBHDS has contracted with sufficient number of contractors to exhaust allocated funds.**

Submit Comments/ Questions	Interested parties may submit comments or questions on any aspect of this notice to Stephen Craver via email <a href="mailto:stephen.craver@dbhds.virginia.gov">stephen.craver@dbhds.virginia.gov</a> or phone at (804) 402-7930.
-------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Application Delivery Information:**

All Applications shall be submitted by electronic mail to Stephen Craver, CIT Assessment Site Coordinator at [stephen.craver@dbhds.virginia.gov](mailto:stephen.craver@dbhds.virginia.gov) by (October 28, 2019 at 5:00 PM). Late submissions will not be accepted.

IN COMPLIANCE WITH THE ABOVE REFERENCED REQUEST FOR APPLICATIONS AND TO ALL THE CONDITIONS IMPOSED HEREIN, IN FACT OR BY REFERENCE, THE UNDERSIGNED APPLICANTS AGREES TO FURNISH THE SERVICES IN ACCORDANCE WITH THE ATTACHED SIGNED APPLICATION OR AS MUTUALLY AGREED UPON BY SUBSEQUENT NEGOTIATION.

Name and Address of Applicant:

Date:

Printed Name:

Signature:

**TABLE OF CONTENTS**

	PAGE
I. PURPOSE	3
II. BACKGROUND	3
III. STATEMENT OF GOALS	4
IV. APPLICATION PREPARATION AND SUBMISSION REQUIREMENTS	5
V. EVALUATION AND AWARD CRITERIA	6
VI. METHOD OF PAYMENT	7
VII. GENERAL TERMS AND CONDITIONS	7
VIII. ATTACHMENTS	

**\*\*\*Note: This award process may result in both one-time and ongoing funds to one or more existing CIT assessment site programs.**

**I. PURPOSE:**

The purpose of this request is to solicit applications from qualified service providers to expand on services provided through established contracts for the operation of CIT Assessment Sites, or “Sites”. The funds to be issued as a result of this announcement include one-time funds to be issued during FY’20 and ongoing funds to begin in FY’21.

CIT Assessment Sites are intended to serve as locations that provide an *alternative* to a criminal arrest to which an authorized law enforcement officer can take individuals experiencing an acute or sub-acute mental health crisis where the therapeutic recovery process can begin. The Sites offer transfer of custody of mental health consumers to qualified personnel in a safe environment, and immediate access to mental health professionals for emergency clinical assessment, civil commitment when necessary, and linkage to appropriate services. CIT Assessment Sites in many cases act as an entry point into the behavioral health system.

**II. BACKGROUND:**

CIT Assessment Sites currently function throughout the Commonwealth under many different models, often dependent on the capabilities and needs of the local CIT program. Although there are differences in each locality’s programs, the goal of each program should be to continually improve the services provided to consumers who interact with law enforcement in order to facilitate safe and effective diversion from the criminal justice system.

These awards seek to build upon a key principle of successful CIT programs; improved community-based solutions to enhance access to services for individuals with mental illness. Successful CIT programs are intended to improve officer and consumer safety, reduce inappropriate incarceration, and redirect individuals with mental illness from the criminal justice system to the health care system when to do so is consistent with the needs of public safety. Changes in Virginia’s system of crisis care continue to support the ability to develop new processes and methods to address the needs of consumers. Advanced services being added to receiving centers similar to Assessment Sites in various localities within the U.S. include processes to expedite medical clearance, increased access to prescribers after-hours, and the inclusion of out of hospital basic medical care for consumers not exhibiting obvious acute medical needs, among others. Other advancements include the ability to provide up to 23 hours of calming space and case managers or system navigators in combination with any or all of the previously listed capabilities.

Applications for the current award process must demonstrate how the program is increasing capacity or advancing the scope of services provided during the Assessment Site process.

### III. STATEMENT OF GOALS:

- A. Awarded programs shall improve or supplement CIT Assessment Site operations for the purposes described above.
- B. CIT Assessment sites shall continue to function as an alternative to incarceration, for the efficient transfer of custody from law enforcement, for enhanced screening for emergent needs for behavioral healthcare, and will promote dignity & respect for individuals with behavioral healthcare issues.
- C. CIT Assessment Sites will be an integral part of the larger CIT program. Any substantive changes to Site operations shall be appropriately documented and agreed upon by all signatories to the current standing MOA/MOU. ***The responsibility to collect and report data with regard to the efficiency and effectiveness of the assessment site shall not be affected by any awards issued under this announcement.***
- D. Applications will be accepted from CSBs currently operating a Site through the assistance of a DBHDS funding award. The CSB must serve as the fiscal agent for any one-time award distributions made under this announcement.
- E. The awarded CSB may allow for programmatic operations by personnel from another entity however fiscal management and all applications must be submitted and managed by the CSB.
- F. **Award Preference:** Although various types of program enhancements will be considered for suitability, this solicitation will give preference to programs that demonstrate ways to include additional or advanced services as described in Section II. For the purposes of this award process, improvements that may also be considered include staffing increases, particularly those that would increase transfer of custody, improvements that allow for increased hours of operation, or the addition of other services relative to the needs of consumers. These may include medical services for medication management and/or detox assistance, increased roles of peer specialists in the crisis process, or other identified issues that have arisen within individual programs. Responses to this request proposing funding for alternative transportation services or co-responder initiatives will NOT be considered for funding.

### IV. APPLICATION PREPARATION AND SUBMISSION REQUIREMENTS:

#### A. General Instructions:

- 1. Programs should submit a CIT Assessment Site program enhancement narrative (**2 pages single spaced maximum**). Narrative shall include:
  - Description of proposed program to include implementation steps and timeline
  - Detailed projected expenditure of requested funds
  - Explanation for why funding cannot be met through other means
  - Description of how the program will provide sustained service to affected consumers and/or how the local program will sustain any program enhancements for any proposals requesting only one-time funds after depletion of said funds
  - Description of the utilization plan and sustainability of the any requested ongoing funds.
- 2. One application must be submitted by email with all required attachments to Stephen Craver, CIT Assessment Site Coordinator at [Stephen.Craver@dbhds.virginia.gov](mailto:Stephen.Craver@dbhds.virginia.gov).

3. Deadline for Submission is **October 28, 2019 by 5:00pm. Late submissions will not be accepted or considered.**

**B. Application Preparation:**

- Application shall be signed by an authorized representative of the Applicant. Scanned ink signatures will be accepted on cover page.
- Ownership of all data, materials and documentation originated and prepared for the State pursuant to the Request shall belong exclusively to the State and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*
- Trade secrets or proprietary information submitted by an Applicant shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the Applicant must invoke the protections of §2.2-4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.
- The classification of an entire application document, line item prices and/or total application prices as proprietary or trade secrets is not acceptable and may result in rejection of the application.

**C. Specific Application Instructions:**

Applications should be succinct within the required page limit, but contain as much necessary detail as possible in order to aid in the evaluation of proposals.

Applicants are required to submit the following items as a complete application:

1. Signed Request for One Time Funding cover sheet
2. Project Description and Implementation Narrative
3. Budget detail sheet; the format may be chosen by the applicant but must be clearly readable and understood.
4. Budget narrative (*may* be included in project narrative, but may not extend the length of the narrative more than one additional page)
5. Any additional addenda necessary to support application

## V. EVALUATION AND AWARD CRITERIA:

**A. Evaluation Criteria:** Applications shall be evaluated by DBHDS using the following criteria:

- Operational Status, Progress, and Strength of current CIT Assessment Site program.
- Strategy proposed for implementing and sustaining proposed program enhancement(s) and the alignment of that strategy with Assessment Site advanced program goals.
- Clear and obtainable statement of goals and projected outcomes for proposed enhancement.
- Evidence of how this proposed program enhancement will benefit consumers in crisis.
- Ability to fully implement the proposed enhancement in a timely manner.
- Assurance of continued support of and adherence to previously signed Memorandum(s) of Understanding/Agreement for transfer of custody and any other Site related collaborations.
- Practical and realistic budget.

**B. Award Criteria:** Selection for an award of the contract shall be made by DBHDS in accordance with the above evaluation. Individual awards will vary dependent on the amounts requested, assessment of realistic cost of staff/services, level of services proposed, and the total number of Site programs selected for funding. Assessment Sites with a large portion of previously awarded funds that were unused will likely not be considered for additional funding through this award.

## VI. METHOD OF PAYMENT:

Awarded programs will receive funds in one of two ways, dependent on the type of award. One-time awards will be disbursed in a single installment issued via the DBHDS warrants on or about December 1, 2019. Ongoing awards will be distributed in equal installments via the warrant process beginning on or about December 1, 2019 and continue through the end of FY'20 funding period. Ongoing or one-time awards will not affect the terms, conditions, or responsibilities set forth in any other DBHDS CIT Assessment Site funding award that has either occurred previous to or will occur subsequent to this award.

## VII. GENERAL TERMS AND CONDITIONS:

**Applicable Law and Courts:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendor's Manual*. The contractor shall comply with applicable federal, state and local laws and regulations.