

Integrated Children's Service Plan
Committee Meeting

Date of Meeting: Feb. 12, 2008 @ 2 p.m.
Location of Meeting: 3rd Floor Conference Room, 100 W. Market Street
Facilitator: Michelle Hovis
Minutes Prepared by: Connie Livingston

1. Purpose of Meeting (see attached agenda)

- Draft and Prepare a Integrated Children's Service Plan to be Submitted to DPW

2. Meeting Attendance

<u>Name</u>	<u>Agency</u>
Kenny Watts	CASSP
Tiffani Kleiser	MH/MR
Joel T. Richie	MH/MR
Jennifer Moubray	CYS
Sue Claytor	JPO
Sharon Harlacher	EI
Barb Schroeder	HCMU
Michelle Hovis	HCMU
Connie Livingston	HCMU

3. Meeting Notes, Decisions, Issues

Data Survey Results handed out. Appears the "most" helpful would be the basic information. Data Knowledge Committee meeting is scheduled for Feb. 21st @ 8 a.m. in the 1st floor conference room.

Update on the JIFF Implementation. Kenny reported he presented the information to the Executive Leadership Team (Human Services Division) on Jan. 14th. No response from the team. Michelle noted she will follow-up and ask to be added as an agenda item to their next ELT meeting. Barb reported Kay has said yes to our using the JPO version of the JIFF. An updated Functional Assessment Systems Software Beta Test Agreement will need to be signed if we set up our own JIFF assessment on our system other than the one already being used by JPO.

Peer to Peer Implementation. Tiffany report the subcommittee has met and a grand rounds sessions has been scheduled for March 12 in the 1st floor conference room from 9 a.m. until 10 a.m. On Feb. 26th the supervisors and staff will meet to come up with a schedule. Rotation will be announced. The meetings will be monthly on the 2nd Wednesday of each month beginning in March and ending in December of 2008.

Review of Goals in the current plan.

Goal #1: Transitions between the Child and Adult System of Care. We appear to be meeting the requirements of this goal and are collecting data identified in the plan.

Goal #2: Coordinated Response to Youth at Significant Risk for Adjudication. We will review our tracking at the next meeting to see if we are meeting our goals. We are anticipating a new evidence-based service provided by CHOY - MTFS. The provider should find out in March if they have received the start-up grant. This service is a higher level of care from CRR services and below RTF services. Another new service will be Functional Family

Treatment (FFT) with Family Service Partners.

Handouts sent to Wayne Bear, Raye DeShields, Paul Stevens on 2/12/08.

4. Action Items				
<u>Action</u>	<u>Assigned To</u>	<u>Due Date</u>	<u>Status</u>	
Family Stakeholder combine into 2 pages/Add CAO info	Kenny Watts	8/28/07	completed	
Set up meeting with ICSP team and the Director of CAO for the Fall of 2007	Kenny Watts	Fall 2007		
Contact Kay Hodges for information on Grants	Barb Schroeder		completed	
Update Vision Statement	Joel Richie	8/28/07	completed	
Executive Summary	Michelle Hovis	8/28/07	completed	
Grant information	Barb Schroeder	8/28/07		
Translators/speak w/Ron Herman	Michelle Hovis			
Survey Results and narrative	Wayne Bear	8/28/07	completed	
Ask Bryce if available to sign Plan	Sue Claytor	9/5/07	completed	
Read Plan, provide changes / corrections to Connie.	TEAM	9/10/07	completed	
Date for Kenny to meet with Steve Vida.	Sue Claytor	1/8/08		
Discuss JIFF at the ELT meeting in January.	Kenny Watts	1/8/08	1/14/08	
Inquire of Kay if possible to provide us with another six months to use the 500 assessments.	Barb Schroeder	1/8/08	completed	
Technical explanations and installations	Wayne & Kenny to investigate and report back	1/8/08	completed	
Connect with Bruce.	Wayne	1/8/08		
Checklist for database	Michelle Hovis	2/12/08	completed	
JIFF to be placed on the next ELTA agenda	Michelle Hovis	3/11/08		
SAP tracking report	Kenny Watts			
All Placement Tracking Reports	Joel Richie	3/11/08		
	Jen, Sue, Joel, Kenny, Tiffany	3/11/08		

5. Next Meeting					
Target Date:	1/8/08	Time	2:00	Location	3rd floor conf. room
Target Date:	2/12/08	Time	2:00	Location	3rd floor conf. room
Target Date:	3/11/08	Time	2:00	Location:	3rd floor conf. room
Target Date:	4/8/08	Time	2:00	Location	3rd floor conf. room
Target Date:	5/13/08	Time	2:00	Location	3rd floor conf. room
Target Date:	6/10/08	Time	2:00	Location:	3rd floor conf. room

Target Date:	7/8/08	Time	2:00	Location	3rd floor conf. room
Target Date:	8/12/08	Time	2:00	Location	3rd floor conf. room
Target Date:	9/9/08	Time	2:00	Location:	3rd floor conf. room
Target Date:	10/14/08	Time	2:00	Location	3rd floor conf. room
Target Date:	11/11/08	Time	2:00	Location	3rd floor conf. room
Target Date:	12/8/08	Time	2:00	Location:	3rd floor conf. room

Objectives: Review and discuss the 2 goals which are identified in the Plan to determine if committee is on target.