

MEMO TO THE CPMT

May 31, 2019

Administrative Item A-1: Approve FY20 CPMT Meeting Schedule

ISSUE: That the CPMT approve the public calendar of meetings for FY 2020.

BACKGROUND:

The CPMT typically meets nine times per year on the fourth Friday of every month. Typically, the November and December meetings are combined to accommodate the holiday season, one meeting is held over the summer, and the March meeting may be canceled to allow attendance at the CSA Symposium's CPMT Roundtable. Once per quarter the meeting includes the BHSOC Advisory Committee. Attendance by members is critical to maintain a quorum.

FY 20 CPMT Schedule of Meetings proposed 04/26/19			
<u>Date</u>	<u>Room</u>	<u>Time</u>	<u>Notes</u>
July 26, 2019	TBD	1:00 pm - 3:00 pm	
September 27, 2019	TBD	1:00 pm - 3:00 pm	
October 25, 2019	TBD	1:00 pm - 3:00 pm	
December 6, 2019	TBD	1:00 pm - 3:00 pm	Combine Nov/Dec meeting
January 24, 2020	TBD	1:00 pm - 3:00 pm	
February 28, 2020	TBD	1:00 pm - 3:00 pm	
April 24, 2020	TBD	1:00 pm - 3:00 pm	State CSA Conference; Date: TBD.
May 29, 2020	TBD	1:00 pm - 3:00 pm	Date changed to avoid Memorial Day Monday, May 25th
June 26, 2020	TBD	1:00 pm - 3:00 pm	

ATTACHMENT: None

STAFF:

Janet Bessmer, CSA
Peter Steinberg, HMF

MEMO TO THE CPMT
May 31, 2019

Administrative Item A-2: Endorse expenditure of Healthy Minds Fairfax funds to develop and implement an evaluation and reporting system

ISSUE:

That the CPMT endorse expenditure of up to \$60,000 to develop and implement an evaluation and reporting system for projects and services funded or sponsored by Healthy Minds Fairfax.

RECOMMENDATION

That the CPMT endorse expenditure of up to \$60,000 to develop and implement an evaluation and reporting system for projects and services funded or sponsored by Healthy Minds Fairfax.

BACKGROUND:

In FY 2020 the Healthy Minds Fairfax program will fund at least twelve projects or services, and will sponsor another major project, Parent Support Partners, which is currently funded by a SAMHSA grant. These projects and services were developed by inter-agency work groups charged in with implementing Children's Behavioral Health Blueprint strategies, and they all address one or more of those strategies. Project proposals submitted by the work groups included an evaluation component, but the scope of each evaluation varied widely, in part because the projects are very different and some are very small. For FY 2018 staff proposed and CPMT approved a quarterly reporting system for HMF projects and services. Later that fiscal year CPMT requested that the quarterly statistical report be dis-continued and relevant data instead be incorporated within the quarterly narrative reports, which has been done.

In April 2019 the CPMT endorsed funding for FY 2020 HMF projects, and requested that an evaluation and reporting system be developed and implemented. It was suggested that consideration be given to establishing a set percentage of the HMF program budget for evaluation and reporting. The following proposed Scope of Work could be completed at a cost of \$60,000 or less, which is 5.4% of the HMF program budget. It is not known at this time whether an outside evaluator will be necessary for ongoing evaluation and reporting in FY 2021 and beyond. That will be assessed after completion of the FY 2020 evaluation and reporting project.

The following scope of work is based on a proposal by a county-contracted evaluation provider. It is not yet complete, and for each task it will also include:

- Methodology to complete task
- Estimated number of consultant hours necessary to complete task
- Target dates to complete tasks

On May 22 the Children's Behavioral health Management Team recommended this proposed scope of work for approval by the CPMT.

I. Scope

The purpose of this proposal is to develop and implement an evaluation and reporting system for Healthy Minds Fairfax.

II. Work Plan

To develop and implement the evaluation and reporting system, the contractor will conduct the following tasks:

- Review System of Care Blueprint goals, approved RBA measures, current data collection and reporting protocols/processes, and any past data collection and reporting protocols
- Review 12 projects listed in the FY2020 budget, including the proposed evaluation plans for each; map the RBA measures to the proposed evaluations, identifying the most relevant measures for each project
- Propose an evaluation plan for Short-Term Behavioral Health Services that includes youth, parent and clinician feedback, and use of the GAIB Short Screener or similar instrument.
- Assess the information needs and priorities of key stakeholders (CPMT, CBHC management team, and others as needed)
- Identify key data elements to be tracked for each project and Blueprint goal, including data collection options and advantages/trade-offs
- Draft template for reporting quarterly, semi-annually, and annually, including options for the level of detail to be presented
- Present draft evaluation and reporting plan to key stakeholders and revise based on feedback
- Pilot the revised evaluation and reporting plan, including collecting and analyzing all data; report results to key stakeholder and revise the plan as needed
- Develop a final evaluation plan to be implemented by project providers and reporting templates to be used for quarterly, semi-annual, and annual reports
- Conduct an evaluation of Parent Support Partner services, provided by NAMI Northern Virginia, using currently available data, which includes federal NOMS data and Child and Adolescent Needs and Strengths (CANS) scores. Complete an evaluation report by August 31.

III. Estimated Number of Consultant Hours to Complete Project

545

IV. Period of Performance

Work will begin on July 1, 2019 and continue through June 30, 2020.

FISCAL IMPACT:

The project will cost up to \$60,000 in FY 2020, which is 5.4% of the HMF program budget. That amount is currently unallocated and available. Costs for FY 2021 and beyond are unknown at this time,

ATTACHMENTS:

None

STAFF:

Jim Gillespie, HMF Director

Peter Steinberg, CBHC Program Director