

**Notes from Coordinated System of Care Planning Group Meeting
Wednesday, March 31, 2010**

Planning Group members present:

Nell Hahn, Co-chair
Jim Hussey
Dennis Dillon
Kathy Kliebert
Angela Tyrone
Pam Brown
Michelle Smith
Mike Coburn
Jennifer Kopke
Rochelle Dunham
Matt Thornton
Joe Bruno

Ex-officio members:

Vee Boyd
Sharon Dufrene

Guests:

Darrell Montgomery
Anthony Beasley
Jackie Romero
Gwen Jackson
Rhett Covington

Staff

Shannon Robshaw
John Croft
Stephanie Inks

Opening

Nell Hahn opened the meeting and welcomed the group. The notes from the last meeting were reviewed and no revisions were noted.

Report on Leadership Team meeting

Shannon Robshaw reported that the Leadership Team is requesting that notes be taken at each workgroup meeting and be provided for their review. She also reported that because the rapid pace of the workgroup's activities and the critical nature of the work, that the Leadership Team would like periodic updates to be given on the progress of the administrative design and ideal services array workgroup efforts. Once the workgroup action plans are approved, Shannon will work with the workgroup leads to determine appropriate milestones on which to provide the interim reports.

Project Workplan Review

The group reviewed the overall project workplan. It was noted that the deadline for identifying the infrastructure components needed for implementation of the CSoC care is July 1, only one month after the completion of the ideal system design. Therefore, it was decided to put the infrastructure needs as a discussion item at the next Planning Group meeting to determine what infrastructure work can be begun now in order to meet the July 1 deadline.

Workgroup Reports

- Ideal Service Array –
Jim Hussey presented the revised action plan. The group adjusted the plan to include requesting a list recommended of services from the agencies, rather than a

strict needs assessment, adding circulation of a draft list of ideal services and supports for review by the agencies and working with the Family Engagement workgroup to solicit parent input on the draft list. The Planning Group then approved the action plan.

- Family Engagement – Pam Brown presented the revised action plan. The group adjusted the plan to include working with the Ideal Services Array workgroup to solicit parent input on the draft list of services and supports, and working with the Administrative Design workgroup to develop the recommendations for the family support functions/organization. The Planning Group then approved the action plan.
- Administrative Design – Jim Hussey presented the revised action plan. The group adjusted the plan to include working with the Family Engagement workgroup to develop the recommendations for the family support functions. There was discussion that clarified the Mercer may be utilized to provide TA, support and work product development for the workgroup. The Planning Group then approved the action plan.
- Data Collection and Analysis- Shannon presented the action plan developed by Mercer. The Planning Group reviewed and approved the action plan.
- Communications- Communications workgroup leads were not present, so Shannon presented the draft action plan. The group had questions regarding what is meant by the terms 1st, 2nd, and 3rd tier engagement plans; why the solicitation of public way did not occur until October and whether there also be a strategy to include outside agencies. The Group felt that providers should be included in the communications plan. The Group decided to table the plan and ask that these issues be addressed and that a workgroup leader attend the next meeting to present the revised plan.

Other

- Shannon Robshaw presented the Coordinated System of Care website and asked for feedback. Discussion followed and the following requests were made:
 - Add organizational affiliation to workgroup and planning group members
 - Add Leadership Team contact information
 - Add Shannon Robshaw contact information
 - Add questions and comments function

The Family Engagement workgroup presented its recommended slate of new Planning Group members, which was approved. For those parents that expressed interest in the CSoc but were not added as members to the Planning Group, invitations were made to join a workgroup.

- The new members are as follows:

- Cindy Arceneaux, parent and Project Director, Parent Training Institute for Louisiana
- Chris Berzas, parent, and school psychologist with the St. Landry Parish School System
- Brenda Swanigan with Grandparents Raising Grandchildren
- Don Short, parent, therapeutic foster parent and operated Gulf Coast Teaching Family Services in Lafayette
- Mark C. Thomas, Executive Director, Mental Health America of Louisiana
- Jennifer Jantz, NAMI Louisiana

The meeting was then adjourned

Next Meeting – April 14 at 1:00pm in DHH room 173