

**NORTHWEST IOWA CARE  
CONNECTIONS**  
MENTAL HEALTH & DISABILITY SERVICES

**CHILDREN'S BEHAVIORAL HEALTH SERVICES  
IMPLEMENTATION PLAN**

**PREPARED BY:**

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**SUBMITTED  
4/1/2020**

**GEOGRAPHIC AREA:** Clay, Osceola, Palo Alto,  
Kossuth, Winnebago, and Worth Counties

**REVIEWED AND ACCEPTED BY THE ADVISORY BOARD: 3/24/2020**  
**APPROVED BY GOVERNING BOARD: 3/24/2020**

## Table of Contents

<b>CHILDREN’S BEHAVIORAL HEALTH SERVICES IMPLEMENTATION PLAN.....</b>	<b>3</b>
<b>A. Creating A Regional Children’s Advisory Committee.....</b>	<b>3</b>
1. Process and Time Frames.....	3
2. Regional Children’s Advisory Committee.....	3
<b>B. Regional Governance Board Changes.....</b>	<b>4</b>
1. Process and Time Frames.....	4
2. Regional Governing Board.....	4
<b>C. Regional 28E Agreement Amendment.....</b>	<b>5</b>
1. Process and Time Frames.....	5
<b>D. Regional Staff Changes.....</b>	<b>5</b>
1. Process and Time Frames.....	5
<b>E. Regional Management Plan Changes.....</b>	<b>6</b>
1. Process and Time Frames – Regional Policies and Procedures Manual.....	6
2. Process and Time Frames – Annual Service and Budget Plan.....	6

# CHILDREN’S BEHAVIORAL HEALTH SERVICES IMPLEMENTATION PLAN

As enacted by HF 690 and Administrative Code, 331.397A, Northwest Iowa Care Connections, as a Mental Health and Disability Services Region, hereby submits the Region’s Children’s Behavioral Health Services Implementation Plan, which is due no later than April 1, 2020. Northwest Iowa Care Connections is projecting a realignment of counties in Fiscal Year 2021. Dickinson County and O’Brien County will leave the Region and relocate to the Sioux Rivers Region, effective July 1, 2020. The Region’s 28 E is being modified to document that departure while reflecting the addition of Kossuth, Winnebago, and Worth Counties, who are leaving County Social Services effective June 30,2020 to join Northwest Iowa Care Connections on July 1, 2020.

## A. Creating A Regional Children’s Advisory Committee

The Region values community stakeholder input and is in the planning stages of developing a plan to establish a Regional Children’s Behavioral Health Services Advisory Committee (CAC).

### 1. Process and Time Frames

January and February 2020	Identify Potential members for Children’s Advisory Committee
April 2020	Regional Selection Committee reviews and recommends CAC members to Governing Board.
May 2020	Governing Board designates CAC members
June 2020	CAC meets and appoints members to Governing Board

### 2. Regional Children’s Advisory Committee

<u>Member</u>	<u>Representing</u>
TBD	Parents/Actively Involved Relatives of a Child who Utilizes Children’s Behavioral Health Services
TBD	The Education System
TBD	Early Childhood Advocate
TBD	Child Welfare Advocate
TBD	Children’s Behavioral Health Service Provider
TBD	The Juvenile Court System
TBD	Pediatrician
TBD	Child Care Provider
TBD	Local Law Enforcement
TBD	Regional Governing Board

## **B. Regional Governing Board Changes**

The Regional Governing Board is ultimately responsible for: (a) the advancement of a regional management plan; (b) the development of access to a regional service system for adults with mental illness and intellectual disabilities and to children with serious emotional disturbances; and (c) the administration of the non-Medicaid funded Mental Health Disability Services (MHDS) and children’s behavioral health services as outlined in Iowa Code. The Region is in the planning stages of identifying the time frames to change the Regional Governance Board composition.

### **1. Process and Time Frames**

<b><u>Targeted Completion Date</u></b>	<b><u>Activity</u></b>
May 2020	The CBH Selection Committee determines the regional children’s behavioral health services advisory committee based on the Governing Board’s request for regional representation from all areas of the Region whenever possible.
June 2020	The regional Children’s Behavioral Health Services Advisory Committee determines regional representation for: (a) a parent/actively involved relative of a child who utilizes children’s behavioral health services; (b) the educational system; and (c) a regional children’s behavioral health services provider to serve on the regional NWIACC Governing Board.

### **2. Regional Governing Board**

<b><u>Member</u></b>	<b><u>Representing</u></b>	<b><u>Voting Member</u></b>
Barry Anderson	Clay County Board of Supervisors	Yes
Jayson Vande Hoef	Osceola County Board of Supervisors	Yes
Craig Merrill	Palo Alto County Board of Supervisors	Yes
Roger Tjarks	Kossuth County Board of Supervisors	Yes
Bill Jensvold	Winnebago County Board of Supervisors	Yes
Ken Abrams	Worth County Board of Supervisors	Yes
Nancy Ketcham	Adults/Actively Involved Relatives of an Adult who Utilizes Mental Health and Disability Services (designated by the Regional Adult Mental Health and Disability Services Advisory Committee)	Yes
TBD by July 1, 2020	Parents/Actively Involved Relatives of a Child who Utilizes Children’s Behavioral Health Services (designated by the Regional Children’s Behavioral Health Services Advisory Committee)	Yes
TBD by July 1, 2020	The Regional Education System (designated by the Regional Children’s Behavioral Health Services Advisory Committee)	Yes
TBD by July 1, 2020	Regional MHDS Adult Service Provider (designated by the Regional Adult Mental Health and Disability Services Advisory Committee)	No
TBD by July 1, 2020	Regional Children’s Behavioral Health Service Provider (designated by the Regional Children’s Behavioral Health Services Advisory Committee)	No

## C. Regional 28E Agreement Amendment

There is an existing regional 28E agreement between the member NW IA Care Connections counties of Clay, Osceola, and Palo Alto counties which will be adjusted to release Dickinson and O'Brien County June 30, 2020 and to add Kossuth, Winnebago, and Worth Counties July 1, 2020. The Region has been in the stages of identifying the revisions and time frames to amend and file the most current regional 28E agreement.

### 1. Process and Time Frames

<u>Targeted Completion Date</u>	<u>Activity</u>
March 2020	Regional 28E agreement will be amended to <ul style="list-style-type: none"> <li>• Update purpose, goals and objectives of entering into the agreement.</li> <li>• Regional governing board membership.</li> <li>• Formation of children's behavioral health services advisory committee.</li> <li>• Functions and responsibilities of CEO and regional children's behavioral health services staff.</li> <li>• Voting procedures</li> </ul>
March 2020	Adult Advisory Board members review and provide input on 28E
April 2020	Obtain all required approvals/signatures
April 2020	File the Regional 28E agreement with the Secretary of State.
June 2020	CAC reviews 28E agreement

## D. Regional Staff Changes

The Region is in the planning stages of identifying staffing needs by the Region to implement the new children's behavioral health services coordinator requirements and other anticipated staffing needs, including timeframes. Based on the staffing changes of the Region, a new CEO is being hired as well as 3 new Disability Service Coordinators positions between April 1, 2020 and May 15, 2020. A Disability Service Coordinator for Children's Services will be designated for the Region by the Governing Board.

### 1. Process and Time Frames

<u>Targeted Completion Date</u>	<u>Activity</u>
April 1, 2020	NWIACC CEO is determined and hired.
May 2020	NWIACC Disability Services Coordinators are hired and trained. These contracted member county employees will be interviewed and trained.
June 2020	NWIACC CEO will designate a Children's Behavioral Health Service Coordinator.

## **E. Regional Management Plan Changes**

The Region is in the planning stages of identifying the timelines and integration of the new children’s behavioral health services requirements into the Regional Policies and Procedures Manual. Because there is not currently a designated Children’s Behavioral Health Services Advisory Committee, review of the Management Plan changes will be provided by Adult Advisory Committee Service Providers, who also serve children with behavioral health needs.

### **1. Process and Time Frames – Regional Policies and Procedures Manual**

<u>Targeted Completion Date</u>	<u>Activity</u>
April 8, 2020	Amend the Regional Policies and Procedures Manual. Include or attach a summary of the changes to be made. A detailed summary along with a copy with all changes clearly marked will be required for the DHS approval process.
	Application and enrollment procedures including diagnostic and financial eligibility (including copayments) for children requesting behavioral health services.
	Changes in the information technology and data management system to incorporate children.
	Addition of “education” to performance and outcome measures for targeted case management and service coordination services.
	Review and update regional waiting list policy.
April 13,2020	Submit Amended Regional Policies and Procedures to Adult Advisory Board for review.
April 28, 2020	Submit Amended Regional Policies and Procedures to Governing Board for approval.
May 1, 2020	Submit Amended Regional Policies and Procedures to DHS for approval. (Rules require Regions to submit the amendments to DHS 45 days prior to implementation.)

### **2. Process and Time Frames – Annual Service and Budget Plan**

The Region is in the planning stages of identifying the timelines and integration of the new children’s behavioral health services requirements into the Regional Annual Service and Budget Plan. Because there is not currently a designated Children’s Behavioral Health Services Advisory Committee, review of Annual Service and Budget changes will be provided by Adult Advisory Committee Service Providers, who also serve children with behavioral health needs.

<u>Targeted Completion Date</u>	<u>Activity</u>
April 1, 2020	<p>NWIACC will update the Annual Service and Budget Plan framework to include the following information to the Region’s FY21 Annual Service and Budget Plan:</p> <ul style="list-style-type: none"> <li>• Identify the local access points for the children’s behavioral health services.</li> <li>• Identify service coordination entities for the children seeking services regardless of funding source.</li> <li>• Identify Regional children’s behavioral health core services and planned implementation time frames.</li> <li>• Identify and budget for required core children’s behavioral health services</li> <li>• Identify the children’s behavioral health services provider network.</li> <li>• Review completed by Adult Advisory Board</li> <li>• Review and Approval by the Regional Governing Board</li> <li>• Submit to DHS on or before April 1, 2020</li> </ul>