

**RESPONSIBILITY:**

Submit an annual report to the governing board on the needs and performance of the county’s mental health system.

**OBJECTIVE #1:**

Develop an annual report to submit to the Board of Supervisors in August 2019

<b>Activity:</b> <i>Identify the tasks that need to be completed to reach the objective.</i>	<b>Who?</b>	<b>When:</b>	<b>Notes:</b> <i>What else do we need to know to complete this task?</i>
1. Discuss the contents of the Annual Report. <ul style="list-style-type: none"><li>• There are no requirements outlined in the regulations about the contents of the Annual Report.</li><li>• Consider using the information from the Data Notebook as the basis for the Annual Report.</li><li>• Consider using the Action Plan as the basis for the Annual Report.</li></ul>	Board	Annual Meeting	Representative from the Board of Supervisors; Director of local mental health dept. including substance use if appropriate.
2. Select a temporary committee to oversee the development of the Annual Report.	Board	Annual Meeting	
3. Meet to discuss completion of the Annual Report: <ul style="list-style-type: none"><li>• Establish the submission date and schedule other activities accordingly</li><li>• Seek support as needed from the Director of the local mental health plan</li><li>• Seek support as needed from the representative of the Board of Supervisors</li><li>• Establish outline of Annual Report and assign responsibilities for writing.</li><li>• If the document is lengthy, consider preparing an Executive Summary of the material.</li></ul>	Temporary Committee	As scheduled	Director of local mental health/ substance use program; Representative of the Board of Supervisors; Other agency staff as needed/ appropriate
4. Complete the Annual Report, and present to the local board for approval and discussion of presentation of the Annual Report to the Board of Supervisors.	Temporary Committee	As scheduled	

<p>5. Present the Annual Report to the Board of Supervisors:</p> <ul style="list-style-type: none"> <li>• Consider verbal presentation on BOS agenda with as many board members present as possible.</li> <li>• Consider using a Power Point</li> <li>• Consider having more than one member of the Board make the presentation</li> <li>• Remember to bring copies of the document for members of the public attending the meeting</li> </ul>	Board	As scheduled	Clerk of the Board of Supervisors
<p>6. Present the Annual Report to other organizations as appropriate:</p> <ul style="list-style-type: none"> <li>• Make presentations as appropriate to other organizations;</li> <li>• Send copies of Annual Report to other organizations;</li> <li>• Post the Annual Report on website of the local board</li> <li>• Consider sending a copy of the report to the CA Association of Local Behavioral Health Boards/Commissions</li> </ul>	Board	As scheduled	Agency staff as needed/ appropriate

**RESPONSIBILITY:**

Review and comment on the county's performance outcome data and communicate its findings to the California Behavioral Health Planning Council (CBHPC). *The CBHPC annually provides the local boards with a Data Notebook with pertinent data from the county on a topic of current interest and requests that the local board return the document with additional information about their own county.*

**OBJECTIVE #2:**

Submit the Data Notebook to the California Behavioral Health Planning Council as requested.

<b>Activity:</b> <i>Identify the tasks that need to be completed to reach the objective.</i>	<b>Who?</b>	<b>When:</b>	<b>Notes:</b> <i>What else do we need to know to complete this task?</i>
<p>1. Discuss the contents of the Data Notebook.</p> <ul style="list-style-type: none"> <li>• How will the board use the data in the Data Notebook?</li> <li>• How will the staff interact with the temporary committee to complete the Data Notebook?</li> <li>• What other information does the local board need to complete the Data Notebook?</li> </ul>	Board	Meeting	Director of local mental health dept. including substance use if appropriate. Quality assurance staff as appropriate

2. Select a temporary committee to oversee the development of the Data Notebook.	Board	Meeting	
3. Meet to discuss completion of the Data Notebook: <ul style="list-style-type: none"> <li>• Establish the submission date and schedule other activities accordingly</li> <li>• Seek support as needed from the Director of the local mental health plan</li> <li>• Seek support as needed from the quality assurance staff of the department</li> <li>• Complete research using other community organizations and staff as appropriate.</li> <li>• Assign responsibilities for completing areas of the Data Notebook.</li> </ul>	Temporary Committee	As scheduled	Director of local mental health/substance use program; Other agency staff as needed/appropriate
4. Complete the Data Notebook, and present to the local board for approval and discussion of presentation to the community as appropriate.	Temporary Committee	As scheduled	
5. Submit Data Notebook to the California Behavioral Health Planning Council	Board	As scheduled	
6. Present the Data Notebook to other organizations as appropriate: <ul style="list-style-type: none"> <li>• Make presentations as appropriate to other organizations;</li> <li>• Send copies of the Data Notebook to other organizations;</li> <li>• Post the Data Notebook on website of the local board</li> <li>• Send a copy of the Data Notebook to the CA Association of Local Behavioral Health Boards/Commissions</li> </ul>	Board	As scheduled	Agency staff as needed/appropriate

**RESPONSIBILITY:**

Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process. *The Mental Health Services Act (MHSA) requires stakeholders be involved in the Community Program Planning process and charge the local board with this responsibility. The Board is also charged with review and comment on the plans (3 Year Plans, Annual Updates, Innovation) developed for MHSA.*

**OBJECTIVE #3:**

Review the processes by which the local mental health plan solicits input from the community to assure that the processes address the needs and culture of the community.

<b>Activity:</b> <i>Identify the tasks that need to be completed to reach the objective.</i>	<b>Who?</b>	<b>When:</b>	<b>Notes:</b> <i>What else do we need to know to complete this task?</i>
1. Request a presentation on the processes for MHSA citizen and professional involvement planned by the local mental health plan.	Board	As appropriate	Director of mental health/substance use disorder services; MHSA Coordinator
2. Develop a temporary committee to consider the processes developed by the local mental health plan: <ul style="list-style-type: none"><li>• Are the processes strategic in their purpose, priorities and goals?</li><li>• Do the processes focus on the strengths and aspirations of the community?</li><li>• Do the processes develop collaborative partnerships in all sectors of the community?</li><li>• Do the processes model clear, open and consistent communication throughout the planning course?</li><li>• Do the processes build individual and organizational knowledge and capacity?</li><li>• Are the processes inclusive and do they provide meaningful participation by those who are affected?</li><li>• Do the processes build active, meaningful and inclusive partnerships with stakeholders?</li><li>• Do the processes prepare stakeholders for ongoing and long-term committed participation?</li></ul>	Temporary committee	As needed	

3. Participate as possible in the MHSA stakeholder groups to assure opportunity for stakeholder input in the planning process.	Local Board	As scheduled	The Board currently has a liaison to the MHSA Committee
4. Evaluate the process annually to assure that stakeholders are participating and suggest changes to the processes as appropriate.	Local Board	Annually	Director of mental health/substance use disorder services; MHSA Coordinator

**RESPONSIBILITY:**

Review and evaluate the community’s mental health needs, services, facilities, and special problems

**OBJECTIVE #4:**

Develop a process to evaluate facilities providing services to mental health consumers and evaluate at least two programs.

Develop a process for site visits by Board Members to facilities providing services to mental health consumers and visit at least four facilities.

<b>Activity:</b> <i>Identify the tasks that need to be completed to reach the objective.</i>	<b>Who?</b>	<b>When:</b>	<b>Notes:</b> <i>What else do we need to know to complete this task?</i>
1. Select a temporary committee to oversee the development of the program evaluation format and questions.	Board	As soon as possible	Who wants to serve on the PAM Committee and has the time to work on the development of the plan?
2. Meet to establish a list of programs for evaluation <ul style="list-style-type: none"> <li>• Collect contracts from Mental Health Dept. to establish list of possible programs for evaluation</li> <li>• Identify programs for evaluation</li> <li>• Identify programs for site visits</li> <li>• Review programs with staff if appropriate</li> <li>• Prioritize list of programs for evaluation for this and coming years</li> <li>• Prioritize list of programs for site visits</li> </ul>	PAM Committee	As scheduled	It is important to prioritize the programs for visits. The Board suggested two approaches: <ul style="list-style-type: none"> <li>• Program evaluation</li> <li>• Site visits</li> </ul>

<p>3. Establish protocol for program evaluation visit:</p> <ul style="list-style-type: none"> <li>• Make appointment for visit; confirm appointment by email/mail</li> <li>• Provide a copy of evaluation protocol as appropriate</li> <li>• Select team for program evaluation and sign appropriate forms for confidentiality</li> <li>• Tour the facility</li> <li>• Complete focused interviews with staff and consumers (if appropriate)</li> <li>• Complete paperwork regarding visit as needed</li> <li>• Discuss visit with staff as needed and appropriate.</li> <li>• Train evaluation team regarding protocol</li> </ul>	PAM Committee	As scheduled	Be sure to train participants about the terms of HIPAA and confidentiality.
<p>4. Establish protocol for site visit:</p> <ul style="list-style-type: none"> <li>• Make appointment for visit; confirm appointment by email/mail</li> <li>• Provide a copy of site visit protocol as appropriate</li> <li>• Determine participants and sign appropriate forms for confidentiality</li> <li>• Tour the facility</li> <li>• Complete focused interviews with staff and consumers (if appropriate)</li> <li>• Discuss visit with staff as needed and appropriate.</li> </ul>	PAM Committee	As scheduled	Be sure to train participants about the terms of HIPAA and confidentiality.
<p>5. Complete report:</p> <ul style="list-style-type: none"> <li>• Provide feedback to the PAM committee and Board</li> <li>• Provide feedback as appropriate to the Behavioral Health Dept. staff</li> <li>• Provide feedback as appropriate to the program</li> </ul>	Evaluation Team PAM Committee	Within 30 days of visit	The discussion of who will receive information about the visit needs to be determined ahead of the visit. Be sure to confirm appointments with Dept. staff.

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**OBJECTIVE #5:**

Evaluate the performance of the board and its methods of operation annually.

<b>Activity:</b> <i>Identify the tasks that need to be completed to reach the objective.</i>	<b>Who?</b>	<b>When:</b>	<b>Notes:</b> <i>What else do we need to know to complete this task?</i>
1. Select a temporary committee to oversee the development of the Annual Report.	Board	Annual Meeting	
2. Meet to discuss the process for completing the evaluation: <ul style="list-style-type: none"><li>• Establish a timeline for the evaluation process</li><li>• Determine who will participate in the evaluation process: board, selected staff members, public</li><li>• Develop a process for collecting and collating the input</li><li>• Determine how to report back to the board</li><li>• Make recommendations on specific areas that are identified as needing improvement</li></ul>	Temporary Committee	As scheduled	
3. Distribute and collect evaluations of the board.	Temporary Committee	As scheduled	
4. Collate results of the evaluation of the board.	Temporary Committee	As scheduled	
5. Report results of the evaluation of the board to the entire Board with recommendations as appropriate	Temporary Committee	As scheduled	