

ISSUE	ACTIVITY	PERSON RESPONSIBLE	DUE DATE	FINDINGS	RECOMMENDATION
1. Public Health's decision to discontinue adolescent treatment services	1. Notice to ADAMHS Board re: terminating services 2. Notice to ODADAS 3. Notice to Juvenile Court 4. Notice to families/clients 5. Notice to Public Development of timetable for transferring services	Jim Gross/Andrea Herman Andrea Herman, Michele Cox, Beverly Jones-Arthur (BJA)	March 30, 2009 meeting with Jim Gross, Andrea Herman, Michele Cox and BJA	1. Follow up with Andrea on 5/4/09 re: needing written notification to Joe 2. Provided outline of info required to be notification to Andrea on 5/6/09	Written notification dated June 5, 2009 from James Gross, Health Commissioner, received June 10, 2009 discontinuing services no later than October 1, 2009.
2. Transitioning of services	1. RCI identified as new treatment agency 2. Approval by ADAMHS Board of Directors 3. Approval by RCI Board of Trustees	1. BJA 2. Joe Szoke 3. BJA, Michele Cox	1. March 2009 2. April 2009 3. April 2009	1. Completed 2. Approved at ADAMHS Board's April 22, 2009 Board meeting 3. Approved at RCI's April 22, 2009 Board of Trustees meeting	
3. Location for Services	1. Explore sub-leasing arrangements between Public Health and RCI within existing space at Elizabeth Place	1. Andrea Herman	May 1, 2009	1. May 4 th meeting between Andrea Herman, Michele Cox and BJA informed sub-leasing will be approved. 2. At May	On-site review of current facilities conducted on May 20, 2009 by Michele Cox, RCI's Safety Officer, Juvenile Court Representative and Jayne Jones-Smith Issue(s): Build out is not consistent with the approved Blue prints.

				4 th meeting reviewed space to be sub-leased to RCI. Agreed to need for “walk-through” during the week of May 11 th to confirm space applicable for adolescents	
Security/Safety Upgrades	<ol style="list-style-type: none"> 1. Identify areas for upgrading or renovations consistent with Juvenile Court’s recommendations 2. Develop timetable for renovations 3. Complete renovations 4. Approval by Juvenile Court 	Michele Cox, BJA	<ol style="list-style-type: none"> 1. After May 2009 “walk through” 2. No later than August 1, 2009 		Issue(s): Area will not be able to obtain ODMH and/or CARF Accreditation due to safety issues and separation for MH and AoD populations. Need to explore options.
4. Certification to provide services	<ol style="list-style-type: none"> 1. RCI obtain ODADAS’ certification at the site 2. RCI obtain ODMH’s certification for MH Residential Type I facility, certification for MH Assessment and certification to operate services at the site 3. RCI obtain CARF “waiver” or 	Michele Cox	June 30, 2009		RCI applied for ODMH certification for Assessment, CPST, Residential Type 1 facility, Pharmacological Management services at current site on

	Certification for the site				
Program Development	<p>1. Identify model of care that is consistent with Reclaiming Futures and will be provide a continuum of care for outpatient-residential-relapse prevention-aftercare for AoD through SAMI populations</p> <p>2. Assign C/A Psychiatric Resident to assist with program development</p> <p>3. Identify staffing needs for a 15 bed residential unit and outpatient facility</p>	<p>1. BJA, Michele Cox, Eric Shafer</p> <p>2. Dr. Ann Morrison</p> <p>3. BJA, Michele Cox, Psychiatric Resident</p>			
Retaining Professional staff	<p>1. Obtain information regarding qualifications of staff and positions at Public Health/CADAS</p> <p>2. Explore providing an "on-site" Job Fair for staff to be interviewed for positions with RCI</p> <p>3. Conduct the Job Fair.</p> <p>4. Explore contracting with RCI to fill vacant positions if staff begins to leave</p>	<p>1. Andrea Herman, Michele Cox</p> <p>2. Andrea Herman, Michele Cox, BJA</p> <p>3. Andrea Herman, Michele Cox</p>	<p>1. No later than May 15, 2009</p> <p>2. No later than June 1, 2009</p> <p>3. No later than August 1, 2009</p> <p>4. Pursuing process as of May 4th. Andrea will provide Michele with cost of current</p>		RCI Benefit Packet was distributed to current CADAS staff for review during the week of

	prior to the transition.		contract.		
Training of RCI staff	<p>1. Contact consultants to coordinate training RCI staff on FSN, CBT, and TF-CBT applicable for adolescents.</p> <p>2. Identify cost-sharing arrangements with Juvenile Court to pay for trainings</p>	<p>1. BJA, Michele Cox</p> <p>2. BJA</p>	<p>1. No later than June 1, 2009</p> <p>2. No later than July 1, 2009</p>		
Transfer of Equipment & Furniture	<p>1. Inventory of all assets (IT access, Phones, computers, bedding, exercise equipment, learning center computers & equipment)</p> <p>2. Transfer of assets to either ADAMHS Board who will then transfer to RCI or Public Health/CADAS transfer assets to RCI</p>	<p>Andrea Herman, Marion Jackson, Beverly Stewart, Legal Counsel</p>	<p>1. May 31, 2009</p> <p>2. No later than August 2009</p>		<p>Public Health will provide list of assets during week of June 22, 2009 based upon outcome of Public Health's 6/19/09 per Andrea Herman</p>
Closed Client Clinical Records	<p>1. Identify who is responsible for maintaining closed records, Public Health or ADAMHS Board</p> <p>2. If ADAMHS Board, where records are to be stored.</p> <p>3. If Public Health/CADAS, develop process for RCI to have</p>	<p>1. BJA, Andrea Herman</p> <p>2. BJA, Lynn Voisard</p> <p>3. Andrea Herman, Michele Cox</p>	<p>1. No later than June 3, 2009</p> <p>2. No later than July 31, 2009</p> <p>3. No later than July 31, 2009</p>		<p>June 5, 2009 Public Health's correspondence states that CADAS will retain all closed records. Area discussed at 6/15/09 meeting attended by Jim Gross, Joe Szoke, Michele Cox, Andrea Herman, Jim Barger, BJA, options were presented to include transferring closed</p>

	access to information in records				records to the ADAMHS Board or CADAS developing policy and procedures for prompt access to records or allowing RCI to copy the records.
Review of Program	<ol style="list-style-type: none"> 1. Schedule final review of services 2. Coordinate Non-Medicaid Review with ODADAS Medicaid Review 3. Conduct Utilization Review to assist with determining the appropriate level of care for clients still in services during at time of closure. 	<ol style="list-style-type: none"> 1. BJA 2. Jayne Jones-Smith, Rita Pinti 3. Su-Ann Newport, BJA 	<ol style="list-style-type: none"> 1. No later than 30 days before closing the program 		
Cost for Services	<ol style="list-style-type: none"> 1. Develop unit cost for outpatient services – Medicaid and Non-Medicaid 2. Develop unit cost for residential treatment services for Medicaid and Non-Medicaid 3. Implement current cost-sharing agreement between ADAMHS Board and Juvenile Court for residential 	<ol style="list-style-type: none"> 1. Michele Cox 2. Michele Cox 3. Michele Cox, BJA, Marion Jackson, Eric Shafer 4. Michele Cox, Eric Shafer 	No later than August 1, 2009		Notice emailed to Public Health on 5/28/09 regarding reduction in FY'2010 allocation to reflect termination of services effective 10/01/09. \$197,500 allocated for adolescent services from 7/1/09 – 09/30/09.

	treatment 4. Explore process for accessing Juvenile Court 4E funds for Room/Board				
Coordination with other Child Serving Systems & Agencies	<p>1. RCI identify a Court Liaison for Drug Court & Juvenile Court's Placement Committee</p> <p>2. Establish formal relationship with South Community, SBHI and DayMont for aftercare services</p> <p>3. Establish formal relationship with Kettering Behavioral Medicine Center / Adolescent Program to access inpatient psychiatric care</p> <p>4. Establish relationship with ICAT</p> <p>5. Establish relationship with SBHI/CrisisCare</p> <p>6. Develop communication process with referral sources outside of Montgomery County</p>	<p>1. Michele Cox, Eric Shafer</p> <p>2. Michele Cox, BJA</p> <p>3. Michele Cox, BJA</p> <p>4. Michele Cox, BJA</p> <p>5. Michele Cox, BJA</p> <p>6. Michele Cox</p>	No later than September 1, 2009		
Communication Plan	<p>1. Name the new program</p> <p>2. Ongoing public awareness efforts</p>	<p>1. Michele Cox, BJA, Juvenile Court's Youth Advisory Council</p> <p>2. Michele</p>	1. No later than August 1, 2009		

		Cox, BJA, Bob Mullins			