

# KSOC Site Visit Action Steps Progress Tracking

## **System of Care Structure & Strategic Plan**

Recommendation 1A: The State Advisory Council appears to be an implementation team in function and governance might be more appropriate at the Governor's Behavioral Health Services Planning Council (GBHSPC). The site visit team recommends the KSOC Leadership develop a closer relationship with the GBHSPC to further SOC development, implementation, and expansion.

Status: Ongoing

Date: 3/21/18

Notes: Presented to the GBHSPC an overview of the SAMHSA site visit, which included both strengths and opportunities for improvement for the KSOC. Discussed governance structure, formal communication between the GBHSPC and the KSOC Advisory Council, and creation of new KSOC Committees. GBHSPC supports KSOC and will include KSOC on their meeting agenda for an opportunity to report updates.

Date: 4/26/18

Assigned to: KDADS

Notes: KDADS SOC Project Director will provide KSOC updates at every GBHSPC meeting. GBHSPC meets every other month.

Date: 5/16/18

Notes: GBHSPC hosted special presentations in acknowledgement of Children's Mental Health Awareness month. KSOC was asked to provide information about the importance of parent support services. KDADS introduced Keys for Networking as a new partner to the KSOC, which further emphasized the importance of family involvement and parent support services.

Date: 7/18/18

Notes: Two family members with lived experience joined the Governor's Behavioral Health Services Planning Council. The KSOC was represented by Jane Adams, Keys for Networking Executive Director. She informed the GBHSPC that leadership from KDADS, KDHE, DCF, and Rep. Wolfe-Moore would be attending the 2018 Training Institutes Conference this month to gain more information and resources about SOC, it's values, and opportunities for system enhancement.

Date: 9/19/18

Notes: The GBHSPC Subcommittees made special presentations and provided annual updates/report to the Council. KSOC updates will be provided at the next Council meeting.

# KSOC Site Visit Action Steps Progress Tracking

## **System of Care Structure & Strategic Plan**

Recommendation 1B: KSOC appears to be focused on local priorities rather than statewide priorities. The site visit team recommends that KSOC Leadership consider obtaining additional training and consultation to ensure that both local and statewide activities receive attention and to ensure that there is a clear understanding about the most critical components of SOC values including family-driven, youth-guided, and cultural and linguistic competence.

Status: Ongoing

Date: 4/26/18

Assigned to: KDADS

Notes: Assigned to KDADS.

Date: 8/1/18

Notes: KDADS Secretary Tim Keck, KDADS Deputy Secretary Susan Fout, Medicaid Director Jon Hamdorf, DCF Permanency Deputy Director Melinda Kline, Representative Kathy Wolfe-Moore, and ACMHCK Executive Director Kyle Kessler attended the University of Maryland's School of Social Work/TA Network's 2018 Training Institutes in Washington, D.C. for additional training and information related to SOC values and SAMHSA's expectations for SOC grantees. While in Washington, D.C., the leadership team met with several staff from the TA Network, the National Wraparound Implementation Center, and Gary Blau, Chief of the Child, Adolescent and Family Branch of SAMHSA.

# KSOC Site Visit Action Steps Progress Tracking

## **System of Care Structure & Strategic Plan**

Recommendation 1C: Current KSOC efforts are primarily staff driven. The site visit team recommends that leadership broaden the initiative to further include families, youth, providers, and community stakeholders to inform SOC development, implementation, and expansion.

Date: 4/26/18

Assigned to: KDADS

Notes:

## KSOC Site Visit Action Steps Progress Tracking

### **System of Care Structure & Strategic Plan**

Recommendation 1D: Develop a comprehensive plan to orient new members of the State and Local Advisory Councils that includes information about the Funding Opportunity Announcement (FOA) and the original grant application.

Date: 4/26/18

Assigned to: Training & Workforce Committee

Notes:

# KSOC Site Visit Action Steps Progress Tracking

## **System of Care Structure & Strategic Plan**

Recommendation 1E: Use technical assistance to identify other SOC's that have successfully involved family and youth in all aspects of SOC.

Date: 4/26/18

Assigned to: KDADS

Notes:

# KSOC Site Visit Action Steps Progress Tracking

## **System of Care Structure & Strategic Plan**

Recommendation 1F: Complete the Strategic and Finance Plans as soon as possible.

Status: Completed

Date: 4/26/18

Assigned to: Advisory Council

Notes: KSOC partners are completing the SOC Activities chart with their progress on each required activity as identified in the Funding Opportunity Announcement (FOA). Responses are due to the KDADS SOC Project Director on 4/23/18. SOC partners will then complete the chart to include their sustainability ideas and plans; these responses are due to the SOC Project Director on 5/10/18. This information, in addition to site visit recommendations and Advisory Council SWOT/strategic plan, will be used to develop a KSOC Strategic Finance & Sustainability Plan. Strategic Finance & Sustainability Plan meetings are scheduled for May 15<sup>th</sup> and June 15<sup>th</sup> from 10-4 at WSU's Community Engagement Institute.

Date: 5/10/18

Notes: Facilitated the first KSOC Strategic Finance & Sustainability Plan meeting. Meeting notes can be requested from the KDADS SOC Project Director. A readiness assessment was completed; it was recommended that more State leadership be involved in this planning process.

Date: 6/15/18

Notes: The June 15th meeting was rescheduled at the request of KDADS leadership. KDADS is actively working to include other state agency leaders in KSOC efforts. KDADS leadership will have site visits with all four of the SOC community mental health centers (CMHCs) to gain a better understanding of local needs and sustainability options. Other state leaders and the KSOC partners will attend the Training Institutes conference in July 2018. After the conference, the next Strategic Finance & Sustainability Plan meeting will be scheduled.

Date: 9/10/18

Notes: The Strategic Finance and Sustainability Committee convened to complete the Plan. The committee identified SOC services and supports to be sustained after the grant award that included recommendations for financing strategies and developed an implementation and monitoring plan. The committee determined that the Plan should be reviewed and updated on a semi-annual basis with the next meeting occurring in February 2019.

Date: 9/28/18

Notes: The KSOC Strategic Finance and Sustainability Plan was submitted to SAMHSA. A copy was also provided to the TA Network, so the Lead TA Network Consultants assigned to Kansas can continue to support KSOC efforts.

Date: 10/23/18

Notes: The KSOC Strategic Finance and Sustainability Plan was added to the KSOC website so the plan could be accessibility to all stakeholders: <https://www.kdads.ks.gov/soc>

# KSOC Site Visit Action Steps Progress Tracking

## **System of Care Structure & Strategic Plan**

Recommendation 1G: Develop a formal communication process between the State and Local Advisory Councils.

Status: Completed

Date: 4/26/18

Assigned to: KDADS

Notes: Assigned to KDADS for drafting of a formal communication process.

Date: 7/18/18

Notes: A formal communication process is drafted based on feedback from the Governor's Behavioral Health Services Planning Council. The process will be available for the KSOC Advisory Council to review/approve at that August 2, 2018 Advisory Council meeting.

Date: 8/2/18

Notes: KSOC Advisory Council approved the formal communication process. (see Attachment A- Formal Communication Process)



# KSOC Site Visit Action Steps Progress Tracking

## **System of Care Structure & Strategic Plan**

Recommendation 1H: Develop a grievance policy for families and youth to use when issues arise.

Date: 4/26/18

Assigned to: KDADS

Notes:

# KSOC Site Visit Action Steps Progress Tracking

## **System of Care Structure & Strategic Plan**

Recommendation 1I: Develop a process for community partners to use when they wish to appeal decisions.

Date: 4/26/18

Assigned to: KDADS

Notes:

# KSOC Site Visit Action Steps Progress Tracking

## **Fiscal Management and Sustainability**

Recommendation 2A: Families and youth were very verbal about the value of the peer support from peers with lived experience and their desire to sustain that service.

Status: In Progress

Date: 4/26/18

Assigned to: Advisory Council

Notes: This will be addressed during the KSOC Strategic Finance & Sustainability Plan meetings currently scheduled for May 15<sup>th</sup> and June 15<sup>th</sup> from 10-4 at WSU's Community Engagement Institute. See Action Steps Progress Tracking 1F for updates on the KSOC Strategic Finance & Sustainability Plan.

Date: 9/28/18

Notes: The KSOC Strategic Finance and Sustainability Plan was submitted to SAMHSA. A copy was also provided to the TA Network, so the Lead TA Network Consultants assigned to Kansas can continue to support KSOC efforts.

Date: 10/23/18

Notes: The KSOC Strategic Finance and Sustainability Plan was added to the KSOC website so the plan could be accessibility to all stakeholders: <https://www.kdads.ks.gov/soc>

# KSOC Site Visit Action Steps Progress Tracking

## **Fiscal Management and Sustainability**

Recommendation 2B: As the Funding Opportunity Announcement (FOA) requires, the site visit team recommends that the KSOC Leadership pursue a relationship with a statewide family network to ensure that services and supports are driven by families.

Status: Completed

Date: 4/26/18

Assigned to: KDADS

Notes: KDADS contracted with Keys for Networking, with a contract start date of 4/1/18. A Keys staff member will serve as the KSOC Lead Family Contact. Involvement of Kansas' Family Run Organization in KSOC efforts will help ensure that services and supports are driven by families.

# KSOC Site Visit Action Steps Progress Tracking

## **Fiscal Management and Sustainability**

Recommendation 2C: Complete the Finance and Sustainability Plan as soon as possible including input from stakeholders and Local Advisory Councils, as well as family and youth.

Status: Completed

Date: 4/26/18

Assigned to: Advisory Council

Notes: KSOC Strategic Finance & Sustainability Plan meetings are scheduled for May 15<sup>th</sup> and June 15<sup>th</sup> from 10-4 at WSU's Community Engagement Institute. All stakeholders, including youth, families, and Local Advisory Council members are invited to participate in these meetings. Using the developed formal communication process, information and ideas will be shared between the KSOC Advisory Council and all Local Advisory Councils. See Action Steps Progress Tracking 1F for updates on the KSOC Strategic Finance & Sustainability Plan.

Date: 9/28/18

Notes: The KSOC Strategic Finance and Sustainability Plan was submitted to SAMHSA. A copy was also provided to the TA Network, so the Lead TA Network Consultants assigned to Kansas can continue to support KSOC efforts.

Date: 10/23/18

Notes: The KSOC Strategic Finance and Sustainability Plan was added to the KSOC website so the plan could be accessibility to all stakeholders: <https://www.kdads.ks.gov/soc>

# KSOC Site Visit Action Steps Progress Tracking

## **Fiscal Management and Sustainability**

Recommendation 2D: Develop a policy for the use of flexible funds with input from Local Advisory Councils.

Status: Completed

Date: 3/22/18

Notes: KSOC Project Coordinators met to discuss the SAMHSA Site Visit and the potential recommendations based on the SAMHSA Site Visit Exit Interview, as the final report is not yet available. KSOC partners discussed the State's previous flexible fund policy and made recommendations for a KSOC Flexible Funds Policy.

Date: 4/26/18

Notes: Assigned to KDADS for drafting of the policy.

Date: 7/1/18

Notes: Policy is drafted with input from the KSOC service providers. The policy will be available for the KSOC Advisory Council to review/approve at that August 2, 2018 Advisory Council meeting.

Date: 8/2/18

Notes: KSOC Advisory Council, including representatives from the local advisory councils, reviewed the drafted KSOC Flexible Funds Policy, requested changes, and approved the policy as amended. (see Attachment B – Flexible Funds Policy and Attachment C – Flexible Funds Request Form)



# KSOC Site Visit Action Steps Progress Tracking

## **System of Care Services and Supports**

Recommendation 3A: When flexible funding is used, details should be documented in the service record, including how the funds are connected to treatment plans.

Date: 4/26/18

Assigned to: Evaluation Committee

Notes:



# KSOC Site Visit Action Steps Progress Tracking

## **System of Care Services and Supports**

Recommendation 3B: As per youth input, the site visit team recommends better coordination of transition services.

Date: 4/26/18

Assigned to: Advisory Council

Notes:

# KSOC Site Visit Action Steps Progress Tracking

## **System of Care Services and Supports**

Recommendation 3C: Provide a presentation to all staff, families, youth, and Advisory Council members about services available under the Medicaid waiver.

Date: 4/26/18

Assigned to: Training & Workforce Committee

Notes:

# KSOC Site Visit Action Steps Progress Tracking

## **System of Care Services and Supports**

Recommendation 3D: One CMHC is enrolling all SOC youth and families into their Intensive Outpatient Program that limits services to eight weeks. As wraparound is an individualized process that continues until the completion of the treatment plan, the site visit team recommends that time parameters be developed based on individual needs.

Status: Completed

Date: 4/26/18

Assigned to: Local Advisory Council

Notes: Assigned to the Wyandot/PACES Local Advisory Council

Date: 8/21/18

Notes: Most youth and families enrolled in SOC through qualify for and receive SED waiver services, which includes wraparound services. These youth and families will continue to have SED waiver services, including wraparound services, once they have graduated from the Intensive Outpatient Program (IOP). In the beginning stages of IOP development and implementation, PACES recognized that the time constraints limiting services to eight weeks did not meet the needs of all SOC youth and families. This recognition was based on treatment needs, level of functioning, and feedback from youth and families receiving IOP services. A more individualized approach has been implemented. On average, youth and families receive IOP services between 8-12 weeks. Length of IOP participation can be impacted by several variants, including acute hospitalizations for safety concerns, youth and/or family engagement in the change process, or how the length of time it takes to establish a safe, trusting, professional relationship. These are just a few examples.

# KSOC Site Visit Action Steps Progress Tracking

## **System of Care Services and Supports**

Recommendation 3E: Develop a uniform flexible funding policy.

Status: Completed

Date: 3/22/18

Notes: KSOC Project Coordinators met to discuss the SAMHSA Site Visit and the potential recommendations based on the SAMHSA Site Visit Exit Interview, as the final report is not yet available. KSOC partners discussed the State's previous flexible fund policy and made recommendations for a KSOC Flexible Funds Policy.

Date: 4/26/18

Notes: Assigned to KDADS for drafting of the policy.

Date: 7/1/18

Notes: Policy is drafted with input from the KSOC service providers. The policy will be available for the KSOC Advisory Council to review/approve at that August 2, 2018 Advisory Council meeting.

Date: 8/2/18

Notes: KSOC Advisory Council, including representatives from the local advisory councils, reviewed the drafted KSOC Flexible Funds Policy, requested changes, and approved the policy as amended. (see Attachment B – Flexible Funds Policy and Attachment C – Flexible Funds Request Form)

# KSOC Site Visit Action Steps Progress Tracking

## **System of Care Services and Supports**

Recommendation 3F: Initiate a quality improvement approach to a review of service records, particularly to ensure consistency and that there is a Crisis Plan in each.

Date: 4/26/18

Assigned to: Evaluation Committee

Notes:

# KSOC Site Visit Action Steps Progress Tracking

## **System of Care Services and Supports**

Recommendation 3G: Current KSOC efforts appear to be primarily staff-driven and the site visit team recommends the Leadership broaden the initiative to further include families, youth, providers, and community stakeholders to inform the SOC implementation, expansion, and sustainability.

Date: 4/26/18

Assigned to: KDADS

Notes:

# KSOC Site Visit Action Steps Progress Tracking

## **System of Care Services and Supports**

Recommendation 3H: Distribute the Funding Opportunity Announcement (FOA) and the original grant application to all members of the State and Local Advisory Councils to ensure their understanding of the grant requirements.

Status: Completed

Date: 4/26/18

Assigned to: KDADS

Notes: The FOA is now available on the KDADS SOC webpage. A summary of the FOA and original grant application were provided to the SOC Project Coordinators at the 3/22/18 Project Coordinators meeting. The original application will be made available by request to the KDADS SOC Project Director.

# KSOC Site Visit Action Steps Progress Tracking

## **System of Care Services and Supports**

Recommendation 3I: As the FOA requires, the site visit team recommends that the KSOC Leadership pursue a relationship with a statewide family network to ensure that services and supports are driven by families.

Status: Completed

Date: 4/26/18

Assigned to: KDADS

Notes: KDADS contracted with Keys for Networking, with a contract start date of 4/1/18. A Keys staff member will serve as the KSOC Lead Family Contact. Involvement of Kansas' Family Run Organization in KSOC efforts will help ensure that services and supports are driven by families.



# KSOC Site Visit Action Steps Progress Tracking

## **Cultural and Linguistic Competence**

Recommendation 4A: Develop a Cultural and Linguistic Competency Plan, as required.

Date: 4/26/18

Assigned to: Cultural & Competency Committee

Notes:

# KSOC Site Visit Action Steps Progress Tracking

## **Cultural and Linguistic Competence**

Recommendation 4B: Access and share each CMHC's information related to refugee resources available in Kansas.

Status: In progress

Date: 4/26/18

Assigned to: Local Advisory Council

Notes: Assigned to local advisory councils.

Date: 8/17/18

Notes: SOC Project Coordinators will be reaching out to Catholic Charities in their areas. Simon Messmer (WSU) will reach out to Kansas City; Debra Garcia (South Central) will reach out to Wichita area; and, Jane Adams (Keys for Networking) will reach out to Topeka. Kaitlin Heaton (Sumner) will try to identify refugee resources in Sumner County.

Date: 8/21/18

Notes: Kim Fisher (Compass) provided information about refugee resources in Garden City, KS: The International Rescue Committee (IRC) recently closed its office in Garden City. Catholic Charities is filling the gap right now, as far as relocation of new refugees and follow up with refugees who have been relocated. Compass staff have attended a Catholic Charities and a State of Kansas presentation that provided information on new refugee processes, which was disseminated to all Compass staff. Compass has provided community health workers who serve local refugees with tours of the mental health center. A mock intake was conducted during each tour, so the community health workers can personally speak to and prepare refugees for a mental health center intake assessment. Compass received excellent feedback on this.

# KSOC Site Visit Action Steps Progress Tracking

## **Cultural and Linguistic Competence**

Recommendation 4C: Engage local major employers Employee Assistance Programs with diverse workforces to possibly partner in potential service delivery.

Status: In progress

Date: 4/26/18

Assigned to: Local Advisory Council

Notes: Assigned to local advisory councils

Date: 8/17/18

Notes: SOC Project Coordinators need further clarification on the intent and outcome – no progress. Additional information provided to Project Coordinators: This could be an opportunity to partner with local organizations to better identify underserved populations, track trends and community needs, and increase access to behavioral health services.

Date: 8/21/18

Notes: Compass is an Employee Assistance Program (EAP) provider for Finney County and city employees and an approved provider for Centura Health Systems and New Directions, which serves all USD 457 employees, and Pioneer Communications.

# KSOC Site Visit Action Steps Progress Tracking

## **Cultural and Linguistic Competence**

Recommendation 4D: Develop specific strategies that families and youth to further identify to develop cultural competence.

Date: 4/26/18

Assigned to: Cultural & Competency Committee

Notes:

## KSOC Site Visit Action Steps Progress Tracking

### **Cultural and Linguistic Competence**

Recommendation 4E: Engage families and youth to complete the cultural and linguistic competence survey (completed by staff) and review all subsequent data and how those data can be used to enhance and improve cultural competency.

Date: 4/26/18

Assigned to: Evaluation Committee

Notes:

# KSOC Site Visit Action Steps Progress Tracking

## **Cultural and Linguistic Competence**

Recommendation 4F: Develop the required Cultural and Linguistic Competence Committee that includes family, youth, local cultural organizations, members of the refugee community, and service providers.

Status: In progress

Date: 4/26/18

Assigned to: Advisory Council

Notes: KSOC Advisory Council reviewed the SAMHSA site visit recommendation and approves the creation of a Cultural & Linguistic Competency Committee.

Date: 7/12/18

Notes: The Cultural & Linguistic Competency Committee met for the first time. Membership currently only includes KSOC partners. This action step should be reassigned to the Cultural & Linguistic Competency Committee who can assist in expanding the Committee's membership to include families, youth, local cultural organizations, members of the refugee community, and other service providers.

# KSOC Site Visit Action Steps Progress Tracking

## **Cultural and Linguistic Competence**

Recommendation 4G: Initiate the Family Acceptance Project at all CMHCs in KSOC.

Date: 4/26/18

Assigned to: Training & Workforce Committee

Notes:

# KSOC Site Visit Action Steps Progress Tracking

## **Public Education and Social Marketing**

Recommendation 5A: Include other community stakeholders, family organization, and other child serving partners, and organizations in social marketing efforts. Examples are: Boys and Girls Clubs, YMCAs, and the County Extension Office in KSOC development.

Date: 4/26/18

Assigned to: Social Marketing Committee

Notes:



# KSOC Site Visit Action Steps Progress Tracking

## **Public Education and Social Marketing**

Recommendation 5B: Continue plans to use social marketing in both local and state policy making and sustainability activities.

Date: 4/26/18

Assigned to: Social Marketing Committee

Notes:

## KSOC Site Visit Action Steps Progress Tracking

### **Public Education and Social Marketing**

Recommendation 5C: Expand membership of the Social Marketing Committee to include representatives from each CMHC, families, youth, and a group of broad community stakeholders to inform social marketing efforts.

Date: 4/26/18

Assigned to: Social Marketing Committee

Notes:

## KSOC Site Visit Action Steps Progress Tracking

### **Public Education and Social Marketing**

Recommendation 5D: The site visit team recommends that the Leadership engage state communications staff for additional support to implement future social marketing activities informed by family and youth.

Date: 4/26/18

Assigned to: Social Marketing Committee

Notes:

# KSOC Site Visit Action Steps Progress Tracking

## **Training/Technical Assistance & Workforce Development**

Recommendation 6A: The site visit recommends that the KSOC used developed curriculums and core competency trainings and proceed with implementation as opposed to developing new versions.

Date: 4/26/18

Assigned to: Training & Workforce Committee

Notes:

# KSOC Site Visit Action Steps Progress Tracking

## **Training/Technical Assistance & Workforce Development**

Recommendation 6B: Establish a Technical Assistance and Workforce Development Committee that includes representation from each of the CMHCs, families, youth, and a broad representation of community stakeholders.

Status: In progress

Date: 4/26/18

Assigned to: Advisory Council

Notes: KSOC Advisory Council reviewed the SAMHSA site visit recommendation and approves the creation of a Training & Workforce Development Committee.

Date: 7/12/18

Notes: The Training & Workforce Development Committee met for the first time. Membership currently only includes KSOC partners. This action step should be reassigned to the Training & Workforce Development Committee who can assist in expanding the Committee's membership to include families, youth, and a broad representation of community stakeholders.

# KSOC Site Visit Action Steps Progress Tracking

## **Training/Technical Assistance & Workforce Development**

Recommendation 6C: Implement leadership training for families and youth in the KSOC.

Date: 4/26/18

Assigned to: Training & Workforce Committee

Notes:

# KSOC Site Visit Action Steps Progress Tracking

## **Training/Technical Assistance & Workforce Development**

Recommendation 6D: Begin efforts to have families and youth participate in the provision of training.

Date: 4/26/18

Assigned to: Training & Workforce Committee

Notes:

# KSOC Site Visit Action Steps Progress Tracking

## **Training/Technical Assistance & Workforce Development**

Recommendation 6E: Develop an ongoing KSOC orientation and provide supervision for current and new staff.

Date: 4/26/18

Assigned to: Training & Workforce Committee

Notes:



# KSOC Site Visit Action Steps Progress Tracking

## **Evaluation/Quality Assurance**

Recommendation 7A: Increase family and youth involvement in the evaluation design, analysis, and dissemination of information.

Status: In Progress

Date: 4/26/18

Assigned to: Evaluation Committee

Notes: Assigned to the Evaluation Committee.

Date: 6/26/18

Notes: Jake Woodward joined the Wichita State University's Center for Applied Research and Evaluation team as a Research Associate. Jake is a family member with lived experience. He will be working on a special research project focused on teen suicide.

Date: 10/1/18

Notes: Douglas Garton joined the Wichita State University's Center for Applied Research and Evaluation team as a Research Associate. Douglas is a youth with lived experience. He will be working on KSOC data collection, analysis, and stakeholder reports. He will serve on the Discovery for Success Committee (formerly known as the Evaluation Committee).

Date: 10/15/18

Notes: Julie Hays joined the Wichita State University's Center for Applied Research and Evaluation team as a Research Associate. Julie is a parent with lived experience. She has not chosen a project or area of focus. She will serve on the Discovery for Success Committee (formerly known as the Evaluation Committee).

Date: 10/22/18

Notes: Joann Gross joined the Wichita State University's Center for Applied Research and Evaluation team as a Research Associate. Joann is a parent with lived experience. She has not chosen a project or area of focus.

# KSOC Site Visit Action Steps Progress Tracking

## **Evaluation/Quality Assurance**

Recommendation 7B: Form an Evaluation Committee that represents the four CMHCs, family, youth, and broad community stakeholders.

Status: In progress

Date: 4/26/18

Assigned to: Advisory Council

Notes: KSOC Advisory Council reviewed the SAMHSA site visit recommendation and approves the creation of an Evaluation Committee.

Date: 7/18/18

Notes: The Evaluation Committee met for the first time. Membership currently only includes KSOC provider partners. This action step should be reassigned to the Evaluation Committee who can assist in expanding the Committee's membership to include families, youth, and a broad representation of community stakeholders.

Date: 8/21/18

Notes: Jane Adams, Keys for Networking Executive Director and parent with lived experience, joined the KSOC Evaluation Committee.

Date: 9/27/18

Notes: In an effort to make the KSOC Evaluation Committee more appealing to youth and families, the Committee decided to change its name. The KSOC Evaluation Committee will now be known as the Discovery for Success Committee.

Date: 10/11/18

Notes: Julie Hays, parent with lived experience, Janell Kennedy, parent with lived experience, and Douglas Garton, youth with lived experience, joined the Discovery for Success Committee.

# KSOC Site Visit Action Steps Progress Tracking

## **Evaluation/Quality Assurance**

Recommendation 7C: Engage available technical assistance to connect with other SOC evaluation efforts to learn how they have been successful engaging families and youth in evaluation activities.

Status: Completed

Date: 4/26/18

Assigned to: Evaluation Committee

Notes: Assigned to the Evaluation Committee.

Date: 8/15/18

Notes: Resources related to youth and family engagement for evaluation activities was provided to the KSOC Evaluation Task Lead and the Wichita State University's Center for Applied Research and Evaluation's team to aid in engagement and recruitment for youth and families for SOC evaluation. These resources were provided by the Lead TA Network Consultant for Kansas. Resources include:

- [Family Roles in System of Care Communities](#)
- [Practical Strategies for Involving Families in Evaluation](#) (log-in required)
- Systems of Care Evaluation Update: Family Involvement in Evaluation, March 2007 please email [KDADS.SystemOfCare@ks.gov](mailto:KDADS.SystemOfCare@ks.gov) for a copy of the report.
- Family and Youth Involvement and Leadership in System of Care Evaluation, May 2018 please email [KDADS.SystemOfCare@ks.gov](mailto:KDADS.SystemOfCare@ks.gov) for a copy of the presentation.

Date: 8/21/18

Notes: Jane Adams, Keys for Networking Executive Director and parent with lived experience, joined the KSOC Evaluation Committee.

Date: 10/11/18

Notes: Julie Hays, parent with lived experience, Janell Kennedy, parent with lived experience, and Douglas Garton, youth with lived experience, joined the KSOC Evaluation Committee.

Date: 10/23/18

Notes: Youth and family engagement efforts for SOC evaluation have significantly improved since the February 2018 SAMHSA SOC Site Visit. The following individuals with lived experience have joined the Wichita State University's Center for Applied Research and Evaluation's team as Research Associates:

- Jake Woodward – Family Member
- Douglas Garton – Youth
- Julie Hays – Parent
- Joann Gross – Parent

Review the KSOC Site Visit Action Plan Steps Tracking Progress report for activity 7A for youth and family engagement and involvement in SOC evaluation activity updates.

# KSOC Site Visit Action Steps Progress Tracking

## **Evaluation/Quality Assurance**

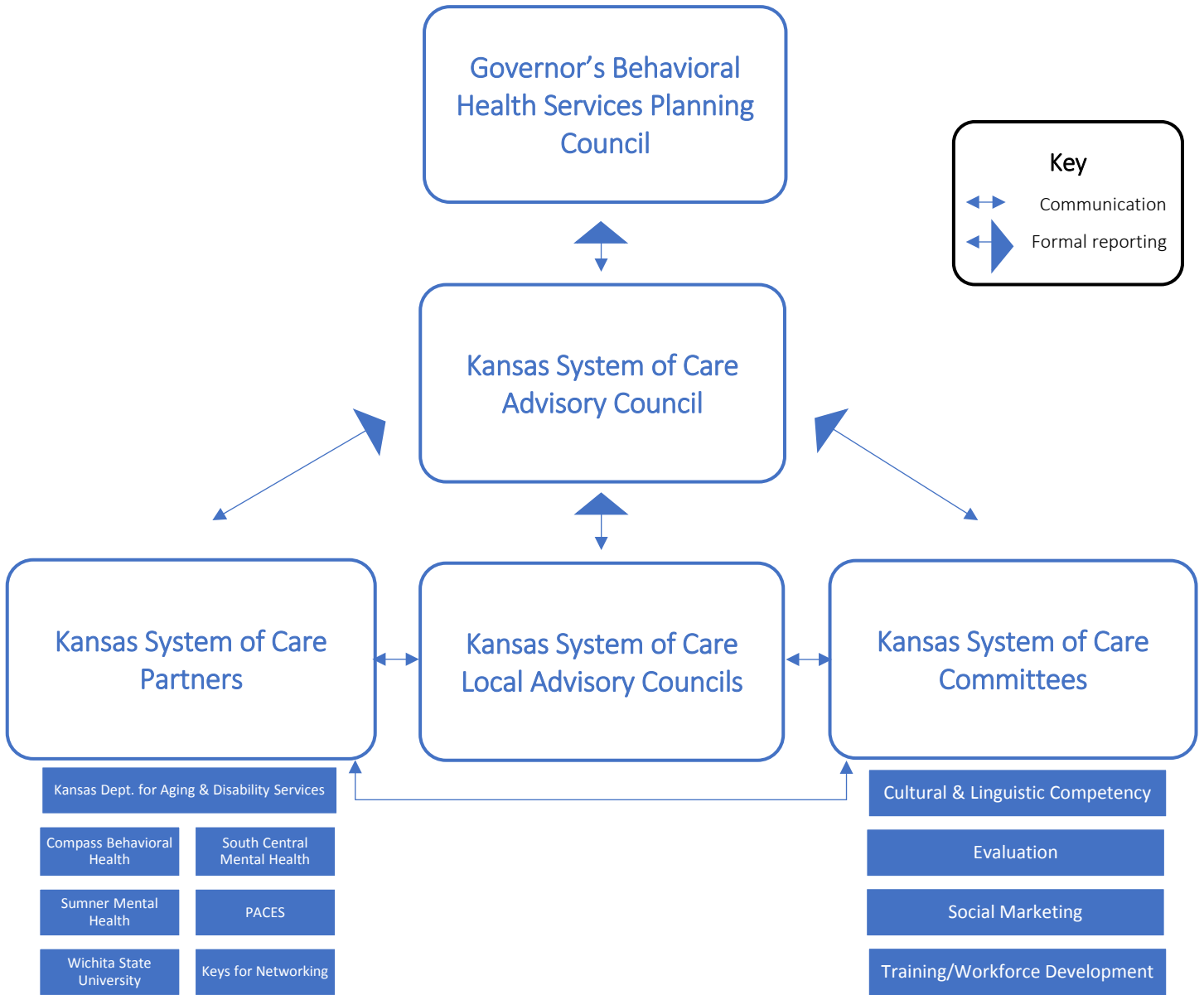
Recommendation 7D: Develop formal strategies to use the data collected in KSOC to further expansion and sustainability efforts.

Date: 4/26/18

Assigned to: Evaluation Committee

Notes:

# Kansas System of Care Communication Process



## Kansas System of Care Flexible Funds Policy

The Kansas System of Care (SOC) Flexible Funds Policy is created for youth and families currently enrolled in SOC. This policy is designed to allow for flexibility to serve youth and their families based on their individual need. Funds can be utilized as a resource of last option to make a one-time purchase of services, supports, and/or resources that are tied to the youth's plan of care within a federal fiscal year (October-September). The use of flexible funding is determined by the local service provider and the Kansas Department for Aging and Disability Services (KDADS) SOC Project Director and Principal Investigator. If the flexible fund request is not addressing a unique need of the youth and their family, then it is not an appropriate use of flexible funds.

### System of Care Eligibility

Youth (ages 3 through 21) with serious emotional disturbances (SED) and their families who reside within one of the four partnered community mental health centers' catchment area: Butler, Finney, Ford, Grant, Gray, Greeley, Hamilton, Hodgeman, Kearny, Lane, Morton, Scott, Stanton, Sumner, Wichita, and Wyandotte counties.

### Parameters for Flexible Funds Requests

The youth and their family must be enrolled and actively participating in SOC to be eligible to receive flexible funds. The request must support the youth's current treatment goals and objectives, is time limited and designed to promote the self-sufficiency of the youth and their family, and must be documented in their service record. There must be clear documentation on the request form of need and explanation of how flexible funds aid in positive outcomes. The youth, parent/legal guardian (if applicable), and the site's SOC Project Coordinator must sign the request indicating these parameters have been met. The site CBS Director must then approve the request before submitting to KDADS. The request form must be completed in its entirety and all receipts and supporting documentation must be attached for consideration. The KDADS SOC Project Director and Principal Investigator have final approval authority. If the request is approved, the local site will issue payment directly to the vendor/provider then request reimbursement from KDADS. A copy of the payment receipt must be provided to receive reimbursement.

### Other General Guidelines

- Flexible funds should only be used after all other sources of funding have been exhausted. Documentation of such must be provided.
- Flexible funds cannot be used for any goods or services that are not otherwise obtainable with federal funds (i.e. t-shirts, food). Flexible funds can also not be used for out-of-home behavioral health placements, alcohol, tobacco, firearms, illegal drugs and related items, gambling, and other items deemed inappropriate by the KDADS SOC Project Director and Principle Investigator.
- There must be a plan for how the family will obtain these services/supports/resources in the future.
- Flexible funds may not be disbursed directly to the youth or families; flexible funds should be expended as directed for services, supports, or resources.
- Flexible funds are contingent upon available funding.



KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES  
ATTN: SOC PROJECT DIRECTOR  
503 S KANSAS AVE., TOPEKA, KS 66603  
OFFICE: (785) 296-4736 CELL: (785) 596-3120  
EMAIL: [KDADS.SYSTEMOFCARE@KS.GOV](mailto:KDADS.SYSTEMOFCARE@KS.GOV)



## Kansas System of Care Flex Funds Request Form

Youth Name:  
SOC Consumer ID:  
DOB:  
Address:  
City, State & Zip Code:  
Phone Number:

Request Date:  
Medicaid ID:  
MCO:  
Other Payer Source:  
CMHC:  
Date Enrolled in SOC:

Parent/Legal Guardian Name (if applicable):  
Phone Number:

Amount Requested:  
Date Needed:  
Purpose of Flex Funds Request:

---

Answer the following and attach all documentation to support this request:

- Has the family received flex funds before? If yes, include the reason and date:
- Is the youth covered under a Foster Care, Adoption, or Family Preservation Contract? If yes, who is the contractor?
- Describe the youth's history of hospitalizations/out of home placements. What is their current risk of hospitalization or placement?
- Describe the treatment goals and objectives and how the flex funds support the treatment plan:
- Describe what other funding sources have been explored and the outcome of each request (including donations). At least two other funding sources must have been explored:
- Describe how the youth/family can contribute to the request, if at all:
- Describe the plan for how the family will obtain these services/supports/resources in the future:



KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES  
ATTN: SOC PROJECT DIRECTOR  
503 S KANSAS AVE., TOPEKA, KS 66603  
OFFICE: (785) 296-4736 CELL: (785) 596-3120  
EMAIL: [KDADS.SYSTEMOFCARE@KS.GOV](mailto:KDADS.SYSTEMOFCARE@KS.GOV)





**SIGNATURES**

Youth:

\_\_\_\_\_  
Print Name Signature Date

Parent/Legal Guardian (if applicable):

\_\_\_\_\_  
Print Name Signature Date

Site SOC Project Coordinator (or proxy):

\_\_\_\_\_  
Print Name Signature Date

**APPROVALS**

Approval is indicated by signing the designated line below. Signature certifies that you have reviewed all documentation and that this flex funds request is directly connected to a therapeutic goal of the individual plan of care and that documentation to support this request is included in the individual's service record.

Site CBS Director (or proxy):

\_\_\_\_\_  
Print Name Signature Date

-----Send to KDADS for Approval-----

Approval is indicated by signing the designated line below. Signature certifies that you have reviewed all documentation and authorize the use of Kansas System of Care Flex Funds.

SOC Project Director (or proxy):

\_\_\_\_\_  
Print Name Signature Date

SOC Principal Investigator (or proxy):

\_\_\_\_\_  
Print Name Signature Date

**If not approved, describe reason and recommendations:**



KANSAS DEPARTMENT FOR AGING AND DISABILITY SERVICES  
ATTN: SOC PROJECT DIRECTOR  
503 S KANSAS AVE., TOPEKA, KS 66603  
OFFICE: (785) 296-4736 CELL: (785) 596-3120  
EMAIL: [KDADS.SYSTEMOFCARE@KS.GOV](mailto:KDADS.SYSTEMOFCARE@KS.GOV)

