

# Children's Services Work Group



## *Interim Report To The*

Joint Legislative Education Oversight Committee

Joint Legislative Corrections, Crime Control and  
Juvenile Justice Oversight Committee

Joint Legislative Health Care Oversight Committee

Joint Legislative Oversight Committee on Mental  
Health, Developmental Disabilities, and Substance  
Abuse Services

December 2005

December 12, 2005

Pursuant to Session Law 2005-276, Section 10.25, the Children's Services Work Group submits its Interim Report to the Joint Legislative Education Oversight Committee; the Joint Legislative Corrections, Crime Control and Juvenile Justice Oversight Committee; the Joint Legislative Health Care Oversight Committee; the Joint Legislative Oversight Committee on Mental Health, Developmental Disabilities, and Substance Abuse Services; and, upon commencement, the Coordination of Children's Services Study Commission.

Respectfully Submitted,

The Children's Services Work Group

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# Preface

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Upon the signing of Session Law 2005-276, the Children's Services Work Group became a newly formed, legislatively mandated group to address gaps, barriers and needs related to improving and enhancing the services and supports available to children, youth and families in North Carolina.

This document has been prepared by the Children's Services Work Group in compliance with its legislative mandate to submit an Interim Report by December 15, 2005. This report summarizes the legislation creating the Children's Services Work Group as well as the Work Group membership, activities and accomplishments. It also includes plans for future tasks and initial recommendations.

# Introduction

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Over the last five years child serving agencies in North Carolina have done a great deal to improve interagency coordination. The process of using combined resources and collaboration to address challenging issues has become the hallmark of what policy-makers, researchers and funding sources define as “successful” practice. Thus more service providers and practitioners are incorporating these methods in their service delivery. Legal mandates, policy requirements and funding solicitations are now including collaboration as a requirement and the response has been the creation of new collaborative groups which often address the needs of children and families based on the uniqueness and specific perspective of the agency creating and housing the collaborative.

Today we have multiple groups, collaborations, or partnerships meeting and defining services, outcome measures and documentation tools to address the needs of children and families in hopes of improving the response and support to children and families.

To build on these efforts, legislation created a time-limited multi-agency, parent-involved group, the Children’s Services Work Group, to provide recommendations about common outcome measures, tools for collecting and sharing information, methods for flexible funding, and a means of meeting state and local training needs. The Children’s Services Work Group presents an opportunity to build on existing accomplishments.

With resources, supports and staff shrinking while the challenging needs of children in North Carolina are growing, the Children’s Services Work Group will look for new ways to use information, share data and make better use of increasingly scarce dollars.

# Legislation

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The Children's Services Work Group was created within the Comprehensive Treatment Services Section (Section 10.25) of Session Law 2005-276. This legislation has been included as Attachment A of this report. Charts were created for purposes of summarizing and explaining the legislation. These charts have been included as Attachment B of this report. However, the charts are not intended to be used as legal interpretations of the legislation.

The legislation assigned pre-defined legislative responsibilities to the Children's Services Work Group. Those responsibilities are defined as follows:

1. Identify common outcome measures for child-serving agencies that can be used for monitoring the safety, health, and well-being of North Carolina's children, youth, and families, including preventative measures.
2. Identify strategies for funding flexibility between State and local agencies, including shared funding streams and the removal of financial and bureaucratic barriers.
3. Develop a common service terminology to be used across child-serving agencies that is appropriate and assists collaboration and coordination.
4. Make recommendations regarding the creation of a shared database to track population and program outcomes information while protecting individual confidentiality.
5. Develop mechanisms that would allow agencies to share information about individual children receiving multiple services. Any recommendation must take into account confidentiality requirements, be voluntary on the part of the party receiving services, and be time-limited. The mechanisms may address intake, assessment, and release procedures.
6. Examine State and local training needs for implementing increased coordination and collaboration.
7. Study other issues the work group determines would improve coordination and collaboration between child-serving agencies.

The legislation also defined the membership of the Children's Services Work Group as being by the appointment of designated authorities. The list below summarizes the identified appointment authorities:

- Secretary of the Department of Health and Human Services
- Secretary of the Department of Juvenile Justice and Delinquency Prevention
- Chair of the State Board of Education
- Superintendent of Public Instruction
- Chief Justice of the North Carolina Supreme Court

Legislation instructed each of the appointing authorities to make at least one appointment in the following categories:

- Representative from among the programs, divisions or departments under that administrator's control and that provide services to children and youth
- Parent of a child or youth who has or is at risk for behavioral, social, health, or safety problems or academic failure
- Member of a local collaborative body
- Private sector service provider

For budgetary and staffing purposes, the Children's Services Work Group was located in the Department of Administration. The Department of Administration assigned staffing responsibilities to the Youth Advocacy and Involvement Office. .

A list of the Children's Services Work Group members and staff has been included as Attachment C of this report.

The legislation also created a Coordination of Children's Services Study Commission. Among other assignments, this Commission was designated as the recipient of the Interim and Final Reports of the Children's Services Work Group. As of the submission of this Interim Report, appointments to the Coordination of Children's Services Study Commission have not been made. In the absence of the Commission, the Children's Services Work Group is instructed to submit its interim and final reports to the Joint Legislative Education Oversight Committee; the Joint Legislative Corrections, Crime Control and Juvenile Justice Oversight Committee; the Joint Legislative Health Care Oversight Committee; and the Joint Legislative Oversight Committee on Mental Health, Developmental Disabilities, and Substance Abuse Services.

The date for submitting the interim report was defined as December 15, 2005, with the final report being due on April 15, 2006. Legislation dissolves the Work Group upon the submission of its final report.

# Activities and Accomplishments

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On September 1, 2005, the Department of Administration began corresponding with the appointing authorities for purposes of staff introduction and coordination of the initial Work Group meeting. The legislation required that the Work Group convene its first meeting within 30 days of the signing of Senate Bill 622. Although an initial meeting was scheduled within the defined time period, travel restrictions delayed the preliminary meeting until October 18, 2005. During the months of September 2005 and October 2005, staff from the Youth Advocacy and Involvement Office met with each of the appointing authorities for purposes of orientation and introduction. Following these meetings the appointing authorities began to designate their appointments to the Work Group. The memorandums documenting the preliminary contacts and travel restrictions have been included as Attachment D of this report.

The initial meeting of the Children's Services Work Group was held on Tuesday, October 18, 2005, and a second meeting followed on Tuesday, November 8, 2005. During these two meetings, general orientation for the membership regarding the seven legislatively defined responsibility areas was completed and decisions regarding meeting structure and organization of tasks and responsibilities were finalized.

The pre-defined legislative responsibility areas were assigned to three subcommittees for purposes of facilitation and management of tasks. Work Group members were assigned to each subcommittee on a volunteer basis. The subcommittees were organized to allow each Work Group member to participate in multiple subcommittees at their discretion. This was accomplished by scheduling all subcommittee meetings non-concurrently on the same day. A summary of the subcommittees is listed below:

- **Subcommittee 1: Legislated Responsibilities Numbers 1 and 3** (defined below)
  1. Identify common outcome measures for child-serving agencies that can be used for monitoring the safety, health, and well-being of North Carolina's children, youth, and families, including preventative measures.
  3. Develop a common service terminology to be used across child-serving agencies that is appropriate and assists collaboration and coordination.
- **Subcommittee 2: Legislated Responsibilities Numbers 4 and 5** (defined below)
  4. Make recommendations regarding the creation of a shared database to track population and program outcomes information while protecting individual confidentiality.
  5. Develop mechanisms that would allow agencies to share information about individual children receiving multiple services. Any recommendation must take into account confidentiality requirements, be



voluntary on the part of the party receiving services, and be time-limited. The mechanisms may address intake, assessment, and release procedures.

- **Subcommittee 3: Legislated Responsibility Number 2** (defined below)
  2. Identify strategies for funding flexibility between State and local agencies, including shared funding streams and the removal of financial and bureaucratic barriers.

Legislative Responsibility Number 6 (examining state and local training needs) was tabled until the completion of the initial subcommittee recommendations as it was agreed that these recommendations could affect decisions about training recommendations.

A list of the subcommittee members is included as Attachment C of this report.

To acknowledge the importance of the pre-existing efforts that addressed the responsibility areas defined in the legislation, the Work Group agreed that, whenever practical, existing information would be used when creating recommendations.

The minutes from the October 8, 2005, meeting and the November 18, 2005, meeting have been included as Attachment E of this report.

# Plan for Future

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In the upcoming months, the discussion, research and formulation of recommendations will continue. The subcommittee and full committee meetings of the Children's Services Work Group have been scheduled through March 2006 and dates, times and locations are as follows:

- **Tuesday, December 13, 2005 – Subcommittee Meeting Day**
  - Governor's Crime Commission Conference Room
    - Subcommittee 1: 9 a.m. to 11 a.m.
    - Subcommittee 2: 12:30 p.m. to 2:30 p.m.
    - Subcommittee 3: 3 p.m. to 5 p.m.
- **Tuesday, January 10, 2006 – Subcommittee Meeting Day**
  - Dorothea Dix Campus, Adams Building - Room 264
    - Subcommittee 1: 9 a.m. to 11 a.m.
    - Subcommittee 2: 12:30 p.m. to 2:30 p.m.
    - Subcommittee 3: 3 p.m. to 5 p.m.
- **Tuesday, January 31, 2006 – Full Work Group Meeting Day**
  - Dorothea Dix Campus, Adams Building - Room 264
  - 1 p.m. to 3:30 p.m.
- **Tuesday, February 14, 2006 – Subcommittee Meeting Day**
  - Dorothea Dix Campus, Adams Building - Room 264
    - Subcommittee 1: 9 a.m. to 11 a.m.
    - Subcommittee 2: 12:30 p.m. to 2:30 p.m.
    - Subcommittee 3: 3 p.m. to 5 p.m.
- **Tuesday, March 14, 2006 – Full Work Group Meeting Day**
  - Governor's Crime Commission Conference Room
  - 9 a.m. to 3:30 p.m.

Each Work Group member has volunteered to participate in at least one subcommittee. The full membership will be advised of the specific accomplishments of each subcommittee to ensure timely input of the full membership in all decisions. As stated previously, existing information will be utilized to the fullest extent possible and the membership of the Work Group thanks the groups, collaborations and agencies that have shared their information and resources.

Completing the tasks outlined in legislation within the prescribed time frame will be challenging. However, there is a strong commitment from the Work Group to fulfill its charge.

## Attachment A

### Comprehensive Treatment Services Section (Section 10.25)

## **COMPREHENSIVE TREATMENT SERVICES PROGRAM**

**SECTION 10.25.(a)** The Department of Health and Human Services shall continue the Comprehensive Treatment Services Program for children at risk for institutionalization or other out-of-home placement. The Program shall be implemented by the Department in consultation with the Department of Juvenile Justice and Delinquency Prevention, the Department of Public Instruction, and other affected State agencies. The purpose of the Program is to provide appropriate and medically necessary residential and nonresidential treatment alternatives for children at risk of institutionalization or other out-of-home placement. Program funds shall be targeted for non-Medicaid eligible children. Program funds may also be used to expand a system-of-care approach for services to children and their families statewide. The program shall include the following:

- (1) Behavioral health screening for all children at risk of institutionalization or other out-of-home placement.
- (2) Appropriate and medically necessary residential and nonresidential services for deaf children.
- (3) Appropriate and medically necessary residential and nonresidential treatment services, including placements for sexually aggressive youth.
- (4) Appropriate and medically necessary residential and nonresidential treatment services, including placements for youth needing substance abuse treatment services and children with serious emotional disturbances.
- (5) Multidisciplinary case management services, as needed.
- (6) A system of utilization review specific to the nature and design of the Program.
- (7) Mechanisms to ensure that children are not placed in department of social services custody for the purpose of obtaining mental health residential treatment services.
- (8) Mechanisms to maximize current State and local funds and to expand use of Medicaid funds to accomplish the intent of this Program.
- (9) Other appropriate components to accomplish the Program's purpose.
- (10) The Secretary of the Department of Health and Human Services may enter into contracts with residential service providers.
- (11) A system of identifying and tracking children placed outside of the family unit in group homes, therapeutic foster care home settings, and other out-of-home placements.

**SECTION 10.25.(b)** In order to ensure that children at risk for institutionalization or other out-of-home placement are appropriately served by the mental health, developmental disabilities, and substance abuse services system, the Department of Health and Human Services, Division of Mental Health, Developmental Disabilities, and Substance Abuse Services, shall do the following with respect to services provided to these children:

- (1) Provide only those treatment services that are medically necessary.
- (2) Implement utilization review of services provided.
- (3) Adopt the following guiding principles for the provision of services:
  - a. Service delivery system must be outcome-oriented and evaluation-based.
  - b. Services should be delivered as close as possible to the child's home.
  - c. Services selected should be those that are most efficient in terms of cost and effectiveness.
  - d. Services should not be provided solely for the convenience of the provider or the client.
  - e. Families and consumers should be involved in decision making throughout treatment planning and delivery.

youth, and families; (iii) make more effective use of existing federal, State, and local resources and programs for children, youth, and families; and (iv) streamline service delivery, fill service gaps, and eliminate duplication of services for children, youth, and families.

The Department of Health and Human Services, the Department of Juvenile Justice and Delinquency Prevention, the Department of Public Instruction, the Administrative Office of the Courts, and other affected State agencies share responsibility and accountability to assure effective collaboration among State and local agencies to improve outcomes for children and their families leading to full participation in their communities and schools.

The General Assembly recognizes that services to children, youth, and families are most effective when they are child- and family-centered, strengths-based, community-based, use multidisciplinary approaches, use evidence-based practices when appropriate, and recognize and respect cultural differences. These practices can be successfully implemented only where there is significant and ongoing collaboration and coordination among multiple public agencies. The General Assembly also recognizes that while agencies are making significant progress towards implementing these practices, there is also a need to focus State-level policy in order to provide support, remove barriers, and more fully implement these goals.

There is established a children's services work group. It shall be located in the Department of Administration for budgetary and staffing purposes only. The Secretary of the Department of Health and Human Services, the Secretary of the Department of Juvenile Justice and Delinquency Prevention, the Chair of the State Board of Education, the Superintendent of Public Instruction, and the Chief Justice of the North Carolina Supreme Court shall each designate at least one representative to serve on the work group from among the programs, divisions, or departments under that administrator's control that provide services to children and youth. Each administrator named in the preceding sentence shall also appoint to serve on the work group at least one parent of a child or youth who has or is at risk for behavioral, social, health, or safety problems or academic failure, at least one member of a local collaborative body, and at least one private sector service provider. The Chair of the State Board of Education and the Superintendent of Public Instruction may make joint appointments.

The work group shall meet at least monthly. The first meeting of the work group shall occur not less than 30 days after the effective date of this section. The Department of Health and Human Services, the Department of Juvenile Justice and Delinquency Prevention, the Department of Public Instruction, and the Administrative Office of the Courts shall, in this order and on a rotating basis, host the monthly meetings of the work group. The Department of Administration shall provide staff and clerical support to the work group. The work group shall:

- (1) Identify common outcome measures for child-serving agencies that can be used for monitoring the safety, health, and well-being of North Carolina's children, youth, and families, including preventative measures.
- (2) Identify strategies for funding flexibility between State and local agencies, including shared funding streams and the removal of financial and bureaucratic barriers.
- (3) Develop a common service terminology to be used across child-serving agencies that is appropriate and assists collaboration and coordination.
- (4) Make recommendations regarding the creation of a shared database to track population and program outcomes information while protecting individual confidentiality.
- (5) Develop mechanisms that would allow agencies to share information about individual children receiving multiple services. Any recommendations must take into account confidentiality requirements,

Mental Health, Developmental Disabilities, and Substance Abuse Services, and at least one shall also serve on a Senate Judiciary Committee; and

- b. Four members of the public, including a parent of a child who has or is at risk for behavioral, social, health, or safety problems or academic failure, a child who has or is at risk for behavioral, social, health, or safety problems or academic failure, a member of a local board of education, and a member of a board of county commissioners.

The Speaker of the House of Representatives shall appoint a cochair, and the President Pro Tempore of the Senate shall appoint a cochair for the Commission. The Commission may meet at any time upon the joint call of the cochairs. Vacancies on the Commission shall be filled by the same appointing authority as made the initial appointment.

**SECTION 10.25.(j)** The purpose of the Commission is to study and recommend changes to improve collaboration and coordination among agencies that provide services to children, youth, and families with multiple service needs. The Commission's recommendations shall include mechanisms for establishing clear State leadership, consistent policy direction, and increased accountability at the State and local levels. As part of its work, the Commission shall:

- (1) Identify existing State, regional, and local collaborative bodies (including their charges, scopes of authority, and accountability requirements) that have been created by legislation, administrative rule, or agency policy and that are charged with serving, protecting, or improving the well-being of North Carolina's children, youth, and families. Once it has identified the collaborative bodies, the Commission shall consider how they could be consolidated, reorganized, or eliminated in order to improve their effectiveness and accountability, increase the likelihood that key players will actively participate, and reduce unnecessary duplication of effort. The Commission shall also consider the creation of a mechanism for coordination and communication among the State and local collaborative bodies, incentives for collaboration, clarification of roles among agencies, and ways to monitor the extent to which groups are collaborating.
- (2) Study the practices of agencies currently implementing a system of care platform of practices and make recommendations regarding whether to adopt those practices statewide and across child-serving agencies as the preferred mechanism for providing services to children, youth, and families. In examining this issue, the Commission shall identify those State and local agencies that are currently implementing practices that are consistent with a system of care, those states that have implemented a system of care as a statewide policy initiative, and the extent to which a system of care is cost-effective.
- (3) The Commission shall also examine the following principles that are associated with a system of care and determine whether to recommend the adoption of a State policy that reflects these principles:
  - a. Services for children should promote success, safety, and permanence.
  - b. Services should be child- and family-centered, giving priority to keeping children with their families, in their home, school, and community.
  - c. Services should actively promote early identification and intervention.
  - d. Services should be designed to protect the rights of children.

## Attachment B

### Children's Services Work Group Charts



## Comprehensive Treatment Services Program (Section 10.25)

Implemented by the Department of Health and Human Services in consultation with the Department of Juvenile Justice and Delinquency Prevention, the Department of Public Instruction, and other affected State agencies.

*The Purpose of the Program is to provide appropriate and medically necessary residential and non-residential treatment alternatives for children at risk of institutionalization and other out-of-home placement. Program Funds shall be targeted for non-Medicaid eligible children and are not an entitlement. Program funds may also be used to expand the system-of-care approach for services to children and their families statewide. Funds shall not be allocated until MOA is executed at the State Level and the Local Level. 3% of funds shall be held in reserve to ensure availability for children with unique or highly complex problems.*



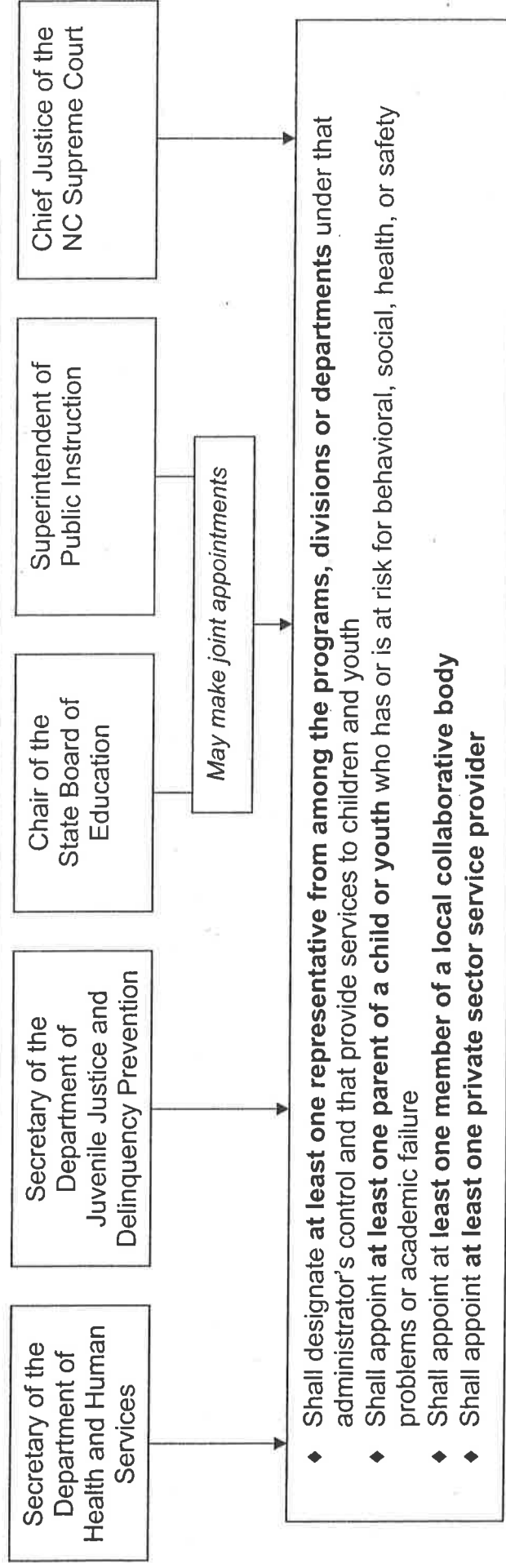
**DRAFT**

### Establishment of a Children's Services Work Group

Section 10.25 (h)

Located in the Department of Administration

Children's Services Work Group Membership



The work group shall meet on or before September 13, 2005 and monthly thereafter and shall be hosted by the Department of Health and Human Services, the Department of Juvenile Justice and Delinquency Prevention, the Department of Public Instruction, and the Administrative Office of the Courts (in that order on a rotating basis).

Interim Report Due: December 15, 2005

Final Report Due: April 15, 2006

Work Group Shall Expire Upon Filing of the Final Report

10-5-05





**DRAFT**

**Comprehensive Treatment Services Program (Section 10.25)**  
**Children's Services Work Group Section 10.25 (h)**

**Legislated Responsibilities**

1. Identify common outcome measures for child-serving agencies that can be used for monitoring the safety, health, and well-being of North Carolina's children, youth, and families, including preventative measures.
2. Identify strategies for funding flexibility between State and local agencies, including shared funding streams and the removal of financial and bureaucratic barriers.
3. Develop a common service terminology to be used across child-serving agencies that is appropriate and assists collaboration and coordination.
4. Make recommendations regarding the creation of a shared database to track population and program outcomes information while protecting individual confidentiality.
5. Develop mechanisms that would allow agencies to share information about individual children receiving multiple services. Any recommendation must take into account confidentiality requirements, be voluntary on the part of the party receiving services, and be time-limited. The mechanisms may address intake, assessment, and release procedures.
6. Examine State and local training needs for implementing increased coordination and collaboration.
7. Study other issues the work group determines would improve coordination and collaboration between child-serving agencies.

A majority of the work group shall constitute a quorum for the transaction of business.

**Legislated Reporting Requirements**

*Upon the approval of the Secretary of the Department of Health and Human Services, the Secretary of the Department of Juvenile Justice and Delinquency Prevention, the Chair of the State Board of Education, the Superintendent of Public Instruction, and the*

*Chief Justice of the North Carolina Supreme Court:*

The work group shall submit its findings and recommendation to

The Coordination of Children's Services Study Commission \*

Interim Report Due: December 15, 2005      Final Report Due: April 15, 2006

Work Group Shall Expire Upon Filing of the Final Report

\* If the General Assembly has not adjourned by those dates, or if the membership of the Study Commission has not been appointed, the work group shall submit its reports to the Joint Legislative Education Oversight Committee, the Joint Legislative Corrections, Crime Control, and Juvenile Justice Oversight Committee, the Joint Legislative Health Care Oversight Committee, and the Joint Legislative Oversight Committee on Mental Health, Developmental Disabilities, and Substance Abuse Services.

## Attachment C

### Children's Services Work Group Members and Staff Subcommittees and Members

# Children's Services Work Group Membership List

Name/Title	Department/Division/Agency/Office	Appointed By	Appointed As:
<b>Jackie Sheppard</b> Assistant Secretary for Long Term Care and Family Services	Department Of Health & Human Services/ Office of the Secretary	Secretary Hooker Odom Department of Health and Human Services	Representative from Department of Health and Human Services
<b>Flo Stein</b> Chief of Community Policy	Department Of Health & Human Services/ Division of MH/DD/SAS	Secretary Hooker Odom Department of Health and Human Services	Representative from Department of Health and Human Services
<b>Cyndie Bennett</b> Superintendent	Department of Health and Human Services/Office of Education Services	Secretary Hooker Odom Department of Health and Human Services	Representative from Department of Health and Human Services
<b>Carol Tant</b> Head of Children and Youth Branch	Department Of Health & Human Services/Division of Public Health	Secretary Hooker Odom Department of Health and Human Services	Representative from Department of Health and Human Services
<b>Pheon E. Beal</b> Director	Department Of Health & Human Services/Division of Social Services	Secretary Hooker Odom Department of Health and Human Services	Representative from Department of Health and Human Services
<b>Kevin Ryan</b> Section Chief for Women's and Children's Health Section	Department of Health and Human Services/Division of Public Health	Secretary Hooker Odom Department of Health and Human Services	Representative from Department of Health and Human Services
<b>Michael Haley</b> Grants Administrator	Department of Juvenile Justice and Delinquency Prevention/Office of Chief of Staff	Secretary Sweat Department of Juvenile Justice and Delinquency Prevention	Representative from Department of Juvenile Justice and Delinquency Prevention
<b>Martin Pharr</b> Clinical Services Administrator	Department of Juvenile Justice and Delinquency Prevention/Intervention and Prevention Division	Secretary Sweat Department of Juvenile Justice and Delinquency Prevention	Representative from Department of Juvenile Justice and Delinquency Prevention
<b>Dave Hardesty</b> VP of Operations	Eckerd Youth Alternatives	Secretary Sweat Department of Juvenile Justice and Delinquency Prevention	Private Sector Service Provider Representative
<b>Martha Kaufman</b> System of Care Development Specialist	The Durham Center	Secretary Sweat Department of Juvenile Justice and Delinquency Prevention	Representative from Department of Juvenile Justice and Delinquency Prevention
<b>Karen Monsanto</b>	Parent	Secretary Sweat Department of Juvenile Justice and Delinquency Prevention	Representative from Department of Juvenile Justice and Delinquency Prevention
<b>Diann Irwin</b> Section Chief	Department of Public Instruction/Exceptional Children Division	Superintendent Atkinson, Department of Public Instruction Senator Lee, State Board of Education	Representative from Department of Public Instruction

Children's Services Work Group Membership List  
Last Updated: 11-15-05

# Children's Services Work Group Membership List

Name/Title	Department/Division/Agency/Office	Appointed By	Appointed As:
<b>Adele Spitz Roth</b> Project Director	Duke University/Center for Child and Family Policy	Superintendent Atkinson, Department of Public Instruction Senator Lee, State Board of Education	Local Collaborative Member Representative
<b>Pat Solomon</b> Parent Coordinator NC Families United/Co-Chair State Collaborative for Children and Families/Exceptional Children's Advisory Center	NC Families United State Collaborative Davidson, NC	Superintendent Atkinson, Department of Public Instruction Senator Lee, State Board of Education	Parent Representative
<b>Joel Rosch</b> Senior Research Scholar/ Co-Chair State Collaborative for Children and Families	Duke University/Center for Child and Family Policy	Superintendent Atkinson, Department of Public Instruction Senator Lee, State Board of Education	Local Collaborative Member Representative
<b>Lee Grohse</b> Vice President of Programs	Triangle Family Services, Inc.	Superintendent Atkinson, Department of Public Instruction Senator Lee, State Board of Education	Private Sector Service Provider Representative
<b>Jane Volland</b> , GAL Administrator	Administrative Office of the Courts/GAL Program	Chief Justice Lake Administrative Office of the Courts	Representative from Administrative Office of the Courts
<b>Lana Dial</b> Project Coordinator	Administrative Office of the Courts/Court Programs and Management Services	Chief Justice Lake Administrative Office of the Courts	Representative from Administrative Office of the Courts
<b>Kirstin Frescoln</b> NC Drug Treatment Court Manager	Administrative Office of the Courts/Court Management Services	Chief Justice Lake Administrative Office of the Courts	Representative from Administrative Office of the Courts
<b>Toni Blackwell</b> Parent	Parent	Chief Justice Lake Administrative Office of the Courts	Parent Representative

Children's Services Work Group Membership List  
Last Updated: 11-15-05

# Children's Services Work Group Staff List

Deputy Secretary McKinley Wooten  
Department Of Administration  
1301 Mail Service Center  
Raleigh, North Carolina 27699-1301  
919-807-2338

Al Deitch  
Executive Director  
Youth Advocacy and Involvement Office  
Department of Administration  
1319 Mail Service Center  
Raleigh, North Carolina 27699-1319  
919-733-9296

Stephanie Nantz  
Assistant Director  
Lead Staff to the Children's Services Work Group  
Youth Advocacy and Involvement Office  
Department of Administration  
1319 Mail Service Center  
Raleigh, North Carolina 27699-1319  
919-733-9296

Martha Lowrance  
Child Advocate  
Youth Advocacy and Involvement Office  
Department of Administration  
1319 Mail Service Center  
Raleigh, North Carolina 27699-1319  
919-733-9296

# Children's Services Work Group

## Subcommittee List

### Subcommittee 1: Legislated Responsibilities 1 and 3 (defined below)

- Joel Rosch, Chair
  - Meeting Time: 9:00 a.m. – 11:00 a.m.
  - Members: Jackie Sheppard, Martin Pharr, Jane Volland, Martha Kaufman, Pheon Beal, Kevin Ryan, Lana Dial, Diann Irwin, Pat Soloman, Lee Grohse, Adele Spitz Roth, Cyndie Bennett
1. Identify common outcome measures for child-serving agencies that can be used for monitoring the safety, health, and well-being of North Carolina's children, youth, and families, including preventative measures.
  3. Develop a common service terminology to be used across child-serving agencies that is appropriate and assists collaboration and coordination.

### Subcommittee 2: Legislated Responsibilities 4 and 5 (defined below)

- Kirstin Frescoln, Chair
  - Meeting Time: 12:30 p.m. - 2:30 p.m.
  - Members: Jackie Sheppard, Martin Pharr, Jane Volland, Dave Hardesty, Pheon Beal, Lana Dial, Toni Blackwell, Pat Soloman, Adele Spitz Roth
4. Make recommendations regarding the creation of a shared database to track population and program outcomes information while protecting individual confidentiality.
  5. Develop mechanisms that would allow agencies to share information about individual children receiving multiple services. Any recommendation must take into account confidentiality requirements, be voluntary on the part of the party receiving services, and be time-limited. The mechanisms may address intake, assessment, and release procedures.

### Subcommittee 3: Legislated Responsibility 2 (defined below)

- Michael Haley, Chair
  - Meeting Time: 3:00 p.m. to 5:00 pm
  - Members: Jackie Sheppard, Flo Stein, Martin Pharr, Jane Volland, Martha Kaufman, Pheon Beal, Kirstin Frescoln, Toni Blackwell, Pat Soloman
2. Identify strategies for funding flexibility between State and local agencies, including shared funding streams and the removal of financial and bureaucratic barriers.

## Attachment D

### Memorandums



# North Carolina Department of Administration

Michael F. Easley, Governor

Gwynn T. Swinson, Secretary

**TO:** Carmen Hooker Odom, Secretary of the Department of Health and Human Services  
George L. Sweat, Secretary of the Department of Juvenile Justice and Delinquency Prevention  
Howard Lee, Chair of the State Board of Education  
June Atkinson, Superintendent of Public Instruction  
I. Beverly Lake, Jr., Chief Justice of the North Carolina Supreme Court  
Ralph Walker, Director of the Administrative Office of the Courts

**FROM:** Gwynn T. Swinson, Secretary of the Department of Administration

**DATE:** September 1, 2005

**SUBJECT:** North Carolina Child and Family Leadership Council  
Children's Services Work Group

On behalf of the Department of Administration, I welcome your participation in the newly established North Carolina Child and Family Leadership Council and/or your forthcoming appointments to the Children's Services Work Group.

For your convenience Senate Bill 622, Session Law 2005-276, section 6.24 (b) and section 10.25 (h) are attached for your review. The legislation outlines and defines your roles and responsibilities related to the Council and the Work Group.

The Department of Administration is pleased to provide staff assistance to each of these groups, and we look forward to assisting with the development of improved services and supports to children and families throughout North Carolina. Your contact for staff assistance within the Department is Stephanie Nantz, Assistant Director of the Youth Advocacy and Involvement Office. Stephanie can be reached at 919-733-9296, and she will be contacting you directly to discuss tasks related to staffing and coordinating the meetings.

Session Law 2005-276 requires that the Children's Services Work Group meet within 30 days of its effective date. Therefore, the first Children's Services Work Group meeting has been scheduled for Tuesday, September 13, 2005, from 3:30 pm to 5:00 pm in Room 264 of the Adams Building on Dorothea Dix Campus. Please appoint members to the Work Group and inform them of the initial meeting date, time and location listed above. Stephanie Nantz will be contacting you to obtain the names, titles, and contact information for Work Group Members and to coordinate other information regarding the Children's Services Work Group and the North Carolina Child and Family Leadership Council.

We look forward to collaborating with you to improve and enhance our great State's readiness and response to children, youth and families.

*Mailing Address:*  
1301 Mail Service Center  
Raleigh, N.C. 27699-1301

*Telephone (919) 807-2425*

*Fax (919) 733-9571*

*State Courier #51-01-00*

*e-mail: Gwynn.Swinson@ncmail.net*

*An Equal Opportunity/Affirmative Action Employer*

*Location:*

116 West Jones Street  
Raleigh, North Carolina





*State of North Carolina*

## Office of State Budget and Management

**Michael F. Easley**  
Governor and Director  
of the Budget

**David T. McCoy**  
State Budget Officer

### MEMORANDUM

TO: All Agency Heads and Chief Fiscal Officers

FROM: David McCoy

RE: Directive on State Employees' Travel

DATE: September 1, 2005

Due to Hurricane Katrina's impact on the fuel resources available to the State of North Carolina, additional measures must be implemented to mitigate its effect on North Carolina. Therefore, I am writing to provide instruction and clarifying information regarding the Governor's directive that state government take action to limit all non-essential state government travel. Effective immediately, and until September 15, 2005 or unless otherwise notified by this Office, the following measures shall be implemented:

1. All out of state travel except that directly related to disaster recovery is prohibited.
2. All in-state travel is restricted to those activities that are related to law enforcement and public safety, public health, due process hearings, emergency situations and/or the custody/care of persons for whom the state is responsible.
3. The Division of Motor Fleet Management is prohibited from issuing any state owned motor vehicle unless an Agency Head or Chief Deputy has personally signed the Motor Fleet Management Request for Vehicle Form.
4. All state departments and institutions are to immediately stop the mowing of grass and the use of any gasoline driven motors for routine grounds or roads maintenance, except for safety reasons.
5. In lieu of face to face meetings, the use of teleconferencing is encouraged. Teleconferencing sites are located in multiple locations throughout the state.

By implementing these measures, I am optimistic that we will be able to successfully and cooperatively work our way through this matter.

If you have any questions concerning this directive, please contact your budget analyst at 733-7061.

Thank you.

dmc



State of North Carolina

## Office of State Budget and Management

**Michael F. Easley**  
Governor and Director  
of the Budget

**David T. McCoy**  
State Budget Officer

### MEMORANDUM

TO: Agency Heads and Chief Financial Officers  
FROM: David McCoy  
RE: Revision to September 1, Travel Directive  
DATE: September 2, 2005

I am writing to provide instruction and clarifying information regarding a revision to OSBM's September 1, 2005 travel directive limiting all non-essential state government travel. Effective immediately, and until September 15, 2005 or unless otherwise notified by this Office, the following measures shall be implemented:

1. All out of state travel except that directly related to disaster recovery is prohibited. **Exceptions will be granted for travel requests where a nonrefundable commercial airline ticket and accommodations had already been purchased prior to the issuance of the September 1, OSBM travel directive.**
2. All in-state travel is restricted to those activities that are related to law enforcement and public safety, public health, due process hearings, emergency situations and/or the custody/care of persons for whom the state is responsible.
3. The Division of Motor Fleet Management is prohibited from issuing any state owned motor vehicle unless an Agency Head or Chief Deputy has personally signed the Motor Fleet Management Request for Vehicle Form.
4. All state departments and institutions are to immediately stop the mowing of grass and the use of any gasoline driven motors for routine grounds or roads maintenance, except for safety reasons.
5. In lieu of face to face meetings, the use of teleconferencing is encouraged. Teleconferencing sites are located in multiple locations throughout the state.

By implementing these measures, I am optimistic that we will be able to successfully and cooperatively work our way through this matter.

If you have any questions concerning this directive, please contact your budget analyst at 733-7061.

Thank you.



## North Carolina Department of Administration

Michael F. Easley, Governor

Gwynn T. Swinson, Secretary

**TO:** Carmen Hooker Odom, Secretary of the Department of Health and Human Services  
George L. Sweat, Secretary of the Department of Juvenile Justice and Delinquency Prevention  
Howard Lee, Chair of the State Board of Education  
June Atkinson, Superintendent of Public Instruction  
I. Beverly Lake, Jr., Chief Justice of the North Carolina Supreme Court  
Ralph Walker, Director of the Administrative Office of the Courts

**FROM:** Gwynn T. Swinson, Secretary of the Department of Administration

**DATE:** September 8, 2005

**SUBJECT:** Children's Services Work Group Meeting Reschedule Notice

In response to the Governor's Directive on State Employees' Travel announced and outlined in the memorandums from David T. McCoy on September 1, 2005 and September 2, 2005, a decision has been made to postpone the initial meeting of the Children's Services Work Group.

Please advise your appointments that the meeting scheduled for Tuesday, September 13, 2005 at 3:30 pm has been cancelled. A new meeting has been scheduled for *Tuesday, October 18, 2005 from 1:00 pm to 3:00 pm in Room 264 of the Adams Building on Dorothea Dix Campus.*

We apologize for the limited notice and regret that travel restrictions will delay the first meeting of the Children's Services Work Group. It is our hope that the additional time will allow for the selection and appointment of all Work Group Members and that the October 18<sup>th</sup> meeting will convene with full membership and begin working on the legislative assigned tasks.

Stephanie Nantz, Assistant Director of the Youth Advocacy and Involvement Office, will be contacting you to obtain the names, titles, and contact information for your appointments to the Work Group and to coordinate other information regarding the Children's Services Work Group and the North Carolina Child and Family Leadership Council. Stephanie can be reached at 919-733-9296.

We look forward to working with each of you, and your appointments, on reaching the goals defined for the Children's Services Work Group and the North Carolina Child and Family Leadership Council.

**Mailing Address:**  
1301 Mail Service Center  
Raleigh, N.C. 27699-1301

**Telephone (919) 807-2425**  
Fax (919) 733-9571  
State Courier #51-01-00

*e-mail: Gwynn.Swinson@ncmail.net*

**Location:**  
116 West Jones Street  
Raleigh, North Carolina

*An Equal Opportunity/Affirmative Action Employer*

## Attachment E

Children's Services Work Group Meeting Minutes

October 18, 2005 Meeting

November 8, 2005 Meeting

## **Children's Services Work Group Meeting Minutes**

Tuesday, October 18, 2005

Adams Building, Dorothea Dix Campus

1:00 pm to 3:00 pm

### **Members Present:**

- **Jackie Sheppard**, Assistant Secretary for Long Term Care & Family Services, Department of Health & Human Services: Office of the Secretary
- **Flo Stein**, Chief of Community Policy, Department of Health and Human Services: Division of MH/DD/SAS
- **Kathy Rhoades attending for Cyndie Bennett**, Superintendent, Department of Health and Human Services: Office of Education Services
- **Carol Tant attending for Dr. Leah Devlin**, Department of Health and Human Services: Division of Public Health
- **Pheon E. Beal**, Director, Department Of Health & Human Services: Division of Social Services
- **Michael Haley**, Grants Administrator, Dept. of Juvenile Justice and Delinquency Prevention: Office of Chief of Staff
- **Donn Hargrove attending for Dr. Martin Pharr**, Clinical Service Administrator, Dept. of Juvenile Justice and Delinquency Prevention: Intervention and Prevention Division
- **Brad Fowler attending for Jane Volland**, GAL Administrator, Administrative Office of the Courts: GAL Program
- **Dave Hardesty**, Vice President of Operations, Eckerd Youth Alternatives
- **Judy Stevenson (DJJD Staff) attending for Karen Monsanto**, Parent

### **Members Absent:**

- **Martha Kaufman**, System of Care Development Specialist, The Durham Center

### **Department of Administration Officials Staff:**

- **Deputy Secretary McKinley Wooten, Jr. on behalf of Secretary Gwynn T. Swinson**
- **Al Deitch**, Executive Director, Youth Advocacy and Involvement Office (YAIO)
- **Stephanie Nantz**, Assistant Director, YAIO and Lead Staff to the Children's Services Work Group
- **Martha W. Lowrance**, Child Advocacy Specialist, Youth Advocacy and Involvement Office

**Guests:** Mike Wilson, Governor's Crime Commission, Pat Solomon, Co-Chair, State Collaborative, Joel Rosch, Co-Chair, State Collaborative and Duke University Senior Research Scholar, May Alexander, Duke University System of Care Research Coordinator, Jann Harris, Office of the Secretary DHHS, David Jones, Director of the Governor's Crime Commission.

**I. Welcome and Introductions:** Deputy Secretary McKinley Wooten, Jr. provided opening remarks, welcomed work group members and guests and facilitated introductions.

### **II. Orientation and Planning for Meeting Structure:**

Deputy Secretary McKinley Wooten and Staff lead a discussion about the origin of the the Children's Services Work Group (Work Group). The work group was established at the signing of Senate Bill 622 and is located in the Comprehensive Treatment Services Program (Section 10.25). The Department of Administration was assigned the role of staff to the Work Group. The Department of Administration assigned staffing responsibilities to the Youth Advocacy and Involvement Office (YAIO). Stephanie Nantz, YAIO Assistant Director will be the lead staff for the Work Group with Al Deitch, YAIO Executive Director and Martha Lowrance, YAIO Advocacy Specialist assisting with staffing responsibilities.

The membership discussed the role of staff and structure of future meetings. After reviewing options such as electing Chair/Vice Chair, Co-Leaders, etc. A decision was made that no official leadership would be elected from the membership but rather that staff would facilitate the meetings (beginning with this meeting) to provide a central location for information and communication. Discussions and decision making will be facilitated by staff, with acknowledgment that staff are not members of the group, therefore cannot make recommendations.

Staff reviewed the contents of the notebooks prepared for each member which included minutes from the Joint Legislative Oversight Committee on MH/DD/SAS (for historical information), flow-charts, legislation, memos announcing the work group meetings and a work group membership list. In an effort to be cost-effective, notebooks were only prepared members of the work group. No funding was provided by statute to support staffing, materials or travel expenses. If guests would like a copy of the materials in the notebook they should contact Stephanie Nantz.

### **III. School-Based Child and Family Team Initiative and Legislation**

Staff provided an overview of the School-Based Child and Family Team Initiative and Legislation. Flow-Charts and Legislation were reviewed. The work group is not a part of, or involved with, the Child and Family Team Initiative, however individual work group members are serving dual roles in some instances and the accomplishments of the work group should assist with the successful implementation of the Child and Family Team Initiative or any child/family multi-system response initiative.

### **IV. Comprehensive Treatment Services Program and Legislation**

Staff provided an overview of the Comprehensive Treatment Services Program (CTSP) with particular emphasis to the establishment of the Children's Services Work Group. Flow-Charts and Legislation were reviewed.

The work group is required to meet monthly, at a minimum with the first meeting occurring within one month of the signing of Senate Bill 622. An initial work group meeting was scheduled to occur on Sept. 13<sup>th</sup>, however this meeting was rescheduled due to the state government travel restrictions. (See Secretary Swinson's memos dated September 1, 2005 and September 8, 2005)

### **VI. Planning for Structuring the Work Group Tasks**

It is recognized that all the appointments to the work group have not been made. This limits the membership's ability to begin work or make decisions about defining a work structure to facilitate the completion of the legislative assigned tasks. It is particularly noted that parents and other non-state agency personnel are not present. The membership agreed that the issue of full appointment and participation of the legislatively defined work group members needs to be resolved as soon as possible.

There was consensus by the membership that staff should send information to the appointing officials requesting that all members to the work group be appointed by the next work group meeting such that the group could begin addressing the task and responsibilities to which it has been assigned. Staff will provide a list of persons expressing interest in being appointed to the work group to the appointing officials.

It was acknowledged that it is important to have a geographical mix of people to serve on the Work Group. Staff made a request that members provide resources/assistance/ideas, if known, for funding

that can support/assist with travel related costs since DOA did not receive any funding to provide staffing or support travel for the work group.

There is also consensus that the legislated responsibilities assigned to the group are challenging and daunting. With an **Interim Report due on December 15, 2005** and a **Final Report due on April 15, 2006** the work group needs to begin work as soon as possible and again, there is a strong need for full membership representation at the next meeting. There was some discussion about requesting an extension at the interim report to allow additional time for submission of the full report based on the challenging assignments, the travel restrictions and the membership appointment delays. The termination of the work group at the submission of the final report was also discussed with some conversation about the possible need for the work of this group, or a similar group, to be ongoing.

Given the challenging goals/tasks assigned, it was agreed that the group would review and build upon existing resources, work and information as they being to address the legislated responsibilities. The membership requested that staff compile as much existing information related to the six pre-defined goals as possible so that the next meeting could begin with a presentation of this information and the work group could made a decision as to what baseline collaborative work they would like to build on. Staff will meet with the Chairs of the State Collaborative Subcommittees. It is recognized that the work group was not created to justify the work of the state collaborative and should also look at the efforts of other groups. Staff requested that work group members submit the names and contact information for collaborations/groups that they would like staff to meet with, and/or compile information from, for purposed of building a base of existing work.

The membership discussed that it needs to hear what work has/is being done, what the barriers and gaps exist, and the roadblocks which prevent collaboration or completion of work.

#### **VIII. Administrative Issues**

The next meeting was scheduled for **Tuesday, November 8, 2005 from 1:00 pm to 3:30 pm at the North Carolina Governor's Crime Commission** (David Jones, Director of the Governor's Crime Commission graciously offered their conference room as a meeting location for the work group, when available). A decision was made to schedule meetings beyond November at the next meeting to allow for full membership participation in determining the meeting schedule.

By consensus the group agreed that all meetings, when possible, should be held at a consistent location, such as the Governor's Crime Commission due to easy parking and meeting room space. Additionally consistent location of meeting will reduce confusion and assist with easier coordination of meetings. The legislated responsibility that each Department "host" meetings will be defined as providing funding for, or the actual materials for, meetings such as costs of copying or for meeting snacks. The Department(s) could also provide some other role as "host". The definition of "host" will be finalized at the next meeting when full membership can participate in the discussion. It was suggested that the option of teleconference be available for people outside of Raleigh. The conference room at the Governor's Crime Commission has this option available, however prior notice is needed.

Donn Hargrove reconfirmed that the membership is requesting that staff handle the administrative responsibilities such as preparing meeting agendas and minutes and facilitating the meetings. The membership confirmed.

#### **IX. Adjourn**

Meeting adjourned at 3:05 pm

## **Children's Services Work Group Meeting Minutes**

Tuesday, November 8, 2005

Adams Building, Dorothea Dix Campus

1:00 pm to 3:30 p.m.

### **Members Present:**

- **Jackie Sheppard**, Assistant Secretary for Long Term Care & Family Services, Department of Health & Human Services: Office of the Secretary
- **Flo Stein**, Chief of Community Policy, Department of Health and Human Services: Division of MH/DD/SAS
- **Michael Haley**, Grants Administrator, Dept. of Juvenile Justice and Delinquency Prevention: Office of Chief of Staff
- **Martin Pharr**, Clinical Service Administrator, Department of Juvenile Justice and Delinquency Prevention: Intervention and Prevention Division
- **Brad Fowler attending for Jane Volland**, GAL Administrator, Administrative Office of the Courts: GAL Program
- **Dave Hardesty**, Vice President of Operations, Eckerd Youth Alternatives
- **Martha Kaufman**, System of Care Development Specialist, The Durham Center
- **JoAnn Lamm attending for Pheon E. Beal**, Director, Department Of Health & Human Services: Division of Social Services
- **Kevin Ryan**, Section Chief for Women's and Children's Health Section, Department of Health and Human Services: Division of Public Health
- **Lana Dial**, Project Coordinator, Administrative Office of the Courts: Court Programs and Management Services
- **Kirstin Frescoln**, NC Drug Treatment Court Manager, Administrative Office of the Courts: Court Management Services
- **Toni Blackwell**, Parent, Zebulon, NC
- **Diann Irwin**, Section Chief, Department of Public Instruction: Exceptional Children Division
- **Pat Solomon**, Parent/Coordinator/Co-Chair, NC Families United and State Collaborative for Children and Families
- **Joel Rosch**, Senior Research Scholar/Co-Chair, Duke University: Center for Child and Family Policy and State Collaborative for Children and Families
- **Lee Grohse**, Vice President of Programs, Triangle Family Services, Inc.

### **Members Absent:**

- **Adele Spitz Roth**, Project Director, Duke University: Center for Child and Family Policy
- **Cyndie Bennett**, Superintendent, Department Of Health & Human Services: Office of Education Services
- **Carol Tant**, Head of Children and Youth Branch, Department of Health and Human Services: Division of Public Health
- **Karen Monsanto**, Parent,

### **Department of Administration: Officials/Staff to Work Group:**

- **Deputy Secretary McKinley Wooten, Jr. on behalf of Secretary Gwynn T. Swinson**
- **Al Deitch**, Executive Director, Youth Advocacy and Involvement Office (YAIO)
- **Stephanie Nantz**, Assistant Director, YAIO and Lead Staff to the Children's Services Work Group
- **Martha W. Lowrance**, Child Advocacy Specialist, Youth Advocacy and Involvement Office



**Guests:** Walker Wilson, Office of the Governor; Tina Howard, Governor's Crime Commission; May Alexander, Duke University System of Care Research Coordinator; Jann Harris, Office of the Secretary Department of Health and Human Services; Tony Queen, Deputy Secretary, Governor's Crime Commission; Donn Hargrove, Assistant Secretary, Department of Juvenile Justice and Delinquency Prevention.

**I. Welcome and Introductions:** Deputy Secretary McKinley Wooten, Jr. provided opening remarks, welcomed members and guests and facilitated introductions.

**II. Approval of Minutes:** Upon motion by Jackie Sheppard, seconded by Dave Hardesty, the minutes of the October 18, 2005 meeting were approved by voice vote.

Stephanie Nantz provided a brief review of the October 18<sup>th</sup> Meeting for the nine (9) work group members and two guests attending their first meeting.

The structure of meetings will remain as agreed upon at the October 18<sup>th</sup> Meeting: Staff scheduling, coordinating and facilitating meetings, preparing agendas, documenting minutes of meetings and providing resources and information to membership. Rather than meeting locations changing each month based on the Department scheduled to "host" the meeting, there is consensus among membership that the meetings should be held in a consistent location such as the Adam's Building on the Dorothea Dix Campus or the Governor's Crime Commission. "Hosting" will be defined as providing funding for, or the actual materials for, meetings such as costs of copying or for meeting snacks.

### **III. Review of Materials:**

During the October 18<sup>th</sup> Meeting, membership requested that staff compile and distribute information regarding existing information related to the six pre-defined goals. The membership reviewed and discussed the information provided by staff. A list of the distributed information is summarized below:

- Shared Indicators for School Readiness in North Carolina – Public Health
- Evaluation Committee Report to the State Collaborative
- Outcomes of the State Collaborative
- State Health Plan and Health Choice Out patient Benefit as it related to School-Based Child and Family Support Teams
- School-Based Mental Health Strategic Plan
- Information from Iowa and Vermont

As the information distributed was not an all inclusive summary of available information, the membership agreed to send additional information to Stephanie Nantz by November 30, 2005 for distribution to the entire membership.

### **IV. Planning For the Structure of Work Tasks:**

The membership reviewed, discussed and agreed upon the following plan for structuring the work tasks. The pre-defined legislative goal areas would be combined in groups of two and subcommittees would be formed for purposes of distributing and managing the work involved in meeting the goals. Existing staff will support each subcommittee however a member of the work

group will "lead" each subcommittee. Subcommittee meetings shall all be held on the same day at different times to reduce travel and allow members to easily participate in multiple subcommittees.

- **Subcommittee 1: Legislated Responsibilities 1 and 3 (defined below)**

- Joel Rosch, Chair
  - Meeting Time: 9:00 a.m. – 11:00 a.m.
  - Members: Jackie Sheppard, Martin Pharr, Jane Volland, Martha Kaufman, Pheon Beal, Kevin Ryan, Lana Dial, Diann Irwin, Pat Soloman, Lee Grohse, Adele Spitz Roth, Cyndie Bennett
1. Identify common outcome measures for child-serving agencies that can be used for monitoring the safety, health, and well-being of North Carolina's children, youth, and families, including preventative measures.
  3. Develop a common service terminology to be used across child-serving agencies that is appropriate and assists collaboration and coordination.

- **Subcommittee 2: Legislated Responsibilities 4 and 5 (defined below)**

- Kirstin Frescoln, Chair
  - Meeting Time: 12:30 p.m. - 2:30 p.m.
  - Members: Jackie Sheppard, Martin Pharr, Jane Volland, Dave Hardesty, Pheon Beal, Lana Dial, Toni Blackwell, Pat Soloman, Adele Spitz Roth
4. Make recommendations regarding the creation of a shared database to track population and program outcomes information while protecting individual confidentiality.
  5. Develop mechanisms that would allow agencies to share information about individual children receiving multiple services. Any recommendation must take into account confidentiality requirements, be voluntary on the part of the party receiving services, and be time-limited. The mechanisms may address intake, assessment, and release procedures.

- **Subcommittee 3: Legislated Responsibility 2 (defined below)**

- Michael Haley, Chair
  - Meeting Time: 3:00 p.m. to 5:00 pm
  - Members: Jackie Sheppard, Flo Stein, Martin Pharr, Jane Volland, Martha Kaufman, Pheon Beal, Kirstin Frescoln, Toni Blackwell, Pat Soloman
2. Identify strategies for funding flexibility between State and local agencies, including shared funding streams and the removal of financial and bureaucratic barriers.

Full Membership will receive minutes and information from each subcommittee as this information becomes available. Subcommittee leaders will have the discretion of inviting guests to participate in their subcommittee work as needed. Staff will coordinate invitations for guests to subcommittee meetings for purposed of managing information and attendance. It was also agreed upon that each subcommittee would consider factors such as age groups since many programs serve children based on age. Age groups to consider are: 0-3 Age Group, 0-5 Age Group, and 0-21 Age Group. Subcommittee will utilize as much existing resources as possible and maintain a strength-based focus. When considering recommendations, subcommittees will, to the extent possible, distinguish between high cost vs. low cost resources or recommendations.

The final goal, Training Needs, Number 6, will be addressed after the subcommittees have made some progress, or finished their work since the subcommittee recommendations could impact the issue of training needs.

## **V. Schedule of Meetings:**

The meetings were scheduled through March 2006. The membership agreed that each subcommittee meeting on a single day would constitute a "monthly meeting" of the work group while allowing for a smaller forum to focus on making recommendations on the individual goal areas.

- **Tuesday, December 13, 2005 – Subcommittee Meeting Day**
  - Governor's Crime Commission Conference Room
    - Subcommittee 1: 9:00 am to 11:00 am
    - Subcommittee 2: 12:30 pm to 2:30 pm
    - Subcommittee 3: 3:00 pm to 5:00 pm
- **Tuesday, January 10, 2006 – Subcommittee Meeting Day**
  - Dorothea Dix Campus, Adams Building - Room 264
    - Subcommittee 1: 9:00 am to 11:00 am
    - Subcommittee 2: 12:30 pm to 2:30 pm
    - Subcommittee 3: 3:00 pm to 5:00 pm
- **Tuesday, January 31, 2006 – Full Work Group Meeting Day**
  - Dorothea Dix Campus, Adams Building - Room 264
  - 1:00 pm to 3:30 pm
- **Tuesday, February 14, 2006 – Subcommittee Meeting Day**
  - Dorothea Dix Campus, Adams Building - Room 264
    - Subcommittee 1: 9:00 am to 11:00 am
    - Subcommittee 2: 12:30 pm to 2:30 pm
    - Subcommittee 3: 3:00 pm to 5:00 pm
- **Tuesday, March 14, 2006 – Full Work Group Meeting Day**
  - Governor's Crime Commission Conference Room
  - 9:00 am to 3:30 pm
  - This will possibly be the last meeting of the Work Group. During this meeting, the Work Group will utilize the information from the subcommittees to formulate the recommendations for their Final Report.

## **VI. Interim Report**

The membership reached consensus that Stephanie Nantz would draft the Interim Report and circulate it to the membership by email for feedback and approval. Once approval is received, the interim report will then be distributed to the Appointing Authorities for approval and finally to the Coordination of Children's Services Study Commission (if appointed). Meeting minutes and the membership list will be included in the interim report.

## **VII. Adjourn**

Meeting adjourned at 3:00 pm.