WELFARE AND INSTITUTIONS CODE SECTION 5604.2:

a) The local mental health board shall do all of the following:

(1) Review and evaluate the community's mental health needs, services, facilities, and special problems in any facility within the county or jurisdiction where mental health evaluations or services are being provided, including, but not limited to, schools, emergency departments, and psychiatric facilities. Some examples include:
   - Programs presented to board during meetings by community organizations
   - Programs presented to board during meetings by staff
   - Visits to programs in the communities
   - Board meetings on the sites at various community programs
   - System for evaluation of residential facilities/programs
   - Holding "town halls" or "forums" to discover what people think about current issues
   - Working with the staff regarding special issues
   - Monitoring the Board of Supervisors agendas for activity regarding mental health/substance abuse

(2) Review any county agreements entered into pursuant to Section 5650. The local mental health board may make recommendations to the governing body regarding concerns identified within these agreements. Some examples include:
   - Reviewing the performance contract between the Department of Health Care Services and the county for community mental health services, Mental Health services Act, the Projects for Assistance in Transition from Homelessness grant, the Community Mental Health Services Block Grant, and other federal grants or county mental health program. (See WIC Section 5650 for more information)
   - Be familiar with the funding streams of the mental/behavioral health department
   - Be familiar with the Mental Health Services Act implementation in the county
   - Be familiar with the realignment dollars and how they are distributed in the county

(3) Advise the governing body and the local mental health director as to any aspect of the local mental health program. Local mental health boards may request assistance from the local patients' rights advocates when reviewing and advising on mental health evaluations or service provided in public facilities with limited access. Some examples include:
   - Monitoring the BOS agenda, including staff reports, to see what information is going to the 'governing body' and speaking to the BOS as appropriate regarding issues of importance to the board
   - Reporting during meetings by board members of activities in the community that are pertinent to their participation on the mental health board
   - Holding "town halls" or "forums" to discover what people think about issues
   - Requesting reports from the local patients' rights advocates about issues in the county
   - Consulting with the local patients' rights advocates about issues in the county

(4) Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process. Involvement shall include individuals with lived experience of mental illness and their families, community members, advocacy organizations, and mental
health professionals. It shall also include other professionals that interact with individuals living with mental illnesses on a daily basis, such as education, emergency services, employment, health care, housing, law enforcement, local business owners, social services, senior, transportation, and veterans. Some examples include:

- Assuring that Board meetings have citizen and professional involvement as appropriate
- Monitor the way that individuals in the audience are given the opportunity to address the Board
- Assuring appropriate outreach for meetings held to develop and finalize plans regarding the expenditure of Mental Health Services Act monies
- Participate as possible with the selection of applicants/appointments as member of the Board.

(5) **Submit an annual report to the governing body on the needs and performance of the county’s mental health system.** Some thoughts:

- Discuss the needs of the Board of Supervisors (BOS) with their representative to determine what kind of information should be included in the Annual Report
- Present the Annual Report in person to the BOS accompanied by other board members
- Participate in BOS meetings at times other than the presentation of the Annual Report to inform the board about the activities of the Board
- Use the planning document of the board as the basis for the Annual Report to the BOS
- Use the report submitted to the CA Behavioral Health Planning Council as the basis for the Annual Report to the BOS

(6) **Review and make recommendations on applicants for the appointment of a local director of mental health services.** The board shall be included in the selection process prior to the vote of the governing body. Some thoughts:

- The LMHB does not select the local director of mental health services
- The board may participate in the selection process in a variety of ways: review job description prior to posting, review applications received and participate in the selection of final applicants for interviews, participate in the interview process.
- Develop a relationship with the Board of Supervisors that encourages the BOS to include the members of the local mental health board to be part of the decision making process.

(7) **Review and comment on the county’s performance outcome data and communicate its findings to the California Behavioral Health Planning Council.** Some thoughts:

- The CA Behavioral Health Planning Council (CBHPC) annually prepares the Data Notebook on a selected current issue for completion by the Board.
- The Board may complete the Data Notebook using staff, a subcommittee (standing, ad hoc) of the Board, the entire Board in a designated meeting, a collaboration of quality assurance staff with board members, focused interviews with community members/agencies.
- The Data Notebook is designed to be educational and designed to help the board meet this requirement. As such, it means that the board has to participate in the completion of the document in some way.
• The Board may choose to approve the document prior to submission to the CBHPC.
• The Board may choose to present the findings of the Data Notebook to the Board of Supervisors.
• The Board may choose to use the report on the Data Notebook as the Annual Report for the BOS.

(8) This part does not limit the ability of the governing body to transfer additional duties or authority to a mental health board. Some thoughts:
• The BOS may wish to ask the Board to complete a task having to do with mental health/substance abuse services in the county
• The BOS may request that the local mental health board also act on issues pertinent to substance use
• At least one county's board currently completes a report on substance use treatment issues annually for the BOS

b) It is the intent of the Legislature that, as part of its duties pursuant to subdivision (a), the board shall assess the impact of the realignment of services from the state to the county, on services delivered to clients and on the local community. Some thoughts:
• *Realignment is about the money that is distributed from the state to the county to meet the costs of mental health services.
• Realignment occurred in 1991:
  In 1991, the Legislature shifted significant fiscal and programmatic responsibility for many health and human services programs from the state to counties—referred to as 1991 realignment. Many changes have been made to this system over the last 27 years.
• Realignment occurred in 2011:
  The 2011 Criminal Justice Realignment became effective on October 1, 2011. AB 109 and other subsequent legislation provided the framework for the transfer of responsibility and funding for various adult offender populations (low level offenders, post-release community supervision, and some parole violators) and vested county Community Corrections Partnerships with the responsibility to advise county boards of supervisors as to how their county should implement realignment and invest resources at the local level.
• The Board should receive reports on the two realignments.
• The Board may ask a member to attend the county Community Corrections Partnership meetings for the county and report back information.
• The Board may ask that minutes from the Community Corrections Partnership be distributed to interested Board members.
## ACTION PLAN

**OBJECTIVE:**

<table>
<thead>
<tr>
<th>Activity: <em>Identify the tasks that need to be completed in order to meet the objective.</em></th>
<th>Who: <em>Identify the persons who are going to complete each task.</em></th>
<th>When: <em>Establish a timeline for completion of each task. Be realistic.</em></th>
<th>Notes: <em>What else do we need to know to complete this task?</em></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RESPONSIBILITY:
Review and evaluate the community's mental health needs, services, facilities, and special programs.

OBJECTIVE:
Hold a public forum prior to one board meeting annually to address a specific topic of interest to the local board and the community.

<table>
<thead>
<tr>
<th>Activity: Identify the tasks that need to be completed to reach the objective.</th>
<th>Who:</th>
<th>When:</th>
<th>Notes: What else do we need to know to complete this task?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select a temporary committee to oversee the public forum implementation</td>
<td>Board</td>
<td>Annual Meeting</td>
<td></td>
</tr>
</tbody>
</table>
| 2. Select a date and location for the meeting including the public forum.  
  • Do you want to have the forum at your usual meeting place or is there another location more conducive to conversation? | Temporary/Ad hoc Committee | As soon as possible | Which staff people might be helpful to us in completing this task. |
| 3. Select a topic of discussion for the public forum  
  • Identify a topic of current interest to the community  
  • Identify individuals in the community with a specific interest or responsibility in the topic  
  • Discuss your proposed topic with others for input. | Temporary/Ad hoc Committee | As soon as possible | Which staff or community people might be helpful to us in completing this task. |
| 4. Design the public forum:  
  • Will the forum be part of the scheduled board meeting?  
  • How will you do outreach to get people to come to your forum?  
  • How will you set up the room to make speakers comfortable?  
  • Is the forum scheduled at the beginning/prior to the meeting?  
  • Will an individual make a presentation to start the forum?  
  • How will you manage the discussion by the public?  
  • How will you record the discussion at the forum?  
  • How will you provide participants with info collected? | Temporary/Ad hoc Committee | As soon as possible | |
RESPONSIBILITY:
Review and evaluate the community's mental health needs, services, facilities, and special problems

OBJECTIVE:
Develop a process to evaluate facilities providing services to mental health consumers and evaluate at least two programs. Develop a process for site visits by Board Members to facilities providing services to mental health consumers and visit at least four facilities.

<table>
<thead>
<tr>
<th>Activity: Identify the tasks that need to be completed to reach the objective.</th>
<th>Who:</th>
<th>When:</th>
<th>Notes: What else do we need to know to complete this task?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select a temporary/ad hoc committee to oversee the development of the program evaluation format and questions.</td>
<td>Board</td>
<td>As soon as possible</td>
<td>Who wants to serve on the PAM Committee and has the time to work on the development of the plan?</td>
</tr>
</tbody>
</table>
| 2. Meet to establish a list of programs for evaluation  
  - Collect contracts from Mental Health Dept. to establish list of possible programs for evaluation  
  - Identify programs for evaluation  
  - Identify programs for site visits  
  - Review programs with staff if appropriate  
  - Prioritize list of programs for evaluation for this and coming years  
  - Prioritize list of programs for site visits | PAM Committee | As scheduled | It is important to prioritize the programs for visits. The Board suggested two approaches:  
  - Program evaluation  
  - Site visits |
| 3. Establish protocol for program evaluation visit:  
  - Make appointment for visit; confirm appointment by email/mail  
  - Provide a copy of evaluation protocol as appropriate  
  - Select team for program evaluation and sign appropriate forms for confidentiality  
  - Tour the facility  
  - Complete focused interviews with staff and consumers (if appropriate)  
  - Complete paperwork regarding visit as needed  
  - Discuss visit with staff as needed and appropriate.  
  - Train evaluation team regarding protocol | PAM Committee | As scheduled | Be sure to train participants about the terms of HIPAA and confidentiality. |
4. Establish protocol for program evaluation visit:
   - Make appointment for visit; confirm appointment by email/mail
   - Provide a copy of evaluation protocol as appropriate
   - Select team for program evaluation and sign appropriate forms for confidentiality
   - Tour the facility
   - Complete focused interviews with staff and consumers (if appropriate)
   - Complete paperwork regarding visit as needed
   - Discuss visit with staff as needed and appropriate.
   - Train evaluation team regarding protocol

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible Party</th>
<th>Timeframe</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PAM Committee</td>
<td>As scheduled</td>
<td>Be sure to train participants about the terms of HIPAA and confidentiality.</td>
</tr>
</tbody>
</table>

5. Complete report:
   - Provide feedback to the PAM committee and Board
   - Provide feedback as appropriate to the Behavioral Health Dept. staff
   - Provide feedback as appropriate to the program

<table>
<thead>
<tr>
<th>Action</th>
<th>Responsible Party</th>
<th>Timeframe</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Evaluation Team PAM Committee</td>
<td>Within 30 days of visit</td>
<td>The discussion of who will receive information about the visit needs to be determined ahead of the visit. Be sure to confirm appointments with Dept. staff.</td>
</tr>
</tbody>
</table>
RESPONSIBILITY:
Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process. The Mental Health Services Act (MHSA) requires stakeholders be involved in the Community Program Planning process and charge the local board with this responsibility. The Board is also charged with review and comment on the plans (3 Year Plans, Annual Updates, Innovation) developed for MHSA.

OBJECTIVE:
Review the processes by which the local mental health plan solicits input from the community to assure that the processes address the needs and culture of the community.

<table>
<thead>
<tr>
<th>Activity: Identify the tasks that need to be completed to reach the objective.</th>
<th>Who:</th>
<th>When:</th>
<th>Notes: What else do we need to know to complete this task?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Request a presentation on the processes for MHSA citizen and professional involvement planned by the local mental health plan.</td>
<td>Local Board</td>
<td>As appropriate</td>
<td>Director of mental health/substance use disorder services; MHSA Coordinator</td>
</tr>
<tr>
<td>2. Develop an temporary/ad hoc committee to consider the processes developed by the local mental health plan:</td>
<td>Temporary/ Ad hoc committee</td>
<td>As needed</td>
<td></td>
</tr>
<tr>
<td>• Are the processes strategic in their purpose, priorities and goals?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Do the processes focus on the strengths and aspirations of the community?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Do the processes develop collaborative partnerships in all sectors of the community?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Do the processes model clear, open and consistent communication throughout the planning course?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Do the processes build individual and organizational knowledge and capacity?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Are the processes inclusive and do they provide meaningful participation by those who are affected?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Do the processes build active, meaningful and inclusive partnerships with stakeholders?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Do the processes prepare stakeholders for ongoing and long-term committed participation?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Participate as possible in the MHSA stakeholder groups to assure opportunity for stakeholder input in the planning process.</td>
<td>Local Board</td>
<td>As scheduled</td>
<td></td>
</tr>
</tbody>
</table>
4. Evaluate the process annually to assure that stakeholders are participating and suggest changes to the processes as appropriate.

<table>
<thead>
<tr>
<th>Local Board</th>
<th>Annually</th>
<th>Director of mental health/substance use disorder services; MHSA Coordinator</th>
</tr>
</thead>
</table>
**RESPONSIBILITY:**
Submit an annual report to the governing board on the needs and performance of the county’s mental health system.

**OBJECTIVE:**
Develop an annual report to submit to the Board of Supervisors on _____.

<table>
<thead>
<tr>
<th>Activity: <strong>Identify the tasks that need to be completed to reach the objective.</strong></th>
<th>Who:</th>
<th>When:</th>
<th>Notes: What else do we need to know to complete this task?</th>
</tr>
</thead>
</table>
| 1. Discuss the contents of the Annual Report.  
  • There are no requirements outlined in the regulations about the contents of the Annual Report.  
  • Consider using the information from the Data Notebook as the basis for the Annual Report.  
  • Consider using the Action Plan as the basis for the Annual Report. | Board | Annual Meeting | Representative from the Board of Supervisors; Director of local mental health dept. including substance use if appropriate. |
| 2. Select a temporary/ad hoc committee to oversee the development of the Annual Report. | Board | Annual Meeting |  |
| 3. Meet to discuss completion of the Annual Report:  
  • Establish the submission date and schedule other activities accordingly  
  • Seek support as needed from the Director of the local mental health plan  
  • Seek support as needed from the representative of the Board of Supervisors  
  • Establish outline of Annual Report and assign responsibilities for writing.  
  • If the document is lengthy, consider preparing an Executive Summary of the material. | Temporary/Ad hoc Committee | As scheduled | Director of local mental health/substance use program; Representative of the Board of Supervisors; Other agency staff as needed/appropriate |
<p>| 4. Complete the Annual Report, and present to the local board for approval and discussion of presentation of the Annual Report to the Board of Supervisors. | Temporary/Ad hoc Committee | As scheduled |  |</p>
<table>
<thead>
<tr>
<th>Board</th>
<th>Clerk of the Board of Supervisors</th>
</tr>
</thead>
<tbody>
<tr>
<td>As scheduled</td>
<td>Agency staff as needed/ appropriate</td>
</tr>
</tbody>
</table>

5. Present the Annual Report to the Board of Supervisors:
- Consider a verbal presentation on the BOS agenda with as many board members present as possible.
- Consider having more than one member of the Board make the presentation.
- Remember to bring copies of the document for members of the public attending the meeting.

6. Present the Annual Report to other organizations as appropriate:
- Make presentations as appropriate to other organizations;
- Send copies of the Annual Report to other organizations;
- Post the Annual Report on website of the local board;
- Consider sending a copy of the report to the CA Association of Local Behavioral Health Boards/Commissions.
**RESPONSIBILITY:**
Submit an annual report to the governing board on the needs and performance of the county's mental health system.

**OBJECTIVE:**
Evaluate the performance of the board and its methods of operation annually.

<table>
<thead>
<tr>
<th>Activity: Identify the tasks that need to be completed to reach the objective.</th>
<th>Who:</th>
<th>When:</th>
<th>Notes: What else do we need to know to complete this task?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select a temporary/ad hoc committee to oversee the development of the Annual Report.</td>
<td>Board</td>
<td>Annual Meeting</td>
<td></td>
</tr>
<tr>
<td>2. Meet to discuss the process for completing the evaluation:  - Establish a timeline for the evaluation process  - Determine who will participate in the evaluation process: board, selected staff members, public  - Develop a process for collecting and collating the input  - Determine how to report back to the board  - Make recommendations on specific areas that are identified as needing improvement</td>
<td>Temporary/Ad hoc Committee</td>
<td>As scheduled</td>
<td></td>
</tr>
<tr>
<td>3. Distribute and collect evaluations of the board.</td>
<td>Temporary/Ad hoc Committee</td>
<td>As scheduled</td>
<td></td>
</tr>
<tr>
<td>4. Collate results of the evaluation of the board.</td>
<td>Temporary/Ad hoc Committee</td>
<td>As scheduled</td>
<td></td>
</tr>
<tr>
<td>5. Report results of the evaluation of the board to the entire Board with recommendations as appropriate</td>
<td>Temporary/Ad hoc Committee</td>
<td>As scheduled</td>
<td></td>
</tr>
</tbody>
</table>
RESPONSIBILITY:
Review and comment on the county’s performance outcome data and communicate its findings to the California Behavioral Health Planning Council (CBHPC). The CBHPC annually provides the local boards with a Data Notebook with pertinent data from the county on a topic of current interest and requests that the local board return the document with additional information about their own county.

OBJECTIVE:
Submit the Data Notebook to the California Behavioral Health Planning Council as requested.

<table>
<thead>
<tr>
<th>Activity: Identify the tasks that need to be completed to reach the objective.</th>
<th>Who:</th>
<th>When:</th>
<th>Notes: What else do we need to know to complete this task?</th>
</tr>
</thead>
</table>
| 1. Discuss the contents of the Data Notebook.  
- How will the board use the data in the Data Notebook?  
- How will the staff interact with the temporary/ad hoc committee to complete the Data Notebook?  
- What other information does the local board need to complete the Data Notebook? | Board | Meeting | Director of local mental health dept. including substance use if appropriate.  
Quality assurance staff as appropriate |
| 2. Select a temporary/ad hoc committee to oversee the development of the Data Notebook. | Board | Meeting |  |
| 3. Meet to discuss completion of the Data Notebook:  
- Establish the submission date and schedule other activities accordingly  
- Seek support as needed from the Director of the local mental health plan  
- Seek support as needed from the quality assurance staff of the department  
- Complete research using other community organizations and staff as appropriate.  
- Assign responsibilities for completing areas of the Data Notebook. | Temporary/Ad hoc Committee | As scheduled | Director of local mental health/substance use program;  
Other agency staff as needed/ appropriate |
| 4. Complete the Data Notebook, and present to the local board for approval and discussion of presentation to the community as appropriate. | Temporary/Ad hoc Committee | As scheduled |  |
| 5. Submit Data Notebook to the California Behavioral Health Planning Council | Board | As scheduled |  |
6. Present the Data Notebook to other organizations as appropriate:
   - Make presentations as appropriate to other organizations;
   - Send copies of the Data Notebook to other organizations;
   - Post the Data Notebook on website of the local board
   - Send a copy of the Data Notebook to the CA Association of Local Behavioral Health Boards/Commissions

<table>
<thead>
<tr>
<th></th>
<th>Board</th>
<th>As scheduled</th>
<th>Agency staff as needed/appropriate</th>
</tr>
</thead>
</table>
