

North Sound Behavioral Health Organization
301 Valley Mall Way, Suite 110, Mount Vernon, WA 98273

ADVISORY BOARD AGENDA

December 6th, 2016

1:00 p.m. – 3:00 p.m.

CALL TO ORDER & INTRODUCTIONS

REVISIONS TO THE AGENDA

APPROVAL OF MINUTES FROM PREVIOUS MEETING

Approval of November Minutes.....TAB 1

ANNOUNCEMENTS

North Sound BHO Advisory Board Purpose

STANDING COMMITTEE REPORTS (Briefs from Each Committee Attached)

- Planning CommitteeTAB 2
- Quality Management Oversight Committee (QMOC)TAB 3

EXECUTIVE/FINANCE COMMITTEE REPORT

Approval of the November Expenditures.....TAB 4

- 2017 Proposed North Sound BHO Budget.....TAB 5

EXECUTIVE DIRECTOR'S REPORT & ACTION ITEMS

Executive Director's Report Items

- Report from JoeTAB 6

Executive Director's Action Items

- Action Items/MemorandumTAB 7

PRE MEETINGS

Pre Meetings for 2017.....TAB 8

Site Tours for 2017

OLD BUSINESS

Legislative Advocacy Plan 2017.....TAB 9

NEW BUSINESS

Quality Management Plan – Charles DeElena.....TAB 10

Charles DeElena, Quality Improvement Coordinator – Presentation on the Kids Performance Improvement Project (PIP).....TAB 11

Transportation Criteria

REPORT FROM ADVISORY BOARD MEMBERS

BRIEF COMMENTS OR QUESTIONS FROM THE PUBLIC

REMINDER OF NEXT MEETING

- The next scheduled meeting is January 3rd, 2017 in the Snohomish Conference Room

ADJOURN

FINAL approved by Advisory Board

North Sound Behavioral Health Organization

301 Valley Mall Way, Suite 110, Mount Vernon, WA 98273

ADVISORY BOARD MINUTES

November 1st, 2016

1:00 p.m. – 3:00 p.m.

ATTENDANCE

Advisory Board Members Present

Island: Candy Trautman, Chris Garden

San Juan:

Skagit: Ron Coakley

Snohomish: Greg Wennerberg (Phone), Fred Plappert, Jennifer Yuen, Carolann Sullivan, Marie Jubie, Pat O'Maley-Lanphear, Jack Eckrem

Whatcom: David Kincheloe, Stephen Jackson, Michael Massanari, Rachel Herman

Excused Advisory Board Members

Island: Betty Rogers

San Juan:

Skagit:

Snohomish: Carolyn Hetherwick Goza, Joan Bethel

Whatcom: Mark McDonald

Absent Advisory Board Members

Island:

San Juan: Peg Leblanc

Skagit: Joan Lubbe, Faviola Lopez

Snohomish:

Whatcom:

NSBHO Staff Present

Margaret Rojas (Contracts Manager)

Joanie Williams (Advisory Board Coordinator)

Bill Whitlock (Fiscal Officer)

Julie de Losada (Quality Specialist Manager)

Maria Arreola (Administrative Assistant)

Guests Present

Amanda Sloan – Regional Ombuds

Kim Olander – Regional Ombuds

Susan Thurman – 2016 Visual Art/Poetry Winner

Charles Ross – 2016 Visual Art/Poetry Winner

Gypsy Rose – 2016 Visual Art/Poetry Winner

Maria Blankenship – Island County LMHP/CDP

William Thompson – Island County

Hector Valdez – 2016 Visual Art/Poetry Guest

Donald Torgerson – Snohomish County

FINAL approved by Advisory Board

CALL TO ORDER & INTRODUCTIONS

The Chair called the meeting to order at 1:00 p.m. and initiated introductions

REVISIONS TO THE AGENDA

The Chair inquired regarding revisions to the Agenda. The December Potluck will be added under New Business

APPROVAL OF MINUTES FROM PREVIOUS MEETING MINUTES

October minutes were approved by a motion and vote

STANDING COMMITTEE REPORTS (Briefs from Each Committee Attached)

- Planning Committee (No October meeting)
- Quality Management Oversight Committee (QMOC) Report

EXECUTIVE DIRECTOR'S REPORT & ACTION ITEMS

Executive Director Report

Joe reported on the following topics:

- **Behavioral Health Facilities Planning**
- **Proposed Changes to the BHO Medicaid Rates**
- **Behavioral Health Integration Discussion**
- **Individual County Meetings**
- **Funding Engagement Specialists**

Action Items

- Margaret reviewed each of the Action Items with the Advisory Board
- A motion was made to move the Action items to the County Authorities Executive Committee for approval. Motion was seconded and approved
- Motion approved to forward the Action Items to the County Authorities Executive Committee for approval

Have Your Say Cafes – Julie de Losada

Julie presented on each of the Have Your Say Cafes regarding child and youth behavioral health topics and concerns. The Cafes were held in Orcas Island, Coupeville, Everett, Burlington, Friday Harbor, San Juan Island, and Bellingham. Areas of discussion were focused on the following:

- Pre-Service
- Informal and Formal Supports
- Current State
- What Works
- What Doesn't Work
- Future State

FINAL approved by Advisory Board

Chair and Vice-Chair Elections

Members voted for the 2017 Chair and Vice-Chair Officers. David Kincheloe will remain Chair and Carolann Sullivan will remain Vice-Chair

OMBUDS

- Kim presented the Regional Ombuds Report covering July 1st through September 30th, 2016
- Opened 82 files
 - 27 male
 - 45 female
 - Assisted 1 child
 - Assisted 1 senior
 - Assisted 12 family members submit their issues
- This quarter 21 people initiated behavioral health agency-level grievances, 5 people initiated behavioral health organization-level grievances and 2 filed Administrative Hearings. There were no Appeals
- Amanda Sloan was introduced to the Board. Amanda is the new Regional Ombuds Representative. Amanda comes with a background in clinical work

OLD BUSINESS

North Sound BHO Mission, Vision, and Values Document – Draft Form

Motion was made to adopt the North Sound BHO Mission, Vision, and Values Document; all were in favor

Legislative Advocacy Plan 2017

Topic was tabled until the December 6th, 2016 meeting

NEW BUSINESS

Announcements

- Awards were presented to the winners in Visual Art & Poetry 2016 contest
In the Visual Art Category:

Winners were from SeaMar Visions Program

In the Poem Category:

1st Prize is awarded to Susan D. Thurman of Whatcom County for her piece entitled When We All Stand Together

2nd Prize went to Gypsy Angel Rose of Whatcom County for her piece entitled Humania

3rd Prize went to Charles Ross of Whatcom County for his piece entitled Better Together

FINAL approved by Advisory Board

- Marie, Candy, and Pat shared what they learned from the Co-Occurring Disorder and Treatment Conference
- A lap top will be placed in the Salish Room. This room will be utilized as a Virtual Resource Room for Advisory Board Members. Prior to usage members will need to call the North Sound BHO front desk to ensure the room is available. There is no mileage reimbursement for travel to and from North Sound BHO for Virtual Resource Room usage

December Potluck

Members were asked to notify Maria of the food dish they be bringing to the event

ACTION ITEMS

Executive & Finance Committee

The October Expenditures were reviewed and discussed. A motion was made to move the Expenditures to the County Authorities Executive Committee for approval. Motion was approved

2017 Proposed North Sound BHO Budget

Bill presented the 2017 Proposed North Sound BHO Budget. The challenges, accomplishments, issues, and operational budget were discussed. Vote will occur during the December 6th, 2016 meeting to adopt the proposed budget

2017 Proposed Advisory Board Budget

The proposed budget allocations were discussed. Motion was made to approve the 2017 Proposed Advisory Board Budget; All were in favor

REPORT FROM ADVISORY BOARD MEMBERS

None

BRIEF COMMENTS OR QUESTIONS FROM THE PUBLIC

None

ADJOURNMENT

The Chair adjourned the meeting at 3:00 p.m.

NEXT MEETING

The next **Advisory Board meeting** is December 6th, 2016 in Snohomish Conference Room



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Planning Committee Brief

November 18th, 2016

2017 Individual County Service Needs

Joe Valentine, North Sound BHO

Each county needs and follow up issues were discussed. Betsy and Joe met with the Human Service Directors and staff in each county to identify the county service needs.

BHO Full Integration Proposal

Joe Valentine, North Sound BHO

The North Sound BHO is working with other Behavioral Health Organizations (BHOs) in the state, to develop a proposal for moving towards full behavioral health/physical health integration that builds on the existing BHO and Apple Health Plan. The proposal was presented at a meeting with all county elected officials. The proposal has been sent to the Governor's Office. A request has been made to the Governor's Office if they would allow North Sound BHO in collaboration with other BHOs to explore an alternative full integration model to the Southwest Washington model.

North Sound Regional Opioid Reduction Plan

Joe Valentine, North Sound BHO

The development of a Regional Opioid Reduction Plan was discussed. Shelli Young will be developing a plan. Shelli will meet with each of the counties to discuss strategies.

Regional Behavioral Health Facilities Plan

Joe Valentine, North Sound BHO

The North Sound BHO and its 5 Counties are requesting state financial assistance to address urgent behavioral health treatment needs. The North Sound BHO is working with a legislative consulting firm, Strategies 360, to construct a plan together in a format that can be used to educate the legislators. A project management firm will be looking at the locations, facility design, and construction of the facilities.



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QMOC Brief November 9, 2016

Governor's Task Force

Margaret Rojas, North Sound BHO

In follow-up to conversation from the September 14, 2016 QMOC meeting regarding Workforce Development, Margaret Rojas gave a brief update regarding the Governor's Task Force that she is part of.

Policy 1571.00 – Sponsoring Pre-Managed Access for Providers

Greg Arnold, North Sound BHO

Greg Arnold shared about the Pre-Manage tool that North Sound BHO uses for case management that provides emergency department usage and medical inpatient data. This can include real-time notification of emergency department use and hospitalization. Greg shared with the group that if providers are interested, there is no cost for sponsored access and Collective Medical and North Sound BHO are willing to support the development of notifications and workflow. It was noted that the Health Homes programs are currently using this tool. Brief conversation ensued regarding capabilities and possible concerns regarding privacy.

BHO / MCO High needs Member Care Coordination Project – MH only

Greg Arnold, North Sound BHO

Greg Arnold shared that the BHOs and the Medical Care Organizations (MCO) are parenting together for care coordination efforts for the 100 highest ER utilizers in the region. This is a statewide care coordination collaboration for MH programs only. North Sound BHO is working with Amerigroup from November 15th to January 31st to test the process with five (5) individuals currently in services with both. The full project will go live after results are integrated with the other regional test groups. Val Joes (North Sound BHO), Angela Fraser-Powell (North Sound BHO) and Greg will be reaching out to providers to participate in care coordination meetings and planned outreach.

Policy 1509.00 – Consent for Outpatient Behavioral Health Services

Angela Fraser-Powell, North Sound BHO

The purpose of Policy 1509.00 is to inform individuals of the service options available and to document that the individual has been given information as to the nature of the services he/she can expect from the Behavioral Health Agency (BHA), and that the individual consents to participate in services. This policy was due for routine revision and was updated to reflect the addition of substance use disorder (SUD) services to the BHO. This policy was approved as written.

Policy 1511.00 – Choice or Change of Behavioral Health Provider

Angela Fraser-Powell, North Sound BHO

The purpose of Policy 1511.00 is to ensure that each individual receiving behavioral health services in North Sound Behavioral Health Organization (BHO), has a choice in his/her Behavioral Health Provider (BHP). This policy was due for routine revision and has been updated to reflect the addition of SUD services to the BHO and contract changes. This policy was approved with correction of grammatical mistakes. There was one opposed vote.

2016 North Sound BHO Annual Routine Utilization Review Report

Kurt Aemmer, North Sound BHO

Kurt Aemmer gave a brief overview of the 2016 North Sound BHO Annual Routine Utilization Review (UR) Report. As a region, there was vast overall improvement in UR scores from 2015 to 2016. North Sound BHO is in the process of revising the Routine UR process to accomplish the following objectives: cease the use of request for change letters (RFC) and to increase the number of charts reviewed to the "N" will be larger and questions scored infrequently will be less heavily weighted. The toll will be CIS based and will allow for real-time aggregated feedback to the BHAs.

2015 Annual 2nd Opinions Report

Kurt Aemmer, North Sound BHO

Kurt Aemmer gave a brief overview of the 2015 Annual 2nd Opinions Report. There were 12 requests in 2015 and all met appropriateness criteria. While 2nd Opinion requests occur too infrequently to determine any statistical significance in agreement rates, it was also noted that for the 20th consecutive quarter, the 30 day completion rate remained at 100%. BHAs remain extremely cooperative in timely scheduling and completion of 2nd Opinion consults and should continue the current process.

2015 & 2016 Group Services Review Report

Kurt Aemmer, North Sound BHO

Kurt Aemmer gave an overview of the 2015 & 2016 Group Treatment Services Review Report. Almost all BHAs addressed the 2015 Individual BHA reports that were distributed last year, resulting in significant improvements in all areas in 2016. By the end of 2016, the individual reports will be sent to all BHAs with the finding from this year to be addressed in the coming year. Kurt requested that BHAs pay close attention to the areas where they scored less than 90% and take appropriate action.

**Advisory Board Budget
November 2016**

	Total	All Conferences	Board Development	Advisory Board Expenses	Stakeholder Transportation	Legislative Session
		Project # 1	Project # 2	Project # 3	Project # 4	Project # 5
Budget	\$ 42,000.00	\$ 16,736.00	\$ 1,910.00	\$ 19,329.00	\$ 225.00	\$ 3,800.00
Expense	(37,068.18)	(11,056.02)	(3,115.81)	(21,631.14)		(1,265.21)
Under / (Over) Budget	\$ 4,931.82	\$ 5,679.98	\$ (1,205.81)	\$ (2,302.14)	\$ 225.00	\$ 2,534.79

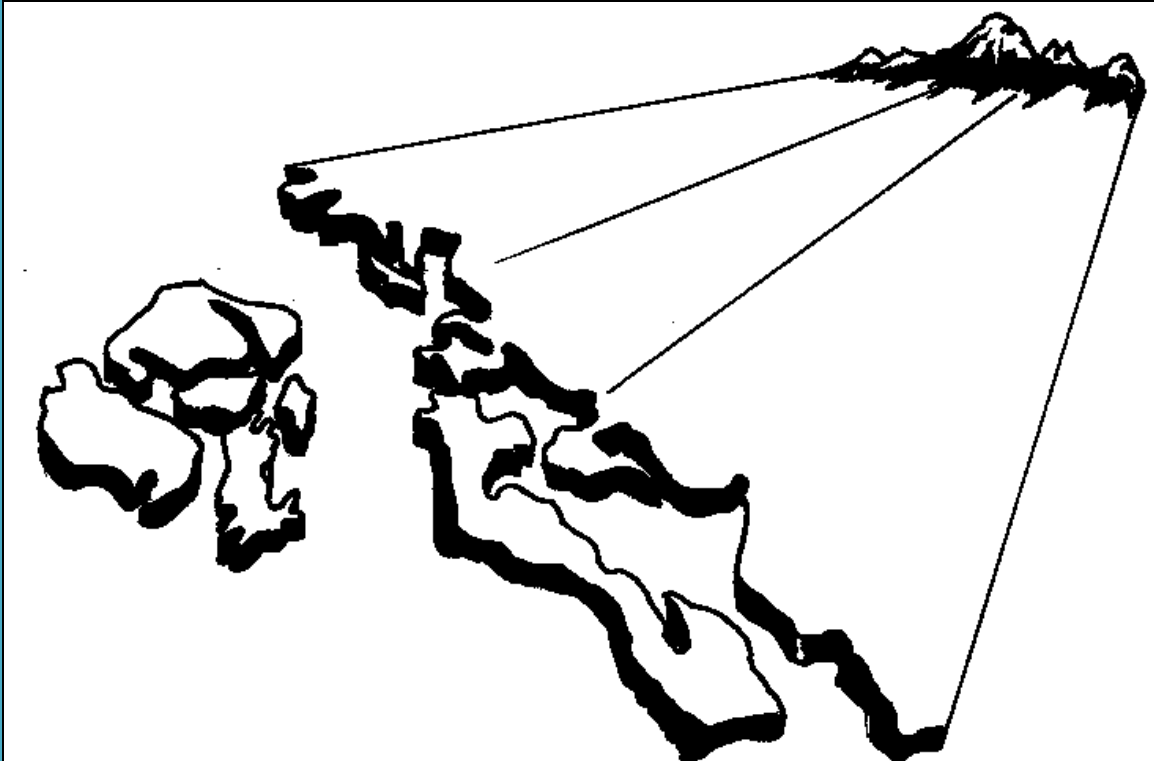
BHC , NAMI, COD, OTHER	BOARDS SUMMIT (RETREAT)	Costs for Board Members (meals mileage, misc.)	Non- Advisory Board Members, to attend meetings and special events	Shuttle, meals, hotel, travel
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11/30/16

North Sound
Behavioral Health Organization, LLC
Warrants Paid
November 2016

	Type	Date	Num	Name	Memo	Amount
Advisory Board Supplies	Bill	11/08/2016	63362-AdBrd	Haggen Inc	Batch # 116600	581.18
Total Supplies						<u>581.18</u>
Travel	Bill	11/08/2016	Oct2016	AA Dispatch	Batch # 116600	784.00
	Bill	11/15/2016	Nov2016	McDonald, Mark	Batch # 116689	146.96
	Bill	11/21/2016	Nov2016	Yuen, Jennifer	Batch # 116769	145.80
	Bill	11/29/2016	Oct2016	City Cab, Inc.	Batch # 116851	6.40
Total Travel						<u>1,083.16</u>
Total Advisory Board						<u>1,664.34</u>
						<u>1,664.34</u>
						<u>1,664.34</u>

North Sound Behavioral Health Organization



2017 Proposed
Operating Budget
October 13, 2016



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NORTH SOUND BEHAVIORAL HEALTH ORGANIZATION, LLC (NORTH SOUND BHO) 2017 RECOMMENDED OPERATING BUDGET

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 - E. Revenue and Expenditure Approval Process
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- II. Revenue Forecast**
- III. North Sound BHO Operating Budget**
 - A. Summary
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I. 2017 PROPOSED OPERATING BUDGET NARRATIVE

A. BUDGET HIGHLIGHTS

This budget proposal reflects the intent of North Sound Behavioral Health Organization (North Sound BHO) to continue to support the integration of Mental Health and Substance Use Disorder (SUD) Services as part of an effective continuum of behavioral health services. A series of significant new state requirements resulting from litigation and state policy initiatives have also required North Sound BHO to continue to support the expansion of services that began in 2015 and 2016. This has included: expanding mental health crisis services; funding nurses in the Triage Centers, expanding the WISE program, increasing training in Evidence Based Practices, implementing a bed tracking system, converting a boarding house to a Residential Treatment Facility and re-opening the 16 bed Evaluation and Treatment (E&T) Facility in Sedro Woolley.

Developing and implementing an integrated behavioral health system and expanding the availability of SUD services in response to the new Medicaid entitlement created by this integration, will take several years. The SUD treatment system has been underfunded for a long time. Investment of funding support from the new BHO has created a sustainable level of funding for core services. Beyond that however, achieving better outcomes from behavioral health treatment services will require the creation of a new “continuum of care” that expands the level of outreach and engagement, development of “co-occurring” services for persons with dual disorders and a system of recovery supports. In addition, North Sound BHO continues to work on combining disparate Medicaid and non-Medicaid funding sources to fund a continuum of behavioral health services. Some of these services can only be paid for out of its limited allocation of State General Funds and Substance Abuse and Prevention and Treatment (SAPT) federal block grant funds.

An additional planning challenge has been created by the State’s decision to terminate the leases in two (2) years for two (2) critical behavioral health facilities in Sedro Woolley: North Sound E&T and Pioneer Center North. North Sound BHO has worked with the counties to develop a “Behavioral Health Facilities and Recovery System of Care Plan” that identifies the needed residential facilities, stabilization programs and recovery services. Developing the necessary facilities will require state financial assistance for the needed capital dollars. North Sound BHO has already provided seed money to Snohomish, Skagit and Whatcom counties to begin procuring the essential land and/or buildings. In order to improve clinical integration for high need persons and persons with co-occurring disorders, North Sound BHO will be participating in a number of projects with North Sound Accountable Community of Health and Apple Health Managed Care plans. Finally, the new North Sound BHO will also be actively involved in working towards the state’s goal of a better integration of behavioral health and primary care services.



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2016 Accomplishments Included:

- Developing and implementing the new BHO structure and network of services;
- Maintaining continuity of care with SUD treatment providers by ensuring services would continue to be paid for without interruption;
- Developing a SUD “contracting consortium” with King County that provided access to SUD services in King County and to most SUD residential providers across the state;
- Increasing rates for SUD providers to ensure long-term sustainability;
- Providing significant financial and technical assistance to SUD providers to assist them in upgrading their electronic record systems;
- Significantly increasing training support to the new SUD agency partners;
- Supporting the development of new SUD treatment facilities in Lynnwood, Mount Vernon, and Bellingham;
- Expanding the integrated Mental Health/SUD “Community Prevention and Intervention Team” model that was piloted in Skagit County to Snohomish and Whatcom Counties;
- Developing a comprehensive “Behavioral Health Facilities and Recovery System of Care” plan to identify our future need for behavioral health facilities and develop a vision for moving towards a recovery system of care;
- Procuring a contract with a tele-health provider to begin implementing a regional tele-psych system;
- Co-hosting with the 8 North Sound Tribes the 16th Annual North Sound Tribal Behavioral Health Conference that resulted in over 230 participants;
- Working with Whatcom Community College and Spokane Falls Community College to establish a 15 credit fast track for licensed mental health counselors/licensed social works to attain a Chemical Dependency Certificate;
- Working with the counties on the development of an Opioid Addiction plan that will include both regional strategies and support of county specific initiatives;
- Implementing a “Same Day Access” project to significantly reduce wait times for outpatient services appointments;
- Significantly expanding the size of North Sound BHO staff to be able to take on the new program responsibilities;
- On our own initiative, arranging for a detailed “Health Insurance Portability and Accountability Act (HIPAA) Risk Analysis” conducted by a professional HIPAA Risk Assessment consultant. This analysis resulted in recommendations which we are now implementing to strengthen both IT security and HIPAA compliance.
- Involving all staff and Advisory Board members in developing a new “Mission, Vision, and statement of Values” for the BHO with extensive involvement of staff and Advisory Board;
- Providing leadership support to the North Sound Accountable Community of Health and assisting it in preparing to take on the responsibility of health care transformation waiver projects.



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Looming Challenges for 2017:

- Fiscal challenges may loom ahead if significant reductions are made to our Medicaid rates. If the legislature restricts our ability to invest reserves in building the capacity, we will need to provide medically necessary services to Medicaid and low-income enrollees.
- We will need to continue to provide extensive training and technical assistance to the new SUD agencies, as well as some up-front financial support. If the state continues to make changes to the data reporting requirements, our providers will face further challenges in programming their electronic record systems to meet the state's reporting requirements.
- North Sound BHO must continue to make significant upgrades to its existing Information System and clinical database in order to meet the requirements of managing new SUD programs.
- We will continue to work on Health Information Exchange protocols to support better coordination with the Apple Health Managed Care Organizations and primary care.
- One of the critical challenges the BHO will face related to its new program responsibilities is working with counties and tribes to address the growing Opioid epidemic.
- The demand of new legal and policy mandates will continue. This includes expansion of WISE services with a limited availability of the workforce to provide these services and the requirement to create a new family and youth partner advisory group with limited resources.
- The need to reduce the incidences of psychiatric boarding will continue to be an important priority. In particular, we will need to continue to work with the smaller community hospitals on strategies that can quickly transition persons brought to Emergency Departments to an appropriate psychiatric treatment facility.
- The lack of an adequate, qualified labor pool is as much of a challenge as the available funding levels to fully meet the goal of providing medically necessary services to all Medicaid enrollees.
- Even with the expansion of Medicaid eligibility, a segment of the low-income population in need of behavioral health services has been left with limited insurance coverage. The existing levels of state GF-S will create a dilemma for BHOs on how to manage their limited dollars to meet this need.
- In addition to continuing to integrate mental health and SUD treatment services into a true behavioral health system of care, we also need to be actively working with the Apple Health Plans and primary care providers to create local systems of behavioral health/health care coordination.

B. PERSONNEL CHANGES

In 2016, North Sound BHO obtained the Executive Committees' approval for a staffing plan to augment its capacity to address both the existing increase in the need for mental health services as well as create and implement the new SUD treatment programs. The 2017 budget supports the additional positions we have identified as necessary as well as funding the new 2016 positions that have not yet been filled.



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C. SUMMARY OF 2017 VERSUS 2016 REVENUES AND EXPENDITURES

	REVENUES	EXPENDITURES
2016 Budget	\$126,819,735	\$126,819,735
2016 Projected	\$131,798,100	\$137,000,000
2017 Budget	\$154,784,119	\$154,784,119

2017 Projected Revenues Include:

PIHP Medicaid Funding Mental Health	\$124,926,800
PIHP State Funding Mental Health & Substance Use Disorder	\$18,577,878
PATH Grant	\$138,820
Federal Block Grant Funding SAPT	\$4,207,529
Federal Block Grant Funding – Mental Health	\$1,100,750
WISe	\$4,719,600
PACT Team Funding	\$347,496
Jail Services	\$382,746
Other funds	\$382,500
Total	\$154,784,119

D. 2017 NORTH SOUND BHO OPERATING BUDGET SPECIFICS

2017 BUDGET AREA	Compared to 2016 Budget	Comments
Salaries	\$723,165, 23.5% increase	Added six (6) FTE's this year includes unfreezing two (2) positions compared to 2016
Personnel Benefits and Taxes	\$601,730, 25.3% increase	Added six (6) FTE's, Medical Premera increased 3%, Group Health increased 13%
Office/Operating Supplies	\$41,500, 54.61% increase	Increase based on historical costs and adding more employees
Small Tools/Minor Equipment	\$85,500, 200% increase	Anticipate spending more for adding new staff and increase in IT replacement costs
Professional Services Contracts	\$18,400, 4.3% increase	Increase in estimated audit costs and FYSPT contracting.
Communications	\$13,213, 16.1% increase	Estimated increase adding more employees and send out more notices
Travel	\$7,523, 6.16% increase	Additional staff and anticipating additional BHO travel
Advertising	\$10,000, 47.6 % decrease	Adding less new employees than prior year
Space/Equipment Rentals	(\$29,192), 9.2% decrease	Rent overlapped during 2016 due to move
Insurance	\$19,000, 52.8% increase	Estimated increase adding more employees and new business
Utilities	\$4,000, 25% increase	Estimated increase for renting new space
Repairs/Maintenance	\$11,000, 22.5% increase	Estimated increase based on maintenance contract, added additional space
Miscellaneous	(\$8,110), 8.2% decrease	Decrease in North Sound BHO conferences and Board summit



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D. 2017 NORTH SOUND BHO OPERATING BUDGET SPECIFICS (Continued)

Machinery/Equipment	\$40,000, 100% increase	Increase due to replacing computer servers
Debt Service	(\$76,651), 100% decrease	No leasehold improvements payed off debt in 2016
North Sound BHO Total Operating Budget	\$1,441,078, 37% increase	Increases based on Medicaid expansion and full year of substance use funding
Tribal Conference	Same	Same
Advisory Board	Same	Same
Systems of Care Conference	\$23,000, 100% increase	No conference in 2016
Peer Network	Same	Same
Provider Training	Same	Same
Agency/County and Other Services	\$27,964,384, 22% increase	Increase based on full year of SUD funding
Inpatient Hospital Services	\$2,500,000, 20% increase	Increase based on Institution for Mental Diseases (IMD) rule change

E. REVENUE AND EXPENDITURE APPROVAL PROCESS

1. Preliminary review & recommendation of Finance Committee 10/13/16
2. Introduction to the Executive Committee 10/13/16
3. Distribution to:
 - a. Advisory Board 10/14/16
 - b. Interested Public and Stakeholders 10/14/16
 - c. Available on North Sound BHO Website 10/14/16
4. Review and recommendation of the Advisory Board 11/01/16
5. Review at the Executive Committee meeting 11/10/16
6. Review and approval by Advisory Board 12/01/16
7. Review and recommendation of all stakeholders Up to 12/08/16
8. Recommended Budget presented for Executive Committee adoption 12/08/16

F. CONCLUDING REMARKS

The proposed 2017 operating budget will ensure North Sound BHO will be able to meet its contractual obligations to operate an integrated behavioral health system as well as to continue to develop the foundation for a sustainable and coordinated behavioral health system in the future. It will also ensure we have the ability to respond to a number of new state program requirements and legal mandates, and begin planning for the new behavioral health facilities that will need to be operational in two (2) years. North Sound BHO plans on working with the state in 2017 to develop co-occurring rules and regulations that will truly integrate the behavioral health service delivery system.

II. Revenue Forecast

REVENUE DETAIL
NORTH SOUND BEHAVIORAL HEALTH ORGANIZATION
Estimated
2017 ANNUAL BUDGET

SOURCE DESCRIPTION	Amount	2017 BHO Operating Budget
<i>INTERGOVERNMENTAL REVENUE</i>		
33399 Federal Block Grant	\$ 1,100,750	
33399 Federal Block Grant SAPT	\$ 4,207,529	
33399 PATH Grant	138,820	
FYSBERT	75,000	

TOTAL INTERGOVERNMENTAL SERVICE	\$ 5,522,099	
<i>CHARGES FOR SERVICE</i>		
34640 Prepaid Health Care Funding Medicaid MH	124,926,800	124,926,800
34640 Medicaid WISE Kick payments 200 Slots	4,719,600	4,719,600
34640 State Funds Mental Health & Substance Use Diso	18,577,878	18,577,878
34640 PACT	347,496	347,496
34640 Jail Services	382,746	382,746
34640 Enhanced Community Service	187,500	187,500

TOTAL CHARGES FOR SERVICE REVENUE	\$ 149,142,020	149,142,020
		5.250%
		\$ 7,829,956
<i>MISCELLANEOUS REVENUES</i>		
36110 Investment Interest	100,000	FYSPRT
36990 Charges for Conference	20,000	75,000

36000 * MISCELLANEOUS REVENUES	120,000	\$ 7,904,956
TOTAL REVENUE	\$ 154,784,119	

III. 2017 NORTH SOUND BHO OPERATING BUDGET

A. Summary Budget

<u>EXPENDITURES</u>	Total
Regular Salaries	\$ 3,804,595
Personnel Benefits	2,623,568
Office, Operating Supplies	117,500
Small Tools	127,500
Professional Services	449,400
Communications	95,113
Travel	122,175
Advertising	11,000
Operating Rentals & Leases	288,500
Insurance	55,000
Utilities	20,000
Repairs & Maintenance	60,000
Miscellaneous	90,605
Machinery & Equipment	40,000
Debt Service	
Subtotal - North Sound BHO Operations Budget	\$ 7,904,956
Tribal Conference	35,000
Advisory Board	42,000
Peer Support Network	7,000
Systems of Care Conference	23,000
Provider Training	350,000
Agency County and Other Services	131,422,163
Inpatient Hospital Costs	15,000,000
Total North Sound BHO Budget	\$ 154,784,119

2014 BUDGET	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2017 BUDGET	B. 2017 OPERATING BUDGET DETAILS
1,698,035	1,684,261	2,100,750	2,030,878	3,168,788	3,839,295	REGULAR SALARIES this does not take into account any salary scale adjustments from salary survey
22,075		48,317		32,519	76,786	COLA SALARY CONTINGENCY Cost of living adjustment budgeted 2%. (If the COLA not approved, this amount becomes zero)
11,886		29,986		46,828 83,136 (249,841)		Health savings converted to COLA. This increases the COLA 1.44% New Salary Grid starting April 1, 2016 Phase in reduction for 2017 staff
1,731,996	1,684,261	2,179,053	2,030,878	3,081,430	3,835,311	REGULAR SALARIES
			1,175,914			PERSONNEL BENEFITS
737,082	958,545	932,333		1,571,079	1,858,388	HEALTH LIFE DENTAL Medical, Premera increased 3%, Group Health increased 13% Dental, Vision and Life are the same
(25,571)		(35,036)		(55,646)		Savings from Wellness Plan 4 % of health care premiums
156,049		193,059		354,271	429,233	PERS RETIREMENT Based on 2016 rate of 11.18% for Public Employee Retirement Systems.
129,899		160,707		242,412	293,706	SOCIAL SECURITY The rate remains at 7.65% of FTE salaries.
17,085		7,446		11,490	13,378	UNEMPLOYMENT COMPENSATION The 2016 rate is .54% of FTE salaries, capped at \$44,000 per employee.
17,695		20,656		33,680	37,536	WORKERS COMPENSATION The 2016 rate is \$.3175 multiplied by the FTE annual hours.
5,719		8,137		6,124	14,459	COLA BENEFIT CONTINGENCY Cost of living adjustment budgeted 2%.
		5,050		8,818		1.44% use of Health Care Premium Savings (If the COLA not approved, this amount becomes zero)
				16,170 (166,560)	(53,848)	New Salary Grid starting April 1, 2016 Phase in reduction for 2017 staff
1,037,958	958,545	1,292,352	1,175,914	2,021,838	2,592,852	PERSONNEL BENEFITS
	35,609		72,173			OFFICE, OPERATING SUPPLIES For office supplies such as software, books, paper, pens, food.
23,000		30,000		45,000	55,000	Leadership
12,757		12,000		25,000	58,500	ISIT (software)
1,000						Support Services (exemplary service awards)
0		1,500		2,000	2,000	Support Services
2,000		2,000		4,000	2,000	System Operations
						Clinical Oversight
38,757	35,609	45,500	72,173	76,000	117,500	OFFICE, OPERATING SUPPLIES
	128,113		266,893			SMALL TOOLS & MINOR EQUIPMENT For operating equipment including desks, chairs, file cabinets, computers.
7,633		9,000		11,000	25,000	Leadership
10,000		20,000		20,000	95,000	ISIT (hardware)
200		2,500		4,000	4,000	System Operations
584		1,000		7,000	3,500	Clinical Oversight
18,417	128,113	32,500	266,893	42,000	127,500	SMALL TOOLS & MINOR EQUIPMENT
						PROFESSIONAL SERVICES
35,000	159,600	65,000	267,475	65,000	65,000	LEGAL SERVICES
						Translators - Support Services
2,000		2,000		4,000	4,000	Translators - Leadership
30,000		30,000		42,000	42,000	TREASURER & ACCOUNTING SERVICES \$3,500 a month for charges of processing voucher and payroll, issuing warrants by Skagit County and investing, accounting and budget services.
						MEDICAL SERVICES
25,000		29,000		75,000	75,000	System Operations DR Brown and peer review, second opinions, etc.
20,625		20,625		60,000	60,000	Clinical Oversight
						AUDIT SERVICES
						For annual NSBHO financial audit by WA State Examiner.
25,000		25,000		25,000	30,000	Leadership
						HUMAN RESOURCES SERVICES
15,000		15,000		15,000	15,000	Leadership Contracts HR
						TEMPORARY HELP Admin. Services
5,000		15,000		17,000	20,400	Support Services System Operations

2014 BUDGET	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2017 BUDGET	B. 2017 OPERATING BUDGET DETAILS
10,000		0		0	0	Crisis Redesign
17,000		7,000				Peer Support Network Development HR
5,000		5,000				Performance Improvement Project consultant - System Operations
15,000		100,000		83,000	63,000	BHO consulting - LT
		5,000		5,000	5,000	Health Care Alliance consulting
				40,000	60,000	Contracts HR training
		310,204			10,000	FYSPRT Contracting - CO
						Risk Assessment - SO
						Budget Reserve
204,625	159,600	628,829	267,475	431,000	449,400	PROFESSIONAL SERVICE
	69,963		48,372			COMMUNICATIONS
6,000		10,000		12,000	19,000	POSTAGE
						Leadership
						Support Services (newsletter, posters, OCA mailings)
13,000		15,000		15,000	20,000	TELEPHONE
						Monthly telephone and internet
13,000		13,000		15,000	25,000	Leadership
						T1 Connection SO
2,400		2,400		1,740	1,345	T1 & DSL Connection IT
2,400						CELLULAR PHONES
						Leadership
3,600		1,200		2,400	1,742	Support Services
12,000		4,800		6,000	4,355	Contracts HR
		15,600		29,220	23,197	System Operations
				540	474	Clinical Oversight
						IS/IT
52,400	69,963	62,000	48,372	81,900	95,113	COMMUNICATIONS
	63,187		66,781			TRAVEL
10,500		13,000		13,000	13,000	MILEAGE, FARES
4,000						Reimbursement for NSBHO employees to use personal vehicles to attend meetings or perform work on behalf of the NSRSN.
		2,000		5,000	5,000	Leadership
10,580		11,020		11,020	27,675	Support Services
31,000		52,000		74,132	65,000	Contracts HR
1,500		2,500		4,000	4,000	System Operations
2,500		4,000		7,500	7,500	Clinical Oversight
						Fiscal
						IS/IT
60,080	63,187	84,520	66,781	114,652	122,175	TRAVEL
	8,748		6,182			ADVERTISING
6,000		1,000		1,000	1,000	Advertising of vacant positions, RFQ's, RFP'S, Board meetings, ect.
		5,000		20,000	10,000	Leadership
						Contracts HR
6,000	8,748	6,000	6,182	21,000	11,000	ADVERTISING
	183,792		252,837			OPERATING RENTALS
133,350		205,000		284,192	250,000	For renting rooms, training, short term equipment rentals, etc.
						SPACE RENTAL OFFICE
						The 2017 estimated lease
20,200		23,000		25,000	30,000	Leadership
						COPY LEASE
2,400		2,800		8,500	8,500	Lease of two copy machines.
						Leadership
						POSTAGE METER LEASE
						Leadership
155,950	183,792	230,800	252,837	317,692	288,500	OPERATING RENTALS
	27,812		23,658			INSURANCE
33,000		32,000		36,000	55,000	Enduris formerly WGEP (Washington Gov't Entity Pool) membership fee.
						Leadership
33,000	27,812	32,000	23,658	36,000	55,000	INSURANCE
	7,123		8,335			UTILITIES
8,000		12,000		16,000	20,000	Leadership
8,000	7,123	12,000	8,335	16,000	20,000	UTILITIES
	26,758		31,141			REPAIR & MAINTENANCE
2,000		3,000		3,000	3,000	For repair of office equipment and maintenance of phone system.
9,000		10,000		10,000	10,000	Leadership
20,000		30,000		36,000	47,000	Maintenance contracts and repairs IS/IT
						Janitorial Services - Leadership
31,000	26,758	43,000	31,141	49,000	60,000	REPAIR & MAINTENANCE

2014 BUDGET	2014 ACTUAL	2015 BUDGET	2015 ACTUAL	2016 BUDGET	2017 BUDGET	B. 2017 OPERATING BUDGET DETAILS
	46,677		27,637			MISCELLANEOUS
3,000		3,000		3,000	3,000	PRINTING & BINDING For printing of forms, reports, brochure, letterhead stationary, envelopes, business cards etc.
2,000		2,000		4,000	4,000	Leadership NSBHO Brochures - Leadership
1,000		3,000		3,000	3,000	DUES AND SUBSCRIPTIONS For cost of periodical and other professional journals, hosting web page.
1,300		1,000		1,165	1,805	Leadership IS/IT - code books
		500		500	500	System Operations Contracts HR
5,000		10,000		20,000	20,000	REGISTRATION AND FEES To provide off site work related training
8,000		12,000		10,000		WSAC dues - Leadership Board Summit- Leadership
0						Annual Recovery Conference - Support Services
800		800		800	800	Dignity and Respect Conference - leadership
4,800		2,000		5,500	6,000	Exemplary Service Awards - Support Services Exemplary Service Awards - Leadership
4,000		11,500		15,150	14,300	System of care - System Operations - move to separate budget
8,000		21,550		22,400	24,000	Leadership Support Service
2,400		2,400		3,200	3,200	Contracts HR
2,400		4,000		10,000	10,000	System Operations System Operations
						Clinical Oversight
						Fiscal Training
						IS/IT
42,700	46,677	73,750	27,637	98,715	90,605	MISCELLANEOUS
0			0	61,331	0	Redemption of Long-Term Debt
				15,320	0	Interest on Debt Service
0	0	0	0	76,651	0	REDEMPTION OF LONG TERM DEBT
0	22,559	0	668,237	0	40,000	MACHINERY & EQUIPMENT IS/IT To purchase new Computers, software & equipment over \$7,500.
0	22,559	0	668,237	0	40,000	MACHINERY & EQUIPMENT
3,420,883	3,422,747	4,722,304	4,946,513	6,463,878	7,904,956	NSBHO BUDGET Budget Limit Calculation: (see revenue detail for explanation) \$7,904,956
3,420,883	3,422,747	4,722,304	4,946,513	6,463,878	7,904,956	TOTAL NSBHO OPERATING BUDGET
35,000	46,096	35,000	23,744	35,000	35,000	Tribal Conference Budget.
35,000	46,096	35,000	23,744	35,000	35,000	Total Tribal Conference
28,590	31,435	34,000	27,217	42,000	42,000	Advisory Board expenses; travel, training, conferences, supplies, etc.
28,590	31,435	34,000	27,217	42,000	42,000	Total Advisory Board Expenditures
			2,579	7,000	7,000	Peer Support Network
0	0	0	2,579	7,000	7,000	Total Peer Support Network
	5,500	12,000	15,632	0	23,000	Systems of Care conference.
0	5,500	12,000	15,632	0	23,000	Total Systems of Care Conference
		250,000	199,350	350,000	350,000	Provider Training - Relias learning system, WISE and CANS, WRAP motivational interviewing, mental health first aid, peer counselor development, CD/Mental Health cross training, Illness Management Recovery training
0	0	250,000	199,350	350,000	350,000	Total Provider Training Budget
55,561,638	66,173,329	79,266,544	81,836,848	107,421,857	131,422,163	AGENCY/COUNTY AND OTHER SERVICES TOTAL
59,046,111	69,673,607	84,319,848	87,049,304	114,319,735	139,784,119	Total NSBHO Budget without Inpatient Expense
7,500,000	9,587,846	8,000,000	13,864,095	11,000,000	10,000,000	Medicaid Inpatient Funding
4,000,000	1,834,734	3,500,000	1,188,776	1,500,000	5,000,000	State Only Inpatient Funding
70,546,111	81,096,187	95,819,848	102,102,175	126,819,735	154,784,119	TOTAL NSBHO Budget

C. NSMHA SALARY & BENEFITS WORKSHEET

2017 ANNUAL BUDGET

POSITION	TEAM	FTE	RANGE	STEP	MONTHLY		ANNUAL SALARY	BENEFITS		PERS Retirement Salary x .1111	Social Security Salary x .0765	Unemployment Compensation \$44,000 x .0054	Workers Compensation Hours x \$.3166	TOTAL BENEFITS	TOTAL SALARY AND BENEFITS
					SALARY	Months x Amount		Health, Life etc Fixed	Amount						
					No. of Mths	Amount									
Executive Director	LT	1.00	N/A	N/A	12	\$11,666.67	\$140,000.04	\$140,000.04	33,002.64	15,652.00	10,710.00	237.60	658.53	60,260.78	200,260.82
Deputy Director	CL	1.00	40	E	12	\$9,445.63	\$113,347.56	\$113,347.56	33,002.64	12,672.26	8,671.09	237.60	658.53	55,242.11	168,589.67
Quality Specialist # 1	CL	1.00	35	C	10	\$5,568.72	\$55,687.20	\$67,381.50	33,002.64	7,533.25	5,154.68	237.60	658.53	46,586.70	113,968.20
				D	2	\$5,847.15	\$11,694.30								
Quality Specialist # 2	CL	1.00	35	D	6	\$5,847.15	\$35,082.90	\$71,919.96	33,002.64	8,040.65	5,501.88	237.60	658.53	47,441.30	119,361.26
				E	6	\$6,139.51	\$36,837.06								
Quality Specialist # 3	CL	1.00	35	D	6	\$5,847.15	\$35,082.90	\$71,919.96	32,370.36	8,040.65	5,501.88	237.60	658.53	46,809.02	118,728.98
				E	6	\$6,139.51	\$36,837.06								
Quality Specialist # 4	CL	1.00	35	1	6	\$5,047.99	\$30,287.94	\$61,333.08	32,370.36	6,857.04	4,691.98	237.60	658.53	44,815.51	106,148.59
				A	6	\$5,174.19	\$31,045.14								
Quality Specialist # 5	CL	1.00	35	D	6	\$5,847.15	\$35,082.90	\$71,919.96	32,370.36	8,040.65	5,501.88	237.60	658.53	46,809.02	118,728.98
				E	6	\$6,139.51	\$36,837.06								
Quality Specialist # 6	CL	1.00	35	D	6	\$5,847.15	\$35,082.90	\$71,919.96	32,370.36	8,040.65	5,501.88	237.60	658.53	46,809.02	118,728.98
				E	6	\$6,139.51	\$36,837.06								
Quality Specialist # 7	CL	1.00	35	B	4	\$5,303.54	\$21,214.16	\$65,763.92	33,002.64	7,352.41	5,030.94	237.60	658.53	46,282.11	112,046.03
				C	8	\$5,568.72	\$44,549.76								
Quality Specialist # 8	CL	1.00	35	B	12	\$5,303.54	\$63,642.48	\$63,642.48	32,370.36	7,115.23	4,868.65	237.60	658.53	45,250.37	108,892.85
Quality Specialist # 9	CL	1.00	35	B	12	\$5,303.54	\$63,642.48	\$63,642.48	32,370.36	7,115.23	4,868.65	237.60	658.53	45,250.37	108,892.85
Quality Specialist # 10	CL	1.00	35	A	5	\$5,174.19	\$25,870.95	\$62,995.73	32,370.36	7,042.92	4,819.17	237.60	658.53	45,128.58	108,124.31
				B	7	\$5,303.54	\$37,124.78								
Quality Specialist # 11	CL	1.00	35	A	4	\$5,174.19	\$20,696.76	\$63,125.08	32,370.36	7,057.38	4,829.07	237.60	658.53	45,152.94	108,278.02
				B	8	\$5,303.54	\$42,428.32								
Quality Specialist # 12	CL	1.00	35	A	6	\$5,174.19	\$31,045.14	\$62,866.38	32,370.36	7,028.46	4,809.28	237.60	658.53	45,104.23	107,970.61
				B	6	\$5,303.54	\$31,821.24								
Quality Specialist # 13	CL	1.00	35	A	6	\$5,174.19	\$31,045.14	\$62,866.38	32,370.36	7,028.46	4,809.28	237.60	658.53	45,104.23	107,970.61
				B	6	\$5,303.54	\$31,821.24								
Quality Specialist # 14	CL	1.00	35	1	6	\$5,047.99	\$30,287.94	\$61,333.08	32,370.36	6,857.04	4,691.98	237.60	658.53	44,815.51	106,148.59
				A	6	\$5,174.19	\$31,045.14								
Quality Specialist # 15 Crisis	CL	1.00	35	A	4	\$5,174.19	\$20,696.76	\$63,125.08	32,370.36	7,057.38	4,829.07	237.60	658.53	45,152.94	108,278.02
				B	8	\$5,303.54	\$42,428.32								
Quality Specialist # 16 Crisis	CL	1.00	35	1	6	\$5,047.99	\$30,287.94	\$61,333.08	32,370.36	6,857.04	4,691.98	237.60	658.53	44,815.51	106,148.59
				A	6	\$5,174.19	\$31,045.14								
Quality Specialist # 17 Kids	CL	1.00	35	1	6	\$5,047.99	\$30,287.94	\$61,333.08	32,370.36	6,857.04	4,691.98	237.60	658.53	44,815.51	106,148.59
				A	6	\$5,174.19	\$31,045.14								
QS Manager - Crisis	CL	1.00	37	C	6	\$6,555.55	\$39,333.30	\$80,633.28	33,002.64	9,014.80	6,168.45	237.60	658.53	49,082.01	129,715.29
				D	6	\$6,883.33	\$41,299.98								
Quality Specialist Manager - Kids	CL	1.00	37	D	6	\$6,883.33	\$41,299.98	\$84,664.98	32,370.36	9,465.54	6,476.87	237.60	658.53	49,208.90	133,873.88
				E	6	\$7,227.50	\$43,365.00								
Quality Specialist Manager - Adult	CL	1.00	37	A	8	\$6,091.11	\$48,728.88	\$73,702.44	32,370.36	8,239.93	5,638.24	237.60	658.53	47,144.66	120,847.10
				B	4	\$6,243.39	\$24,973.56								
Quality Improvement Manager	CL	1.00	37	1	6	\$5,942.54	\$35,655.24	\$72,201.90	33,002.68	8,072.17	5,523.45	237.60	658.53	47,494.42	119,696.32
				A	6	\$6,091.11	\$36,546.66								
Quality Specialist Coordinator - WS	CL	1.00	36	E	12	\$6,630.71	\$79,568.52	\$79,568.52	33,002.64	8,895.76	6,086.99	237.60	658.53	48,881.52	128,450.04
Quality Specialist - WSH	CL	1.00	35	C	5	\$5,568.72	\$27,843.60	\$68,773.65	33,002.64	7,688.89	5,261.18	237.60	658.53	46,848.85	115,622.50
				D	7	\$5,847.15	\$40,930.05								

C. NSMHA SALARY & BENEFITS WORKSHEET

2017 ANNUAL BUDGET

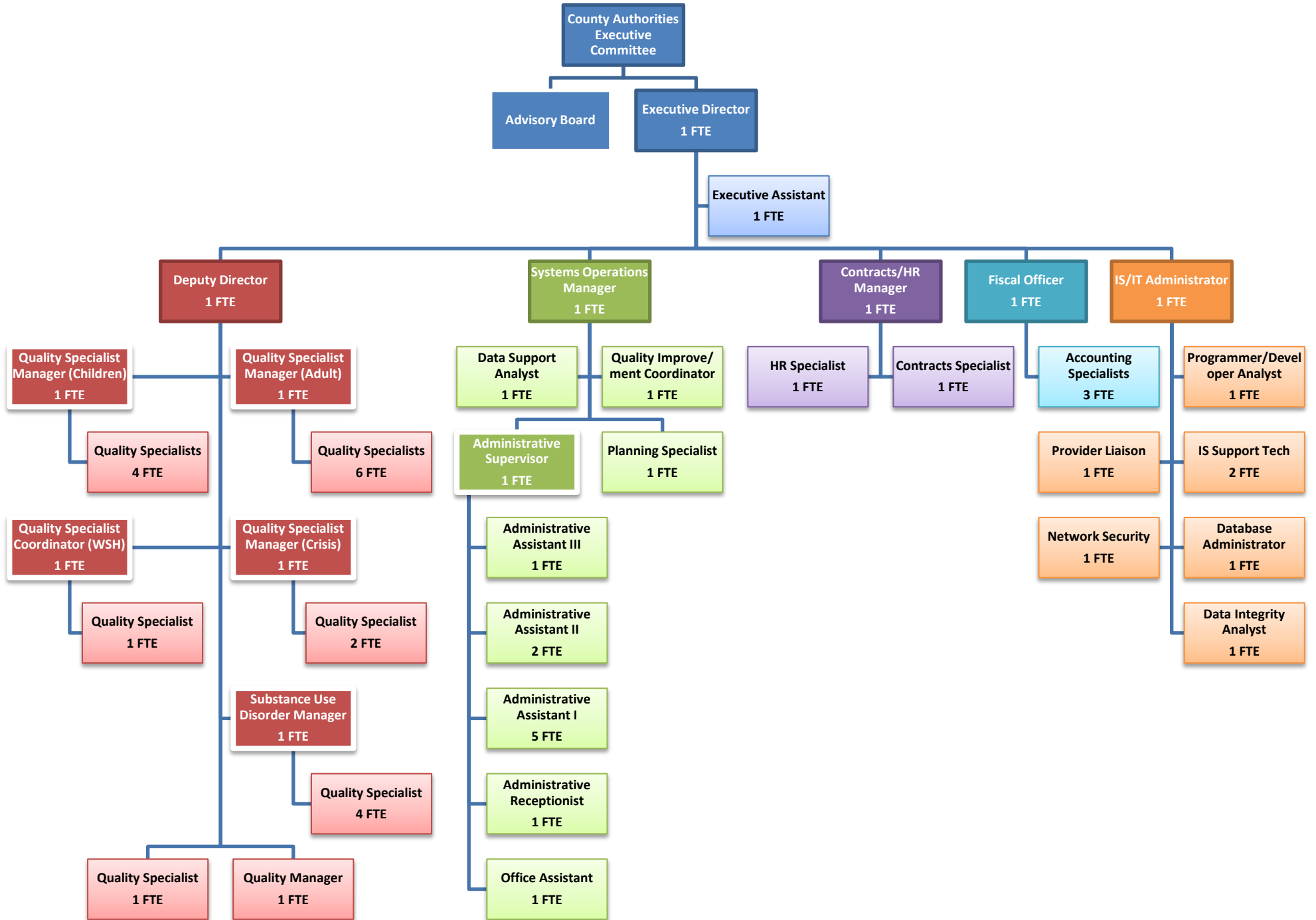
POSITION	TEAM	FTE	RANGE	STEP	MONTHLY SALARY		ANNUAL SALARY	BENEFITS		PERS Retirement Salary x .1111	Social Security Salary x .0765	Unemployment Compensation \$44,000 x .0054	Workers Compensation Hours x \$.3166	TOTAL BENEFITS	TOTAL SALARY AND BENEFITS
					No. of Mths	Amount		Months x Amount	Health, Life etc Fixed Amount						
Quality Specialist - CD Manager	CL	1.00	37	E	12	\$7,227.50	\$86,730.00	\$86,730.00	33,002.64	9,696.41	6,634.85	237.60	658.53	50,230.03	136,960.03
Contracts Manager	HR/C	1.00	38	C	6	\$7,145.55	\$42,873.30	\$87,890.22	33,002.64	9,826.13	6,723.60	237.60	658.53	50,448.50	138,338.72
				D	6	\$7,502.82	\$45,016.92								
Contracts Specialist	HR/C	1.00	33	E	12	\$5,263.64	\$63,163.68	\$63,163.68	32,370.36	7,061.70	4,832.02	237.60	658.53	45,160.21	108,323.89
HR Specialist	HR/C	1.00	33	B	9	\$4,546.93	\$40,922.37	\$55,245.21	33,002.64	6,176.41	4,226.26	237.60	658.53	44,301.44	99,546.65
				C	3	\$4,774.28	\$14,322.84								
Operations Manager	SO	1.00	38	C	6	\$7,145.55	\$42,873.30	\$87,890.22	33,002.64	9,826.13	6,723.60	237.60	658.53	50,448.50	138,338.72
				D	6	\$7,502.82	\$45,016.92								
Administrative Receptionist	SO	1.00	28	C	6	\$3,310.36	\$19,862.16	\$40,717.44	33,002.64	4,552.21	3,114.88	219.87	658.53	41,548.14	82,265.58
				D	6	\$3,475.88	\$20,855.28								
Office Assistant	SO	1.00	27	A	5	\$2,874.58	\$14,372.90	\$34,997.98	32,370.36	3,912.77	2,677.35	188.99	658.53	39,808.00	74,805.98
				B	7	\$2,946.44	\$20,625.08								
Administrative Supervisor	SO	1.00	34	B	12	\$4,910.71	\$58,928.52	\$58,928.52	32,370.36	6,588.21	4,508.03	237.60	658.53	44,362.73	103,291.25
Administrative Assistant 3	SO	1.00	32	1	6	\$4,007.28	\$24,043.68	\$48,688.44	32,370.36	5,443.37	3,724.67	237.60	658.53	42,434.52	91,122.96
				A	6	\$4,107.46	\$24,644.76								
Executive Assistant	SO	1.00	34	D	6	\$5,414.05	\$32,484.30	\$66,592.86	32,370.36	7,445.08	5,094.35	237.60	658.53	45,805.92	112,398.78
				E	6	\$5,684.76	\$34,108.56								
Administrative Assistant 2	SO	1.00	31	1	12	\$3,710.38	\$44,524.56	\$44,524.56	32,370.36	4,977.85	3,406.13	237.60	658.53	41,650.46	86,175.02
Administrative Assistant 2	SO	1.00	31	1	12	\$3,710.38	\$44,524.56	\$44,524.56	32,370.36	4,977.85	3,406.13	237.60	658.53	41,650.46	86,175.02
Administrative Assistant 1	SO	1.00	29	E	12	\$3,905.08	\$46,860.96	\$46,860.96	32,370.36	5,239.06	3,584.86	237.60	658.53	42,090.41	88,951.37
Administrative Assistant 1	SO	1.00	29	B	11	\$3,373.36	\$37,106.96	\$40,648.99	32,370.36	4,544.56	3,109.65	219.50	658.53	40,902.60	81,551.59
				C	1	\$3,542.03	\$3,542.03								
Administrative Assistant 1	SO	1.00	29	1	6	\$3,210.81	\$19,264.86	\$39,011.34	32,370.36	4,361.47	2,984.37	210.66	658.53	40,585.38	79,596.72
				A	6	\$3,291.08	\$19,746.48								
Administrative Assistant 1	SO	1.00	29	1	6	\$3,210.81	\$19,264.86	\$39,011.34	32,370.36	4,361.47	2,984.37	210.66	658.53	40,585.38	79,596.72
				A	6	\$3,291.08	\$19,746.48								
Administrative Assistant 1	SO	1.00	29	1	6	\$3,210.81	\$19,264.86	\$39,011.34	32,370.36	4,361.47	2,984.37	210.66	658.53	40,585.38	79,596.72
				A	6	\$3,291.08	\$19,746.48								
Data Support Analyst	SO	1.00	35	E	12	\$6,139.51	\$73,674.12	\$73,674.12	32,370.36	8,236.77	5,636.07	237.60	658.53	47,139.32	120,813.44
Q.I. Coordinator	SO	1.00	35	B	6	\$5,303.54	\$31,821.24	\$65,233.56	32,370.36	7,293.11	4,990.37	237.60	658.53	45,549.97	110,783.53
				C	6	\$5,568.72	\$33,412.32								
Planning Specialist	SO	1.00	35	1	6	\$5,047.99	\$30,287.94	\$61,333.08	32,370.36	6,857.04	4,691.98	237.60	658.53	44,815.51	106,148.59
				A	6	\$5,174.19	\$31,045.14								
IS/IT Administrator	IS/IT	1.00	39	C	4	\$7,788.56	\$31,154.24	\$96,578.16	33,002.64	10,797.44	7,388.23	237.60	658.53	52,084.44	148,662.60
				D	8	\$8,177.99	\$65,423.92								
IS Support Technician	IS/IT	1.00	35	B	3	\$5,303.54	\$15,910.62	\$66,029.10	33,002.64	7,382.05	5,051.23	237.60	658.53	46,332.05	112,361.15
				C	9	\$5,568.72	\$50,118.48								
IS Support Technician	IS/IT	1.00	35	A	6	\$5,174.19	\$31,045.14	\$62,866.38	32,370.36	7,028.46	4,809.28	237.60	658.53	45,104.23	107,970.61
				B	6	\$5,303.54	\$31,821.24								
Programmer/Developer Analyst	IS/IT	1.00	37	B	3	\$6,243.39	\$18,730.17	\$77,730.12	33,002.64	8,690.23	5,946.35	237.60	658.53	48,535.35	126,265.47
				C	9	\$6,555.55	\$58,999.95								
Data Integrity Analyst	IS/IT	1.00	35	C	6	\$5,568.72	\$33,412.32	\$68,495.22	33,002.64	7,657.77	5,239.88	237.60	658.53	46,796.42	115,291.64
				D	6	\$5,847.15	\$35,082.90								
Database Administrator	IS/IT	1.00	37	B	6	\$6,243.39	\$37,460.34	\$76,793.64	33,002.64	8,585.53	5,874.71	237.60	658.53	48,359.01	125,152.65
				C	6	\$6,555.55	\$39,333.30								
Provider Support IT	IS/IT	1.00	37	E	12	\$7,227.50	\$86,730.00	\$86,730.00	32,370.36	9,696.41	6,634.85	237.60	658.53	49,597.75	136,327.75

C. NSMHA SALARY & BENEFITS WORKSHEET

2017 ANNUAL BUDGET

POSITION	TEAM	FTE	RANGE	STEP	MONTHLY SALARY		ANNUAL SALARY	BENEFITS		PERS Retirement	Social Security	Unemployment Compensation	Workers Compensation	TOTAL BENEFITS	TOTAL SALARY AND BENEFITS
					No. of Mths	Amount		Months x Amount	Health, Life etc Fixed						
Network Security	IS/IT	1.00	37	1	6	\$5,942.54	\$35,655.24	\$72,201.90	32,370.36	8,072.17	5,523.45	237.60	658.53	46,862.11	119,064.01
				A	6	\$6,091.11	\$36,546.66								
Fiscal Officer	F	1.00	39	D	6	\$8,177.99	\$49,067.94	\$100,589.28	33,002.64	11,245.88	7,695.08	237.60	658.53	52,839.73	153,429.01
				E	6	\$8,586.89	\$51,521.34								
Accounting Specialist	F	1.00	33	E	12	\$5,263.64	\$63,163.68	\$63,163.68	33,002.64	7,061.70	4,832.02	237.60	658.53	45,792.49	108,956.17
Accounting Specialist	F	1.00	33	E	12	\$5,263.64	\$63,163.68								
Accounting Specialist	F	1.00	33	C	5	\$4,774.28	\$23,871.40	\$58,962.33	32,370.36	6,591.99	4,510.62	237.60	658.53	44,369.09	103,331.42
				D	7	\$5,012.99	\$35,090.93								
COLA 2%							\$76,785.91			8,584.66	5,874.12			14,458.79	91,244.70
TOTAL		57					\$ 3,839,295	\$ 3,916,081	\$ 1,858,388	\$ 437,818	\$ 299,580	\$ 13,378	\$ 37,536	\$ 2,646,701	\$ 6,562,782

IV - North Sound Behavioral Health Organization
Staff Position Organizational Chart - CY2017



North Sound BHO Executive Directors Report

December, 2016

Behavioral Health Facilities Planning

- We are continuing to work with “Strategies 360” on developing a talking paper to use with both legislators and with community stakeholders whose support we will need.
- A letter from the North Sound BHO Executive Committee to Legislators has been drafted and will be circulated to the BHO Executive Committee members for signature.
- The contract with the project management firm hired to assist with development and implementation of our Behavioral Health Facilities Plan, Cumming, is now in place. Since Snohomish and Whatcom have already identified specific projects and locations, Cumming would provide more of a secondary review and technical assistance. For Skagit County, their scope of work would be much more extensive, including identification of potential sites, more detailed specification of facilities needed, costs etc. This would include assisting with the development of plans for both a “Stabilization Campus” as well as a West Skagit County Triage/Sub-Acute detox center.
- The Interlocal Agreement for Grant Disbursements for future facility costs has now been signed by Snohomish County, and scheduled for Whatcom County approval on December 6. Skagit County signed the agreement on December 2. This agreement will provide seed money in the amount of \$8.5 million. The full estimated cost for all of the facilities in our proposed plan however exceeds \$61 million.

Legislative Testimony

- On December 1, I provided brief testimony at the request of House Judiciary Committee staff on “civil commitment” issues. I briefly highlighted the various enhancements we’ve made to increase crisis services and diversion programs and also summarized the continued challenges we face with lack of community resources for persons with complex behavioral and physical health conditions. For example, we continue to have long waiting lists for persons to get into Western State Hospital. I re-emphasized the need for state funding for crisis and diversion services. I also used this as an opportunity to introduce our request for capital funds for the behavioral health facilities plan.

Behavioral Health Integration Discussion

- I presented the BHO proposal for an alternative pathway to full integration at a workshop session during the November 17 WSAC conference. It was well received by many of the county commissioners in attendance.
- We have since requested a meeting with the Governor’s office to discuss the proposal.

Update on the North Sound Accountable Community of Health

- With the hiring of an Executive Director for the North Sound Accountable Community of Health and the recent release by the Health Care Authority of the list of 1115 Medicaid Waiver projects the ACHs will be required to carry out [the “Project Took Kit”], our ACH is working on a proposal for a more formal governance structure. This may include splitting off from WAHA as our backbone organization and operating as an independent 501c3.

- The list of projects in the “Project Took Kit”, and the requirements for ACH in developing and carrying them out, seems to set up ACHs as the lead decision making entity with regards to a number of regional health system improvement efforts, e.g., developing of the full integration plan and regional Opioid reduction plans. The BHOs, and perhaps some of the Apple Health MCOs who share this concern, will be submitting comments to the Health Care Authority.

BHO and Apple Health MCO collaborations

- The BHOs and the five Apple Health Managed Care Organizations continue to meet on a regular basis to work on developing pilot projects that will create new coordination agreements with regards to serving persons with complex needs. This includes a project for joint BHO/MCO funding of co-occurring treatment services to persons with mild mental illness, and care coordination to the highest utilizers within a region.

Regional Opioid Reduction Plan

- Our contracted consultant to develop a regional Opioid reduction plan, Shelli Young, has begun her work. She will start by interviewing county human service staff and other key stakeholders on existing and planned initiatives. She will also be exploring statewide and other regional initiatives that could support our local efforts.

Relocation of the Rainbow Center

- Based on the continued concerns from the Executive Committee and Advisory Board about the current location and operation of the Rainbow Peer Center in Bellingham, I met with Anne Deacon and Tom Sebastian, the Compass Health Executive Director, to develop a specific plan for relocation and changing the program structure. We had already included in our new contracts for the Peer Centers to move towards a more structured program model similar to the “Reach Center” in Mount Vernon.
- Compass plans to change the current program structure to a “recovery based model” similar to what is now in place in the Mt. Vernon and Everett Peer Centers. Tom will be moving quickly to change the program structure to serve only those persons willing to actively participate in recovery programs.
- At the same time, the Health Department will be working with Compass staff and Board members to identify a new location for the peer center.
- One of transition challenges will be to find new positions for a number of the Peer Counselors who would be laid off if the current program is scaled down. Whatcom County and the BHO have agreed to work with Compass on a plan to find new placements for these Peer Counselors.

MEMORANDUM

DATE: December 6th, 2016

TO: North Sound BHO Advisory Board

FROM: Joe Valentine, Executive Director

RE: Thursday December 8th, 2016 County Authorities Executive Committee Agenda

Please find for your review the following that will go before the North Sound BHO County Authorities Executive Committee December 8th, 2016 Meeting:

For Executive Committee Approval:

- Evergreen Recovery is continuing its work on their Electronic Health Record and need additional funds to accomplish the development of the system
- Skagit County has determined the funding for the Family Youth System Roundtable (FYSPRT) delegated function is not adequate to hire a full time position

NORTH SOUND BHO-EVERGREEN RECOVERY-PSC-Amendment 1 for the purpose of increasing the funding for the continued development of an Electronic Health Record. The increase to this contract is \$492,505 for a new maximum consideration of \$969,505. The term of this contract is February 15, 2016 with an extended end date of June 30, 2017. NORTH SOUND BHO-SKAGIT COUNTY-ADMIN-17 for the purpose of increasing this contract by \$38,490 to provide adequate funding to hire a full time equivalent for the FYSPRT delegated function. The new maximum consideration for this contract is \$574,612 with the term remaining the same January 1, 2017 through December 31, 2017.

2017-19 Fund Balance

- This fund balance allocation will replace the 2014 and 2015 fund balance commitments.

North Sound BHO Executive Committee moves to commit \$47,731,299 (\$32,543,735 Medicaid and \$15,187,564 State) of fund balance in the following areas:

- WISe Backfill
- Provider Training
- Service Expansion
- Facility Expansion
- Electronic Medical Records

North Sound BHO 2017 Recommended Operating Budget

To approve the North Sound BHO Budget as presented.

Fund Balance Spending Plan 2016

Status	Name	Agency	Total Costs	Medicaid	State	Spent during 2017			Spent during 2018			Spent during 2019		
						Annual	Medicaid	State	Total	Medicaid	State	Total	Medicaid	State
WISe Back Fill														
Contracted	Snohomish County	Compass 120	\$ 5,372,611	\$ 5,372,611	\$ -	\$ 1,790,870	\$ 1,790,870	\$ -	\$ 1,790,870	\$ 1,790,870	\$ -	\$ 1,790,870	\$ 1,790,870	\$ -
Contracted	Skagit County	CCS NW 31	1,387,925	1,387,925	-	462,642	462,642	-	462,642	462,642	-	462,642	462,642	-
Contracted	Whatcom County	CCS NW 50	2,238,588	2,238,588	-	746,196	746,196	-	746,196	746,196	-	746,196	746,196	-
Contracted	Island County	Compass 8	358,174	358,174	-	119,391	119,391	-	119,391	119,391	-	119,391	119,391	-
Amendment	Current Provider Expansion Plan	CCS/Compass 16	716,348	716,348	-	238,783	238,783	-	238,783	238,783	-	238,783	238,783	-
RFP/Q	Current County Expansion Plan	RFP/RFQ 24	895,435	895,435	-	179,087	179,087	-	358,174	358,174	-	358,174	358,174	-
Provider Training														
Contracted	Relias Learning Systems MH	All current providers	\$ 900,000	\$ 819,000	\$ 81,000	\$ 300,000	\$ 273,000	\$ 27,000	\$ 300,000	\$ 273,000	\$ 27,000	\$ 300,000	\$ 273,000	\$ 27,000
Service Expansion														
Contracted	Telehealth Services Proscribe Time MH	InSight	\$ 10,684,800	\$ 9,723,168	\$ 961,632	\$ 3,561,600	\$ 3,241,056	\$ 320,544	\$ 3,561,600	\$ 3,241,056	\$ 320,544	\$ 3,561,600	\$ 3,241,056	\$ 320,544
RFP/Q	Opiate Substitution Expansion	RFP/RFQ	8,000,000	7,280,000	720,000	2,000,000	1,820,000	180,000	2,500,000	2,275,000	225,000	3,500,000	3,185,000	315,000
Facility Expansion														
Contracted	Sedro Wooley E&T replacement	Skagit County	\$ 3,500,000	\$ -	\$ 3,500,000	\$ 3,500,000	\$ -	\$ 3,500,000	\$ 3,500,000	\$ -	\$ 3,500,000	\$ 3,500,000	\$ -	\$ 3,500,000
Contracted	Facility Expansion	Whatcom County	2,500,000	-	2,500,000	2,500,000	-	2,500,000	2,500,000	-	2,500,000	2,500,000	-	2,500,000
Contracted	Sedro Wooley Facility Replacement	Snohomish County	2,500,000	-	2,500,000	2,500,000	-	2,500,000	2,500,000	-	2,500,000	2,500,000	-	2,500,000
Contracted	Lake Whatcom Iron Gate Residential	Lake Whatcom	486,975	395,372	91,603	486,975	395,372	91,603	486,975	395,372	91,603	486,975	395,372	91,603
Contracted	Lynnwood Detox Start-up	Evergreen	1,585,000	211,600	1,373,400	1,585,000	211,600	1,373,400	1,585,000	211,600	1,373,400	1,585,000	211,600	1,373,400
Contracted	Former Skagit Recovery-Mt Vernon Residential Start-up	Evergreen	2,300,000	167,928	2,132,072	2,300,000	167,928	2,132,072	2,300,000	167,928	2,132,072	2,300,000	167,928	2,132,072
Contracted	Snohomish E&T Remodel	Compass/Sno Co	935,000	-	935,000	935,000	-	935,000	935,000	-	935,000	935,000	-	935,000
Contracted	Coupeville Clinic Move	Compass Island	301,886	274,716	27,170	301,886	274,716	27,170	301,886	274,716	27,170	301,886	274,716	27,170
Contracted	Whatcom Residential Startup	Lake Whatcom	486,975	395,372	91,603	486,975	395,372	91,603	486,975	395,372	91,603	486,975	395,372	91,603
Electronic Medical Records														
Contracted	Evergreen Recovery	Evergreen	\$ 969,505	\$ 882,250	\$ 87,255	\$ 969,505	\$ 882,250	\$ 87,255	\$ 969,505	\$ 882,250	\$ 87,255	\$ 969,505	\$ 882,250	\$ 87,255
Contracted	THS	THS	345,000	286,650	58,350	345,000	286,650	58,350	345,000	286,650	58,350	345,000	286,650	58,350
Contracted	Phoenix	Phoenix	40,000	36,360	3,640	40,000	36,360	3,640	40,000	36,360	3,640	40,000	36,360	3,640
Contracted	Sunrise	Sunrise	706,625	643,029	63,596	706,625	643,029	63,596	706,625	643,029	63,596	706,625	643,029	63,596
Contracted	CHS	CHS	230,000	204,659	25,341	230,000	204,659	25,341	230,000	204,659	25,341	230,000	204,659	25,341
Contracted	Pioneer	Pioneer	95,000	86,450	8,550	95,000	86,450	8,550	95,000	86,450	8,550	95,000	86,450	8,550
Contracted	Bridgways	Bridgways	195,452	168,100	27,352	195,452	168,100	27,352	195,452	168,100	27,352	195,452	168,100	27,352
Total			\$ 47,731,299	\$ 32,543,735	\$ 15,187,564	\$ 26,575,987	\$ 12,623,511	\$ 13,952,476	\$ 10,077,656	\$ 9,505,112	\$ 572,544	\$ 11,077,656	\$ 10,415,112	\$ 662,544

2017 Pre-Meetings, Site Visits, Conferences and Advocacy

Date	Pre-Meeting Topics	Note
January		
February	Psychological First Aid Training	Thereas Quinn
March		
April		
May		
June		
July	<i>Retreat/No Pre-Meeting</i>	
August		
September		
October		
November		
December	Holiday Potluck - No Pre Meeting	
	EMS BHO Providers intervene w/heavy utilizers in BHO System	
	Snohomish County Crisis Calls: Social Workers & Law Enforcement	
	Chronic-Utilizer Alternative Response Team (CHART)	
	Crisis Intervention Team (CIT) Training in 2017	
	North Sound BHO Tribal Coordination	
	Tele-Psychiatry Webinar	
	Dispute Resolution	
	Evergreen Detox Center	
	Tribal Centric Behavioral Health System	
	Lummi and Tulalip Tribes BHO Programs	
	Qualifying Factors of a Co-Occurring Disorder	
	Center for Human Services (Children)	
	Phoenix Recovery Center	
	Therapeutic Health Services	
	Peer Support Model Presentation	
	Crisis Redesign	
	Everett Detox Center	
	North Sound BHO Funded School Based MH Services	
	Co-Occurring Disorders	
	Eating Disorders	
	LGBT Committee	
	Tribal Mental Health Overview	
	Joel's Law	
	Medicaid Assisted Treatment	
	Involuntary Treatment Act	
	King County Peer Center	
	Peer Specialist and Recovery Coach Integration	
Date	Site Visits	Note
	Lake Whatcom Center	
Date	Advocacy	Note
Date	Conferences	Location
June 15- 16	Behavioral Health Conference	
	NAMI Conference	
	Tribal Conference	
	SOCI	
	Co-Occurring Disorders Conference	

2016 Pre-Meetings, Site Visits, Conferences and Advocacy

Date	Pre-Meeting Topics	Note
January 5th, 2016	SUD Opioid Epidemic and Strategies	Dr. Gary Goldbaum
February 2nd, 2016	SUD/Juvenile Justice/Recovery Services	Lisa Tremblay and Lex Rivers
March 1st, 2016	Phoenix Recovery Center - SUD Services	Corky Hundahl
April 5th, 2016	Adult and Youth Access to Care Standards & SUD	Julie de Losada & Sharon Toquinto
May 3rd, 2016	Northwest Youth Services Housing/Homelessness	Riannon Bardsley
June 7th, 2016	Alternatives to Jail	Ron Coakley
July	Retreat/No Pre-Meeting	
August	Orientation Manual Discussion with Full Board	Joe/Joanie
September	Pioneer Center North (Focus on SUD Residential)	Rob Sullivan
October	Snohomish County Homelessness Adults & Youth	Debbi Knowles
November	No Pre Meeting - 2016 Visual Art/Poetry Awards	
December	Holiday Potluck - No Pre Meeting	
	Crisis Intervention Team (CIT) Training in 2017	
	North Sound BHO Tribal Coordination	
	Tele-Psychiatry Webinar	
	Dispute Resolution	
	Evergreen Detox Center	
	Tribal Centric Behavioral Health System	
	Lummi and Tulalip Tribes BHO Programs	
	Qualifying Factors of a Co-Occurring Disorder	
	Center for Human Services (Children)	
	Phoenix Recovery Center	
	Therapeutic Health Services	
	Peer Support Model Presentation	
	Crisis Redesign	
	Everett De-Tox Center	
	North Sound BHO Funded School Based MH Services	
	Co-Occurring Disorders	
	Eating Disorders	
	LGBT Committee	
	Tribal Mental Health Overview	
	Joel's Law	
	Medicaid Assisted Treatment	
	Involuntary Treatment Act	
	Seamar Co-Occurring Outpatient Treatment	
	Peer Specialist and Recovery Coach Integration	
Date	Site Visits	Note
Thursday, June 23rd	Lake Whatcom Treatment Center/Picnic	Marie & David attending
September 23rd	Pioneer Center North	
September 23rd	North Sound E&T	Same day Site Visit as PCN
October or November	Lake Whatcom Treatment Center Site Tour (Open House?)	Early 2017 when new facility opens
Date	Advocacy	Note
February 23 & 24	Legislative Session Visit	
Date	Conferences	Location
June 23-24	Behavioral Health Conference	Yakima
Sept. 30 - Oct. 2	NAMI Conference - The Road to Recovery: Mental Health Matters	Red Lion Hotel - Port Angeles
Sept. 7-8	Tribal Conference - Building Community Resiliency	Skagit - Bow
Oct. 3- 4	Co-Occurring Disorders Conference	Yakima

Advisory Board Advocacy Priorities

0	Traumatic Brain Injury; Support for individuals, family and caregivers
0	Global Community; Research how other countries support individuals with mental illness and what we can learn
0	Individuals who have attempted suicide; Research and education in suicidality
1	Greater Community; Improvement in healthcare delivery; development, education and involvement of individuals/families in improving healthcare delivery; cultural awareness and sensitivity toward those experiencing disparities in care
1	Individuals with disabilities; Protection of Civil Rights
2	Individuals involved in the criminal justice system; Mental Health Court
2	Non-English speakers; navigating the healthcare system; accessibility and assistance in resource attainment
3	Older adults, Accessibility; Transportation to health care facilities
4	Homeless of all ages, to include Vets; Attainment of housing; community meals & shelter; opportunities for engagement in services
5	Incarcerated individuals; availability of treatment while in jail; support for family members
5	Legislators, schools & colleges; Stigma reduction
7	Children, youth & adolescents E&T for children & Youth; RCW changes in ITA; provide awareness of services to children/youth; treatment available in schools
1	Collaborative Alliances

Priority #1: Children, youth & adolescents

- E&T (Evaluation and Treatment) for children & youth
- RCW changes in ITA
- Supporting BHO in Monetary Requests (Carolyn)
- Provide awareness of services to children/youth Treatment available in schools
 - Mental Health Services
 - SUD Services
 - Connect Gay Youth into services (Marie)

Priority #2: Advocacy, education, and stigma reduction among legislators, and educational institutions

Priority #3: Homeless of all ages, to include Vets

- Attainment of housing
- Community meals & shelter
- Opportunities for engagement in services

Resources for family members to access voluntary & involuntary services. (Where to place in priorities) (Faviola)

Opioid Addictions (Where to place in priorities) (Fred)

Aspects to Consider:

- Substance Use Disorder Treatment and Mental Health Services Integration
- Rural (e.g., Access to Care, Integration of Care, Community Schools)
- Culture, Language, Ethnicity
- Age Groups (e.g., Children, Adolescents, TAY, Seniors)
- Special Populations (e.g., Vets, LGBT, Religious Organizations)
- Peer Involvement (e.g., United Peers of WA, CPCs)
- Disabilities/Comorbidities (e.g., Diabetes, Obesity, DD/ID)
- Criminal Justice / Alternatives to Jail
- Crises (e.g., Suicide, Disasters, Crime)

North Sound BHO Quality Management Plan Executive Summary

The North Sound BHO Quality Management Plan describes the system and inter-related activities that guide the development and implementation of quality assurance and quality improvement activities that occur within North Sound BHO's five county region. Quality assurance refers to compliance with minimum standards (i.e., rules, regulations, and contract terms) as well as reasonably expected levels of performance, quality, and practice. Quality improvement focuses on activities to improve performance above minimum standards/reasonably expected levels of performance, quality, and practice.

The oversight of all of these functions is charged to North Sound BHO's Internal Quality Management Committee (IQMC) and the regional Quality Management Oversight Committee (QMOC). IQMC has the role of monitoring internal processes and reviewing reports to determine where deficiencies lay. These findings and resultant activities are then sent to QMOC to receive stakeholder feedback and suggestion. QMOC has a collaborative and integrative role, with membership representing key North Sound BHO community stakeholders. These two committees are charged with integrating data collected and reported by North Sound BHO and other key stakeholders into its work of identifying areas that need to be improved.

The Quality Management Plan outlines the organization's plan to meet state standards to ensure quality mental health and substance use disorder services and outcome measures for evaluating program effectiveness. North Sound BHO adheres to 42 CFR Part 438 as well as Washington State RCWs and WACs to guide the quality management activities that are performed. North Sound BHOs quality improvement activities are guided by the oversight activities that are performed by the organization as well as state and national quality initiatives. In order to meet these standards North Sound BHO must consider how to support a diverse population and region that has varying degrees of need and resources. The Quality Management Plan addresses how this will be accomplished and the structure necessary for doing so.



North Sound Behavioral Health Organization, LLC

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Kids PIP

What is it?

We would like to increase the number/percentage of individuals that had a decrease in their CA/LOCUS (Level of Care Utilization System) level within 90 days from intake.

Study Question

Will implementing specific care coordination tasks, as indicated by the Early Periodic Screening Diagnosis and Treatment (EPSDT) indicator flag, increase the percentage of kids that have a decreased CA/LOCUS level within 90 calendar days?

Who is involved?

- | | |
|---------------------------|-----------------|
| - Dennis Regan | North Sound BHO |
| - Kristen Hagin | North Sound BHO |
| - Julie de Losada | North Sound BHO |
| - Anne Larson | Compass Health |
| - Sterling Chick | CCS |
| - Mark McDonald | Advisory Board |
| - Carolyn Hetherwick Goza | Advisory Board |
| - Greg Wennerberg | Advisory Board |
| - Georgi Lakey | FYSPRT |
| - Dr. Brown | North Sound BHO |

Timeline:

We are meeting over Basecamp prior to the intervention being sent. The intervention will be sent on December 1st through a numbered memorandum. The next meeting is tentatively scheduled following the 2nd quarter of 2017 because of the timeline for data. The group will then meet every quarter to analyze the data. The group has a basecamp that is set up to review any documents and participate in any discussion. If you would like to be a part of the basecamp please email Lisa Hudspeth at lisa_hudspeth@northsoundbho.org.

Background:

EPSDT Audit

The 2015 EPSDT audit showed that provider agencies were not entering the EPSDT indicator when encountering a request for service that was EPSDT eligible. The 2016 audit also showed appropriate care coordination efforts were not being adhered to when there was an EPSDT eligible referral. Only 59% of the audited charts showed the BHA was following up with the PCP that made the EPSDT referral and only 69% were developing a cross-system Individual Service Plan. These numbers show that not only were policies not being followed but vital information was not being incorporated into an individual's treatment plan.

EPSDT PIP Intervention Procedure

The following procedural steps outline the necessary interventional steps for appropriately documenting EPSDT individuals and subsequent care coordination.

Follow up of individual walk in/VOA transfer

1. Conduct assessment with initial CA/LOCUS to determine if individual meets access to care standards.
 - a. Intake Clinician initiates EPSDT flag at assessment
2. Individual is authorized by BHO
3. Within 30 days from assessment the provider must (If individual meets access to care standards):
 - a. Send communication back to referring PCP (If the individual is not linked with a PCP then assist the individual with finding a PCP through apple health) with at least:
 - i. Date of assessment
 - ii. Diagnosis
4. Conduct first ongoing appointment to develop treatment plan to include
 - a. A cross system care plan
 - i. Coordination between the provider and the PCP/office at least once every 30 calendar days with 3 attempted contacts completed in a 90 calendar day span
 - ii. Coordination between provider and other allied systems (as needed)
5. Adhere to cross system care plan using the following SERI codes in compliance with the SERI guidelines (if attempted contacts do not adhere to the SERI guidelines then write incidental notes and attach to the clinical record)
 - a. H2015
 - b. H2021
6. Conduct second CA/LOCUS assessment within 90 calendar days from original assessment

PCP initiated referral

1. Contact the individual within 10 days of EPSDT referral to confirm that they want the services
2. Conduct assessment with initial CA/LOCUS to determine if they meet access to care standards
 - a. Intake Clinician initiates EPSDT flag at assessment
3. Individual is authorized by BHO
4. Within 30 days from assessment the provider must (If individual meets access to care standards):
 - a. Send communication back to referring PCP (If the individual is not linked with a PCP then assist the individual with finding a PCP through apple health) with at least:
 - i. Date of assessment
 - ii. Diagnosis
5. First ongoing appointment to develop treatment plan to include
 - a. A cross system care plan
 - i. Coordination between the provider and the PCP/office at least once every 30 calendar days with 3 attempted contacts completed in a 90 calendar day span
 - ii. Coordination between provider and other allied systems (as needed)
6. Adhere to cross system care plan using the following SERI codes in compliance with the SERI guidelines (if attempted contacts do not adhere to the SERI guidelines then write incidental notes and attach to the clinical record)
 - a. H2015
 - b. H2021
7. Conduct second CA/LOCUS assessment within 90 calendar days from original assessment

Are you the parent/caregiver of a child/adolescent who may be living with Mental Health Issues?



Register **NOW** for **BASICS**, Snohomish County's premiere **FREE 6-WEEK COURSE** for parents/caregivers of children/adolescents/young adults to age 21 who have behavioral, emotional disturbance/mental health issues, including ADHD. It is funded by the **NATIONAL ALLIANCE ON MENTAL ILLNESS** of Snohomish County. The teachers are volunteer parents who have "walked the walk" and are nationally certified. Now over 300 graduates have described the course as "**life-changing**", "**empowering**", "**forever changes my advocacy for my youth**", and "**has given me understanding, SO many resources, but most of all HOPE!**"

You Will Learn:

- **YOU ARE NOT ALONE!**
- It's not your fault, but a biological brain disorder.
- How to get an accurate diagnosis, how to survive it, and how to get treatment that WORKS!
- Listening and Communication skills to help you become your youth's best advocate as well as CEO for YOUR YOUTH, YOURSELF, and YOUR FAMILY!
- Learn how to keep important records for SCHOOL, MEDICAL CARE, EMERGENCY SITUATIONS and SSI. You will be given a notebook of forms to help facilitate this.
- How to handle crises, relapses, and encounters with the juvenile justice system.
- Community and schools' roles in treating youth/adolescents with mental health issues.

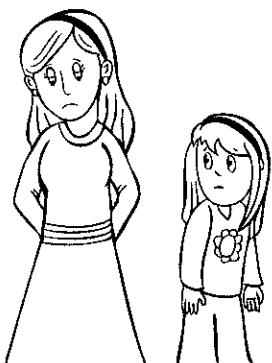
Dates: Jan. 10 - Jan. 31, Feb. 14 & 21, 2017

Time: 6:30pm - 9:30pm (for 6 consecutive Tuesdays)
(Feb. 7, 2017, Monthly Parent Support Group)
(7:00pm - 9:00pm same place)

Place: First Presbyterian Church
2936 Rockefeller Avenue
Everett, WA 98201

REGISTRATION REQUIRED. Please contact Becky Gibbons at **206-229-1572** or Micki Smith at **mickismithnami@yahoo.com**

Class limited to 20 people. Spaces are already filling. BASICS is only offered at specific times of the year so please CALL NOW for THIS session!



Come For:
EMOTIONAL SUPPORT, SELF-CARE
and the opportunity to learn
UNDERSTANDING and ACCEPTANCE
of your life challenges!

The Edmonds School District does not sponsor or endorse the activity and/or information contained in this material.

In appreciation of First Presbyterian Church, Everett, WA

North Sound Behavioral Health Organization
301 Valley Mall Way, Suite 110, Mount Vernon, WA 98273

ADVISORY BOARD

EXECUTIVE-FINANCE COMMITTEE AGENDA

December 6th, 2016

11:00 a.m. – 12:00 p.m.

CALL TO ORDER & INTRODUCTIONS

REVISIONS TO THE AGENDA

APPROVAL OF MINUTES FROM PREVIOUS MEETING

Approval of November Minutes.....TAB 1

EXECUTIVE COMMITTEE

OLD BUSINESS

Legislative Advocacy Plan 2017.....TAB 2

NEW BUSINESS

North Sound BHO Advisory Board Purpose

Transportation Criteria

FINANCE COMMITTEE

Advisory Board Expenditures & Budget Update — Barbara Jacobson

- November Expenditures.....TAB 3

OLD BUSINESS

NEW BUSINESS

REVIEW OF ADVISORY BOARD AGENDA

Review the AB Agenda for pre-meeting changes

Carry-Over Items to Full Board

REMINDER OF NEXT MEETING

The next scheduled meeting is January 3rd, 2017 in Conference Room Skagit

ADJOURN

FINAL approved by EFC

North Sound Behavioral Health Organization

301 Valley Mall Way, Suite 110, Mount Vernon, WA 98273

ADVISORY BOARD

EXECUTIVE/FINANCE COMMITTEE MEETING NOTES

November 1st, 2016

11:00 a.m. – 12:00 p.m.

ATTENDANCE

Committee Members Present

David Kincheloe (Whatcom)
Marie Jubie (Snohomish)
Mark McDonald (Whatcom)
Jack Eckrem (Snohomish)
Michael Massanari (Whatcom)
Carolann Sullivan (Snohomish)

Excused Committee Members

Absent Committee Members

NSBHO Staff Present

Margaret Rojas (Contracts Manager)
Barbara Jacobson (Accounting Specialist)
Joanie Williams (Advisory Board Coordinator)
Maria Arreola (Administrative Assistant)

Non EFC Committee Members (Guests) Present

Fred Plappert (Snohomish County AB Member)

CALL TO ORDER & INTRODUCTIONS

The Chair called the meeting to order at 11:05 a.m. and initiated introductions

REVISIONS TO THE AGENDA

The Chair inquired as to Agenda revisions or additions. None were mentioned

APPROVAL OF MINUTES FROM PREVIOUS MEETING

October minutes approved by motion and vote

FINAL approved by EFC

EXECUTIVE COMMITTEE

OLD BUSINESS

Chair and Vice-Chair Elections

During the Full Board Meeting members will vote for the 2017 Chair and Vice-Chair

North Sound BHO Mission, Vision, and Values Document – Draft Form

During the Full Board Meeting members will vote to adopt the North Sound BHO Mission, Vision, and Values Statement

Legislative Advocacy Plan 2017

Advocacy priorities will be discussed during the Full Board Meeting

NEW BUSINESS

None

FINANCE COMMITTEE

Advisory Board Expenditures & Budget Update – Barbara Jacobson

Barbara presented the October Expenditures. Discussion on various purchases followed. A motion was made to forward the expenditures to the Advisory Board for approval. The motion was seconded and approved

2017 Advisory Board Proposed Budget

The proposed budget allocations were determined. During the Full Board Meeting the 2017 Proposed Advisory Board Budget will be discussed in detail and column distributions will be determined

OLD BUSINESS

None

NEW BUSINESS

None

REVIEW OF ADVISORY BOARD AGENDA

The Full Board Agenda was reviewed

Carry-Over Items being forwarded to the Full Board Meeting were discussed and noted

REMINDER OF NEXT MEETING

The next scheduled meeting is December 6th, 2016 in Conference Room Skagit

ADJOURN

Meeting adjourned at 11:45 a.m.

Advisory Board Advocacy Priorities

0	Traumatic Brain Injury; Support for individuals, family and caregivers
0	Global Community; Research how other countries support individuals with mental illness and what we can learn
0	Individuals who have attempted suicide; Research and education in suicidality
1	Greater Community; Improvement in healthcare delivery; development, education and involvement of individuals/families in improving healthcare delivery; cultural awareness and sensitivity toward those experiencing disparities in care
1	Individuals with disabilities; Protection of Civil Rights
2	Individuals involved in the criminal justice system; Mental Health Court
2	Non-English speakers; navigating the healthcare system; accessibility and assistance in resource attainment
3	Older adults, Accessibility; Transportation to health care facilities
4	Homeless of all ages, to include Vets; Attainment of housing; community meals & shelter; opportunities for engagement in services
5	Incarcerated individuals; availability of treatment while in jail; support for family members
5	Legislators, schools & colleges; Stigma reduction
7	Children, youth & adolescents E&T for children & Youth; RCW changes in ITA; provide awareness of services to children/youth; treatment available in schools
1	Collaborative Alliances

Priority #1: Children, youth & adolescents

- E&T (Evaluation and Treatment) for children & youth
- RCW changes in ITA
- Supporting BHO in Monetary Requests (Carolyn)
- Provide awareness of services to children/youth Treatment available in schools
 - Mental Health Services
 - SUD Services
 - Connect Gay Youth into services (Marie)

Priority #2: Advocacy, education, and stigma reduction among legislators, and educational institutions

Priority #3: Homeless of all ages, to include Vets

- Attainment of housing
- Community meals & shelter
- Opportunities for engagement in services

Resources for family members to access voluntary & involuntary services. (Where to place in priorities) (Faviola)

Opioid Addictions (Where to place in priorities) (Fred)

Aspects to Consider:

- Substance Use Disorder Treatment and Mental Health Services Integration
- Rural (e.g., Access to Care, Integration of Care, Community Schools)
- Culture, Language, Ethnicity
- Age Groups (e.g., Children, Adolescents, TAY, Seniors)
- Special Populations (e.g., Vets, LGBT, Religious Organizations)
- Peer Involvement (e.g., United Peers of WA, CPCs)
- Disabilities/Comorbidities (e.g., Diabetes, Obesity, DD/ID)
- Criminal Justice / Alternatives to Jail
- Crises (e.g., Suicide, Disasters, Crime)

**Advisory Board Budget
November 2016**

	Total	All Conferences	Board Development	Advisory Board Expenses	Stakeholder Transportation	Legislative Session
		Project # 1	Project # 2	Project # 3	Project # 4	Project # 5
Budget	\$ 42,000.00	\$ 16,736.00	\$ 1,910.00	\$ 19,329.00	\$ 225.00	\$ 3,800.00
Expense	(37,068.18)	(11,056.02)	(3,115.81)	(21,631.14)		(1,265.21)
Under / (Over) Budget	\$ 4,931.82	\$ 5,679.98	\$ (1,205.81)	\$ (2,302.14)	\$ 225.00	\$ 2,534.79

BHC , NAMI, COD, OTHER	BOARDS SUMMIT (RETREAT)	Costs for Board Members (meals mileage, misc.)	Non- Advisory Board Members, to attend meetings and special events	Shuttle, meals, hotel, travel
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11/30/16

**North Sound
Behavioral Health Organization, LLC
Warrants Paid
November 2016**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Advisory Board Supplies						
	Bill	11/08/2016	63362-AdBrd	Haggen Inc	Batch # 116600	581.18
Total Supplies						<u>581.18</u>
Travel						
	Bill	11/08/2016	Oct2016	AA Dispatch	Batch # 116600	784.00
	Bill	11/15/2016	Nov2016	McDonald, Mark	Batch # 116689	146.96
	Bill	11/21/2016	Nov2016	Yuen, Jennifer	Batch # 116769	145.80
	Bill	11/29/2016	Oct2016	City Cab, Inc.	Batch # 116851	6.40
Total Travel						<u>1,083.16</u>
Total Advisory Board						<u>1,664.34</u>
						<u>1,664.34</u>
						<u>1,664.34</u>