

## Notes from Planning Group Meeting Wednesday, April 28, 2010

### Planning Group members present:

Michael Dailey, Chair  
Nell Hahn, Co-chair  
Chris Berzas  
Pam Brown  
Joe Bruno  
Dennis Dillon  
John Gianforte  
Jim Hussey  
Gerard Melancon  
Michelle Smith  
Don Short  
Brenda Swanigan  
Mark Thomas (MHAL)  
Matt Thornton

### Ex-officio members:

Vee Boyd  
Sharon Dufrene

### Guests:

Amy Landry  
Darrell Montgomery  
Gwen Jackson  
Rhett Covington  
Mark Thomas (OCDD)  
Kenneth Saucier

### Staff

Shannon Robshaw  
John Croft  
Stephanie Inks

### Opening

Michael Dailey convened the meeting. Notes from last meeting were accepted.

### Report on leadership Team Meeting

Shannon Robshaw reported that the leadership team accepted the recommendations from the Planning Group regarding the agenda for the stakeholder meeting with two additions:

- Adding an agenda item for the Departments to report on relevant legislative issues.
- The group discussion regarding supporting family engagement through CSoC planning and implementation be facilitated or structured as to achieve the most useful information. Michael Dailey and Nell Hahn agreed to facilitate the discussion.

Additionally, Shannon reported that Donna Nola Ganey announced that DOE will contract with Michael Olmni to assist with CSoC planning.

### Workgroup Reports

#### Family Engagement

Pam Brown distributed a one page summary of the results of the parent surveys. The report noted that the surveys indicated that the top 5 support and/or services that respondents say would help their child stay at home and be successful in school and life are:

1. Family education, support and counseling
2. Case management/care coordination
3. Educational advocacy
4. School based services
5. Intensive in-home therapy:

Additionally, it was reported that out of 482 respondents, 233 indicated that their child has been suspended or expelled from school in the last year and that 104 indicated that their child has been in an alternative school for more than 30 days in the last 2 semesters

Additional discussion followed on other survey results, including the issue of unexpected diagnosis prevalencies and the implication the parents may not be fully knowledgeable of a child's clinical diagnosis.

Jim Hussey agreed to incorporate the survey findings into the development of the Ideal Service Array recommendations. Michael Daily requested that the spreadsheet with the underlying data also be distributed to the Planning Group.

#### Administrative infrastructure

Jim Hussey reported that the workgroup is on track to meet its May 31 timeline. The workgroup has looked at typical functions of successful systems, bringing everyone to a common understanding of these functions. The workgroup has been assessing at what level the various administrative functions should be operationalized. Next step is to put forward a "straw man" model for consideration by the workgroup.

#### Ideal Service Array

Jim Hussey continued with the ISA workgroup report. He stated that he had received the agencies' wish lists for services. He stated that those lists, along with the results of the family surveys and the previous list of best practices compiled by the workgroup are being used to create list of service categories and example services that will be distributed as the draft services array for comment on time for the May 6 deadline.

#### Communications

Michelle Smith presented the communications workgroup's written recommendations to engage agency regional and field staff. The Planning Group discussed the recommendations and approved them for presentation to the Leadership Team. Michelle Smith will present to the Leadership Team. Activities recommended include:

- Department Secretaries will disseminate an introductory letter to key agency employees with the CSoC message points or hold meeting with key agency employees with the CSoC message points
- CSoC information will be integrated into upcoming agency meetings, outreach, and communications as appropriate
- Solicitation of feedback from staff at regular staff meetings
- Tracking; evaluation of materials

Additionally, the Planning Group discussed the need to quickly communicate with providers about the CSoC in order to address in false assumptions being made due to lack of information. The Planning Group asked the Communications workgroup to take this issue up at its next meeting and develop a strategy.

### **Project Workplan Review**

Shannon reviewed the workplan. The Administrative Infrastructure and Ideal Services Array workgroups are on track to meet the deadline of May 31 to recommend the Ideal System Design to the Planning Group. The next step identified in the workplan is the identification of the infrastructure needed to support the Ideal System Design. Areas of infrastructure to be assessed are:

- governance structure
- providers types, training and capacity building needed
- mechanisms for ongoing and expanded partnerships with families/youth organizations at policy, management and service levels
- quality measurement and improvement processes
- information technology capacity, including EHRs
- utilization management process

The infrastructure needs should be captured by July 1. On August 1, the Mercer current system analysis should be ready. At that time, the Leadership Team will work with Mercer to assess the feasibility of and financing strategies needed to support implementation of the Ideal System Design. Adjustments to the design will be made if needed and then needed federal applications will be developed and submitted and detailed implementation planning will be done.

### **Discussion of how to organize addressing infrastructure needs:**

Nell Hahn presented for discussion a memo regarding how to establish mechanisms for involvement of families and youth on an ongoing basis at all levels of the Coordinated System of Care. The memo outlined functions that families and youth can perform in such systems and presents some information as to how other states have been able to sustain family and youth involvement in these functions. It was agreed that the memo would serve as a good starting point for the Family/Youth partnership work

Michael Dailey asked that Planning Group members send an email to Shannon indicating their interest in serving in the above identified infrastructure workgroups or with recommendations of others that should be asked to serve. It was agreed that at the next Planning Group meeting, the group would discuss each area and how to begin organizing the needed work.

**The meeting was adjourned. The next meeting will be held Wednesday, May 12 in a different room, #173 in the DHH Bienville Building.**