

# ADVISORY BOARD PRE-MEETING

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August 1st, 2017

12:10-12:50PM

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**North Sound Behavioral Health Organization**  
**InSight Telepsychiatry**

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

**ADVISORY BOARD AGENDA**

August 1st, 2017

1:00 p.m. – 3:00 p.m.

**CALL TO ORDER & INTRODUCTIONS**

**REVISIONS TO THE AGENDA**

**APPROVAL OF MINUTES FROM PREVIOUS MEETING**

Approval of June Minutes.....TAB 1

Approval of July Minutes.....TAB 2

**ANNOUNCEMENTS**

North Sound BHO Newly Hired Staff

**BRIEF COMMENTS OR QUESTIONS FROM THE PUBLIC**

**STANDING COMMITTEE REPORTS (Briefs from Each Committee Attached)**

- Quality Management Oversight Committee (QMOC).....TAB 3
- Planning Committee (No July Meeting)

**EXECUTIVE/FINANCE COMMITTEE REPORT**

Approval of the July Expenditures.....TAB 4

**EXECUTIVE DIRECTOR'S REPORT & ACTION ITEMS**

**Margaret's Report Items**

- Report from Margaret.....TAB 5

**Executive Director's Action Items**

- Action Items/Memorandum.....TAB 6

**OLD BUSINESS**

2017 Washington Behavioral Healthcare Conference – Advisory Board Members Report

North Sound Behavioral Health Organization Advisory Board

Transportation Policies 4507.00 and 4510.00.....TAB 7

**NEW BUSINESS**

North Sound BHO Planning Committee

Site Tour – Therapeutic Health Services Methadone Clinic – Everett Location.....TAB 8

September 5<sup>th</sup>, 2017 Advisory Board Meeting Date Change

National Alliance on Mental Illness Annual State Conference

North Sound BHO Advisory Board Recommendations for a Vision for a Fully Integrated Physical and Behavioral Health System.....TAB 9

**REPORT FROM ADVISORY BOARD MEMBERS**

**REMINDER OF NEXT MEETING**

- The next scheduled meeting is September 5<sup>th</sup>, 2017 in the Conference Room Snohomish

**ADJOURN**

FINAL approved by Advisory Board

**North Sound Behavioral Health Organization**

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

**ADVISORY BOARD MINUTES**

June 6th, 2017

1:00 p.m. – 3:00 p.m.

**ATTENDANCE**

**Advisory Board Members Present**

Island: Candy Trautman, Betty Rogers

San Juan: Theresa Chemnick

Skagit: Ron Coakley, Duncan West, Joan Lubbe

Snohomish: Marie Jubie, Pat O'Maley-Lanphear, Carolyn Hetherwick Goza, Jack Eckrem,  
Fred Plappert, Joan Bethel, Jennifer Yuen, Carolann Sullivan

Whatcom: David, Kincheloe, Mark McDonald, Stephen Jackson, Arlene Feld, Michael  
Massanari

**Excused Advisory Board Members**

Island: Joe Moccia, Chris Garden

San Juan:

Skagit:

Snohomish: Greg Wennerberg

Whatcom: Michael Massanari, Natasha Raming

**Absent Advisory Board Members**

Island:

San Juan: Meg Massey

Skagit:

Snohomish:

Whatcom:

**NSBHO Staff Present**

Joe Valentine (Executive Director)

Maria Arreola (Advisory Board Coordinator)

**Guests Present**

Shelli Young (Independent Consultant)

Amanda Sloan (OMBUDS)

**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. None mentioned

**APPROVAL OF MINUTES FROM PREVIOUS MEETING MINUTES**

May minutes were approved by a motion and vote

FINAL approved by Advisory Board

### **STANDING COMMITTEE REPORTS (Briefs from Each Committee Attached)**

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

### **OMBUDS**

Amanda Sloan gave the Quarterly report January 2017 – March 2017

- 15 people initiated BHA level grievances
- 3 people initiated BHO level grievances
- 1 Administrative Hearing Appeal
- 1 Notice of Action Appeal filed

### **EXECUTIVE DIRECTOR'S REPORT & ACTION ITEMS**

#### **Executive Director Report**

Joe reported on the following topics:

- Behavioral Health Integration Update
- Behavioral Health Facilities Plan
- Update on opioid Addiction Reduction Planning
- Rainbow Center Transition Plan Update
- Changes to Funding Mental Health Services for American Indian/Alaskan Natives (AI/AN)

### **OLD BUSINESS**

None

### **NEW BUSINESS**

#### **Announcements**

- July Retreat

The July 11<sup>th</sup> Retreat will be held at the Skagit Resort Conference Center from 8:00 a.m. to 4:00 p.m. An email reminder will be sent out a week prior

- ACH Governing Board Moved to be a Mid Adopter of Health Care Integration

The Accountable of Communities of Health (ACH) have been discussing the Mid Adopter of Integrated Managed Care. Further to be discussed in the Executive Directors report

- QMOC Meeting

Quality Management Oversight Committee June meeting is canceled due to the Washington Behavioral Healthcare Conference. The next QMOC meeting is July 12<sup>th</sup>, 2017

#### **Revision to Policy #4507 – Advisory Board Member Transportation Requests**

A revised policy will be brought back to the Board for approval. The revisions will reflect clear and precise guidelines

FINAL approved by Advisory Board

## **ACTION ITEMS**

### **Executive & Finance Committee**

- Joe 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

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

## **REPORT FROM ADVISORY BOARD MEMBERS**

- Carolyn reported on the NAMI Basics Classes working relationship with the At Risk Youth (ARY) and the courts have been improving
- Arlene spoke on a meeting at the Port of Bellingham regarding the low barrier shelter vote did not pass. A new site is being researched

## **BRIEF COMMENTS OR QUESTIONS FROM THE PUBLIC**

Russ announced the Rainbow Recovery Center is closing to transition to a new program on June 30<sup>th</sup>, 2017. The open house will be held on June 27<sup>th</sup>, from 1:00 p.m. – 3:00 p.m. at the current location 209 West Holly Street

## **ADJOURNMENT**

The Chair adjourned the meeting at 3:36 p.m.

## **NEXT MEETING**

The next **Advisory Board meeting** is July 11<sup>th</sup>, 2017 at the Skagit Resort Conference Center



## North Sound Behavioral Health Organization

### Advisory Board

July 11<sup>th</sup>, 2017 9:00 a.m. – 4:00 p.m., Skagit Resort Conference Center, Bow, Washington

### Advisory Board Retreat Meeting Notes

**Members Present:** Chris Garden, Betty Rogers, Theresa Chemnick, Greg Wennerberg, Pat O' Maley Lanphere, Jack Eckrem, Carolann Sullivan, David Kincheloe, Candy Trautman, Mark McDonald, Duncan West, Jennifer Yuen, Marie Jubie, Carolyn Hetherwick Goza,

**Members Excused:** Fred Plappert, Ron Coakley, Michael Massanari, Jo Moccia, Joan Bethel

**Members Absent:** Stephen Jackson, Natasha Raming, Joan Lubbe

**Staff:** Joe Valentine, Betsy Kruse, Maria Arreola (Recording)

**Facilitator:** Timothy Corey,

#### **Welcome/Introductions/Agenda Review**

David welcomed the North Sound Behavioral Health Organization Advisory Board Members to the July Retreat and introductions were made.

Timothy Corey facilitated the Retreat by guiding the Advisory Board in conversation, via a graphic representation of what the vision for a fully integrated physical and behavioral health system should look like through an individual's perspective.

Before entering the agenda topics, Timothy guided a framework of what advocacy means to members. Below is the input from members.

What does advocacy mean to the Board:

- Supporter
- Voice in the community
- Sharing information
- Sharing life experiences
- Empowerment
- Testify on behalf of others
- Relentless voice
- Living a full life
- Walking the life
- Independence
- Representation
- Helping

Joe spoke on the key role the Advisory Board has played in on what the Organizations direction should be. In 2012 the Advisory Board came up with what the strategic goals should be. The board put a focus on peer services and whole health. The Advisory Board came up with the core concept of the new mission statement which is person centered wellness.

### **What Should Integrated Care Look Like**

Leading into a discussion of what the integrated care should look like; Joe spoke to the importance of the vision for integrated care to reflect what members' personal experiences in accessing care have been. Members worked together in groups to gather thoughts of what full integration looks like through their perspective. What the individuals experience should be around full integration. The ideas were gathered together and separated under common themes.

- Funding
- Stigma
- Training
- Treatment
- Payment

Joe emphasized the importance of this discussion to help structure the system through a stand point of a person who uses the system or advocates for the system. Members spoke of the need for the fully integrated care system to reduce stigma. Listed below are ideas of the system structure.

- ❖ Services to fit into the CPT codes
- ❖ Person centered wellness
- ❖ Family centered care and assessment
- ❖ Continuity of Care
- ❖ Client advocacy to make informed choices. Someone to walk with the individuals through the choices to get the best fit to understand coverage.
- ❖ Training of providers to address the complex needs
- ❖ Cross training to break down stigma
  - Providers
  - Law Enforcement
  - Community Training
  - Schools/Teachers/Staff
- ❖ Single payor for all care
- ❖ Payment for the person not for the service
- ❖ No wrong door
- ❖ Reduce wait times
- ❖ Friendly welcoming environment to receive treatment. Friendly nonjudgmental door.
- ❖ Community resources to support healthy recovery to break down stigma

Joe's goal is to give them a document that describes what the Advisory Board has identified as the important principles for fully integrated care that will meet the needs of persons seeking services.

### **Should Our Region Go Early – Mid Adopter**

Joe reviewed the North Sound interlocal Leadership Structure Becoming a “Mid-Adopter” decision briefing paper. A decision that is to be made is to implement in 2019 rather than 2020. The decision must be made in the middle of September. The goal is to present the initial recommendations to the County Authorities Executive Committee meeting in August and they will vote on it in September.

Questions, Answers, and Comments:

1. How many managed care organizations will be in this region
  - a. The number of managed care organizations is undetermined until the Request for Proposal (RFP) is complete.
2. What will happen if Medicaid expansion gets scaled back?
  - a. The conversation with the state has yet to be more in depth on this issue.
3. Comment of how many covered lives a plan would have to sustain the risk. This piece is missing or forgotten.



4. How will the treatment facilities be operated if there are more than one managed care organizations?
  - a. Each managed care organization will have to establish their own contracts with providers.
5. Is there any standardization plan in the state for best practices? Will the counties still have a voice at all going into the future?
  - a. The goal of the state is to move towards value based payments which is based on achieving outcomes. Currently, the BHO is simple testing structures using the value based payments. The BHO is proposing structures that there still will be a voice.
6. A concern is having the behavioral health system being shifted into the medical billing system. This will have a significant impact on the billing system.
7. A concern was also expressed that the person-centered wellness will be lost with more than one managed care organizations overseeing the mental health system and the substance use disorder system.
8. If transferring to another county affect how the benefits are eligible and will the records still be accessible when transferring care to another county?
  - a. The state will have the same requirements for the MCO to provide the same benefits. The state will provide per member per month payment and same requirements for network adequacy. Regardless of what county an individual is in records will be accessible.
9. What will the structure of accessibility of records across plans?
10. Can there be a requirement to continue services and coverage for incarcerated individuals?
  - a. Medicaid cannot be used to pay for services in the jail. The requirement to serve persons coming out of the jail would be included in the MCO RFP
11. Should the BHO be completely taken out of the system or should the BHO continue to manage certain functions?
  - a. It was discussed to have the BHO be involved in the structure and system altogether.

Joe reviewed the pros and cons of being a mid-adopter. Joe would like the opinion of the board to help the County Authorities Executive Committee make an informed decision. The Board expressed there are more advantages to being a mid-adopter than disadvantages. The Board is in favor of becoming a mid-adopter.

Board will get more input on the draft that will go to the Exec committee. All in favor that more advantages to be a mid-adopter. Should the BHO go away altogether? All in favor would like to have the BHO remain and still provide services.

### **Business Meeting**

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

### **Transportation Policies**

North Sound Behavioral Health Organization Advisory Board Policies 4507.00 and 4510.00 were reviewed. The policies will be further discussed during the August meeting.

### **ByLaws Review**

Members were advised to read the ByLaws. During the August meeting, further discussion can take place if any questions or changes are requested.

### **Opioid Reduction Plan – Shelli Young**

Shelli gave an update on the Opioid Reduction Plan (ORP) of the priorities status. Shelli stated a local provider was awarded the Hub and Spoke. This is in the early stages. Individual Tribal meetings are being established. Shelli reviewed each of the BHO Regional Activities by Categories of Focus. Members categorized the top 3 of the Categories by Focus.

- ✓ Youth Goal 2 - 6.8
- ✓ Care Coordination Goal 2 - 2.4
- ✓ Support Services Goal 2 - 6.2 and Workforce Capacity Goal 2 - 6.3 tied for 3<sup>rd</sup> place

The next step is to develop specific action plans for the priorities.

The Regional Opioid Summit will be in the Fall 2017 of October. The summit is not to educate that an opioid epidemic is occurring but to develop a plan to work on the epidemic. The idea is to encourage the systems to work together on this epidemic.

### **Question and Answer Session/ Wrap Up**

Joe wrapped up the retreat by giving his appreciation to the Board for sharing ideas and thoughts through the day. David closed the meeting by addressing the importance of the voice Members have in the community and how the voices will help shape the structure of the road ahead.



## **North Sound Behavioral Health Organization, LLC**

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### **Quality Management Oversight Committee (QMOC) Brief July 12, 2017**

#### **Policy 1704.00 – Crisis Services General Policy** Sandy Whitcutt, North Sound BHO

This policy addresses the general principle to the crisis system in the provision of integrated, coordinated and seamless crisis response care for the North Sound Behavioral Health Organization (North Sound BHO) and its member counties: Island, San Juan, Skagit, Snohomish and Whatcom (North Sound BHO Service Area). This policy was first developed back in 2005, has gone through many revisions over the years. It was due for review this year. Only minor changes have been made by the ICRS committee to this policy with the recommendation to move to QMOC for approval of the changes. This policy was approved by QMOC.

#### **Policy 1724.00 – ICRS/Law Enforcement Coordination Policy** Sandy Whitcutt, North Sound BHO

The purpose of this policy is to ensure Volunteers of America (VOA) Care Crisis Response Services (CCRS), Crisis Prevention and Intervention Teams (CPIT), Designated Mental Health Professionals (DMHPs), and Stabilization/Triage facilities are working in a coordinated effort with law enforcement when there is a behavioral health crisis. The policy provides procedures for law enforcement to coordinate with the care crisis line, teams and triage facilities, when they are involved with a person in crisis. This policy was first developed back in 2012, and was due for review this year. Only minor changes have been made by the ICRS committee to this policy with the recommendation to move to QMOC for approval of the changes. This policy was approved by QMOC.

#### **Policy 1530.00 – Cross System Coordination** Val Jones, North Sound BHO

This policy has been updated to include expectations for cross-system coordination at both the BHO and provider levels. For providers, the expectation is that collaboration with allied systems is ongoing when individuals present with ongoing needs that lie beyond what behavioral health services generally address. Evidence of such collaboration must be included in the RRP and progress notes as appropriate and ROIs must be obtained. The BHO will both monitor clinical records to ensure collaboration does take place where indicated, and actively develop strong working relationships with allied systems. Finally, the policy was changed to include accurate language (BHO vs. RSN, etc.). The original draft sent to the committee for comments included some information about coordinating with tribes. This information has been removed from this policy and will be included in an entirely new policy. Policy will return to QMOC once Val has more clarification on the Recovery Resilience Plan from BHO staff.

#### **Policy 1510.00 – Intra-Network Individual Transfers and Coordination of Care** Jessie Ellis/Alexandra Urban, North Sound BHO

To assure continuity and coordination of care for eligible individuals receiving services from the North Sound Behavioral Health Organization (North Sound BHO) and its contracted Behavioral Health Agencies (BHAs). Changes include: 1) Introduction of SUD services to the policy (inclusion of 42 CFR PART 2 and ASAM); 2) Incorporated mention of individuals on LRO/CR/AOT's (may not be transferred unless legal process is followed to reassign responsibility for monitoring LRO/CR/AOT's); 3) BHAs are to include legal documents (when applicable and all within legal bounds) when

exchanging documentation/information for the transferring individual; 4) Re-formatting of document (includes more bullets/sections for easier reference) and updated language (i.e. BHO, "individual," RRP, etc.). QMOC voted to approve policy.

**Policy 1504.00 – Intra-Network Individual Transfers and Coordination of Care**

Jessie Ellis, North Sound BHO

Policy #1504 has been updated to incorporate substance use disorder treatment. It has also been edited for clarity. QMOC voted to approve policy as modified.

**Advisory Board Budget  
July 2017**

	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	\$ 15,000.00	\$ 3,545.00	\$ 20,200.00	\$ 255.00	\$ 3,000.00
Expense	(17,170.18)	(3,668.64)	(1,707.36)	(11,359.36)		(434.82)
Under / (Over) Budget	\$ 24,829.82	\$ 11,331.36	\$ 1,837.64	\$ 8,840.64	\$ 255.00	\$ 2,565.18

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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North Sound  
Behavioral Health Organization, LLC  
Warrants Paid  
July 2017

	Type	Date	Num	Name	Memo	Amount
<b>Travel</b>						
	Bill	07/07/2017	May-Jun2017	AA Dispatch	Batch # 119621	1,065.25
	Bill	07/18/2017	Jul2017	HiltonVancouver/Enterprise	Batch # 119731	3,137.18
	Bill	07/25/2017	Jul2017	Feld, Arlene-30920	Batch # 119838	293.20
	Bill	07/25/2017	Apr2017	Kincheloe, David	Batch # 119838	147.13
	Bill	07/25/2017	May2017	Kincheloe, David	Batch # 119838	144.45
	Bill	07/25/2017	Jun2017	Kincheloe, David	Batch # 119838	170.67
	Bill	07/25/2017	Jun-Jul2017	Kincheloe, David	Batch # 119838	141.78
	Bill	07/25/2017	Jul2017	Kincheloe, David	Batch # 119838	146.06
	Bill	07/25/2017	May-Jul2017	McDonald, Mark	Batch # 119838	393.56
	Bill	07/25/2017	May-Jul2017	Betty Rogers	Batch # 119838	102.51
	Bill	07/25/2017	Apr-Jul2017	Trautman, Candy	Batch # 119838	166.10
	Bill	07/25/2017	Jul2017	Yuen, Jennifer	Batch # 119838	110.21
<b>Total Travel</b>						<u>6,018.10</u>
<b>Miscellaneous</b>						
	Bill	07/25/2017	2017-AdBrd-Retreat	Skagit Valley Casino Resort	Batch # 119838	907.36
<b>Total Miscellaneous</b>						<u>907.36</u>
<b>Total Advisory Board</b>						<u>6,925.46</u>
						<u>6,925.46</u>
						<u><b>6,925.46</b></u>

**Mid-Adopter Discussion**

- An important item of discussion at the August 10 County Authorities Executive Committee will be whether the Executive Committee wants to recommend to each of the five County Councils/Commissioners that the North Sound region becomes a “mid-adopter”. This issue will be “introduced” at the August 10 meeting, then, depending on the direction from the Executive Committee potentially voted on at their September 14 meeting.
- MaryAnne Lindleblad from the Health Care Authority will be at the August 10 Executive Committee meeting to provide a briefing on the “mid-adopter” option and answer questions.
- If the Executive Committee votes to recommend pursuing mid-adopter status, each of the five county councils/commissions would have to agree.
- The Advisory Board’s vision statement and recommendation will be included in the Executive Committee meeting materials.

**Interlocal Leadership Structure Update**

- The 2<sup>nd</sup> meeting of the North Sound Interlocal Leadership structure took place on August 9 and the 3<sup>rd</sup> meeting will take place on August 29.
- Councilman Niclolaus Lewis from the Lummi Tribe has been invited to join.

**Behavioral Health Facilities Update**

- The pending Capital Budget does include specific funding for some of the North Sound’s Capital Budget request. Specifically:
  - ✓ Denny Youth Center Facility #1 and # 2 - \$5 million each
  - ✓ Bellingham Mental Health Triage - \$5 million
  - ✓ Bellingham Acute Detox - \$ 2 million
- The Capital Budget also includes funding for behavioral health facilities not yet identified, including:
  - ✓ Two Enhanced Services Facilities
  - ✓ One Secure Detox
  - ✓ One Acute Detox
  - ✓ Crisis Diversion or Stabilization facilities – two of which must be in King County, and one in Pierce
- It would be our hope that if these generic allocations of funds are approved we could compete for them for our 3 proposed Skagit County facilities. This would require having the land secured and a proposed facility plan developed.
- Consequently, are pushing ahead with our search for properties in Skagit County. Several have been identified by our project management firm in South Mt. Vernon, Sedro Wooley, and West

Skagit County. The Sedro Wooley site appears to have less buildable land than the acreage listed for sale.

- We have reviewed the potential properties with the Port of Skagit and Eron Berg, Sedro Wooley city council person. Our next step is to brief city officials from Mount Vernon and Anacortes before selecting which properties to do a more detailed environment assessment on.
- Eron Berg, the Port of Skagit, and the Skagit County planning department are also helping identify potential sites that are not now listed for sale but for which an offer could be made.

### **Contracting with Northwest Regional Council**

- We're are in the process of developing a behavioral health contract with the Northwest Regional Council to provide mental health services to home-bound seniors. They are just completing the process of becoming licensed.

### **Telepsychiatry System**

- We've received the results of the needs assessment and proposal for implementing a telepsychiatry system in the North Sound from our contracted vendor "InSight". Five of our agencies have indicated an immediate need and interest. We will implement in these agencies first, then expand to other agencies and settings, such as jails, once the infrastructure is set up and we've had some experience with it.
- InSight has identified the most immediate need for 44 hours a week for child telepsychiatry, 92 hours for adult telepsychiatry, and 24 hours for SUD telepsychiatry.



## MEMORANDUM

DATE: August 1<sup>st</sup>, 2017

TO: North Sound BHO Advisory Board

FROM: Joe Valentine, Executive Director

RE: August 10<sup>th</sup>, 2017 County Authorities Executive Committee Agenda

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Please find for your review the following that will go before the North Sound BHO County Authorities Executive Committee Meeting at the August 10<sup>th</sup>, 2017 meeting:

For Approval:

- County funding for the HARPS Housing Assistance has been allocated in the legislative biennial budget, this motion provides a portion of the allocated funding to four Counties. Snohomish County has elected to allocate their housing assistance funds to Compass Health, who employs the HARPS Team.
- Compass Health is receiving funding for the HARPS Team and Housing Assistance which has been allocated in the legislative biennial budget, this motion provides the funds and an extension of the contract end date.
- Catholic Community Services has experienced growth in the Skagit County MH & SUD programs. The growth has precipitated the need to expand to another facility. The funding in this amendment is to pay for tenant improvements to the space.

NORTH SOUND BHO-ISLAND COUNTY-ADMINISTRATION-17 Amendment 2 for the purpose of providing HARPS funding. The increase in funding to this contract is \$15,750 with a new maximum consideration of \$348,456 with the term remaining the same, January 1, 2017 through December 31, 2017.

NORTH SOUND BHO-SAN JUAN COUNTY-ADMINISTRATION-17 Amendment 1 for the purpose of providing HARPS funding. The increase in funding to this contract is \$3,150 with a new maximum consideration of \$335,448 with the term remaining the same, January 1, 2017 through December 31, 2017.

NORTH SOUND BHO-SKAGIT COUNTY-ADMINISTRATION-17 Amendment 2 for the purpose of providing HARPS funding. The increase in funding to this contract is \$23,400 with a new maximum consideration of \$634,812 with the term remaining the same, January 1, 2017 through December 31, 2017.

NORTH SOUND BHO-WHATCOM COUNTY-ADMINISTRATION-17 Amendment 2 for the purpose of providing HARPS funding. The increase in funding to this contract is \$40,275 with a new maximum consideration of \$550,292 with the term remaining the same, January 1, 2017 through December 31, 2017.

NORTH SOUND BHO-COMPASS HEALTH-HARPS-16-18 Amendment 1 for the purpose of providing the additional HARPS funding for the program and housing assistance. The increase in funding is \$625,296 with the new maximum consideration of \$1,250,592 with the end date of the contract being extended from March 31, 2018 to June 30, 2018 for a new term of July 1, 2016 through June 30, 2018.

NORTH SOUND BHO-CCSNW-PSC-17 for the purpose of improving a facility to accommodate the increase services. The maximum consideration on this contract is \$160,463 with the term of the contract August 1, 2017 through December 31, 2017.

For Ratification:

- Compass Health Evaluation and Treatment Center is receiving funds to cover the increase in costs to the remodel of the Snohomish County facility.
- Bridgeways continues to implement their Electronic Health Record the additional funds will pay for continuing administrative funds for the project.
- Evergreen Recovery Services is receiving additional funds for May & June startup costs and ongoing operations for the Evergreen Detox in Lynnwood.

NORTH SOUND BHO-COMPASS HEALTH- E&T-16-18 Amendment 3 for the purpose of providing additional funds for the increase in costs for the facility remodel. The increase to this contract is \$550,000 for a new maximum consideration of \$9,570,476 with the term of the contract remaining the same April 1, 2016 through March 31, 2018.

NORTH SOUND BHO-BRIDGWAYS-PSC-12-17 Amendment 4 for the purpose of an increase in funding for the continued implementation of an Electronic Health Record. The increase to this contract is \$56,000 for a new maximum consideration of \$195,452 with the end date of the contract extended to December 31, 2017 for a new term of November 1, 2012 through December 31, 2107.

NORTH SOUND BHO-EVERGREEN RECOVERY SERVICES-BHSC-16-18 Amendment 6 for the purpose of increasing State funds by \$91,499 to cover state funded services at the Evergreen Detox in Lynnwood for a new maximum consideration of \$ 2,214,314 with the term of the contract remaining the same April 1, 2016 through March 31, 2018.

NORTH SOUND BHO-EVERGREEN RECOVERY SERVICES-MEDICAID-16-18 Amendment 6 for the purpose of increasing Medicaid funds by \$1,738,544 to cover Medicaid funded services at the Evergreen Detox in Lynnwood for a new maximum consideration of \$12,223,739 with the term of the contract remaining the same April 1, 2016 through March 31, 2018.

Effective Date: 11/19/1998, Motion #98-072  
Revised Date: 4/25/2017  
Review Date: 4/25/2017

## North Sound Behavioral Health Organization

### Section 4500 – Consumer Affairs: Advisory Board Member Transportation Requests

Authorizing Source:

Cancels:

See Also:

Responsible Staff: Administrative Manager and  
Advisory Board Coordinator

Executive Director Signature:

Approved by: Board of Directors

Motion #98-072

Date: 11/19/1998

Date: 4/28/2017

#### **POLICY #4507.00**

#### **SUBJECT: ADVISORY BOARD MEMBER TRANSPORTATION REQUESTS**

##### **POLICY**

This document sets forth guidelines for making arrangements for travel requests made by Advisory Board Members, Advisory Board-authorized individuals with a behavioral health disorder, and Advisory Board-authorized advocates.

##### **USE**

This policy is designed to facilitate travel by Advisory Board Members, Advisory Board-authorized individuals with a behavioral health disorder, and Advisory Board-authorized advocates, **to participate in North Sound Behavioral Health Organization (North Sound BHO)-related activities only, and to honor taxpayers by using public monies judiciously and efficiently.**

##### **RESPONSIBILITY**

Overall supervision for this policy and its procedures rests with the Administrative Manager. All travel will be arranged by Advisory Board Coordinator, in accordance with North Sound BHO Policy 4510.00. Under the guidance of the Administrative Manager, the Advisory Board Coordinator will arrange travel for Advisory Board members. Should a situation arise in which there is a question or problem, the Advisory Board Coordinator and the Advisory Board Chair will collaborate in resolving the situation.

##### **AUTHORIZATION**

All travel will be pre-authorized in accordance with North Sound BHO Policy 4510.00. North Sound BHO staff will respect the needs of the individual in making reasonable accommodations for travel, based on medically and legally accepted standards under the Americans with Disabilities Act (ADA, as amended), and will arrange for cost effective and efficient transportation in accordance with the use of public funds. Therefore, all travel will be collective, when possible, unless pre-authorized and arranged by the North Sound BHO Administration Manager and the Advisory Board Coordinator, in collaboration with the AB Chair.

No Advisory Board Member, nor Advisory Board-authorized individual with a behavioral health disorder, nor Advisory Board-authorized advocate will make their own, or another's, travel arrangements without the express authorization to do so from the North Sound Advisory Board Coordinator or Administration Manager, or their designee.

## STAFF PROCEDURES

### Transportation

1. The Advisory Board Coordinator or a designated staff person will submit a request to the specific transportation company.
2. The Advisory Board Coordinator or designated staff person will make necessary arrangements using transportation providers which have standing relationships with the BHO. These include taxi companies, Airporter Shuttle services, airlines, train, bus and ferrysystems.

### Taxicab companies

1. The Advisory Board Coordinator or designated staff person will send a request (by phone, fax, or email) to the taxi company stating that you are making arrangements for travel to be charged to North Sound Behavioral Health Organization.
2. The Advisory Board Coordinator or designated staff person will give their own name, the name(s) and address(es) of the person traveling, and the date and time for pick-up/drop off points of the trip.
3. The Advisory Board Coordinator or designated staff person will be sure to make return arrangements, if needed.

4. Taxi companies include:

<b>Name</b>	<b>Phone</b>	<b>Contact</b>	<b>Acct. #</b>
Yellow Cab (Everett)	(425) 259-2000	Anyone	North Sound BHO
Yellow Cab (B'ham)	(360) 424-8294	Anyone	North Sound BHO

Yellow Cab services Skagit, Snohomish, and Whatcom Counties

### Airporter Shuttle

Before calling, check the schedule and determine what times and locations will meet the needs of the traveler. Be sure to take into consideration the time of the meeting and travel time to and from the pickup and drop off points.

1. Call the Airporter Shuttle at 1-800-235-5247.
2. Let them know you are making arrangements for travel which will be billed to the North Sound BHO.
3. Give them your name, name of the person traveling, date, time, location for pick up and destination.
4. Be sure to make return arrangements, if needed.
5. Tell them we have an account and give them a Purchase Order number.
6. They will give you a confirmation number once the reservation is made. Record this number in the appropriate space on the form.
7. For Charter services, a North Sound BHO representative must accompany Advisory Board per direction of Airporter Shuttle management.

## **Ferry System**

Tickets can be purchased online and reservations must be made in advance.

## **Reimbursement for Travel**

Travel reimbursement references to Policy #3031.00

**Travel by Auto:** Reimbursement for use of privately owned vehicles for North Sound BHO business will be paid at the established standard mileage rate. The rate shall be initially set to conform to the currently published mileage rate for business travel deductions set by the Internal Revenue Service (IRS). The rate shall be revised periodically as the IRS rate is revised so North Sound BHO mileage rate is consistent with the published IRS rate. The Executive Director shall promptly notify all employees, in writing, of adjustments to North Sound BHO's mileage rate and shall fix the effective date of each adjustment. Reimbursement for mileage and meals in route to destinations outside of the State of Washington shall not exceed the round-trip coach fare of a common air carrier unless approved by the Executive Committee. Any business travel mileage from the office and back to the office will be reimbursed.

If a person does not stop by the office and has business travel, they will deduct their normal commute from the total travel and ask for reimbursement for the balance. A person's normal commute will be considered the distance between their residence, the office and back to their residence. Mileage costs from an employee's residence to his/her normal place of work shall not be reimbursable as business mileage. Mileage for personal reasons will not be reimbursed.

**Meals:** Receipts are required for meals. All meals outside of the county in which the employee is assigned shall be reimbursed while in the course of performing business for North Sound BHO. This shall include meals consumed while in the course of a business meeting and meals consumed while traveling to and from a meeting if said meals occur during travel. Reimbursement for meals will be for actual expenses and shall not exceed the following amounts:

1. Breakfast \$12.00
2. Lunch \$17.00
3. Dinner \$27.00

This amount shall include gratuity.

**Lodging:** An itemized statement from place of lodging is required. If lodging is approved to attend a conference, training, or seminar, lodging will occur at the conference site at the conference rate. If no lodging is available, lodging must be secured with the lowest rate accepted unless modified by the Executive Director.

## **Expenses not Reimbursable**

1. Hosting (meals for or entertainment of others);
2. Alcoholic beverages or tobacco;
3. Fines, penalties, etc.; or
4. Any unreasonable, unnecessary costs or personal preference items such as first class travel.

### **Documentation of Expenses**

All expenses must be documented. Receipts should have the name, location and phone number of the vendor whenever possible. Documentation may include, but not be limited to, the following:

1. Actual mileage to and from meetings, excluding mileage to and from the work place that would have normally been traveled by the employee to arrive and leave the work site;
2. Receipts for parking, if available;
3. Receipts for lodging; and
4. Receipts for rental car.

Charge card slips are not acceptable documentation unless a detailed list of expenditures is made on the card slip.

Failure to provide requested documentation will result in the individual forfeiting his/her right to reimbursement.

### **Procedure for Reimbursement**

At the end of each month, each individual who is seeking reimbursement for travel must complete an expense reimbursement form and attach required receipts. The Department Supervisor/Executive Director/one County Authorities Executive Committee member must sign the form indicating approval of expenses. Reimbursement forms will be submitted to North Sound BHO's Accounting Specialist for processing and payment.

### **ATTACHMENTS**

None

Effective Date: 4/26/2001, Motion #01-025  
Revised Date: 4/25/2017  
Review Date: 4/25/2017

**North Sound Behavioral Health Organization**  
Section 4500 – Advisory Board: Attendance and Participation  
at Conferences, Seminars and Trainings

Responsible Staff: Administrative Manager  
Advisory Board Coordinator

Approved by: Board of Directors

Date: 4/26/2001

Motion #: 01-025

Executive Director Signature:

Date: 4/28/2017

**POLICY #4510.00**

**SUBJECT: ATTENDANCE AND PARTICIPATION AT CONFERENCES, SEMINARS AND TRAININGS**

**PURPOSE**

The purpose of this document is to govern the development of the Advisory Board annual estimated expenses and use of funds in relation to members' attendance and participation at conferences, seminars, and trainings. It describes allowable purchases and reimbursements, limiting conditions, required authorizations, and required administrative processes regarding attendance and/or participation at conferences, seminars, and trainings.

All policies and procedures of the North Sound Behavioral Health Organization's Advisory Board (North Sound BHO) must comply with the policies and procedures of the North Sound BHO, the State of Washington, and the US Federal Government. If a conflict occurs between policies and procedures in this document and those of the North Sound BHO, and/or State and/or Federal government regulations, those of the North Sound BHO, and/or State and/or Federal governments will apply.

**POLICY**

Advisory Board Members, Advisory Board-authorized individuals with a behavioral health disorder, and Advisory Board-authorized advocates shall be reimbursed from the Advisory Board budget for all allowable and pre-authorized expenses when attending and/or participating in pre-authorized behavioral health-related conferences, seminars, and trainings.

**PROCEDURE**

To request pre-authorization to be reimbursed for attending, or participating in, a specific conference, seminar, or training, the individual must complete the **Advisory Board Training/Conference Request** available at <http://northsoundbho.org/forms> and must submit the completed Request form to the Advisory Board Coordinator prior to registering, or being registered, for said conference, seminar, or training, and prior to travel arrangements being made.

A Travel Advance is available to cover projected allowable expenses including registration, lodging, meals, and transportation. To request a Travel Advance, the individual must complete the **Advisory Board Travel Advance/Reimbursement Request** (available at <http://northsoundbho.org/forms>) and must submit the Request form, *in addition to submitting the approved Training/Conference Request form* (available at <http://northsoundbho.org/forms>) to the Advisory Board Coordinator prior to registering, or being registered, for said conference, seminar, or training, and prior to travel arrangements being made.

**ATTACHMENTS**

None

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**North Sound Behavioral Health Organization  
Advisory Board Training/Conference Request Form**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title of Training/Conference: \_\_\_\_\_

Date(s) of Training/Conference: \_\_\_\_\_

Circle Day(s) of Conference:                      Mon    Tue    Wed    Thur    Fri    Sat    Sun

Location of Training/Conference: \_\_\_\_\_

Application of knowledge gained at Training/Conference: \_\_\_\_\_

\_\_\_\_\_

Total Travel/Registration Fee/Lodging/Meals Expenses: \$ \_\_\_\_\_

Will you be requesting a Travel Advance    Yes [ ]    No [ ]  
*If "Yes," please attach Travel Advance Request Form*

Please do not write below this line. \_\_\_\_\_

Approved       Disapproved

\_\_\_\_\_  
Advisory Board Authorization

\_\_\_\_\_  
Date

\_\_\_\_\_  
North Sound BHO Executive Director Authorization

\_\_\_\_\_  
Date



***Advisory Board Travel Advance/Reimbursement Request***

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To ensure your travel advance will be ready in time for your travel, please submit travel advance requests to North Sound Behavioral Health Organization (North Sound BHO) Fiscal Officer **at least four weeks** before anticipated travel.

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Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of Conference/Event: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Date(s) of Conference: From \_\_\_\_\_ To \_\_\_\_\_

Planned Arrival Date: \_\_\_\_\_ Planned Departure Date: \_\_\_\_\_

**Anticipated Expenses:**

Round-Trip Transportation		\$_____
Registration Fee		\$_____
Lodging: ____ nights	@ \$_____/night	\$_____
Meals:		
____ No. Breakfasts @ \$12 each	\$	
____ No. Lunches @ \$17 each	\$	
____ No. Dinners @ \$27 each	\$	
<b>Total Meals: _____</b>		<b>Total Cost: \$_____</b>
<b>Total Advance Requested:</b>		<b>\$_____</b>

**Expenses Not Reimbursable:**

- Hosting (meals for or entertainment of others)
- Alcoholic beverages or tobacco
- Fines, penalties, etc.
- Any unreasonable, unnecessary costs or personal preference items such as first-class travel.

Washington State Law requires that any travel performed outside the State of Washington be justified. If your travel will take you out of state, please explain briefly why your objective could not be met in Washington State:

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Authorized By: \_\_\_\_\_  
Signature

# North Sound BHO Advisory Board Site Tour Date and Time Options

Therapeutic Health Services

9930 Evergreen Way, Everett, WA

Please circle the option that works for you

- Monday, August 7<sup>th</sup> 10:00 a.m. – 11:30 a.m.
- Monday, August 7<sup>th</sup> 1:00 p.m. – 2:30 p.m.
- Tuesday, August 8<sup>th</sup> 10:00 a.m. – 11:30 a.m.
- Tuesday, August 8<sup>th</sup> 1:00 p.m. – 2:30 p.m.
- Friday August 11<sup>th</sup> 10:00 a.m. – 11:30 a.m.
- Friday, August 11<sup>th</sup> 1:00 p.m. – 2:30 p.m.

**North Sound Behavioral Health Advisory Board**  
**Recommendations for a Vision for a Fully Integrated Physical and Behavioral Health System**

**Vision:**

*The integration of physical and behavioral health care for people on Medicaid in the North Sound region should incorporate the following principles:*

- No wrong door for either physical health care or behavioral health care
- Minimal wait time for services
- “Person-friendly” treatment and recovery services.
- Reduction in stigma among all professionals serving people with both physical and behavioral health problems

***Implementing this vision should include the following strategies:***

**Access to Services**

- Improve access to services for people with behavioral health issues by reducing stigma among professionals and frontline staff.
- Encourage training for all primary care clinic staff and emergency department staff (at all levels) in how to recognize and understand behavioral health disorders.
- Train all professionals who come into contact with people exhibiting behavioral health problems on how to interact with them in a non-judgmental way using “person-first” language, e.g. “people” rather than “clients,” “patients,” or “consumers.”
- Ensure that there is an adequate number of trained behavioral health professionals located within primary care clinics, hospitals, and other community settings, such as schools, law enforcement, and jails. The behavioral health professionals should be team members, rather than isolated care providers.
- Embed physical health care professionals within behavioral health agencies as team members, rather than as isolated care providers.
- Train all behavioral health agency staff (at all levels) how to appropriately interact with people with physical (dis)abilities and chronic physical conditions.

**Administrative Structure**

- Contract with a minimal number of MCOs in this region to reduce complexity for both providers and people seeking services.
- Standardize MCO contract, billing, and reporting requirements to reduce the impact on providers.
- Create an electronic health record system that links a health record to the person, rather than to a provider or payer, to eliminate all redundancies for the person seeking services.

**System of Care**

- Actively engage and coordinate with other community systems, such as hospitals, schools, law enforcement, first responders, public health officers, and social service agencies.
- Attach funding to the “system of care” and not to treatment silos.