

Health Services Committee

Mental Health Services

AGENDA

9/25/15

Committee Members: Chairman Sokol
 Supervisor Conover
 Supervisor Frasier
 Supervisor McDevitt
 Supervisor Westcott

I. Action Agenda/New Business

1. 2015 Budget Amendment to add \$19,920 (100% State Aid-OMH; \$39,840 annualized)
2. Request to create new position: Children and Youth SPOA Coordinator (100% reimbursed)
 (new mandated duties related to OMH Children's Federal Medicaid Waiver)
3. Staffing update-Office of Community Services
4. PEOPLE, Inc. agency update: peer respite/support
5. 2016 Departmental Budget Request

II. Motion to adjourn

Attachments:
Resolution Requests

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: Mental Health

DATE: 9/25/15

(a) Purpose of Amendment: **Amend the 2015 Warren County budget to accept \$19,920 (\$39,840 annualized - 100% State Aid-OMH) to fund new mandated duties from the Office of Mental Health.**

(b) Appropriation Code, Object Code, Full Title and Amount: **A.4310-110 Salaries \$19,920.**

(c) Revenue Code (with title), and Amount: **A.4310.3490 Mental Health**

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Mental Health

DATE: 9/25/15

- (a) Title of Requested Position: **Children and Youth SPOA Coordinator**
- (b) Annual Base Salary (and Grade if Applicable): **\$53,500**
- (c) Effective Date for New Position:* **11/1/2015**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.4310-110 Salaries**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) **Yes**
- (g) Is this a mandated position? If so, please explain: **Yes. New mandated duties required by the NYS Office of Mental Health.**
- (h) Is there expected revenue from this position? If so, please explain: **Yes, 100% reimbursable by State Aid - NYS Office of Mental Health. 50% of the position is funded through Washington County chargeback (also 100% State Aid).**

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

**Warren County Civil Service
1340 State Rte 9, Lake George, NY 12845
New Position Duties Statement**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Forward one typed copy to this Commission.

1. Department Mental Health – Office of Community Services for Warren and Washington Counties	Bureau, Division, Unit or Section	Location of Position
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2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Percent of Work Time

Job Duty

Coordinate a Children and Youth Single Point of Access (C&Y SPOA) process for high risk/high need children, youth and families. This will involve collaboration across systems in an effort to develop integrated systems of care for children and families. Accept and review C&Y SPOA referrals. Conduct weekly or bi-weekly C&Y SPOA meetings with service providers and make recommendations for referral assignment. Conduct monthly C&Y SPOA meetings to review the status of referral assignments and to assess opportunities for level of care changes to best match individual's needs to the appropriate levels of service provision. Submit C&Y SPOA quarterly reports to NYS Office of Mental Health. Perform all other related C&Y SPOA duties as assigned.

Responsible for implementation of Federal/State Home and Community-Based Services (HCBS) Waiver service requirements. Completion or verification of the CANS-NY assessment tool for all Waiver service referrals; application of the CANS-NY algorithm; documentation/data collection of Level of Care determinations. Timely completion of all required OMH reporting. Development and oversight of network adequacy to ensure access to services, family choice, and conflict-free requirements. Development and operation of a Waiver services grievance resolution process.

Serve as the primary County lead/contact for children and youth mental health service issues. Manage referrals, vacancies and waitlists for high-end services. Monitor services/resources for non-Medicaid populations to ensure availability and access to services.

Serve as a clinical liaison to provider agencies and other entities/systems to include Departments of Social Services, Probation Departments, Courts, Managed Care Companies, etc.

Assist in the resolution of crisis contacts/requests for emergency removals from the community.

Represent the Office of Community Services on a wide variety of planning, advisory and coordination efforts to include other state agencies, county departments, and/or provider agencies.

Represent the Office of Community Services at various community events.

Assist in planning for mental hygiene services in the bi-county area.

Assist in the development of various new community mental hygiene programs.

Perform all other related duties as assigned.

The position is under the direct supervision of the Deputy Director-Clinical and under the general supervision of the Director of Community Services.

(Attach additional sheets if more space is needed)

Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
Robert York, LCSW-R, MPA	Director of Community Services	General Administrative
Lisa Coutu, LCSW-R	Deputy Director-Clinical	Direct/Clinical

4. Names and Titles of Persons Supervised by Employee in this position

<u>Name</u>	<u>Title</u>	<u>Type of Supervision</u>
-		

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

<u>Name</u>	<u>Title</u>	<u>Location of Position</u>

6. What minimum qualifications do you think should be required for this position?

Education: High School _____ Years
 College Bachelor _____ Years, with specialization in: Social Work, Psychology, Related Field
 College Masters _____ Years, with specialization in: Social Work, Psychology, Related Field

Experience: (list amount and type) Masters + 2 yrs related experience; OR Bachelors + 4 yrs related experience

Essential knowledge, skills and abilities: Experience and understanding in delivery of children/youth mental health services and treatment and current clinical practices and processes. Good knowledge of cross system dynamics, regulations and barriers to care, and ability to negotiate and navigate systems. Ability to develop person centered service plans and respect the desires and needs of children, youth and families referred. Ability to analyze complex problems and triage based upon risk. Strong problem solving skills and comfort in navigating newly developed system and service matrix. Ability to prepare complex written reports; good judgment; dependability and physical condition commensurate with the demands of the position.

Type of license or certificate required: NYS professional licensure preferred.

7. The above statements are accurate and complete.

Date: _____ **Title:** _____ **Signature:** _____

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the Warren County Civil Service Department certifies that the appropriate civil service title for the position described is:

Title: _____
Jurisdictional Classification: _____

Date: _____ **Signature:** _____

Action by Legislative Body or Other Approving Authority

9. Creation of described position

- Approved
- Disapproved

Date: _____ **Signature:** _____

Job Description

Children and Youth Single Point of Access (SPOA) Coordinator

Description of Duties:

Coordinate a Children and Youth Single Point of Access (C&Y SPOA) process for high risk/high need children and youth with Serious Emotional Disturbance (SED)/serious mental health issues and their families. This will involve collaboration across systems in an effort to develop integrated systems of care for children and families. Accept and review C&Y SPOA referrals. Conduct weekly or bi-weekly C&Y SPOA meetings with service providers and make recommendations for referral assignment. Conduct monthly C&Y SPOA meetings to review the status of referral assignments and to assess opportunities for level of care changes to best match individual's needs to the appropriate levels of service provision. Submit C&Y SPOA quarterly reports to NYS Office of Mental Health. Perform all other related C&Y SPOA duties as assigned.

Responsible for implementation of Federal/State Home and Community Based Services (HCBS) Waiver service requirements. Completion or verification of the CANS-NY assessment tool for all Waiver service referrals; application of the CANS-NY algorithm; documentation/data collection of Level of Care determinations. Timely completion of all required OMH reporting. Development and oversight of network adequacy to ensure access to services, family choice, and conflict-free requirements. Development and operation of a Waiver services grievance resolution process.

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Assist in the resolution of crisis contacts/requests for emergency removals from the community.

Represent the Office of Community Services on a wide variety of planning, advisory and coordination efforts to include other state agencies, county departments, and/or provider agencies.

Represent the Office of Community Services at various community events.

Assist in planning for mental hygiene services in the bi-county area.

Assist in the development of various new community mental hygiene programs.

Perform all other related duties as assigned.

The position is under the direct/clinical supervision of the Deputy Director-Clinical and under the general administrative supervision of the Director of Community Services.

Minimum Qualifications: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in Social Work, business administration, public administration or a human services field or a comparable field and two years of experience in any of the following areas:

- 1) Providing direct patient services to or in administering a community or state mental health program or facility; OR
- 2) Analysis and evaluation of public or private sector programs and/or services involving quality assurance and/or performance improvement.

OR:

(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in business administration, public administration, human services or a human services field or a comparable field and four years of experience as defined in (A).

OR:

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Residency: Residency in Warren or Washington Counties may be required.

This position will be filled based on Civil Service requirements. This will be a provisional appointment with examination to be held at a later date. Candidates must meet civil service requirements for appointment following establishment of an eligible list.

Warren County is an EOE/AA employer.

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