

DESIGN TEAMS, MEMBERS, & SCOPE OF WORK

1. DESIGN TEAM: Workforce Development

MEMBERS: Imo Momoh, Molly Henricks, Jan Cobaleda-Kegler, Sheree Howe, Caroline Sison, Stacey Tupper (Chair)

SCOPE OF DESIGN WORK: The Design Team discussed three areas we viewed as falling under Workforce Development: 1) Training and Education; 2) Personnel Processes; 3) Cultural Competence.

2. DESIGN TEAM: Utilization Review-Utilization Management

MEMBERS: David Cassell (Chair) Shelley Okey, Arturo Castillo, Victor Kogler, Sandra Marsh

SCOPE OF DESIGN WORK: To review the range of current utilization management and/or utilization review activity that currently exists within the AODS, Homeless Service, and Mental Health services sections; to determine common elements; to decide to what extent these elements or processes may be used across service sections throughout the division; and to make specific recommendations about how this might be implemented.

3. DESIGN TEAM: Purchasing/Facilities

MEMBERS: Erika Barrow (Chair), Felix Box, Jackie Lewis, Judy Pearl, Liz Garcia, Mary McLain, Paula Gray

SCOPE OF DESIGN WORK: Across Behavioral Health compare current procedures for utilizing and submitting purchase orders, L-3's, TR's, travel requests, procurement cards, as well as procedures for submitting and approving work requests and the oversight of facilities, capital projects, etc. Discuss what currently works in the system and the impediments encountered. Gather information regarding the Public Health alternative to Materials Management.

4. DESIGN TEAM: Safety and Emergency Preparedness

Members: Zabeth Cooper (Chair), Peter Ordaz, Jan Gordon, Jenny Jennings, Liz Garcia

Scope of Work: Create Safety and Emergency Preparedness (S&P) Infrastructure for Behavioral Health Services

5. DESIGN TEAM: Communications

Members: Steve Hahn-Smith (Chair), Caroline Sison, Priscilla Olivas, Fatima Mata Sol, Kim Thai, Jeromy Collado

Scope of Work: The Communications Design team reviewed existing communication channels for both internal and external communications in MH, AOD, and Homeless programs. Besides email, the four major communications channels for both internal and external communication in MH, AOD, and Homeless programs are I-Site, a newsletter, cchealth.org, and the Community Access Site (CAS).

6. DESIGN TEAM: Data/Evaluation

Members: Steve Hahn-Smith (Chair), Kim Thai, Victor Kogler, David Cassell

Scope of Work: The scope for the Data/IT team will be to document existing data collection and reporting capacity, including data used for program evaluation, client outcomes, and utilization of services, contract monitoring, and revenue generation. The Team will make recommendations as to how existing processes and resources can be improved upon from the perspective of a unified Behavioral Health Division.

7. DESIGN TEAM: Fiscal/Fund Development

Members: Jana Drazich (Chair), Haven Fearn, Mary Roy, Imo Momoh, Lavonna Martin, Suzanne Tavano

Scope of Design Work: Examine methods to enhance communication between the HSD Finance Dept's and the Behavioral Health Administration the will identify staff educational needs around finance, build common language, and develop collaborative process to build budgets, discuss grant opportunities, and highlight contract issues.

8. DESIGN TEAM: Contracts

Members: Helen Kearns (Chair), Stacey Tupper, Victor Kogler, Peter Ordaz, Jana Drazich, Jacqueline Pigg

Scope of Design Work: The first phase of this design work is to identify where there are multiple contracts with Mental Health, Alcohol and Other Drugs, Homeless and Mental Services Act. After identifying the contracts, the next phase will be to determine which contracts can be combined and how the contracts will be monitored.

Additionally, a MHSA design team was convened to examine the current stakeholder process for MHSA and recommend ways to enhance/increase the representation of various stakeholders that is in line with CA regulations and best reflects the Contra Costa community of providers, consumers, family members, and their allies.