

CSB Fiscal Committee Meeting Minutes

Date: August 16, 2019
Attending: Chair, Jennifer Adeli; Basilio 'Sonny' Cachuela, Jr.; Suzette Kern; and Bettina Lawton
Absent: Ken Garnes and Edward Rose
Staff: Bill Hanna; Lyn Tomlinson; Daryl Washington

Summary of Information Shared/Decisions:

Jennifer Adeli called the meeting to order at 9:35 a.m.

Review of meeting minutes

The July 19, 2019 meeting minutes were presented for review. Recognizing no revisions were forthcoming, Suzette Kern made a motion to approve the minutes as presented, which was seconded and approved.

Financial Status

Bill Hanna provided an overview of the Financial status, noting that projections remain on budget. Additional highlights include:

Pay Period Metrics – A reminder was offered that the FY2019 Accrual Reversal reflects payroll adjustments for the end of FY2019. It was noted that the discrepancy between Pay Period 15 Actuals and Target is primarily attributed to an increase in Overtime and Non-Merit Salaries likely in accommodation of the increased number of staff on vacation during the summer months as well as staff turnover in residential programs.

Modified Fund Statement – Providing an overview of the FY2020 July Fund Statement, Mr. Hanna clarified that the projections mirror the approved budget numbers, offering a reminder that providing projections is difficult for the first month of a new fiscal year. Further highlights include:

- The Statement (Variance from Budget) reflected funds that had been entered incorrectly for Medicaid Options instead of (correctly) for Medicaid Waiver. The budget correction will be reflected in the August Fund Statement that will be provided in the September Committee meeting materials.
- The current analysis of the first quarter FY2020 revenue and expenses is anticipated to be concluded at the end of September. With approval of DMB (Department of Management and Budget) the analysis results are projected to result in substantial budget changes, most significantly with Personnel and Operations. CSB staff will ensure the Committee is kept informed on the planned changes as well as the methodology utilized in identifying the changes.
- A footnote detailing the DBHDS (Department of Behavioral Health and Developmental Services) retention of approximately \$4M in Medicaid funding will be added to the Fund Statement.
- It was clarified that the approximately \$1.2M in the Diversion First reserve is intended to support Medical Clearance efforts; the footnote will be revised to reflect this purpose.

Variable Revenue and Non-Billable Report – Mr. Hanna, noting new revenue charts were provided in the meeting materials, clarified that the charts illustrate variable (not fixed) revenue and provided an overview of the data. Highlights included:

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- The blue bar is the monthly revenue collected, it does not reflect when the service was provided or when billing occurred. The green line illustrates the budgeted target revenue. The red dotted line illustrates what is needed to meet the DBHDS projected Medicaid Expansion revenue of approximately \$4.4M.
- Mr. Hanna confirmed that billing for several previously non-billable services, as identified on the Non-Billable Summary, was implemented in August and includes injectable medications, ARTS-IOP (Addiction Recovery Treatment Services-Intensive Outpatient), and services provided by LMHP-Type (Licensed Mental Health Professional) license eligible staff. It was confirmed that Informatics staff has developed a correction in Credible to assist with the LMHP-Type license-eligible supervision and credentialing billing concerns. Additionally, a review of missed billing opportunities has been initiated to support ongoing back billing efforts.
- As billing is implemented, regular and consistent checks and balances for billing accuracy is managed through reviews by the CSB Office of Compliance & Risk Management and by clinical staff.
- It was reported that services provided through VA Premier, one of six Medicaid Managed Care Organizations in Virginia, will be provided for the Northern Virginia region through Kaiser once the agreements have been finalized.

FY2019 End of Year Report

Jennifer Adeli directed attention to a copy of the FY2019 End of Year Report that was included in the meeting materials. It was reported that, barring further edit recommendations, the Report, as presented in this meeting, will be submitted at the August CSB Board Executive Committee meeting. Following approval at the Executive Committee, the Report will be submitted to the full CSB Board for approval to submit to the Board of Supervisors once all financial data has been received and inserted. The cover letter is in development by Bettina Lawton and Jennifer Adeli.

Human Resources (HR) Update

Lyn Tomlinson and Bill Hanna provided some highlights of the current report that include:

- There are currently only 91 vacant general merit vacancies, noting that efforts by Donna Chittum, Recruiter, has contributed significantly to successful hiring practices.
- The critical vacancies update included:
 - The ad closed for three Crisis Intervention Specialists (CIS) working in Emergency Services/MCU (Mobile Crisis Unit) and interviews are scheduled to start soon.
 - Noting low vacancies for Behavioral Health Outpatient Services (BHOP) it was clarified that training and orientation of new staff typically takes 6-8 weeks resulting in a delay until a case load can be assigned. It was further clarified that this impacts time to treatment, a topic that will be discussed later in the meeting.
 - Offers have been made to fill all six of the Youth & Family Outpatient Services Senior Clinician vacancies.
 - There are vigorous and ongoing efforts to fill the Support Coordination vacancies.

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- The ad to fill four Behavioral Health Specialist II (BHSII) positions for the ADC/Jail Diversion team recently closed, resulting in 28 resumes under consideration.
- Three of the four vacant Management Analyst II (MAII) positions in Compliance & Risk Management have been filled with the new staff starting on Monday, August 19th. Interviews for the vacant Compliance Coordinator position start on Thursday, August 22nd.

Clinical Operations Report

Lyn Tomlinson provided updates to Diversion First and Time to Treatment, some highlights of which include:

Diversion First – copies of the Jail Based and Jail Diversion Organizational Charts were included in the meeting materials. Highlights of the information included

- The Jail Based chart included the three BHS II vacancies noted earlier in the HR Update. Additionally, the chart has been revised to list the four prescribing practitioners two of which are medical doctors (MD) and two of which are Advanced Registered Nurse Practitioners (ARNP). The prescribers are supervised by Behavioral Health Manager Sarah Gary. It was clarified that CSB Medical Director Colton Hand is also greatly involved.
 - It was reported that CSB staff will begin attending NAMI (National Alliance on Mental Illness) meetings that are held at the jail when the meetings resume in September.
- The Jail Diversion chart reflected two current vacancies.
- Additional Diversion First updates included:
 - The Crisis Response Team (CRT) in Emergency Services has begun operating 5 days each week, noting there were 27 individuals seen over 55 visits in the past quarter. It was reported that the service most needed by the high-utilizer callers are basic Case Management. A referral database has been developed and will be released to Public Safety with an eventual goal of including Fairfax City and other localities over time.
 - Woodburn Place Crisis Care has received approval to begin providing TDO (Temporary Detention Order) beds beginning Monday, August 19, 2019.
- Time to Treatment charts for both adult and youth outpatient services were updated to reflect the number of individuals who attend their first treatment appointment within a given time range, e.g. 1-15 days, 16-30 days, etc. Committee members and CSB staff engaged in robust discussion including data interpretation, attendance trends, and continued outreach to individuals who are waiting for a preferred service, are non-responsive to outreach, or are no-shows to their first appointment. Additional highlights included:
 - There is a goal to capture data for 'first appointment offered' in which an individual may decline the first offered appointment, at which time the first appointment agreed to and scheduled is likely to be outside of the 10-day wait time requirement with STEP-VA (System Transformation Excellence Performance) and DBHDS.
 - DBHDS and the VA CSB's serve on a Data Management Committee (DMC). The DMC is a joint effort to identify the measures for meeting the 10-day wait time requirement. It is anticipated that the measures may include first appointment attended, or first appointment offered. Once a decision is reached, the Board will be informed.

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- During the wait for a first appointment there are ongoing outreach efforts that include assessment and triage to provide a timely response to individuals who are assessed with critical needs. Responses may include referrals to crisis services such as CSB Emergency Services Mobile Crisis Unit (MCU), APH (Adult Partial Hospitalization), or Detox. It was confirmed that these initial appointments to crisis services are also captured in the time to treatment outpatient data.
- Given the detailed data provided in the new chart, it was determined that the previous 'Time from Assessment to Treatment' chart would be discontinued.
- Referring to the charts that provide wait times by site, it was noted that these charts also illustrate over-all decreased wait times.

Open Discussion

- It was reported that efforts to establish medical clearance at the MCRC (Merrifield Crisis Response Center) with Inova have been halted due to continued delays. Continued efforts to establish medical clearance at the MCRC will be focused elsewhere. Additional information will be provided as it becomes available.
- Referring to a report provided at the July Fiscal Oversight Committee meeting on implementing the WIN (Welcoming Inclusion Network) recommendations, members requested an update on the projected savings by each year of the 5-year plan. Daryl Washington, offering to collect and provide some preliminary data, offered a reminder that the WIN recommendations are primarily designed as a 'cost avoidance' not a 'cost savings', noting that while the recommendations are intended to slow the growth of the programs, there is an anticipated annual expense increase of approximately \$2M.

Noting no further discussion was forthcoming, the meeting was adjourned at 11:14 a.m.

Action Items/Responsible Party Required Prior to Next Meeting:

Staff will provide details of the Capital Projects HS000038 listed as an expenditure on the Fund Statement. It was emphasized that no funding is assigned to this item.

Issues to Communicate to CSB Board:

Agenda Items for Next Meeting:

Fiscal Oversight Committee meeting

Friday, September 20, 2019, 9:30 am. Pennino Building, 12011 Government Center Parkway, Suite 836A, Fairfax, VA

September 20, 2019
Date Approved


Staff to the Board