

Monitoring Plan for FY2017
 CYF Team

Local Authority:
 Reviewer(s):

Review Date:

Area Plan – Year End Reports					
Reference	Monitoring Activity	Results/ Comments	Compliance		Tool
			Y	N	X
DSAMH FY2017 DIRECTIVES Section A-Part vii Section C. <u>Mental Health Services</u> Part-v.; viii; ix; x Section F. <u>Mental Health and Substance Use Disorders Data</u> Part E 2 & 3 Section G. <u>Performance Measures</u> Utah Code: 17-43-301-5b 62A-15-103 62A-15-7 Utah Admin Code: R523-2-6 R523-2-12 LMHA contracts	Managers Discussion <ul style="list-style-type: none"> • Review Corrective Action Plan and FY16 Findings, if applicable • Mental Health Scorecard (Mandated services) • YSS/YSSF • YOQ • FRF Peer Support • Feedback from Families • Wraparound Facilitation • Multi Agency Coordination • School-Based Mental Health • Services for Unfunded • Mental Health Early Intervention <ul style="list-style-type: none"> ○ Mobile Crisis ○ School Based Behavioral Health ○ Ongoing tracking for outcomes, quarterly/yearly outcome report • TANF Funding • Civil commitment <p>Attendees: 1. Managers who work with CYF 2. Executive Management Representative (Optional) 3. Family Mentor 4. Family Resource Facilitator (Part of the time)</p>				

Compliance with Contract, Division Directives, Utah State Code, Federal Requirements, etc...

Reference	Monitoring Activity	Results/ Comments	Compliance		Tool
			Y	N	X
DSAMH FY2017 DIRECTIVES Section B. <u>Combined Mental Health & Substance Use Disorder Directives-Part ii.</u>	<p>Records Reviews</p> <ul style="list-style-type: none"> • Birth – 5 • Receiving FRF Wraparound Services (Peer Support) • School-Based Behavioral Health • Adolescents 14-17 • Children & Youth with Active Safety Plans • Children & Youth in inpatient setting in the last 12 months • Children & Youth Discharged USH in the last 12 months • Youth 12-17 with psychotic disorder • If your agency has multiple locations where services are delivered to children, youth, and families, the charts submitted should be representative of the diversity of service delivery sites. <p>Time: 5-8 hours</p> <p>* See Children Youth and Family Chart Review Tool (B1)</p>				B1
Consumer & Family Feedback; Case Staffing	<p><u>Family Feedback Group</u> Usually held on Tuesday at 6 PM of the site visit. Will be arranged by the FRF(s).</p>				*
DSAMH FY2017 DIRECTIVES Section C. <u>Mental Health Services Part-viii.</u>	<p><u>Questionnaires</u> Two to four weeks prior to the site visit, the Family Resource Facilitator (FRF) under the guidance of the Family Mentor, and in conjunction with the LMHA, will distribute questionnaires to family members/caretakers of children/youth. Questionnaires should be distributed to families throughout the catchment area and should be returned to the FRF in a sealed envelope. The FRF will then pass the sealed envelopes on to the Family Mentor.</p>				*
LMHA contracts FRF contracts	<p><u>Wraparound to Fidelity</u> 5-7 Cases will be reviewed including charts and FRF Documentation. With at least 1 per county if a multicounty catchment area. Attendees: Family Mentor & FRF(s) engaged in Wraparound. Time: 4-6 Hours</p>				*
	<p>Client who has received Wraparound services to fidelity during the last year.</p> <p>Please invite the family, the client (if over the age of 12 and is available), team members (including natural supports) and all providers to discuss the Wraparound services they receive. Time: Up To 1 Hour</p>				*

<p>Program or Allied Agency Visits</p> <p>DSAMH FY2017 Directives Section B. <u>Combined Mental Health and Substance Use Disorder Directives</u> Part - iii</p>	<p>Briefly meet with program leaders-facilitators for program overview and questions shortly before or after walk through. Possible visits include:</p> <ul style="list-style-type: none"> • Group & Individual Service Settings • School-Based Services • Residential Treatment • Allied agency: DCFS, DJJS or other community partner • Juvenile Mental Health Court • Mobile Crisis Teams <ul style="list-style-type: none"> ○ Policy and procedures ○ Documentation system ○ Outcome tracking <p>Time: 1.5 – 3 Hours</p>				
<p>DSAMH FY2017 DIRECTIVES Section B- <u>Combined Mental Health & Substance Use Disorder Directives-Part c</u></p> <p>Section C. <u>Mental Health Services</u> Part- x</p> <p>Utah Code: 62A-15-703</p>	<ul style="list-style-type: none"> • A list of children & youth who are currently committed to the LMHA and a copy of their civil commitment forms. • Policy and procedures for Mobile Crisis Teams • Please provide printed copies of the Recovery Plan; all other documentation will be reviewed in the electronic medical record. 				

Strategic Plan

Reference	Monitoring Activity	Results/ Comments	Compliance		Tool
			Y	N	X
None					

Data

Reference	Monitoring Activity	Results/ Comments	Compliance		Tool
			Y	N	X

<p>DSAMH FY2017 DIRECTIVES Section A- <u>Governance and Oversight</u>-Part iii- All Local Authorities shall complete specific year-end reports that must be submitted to the Division</p> <p>Section C. <u>Mental Health Services</u> Part-x</p> <p>Section F. <u>Mental Health and Substance Use Disorders Data</u>-Part i. Children Youth & Families Scorecard</p>	<p>Discussion with Managers</p> <ul style="list-style-type: none"> • Review Year-end vs. SAMHIS Report • Review minutes from Data meeting • Review the Scorecard • YOQ Review • Consumer Satisfaction • MHEI data <p>* See Mandated Services Monitoring Tool (B2)</p>				B2
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Specialty Contracts

Reference	Monitoring Activity	Results/ Comments	Compliance		Tool
			Y	N	X
FRF Contracts; Autism Preschool Contracts	<ul style="list-style-type: none"> • Chart Review • Family Feedback Groups • FRF Review 				

*Questionnaire/tool provided by Utah Family Coalition Mentors