

# **STEELE COUNTY CHILDREN'S MH COLLABORATIVE**

- Member Organizations
- Best Practices - DHS Time Study Reporting (LCTS)
- Best Practices - Organization
- Best Practices - Services

## **COLLABORATIVE MEMBERS**

- Steele County Human Services
- Steele County Public Health
- Steele County Corrections
- South Central Human Relations Center (Rule 29 MH Ctr.)
- Owatonna Public School District
- Blooming Prairie Public School District
- Medford Public School District

# **BEST PRACTICES - TIME STUDY**

## **Collaborative Coordinator**

- Understand Reporting Requirements of a Collaborative
  - *DCFL - Program*
  - *DHS Fiscal*
- Create Positive Working Relationships within each reporting member
- Train, train, train

# **BEST PRACTICES - TIME STUDY**

## **Fiscal Supervisor as Reporting & Payment Agent**

- Keep up-to-date list of fiscal contacts at each participating agency's site.
- Serve as financial liaison between all participating partners of collaborative and DHS.
- Fiscal reporting and payment agent should attend the training for all three partners and understand each cost report.
- Make sure all fiscal contacts are trained on how to fill out the cost reports--includes training of any new partner.

# FISCAL SUPERVISOR (*continued*)

- Collects the cost reports from all partners.
  - *Coordinator e-mails each partner on the first of the month following the close of the quarter to remind them to get their report to HS (usually by the 15th).*
  - **FISCAL SUPERVISOR:**
    - Checks for accuracy (checks calculations, zeros out cents, completes unfilled columns, etc.)
    - Fills out the cost report summary form accurately and submits them to DHS in a timely manner.
- Cost reports are due to DHS within 20 days after the end of the quarter.
- Establish and maintain reports on the base level of expenditures for all LCTS spending by the collaborative to show expansion.
- Receive federal reimbursement revenue on behalf of the local collaborative organization.
- Report the expenditures back to DHS.

# BEST PRACTICES - Organization

- **Steele County Model**
  - *Strong board*
  - *Heavy emphasis on mission and planning*
    - We learned from other collaboratives: take your time; there must be overall planning--dividing the money doesn't work; RFP's don't work...don't take shortcuts.
- **Care Management Council made up of professionals from Member Organizations.**
- **Up 'til Now: Paid coordinator with no secretary --Implementation grant.**
- **Now: Chair of Care Management Council plus secretary --No implementation grant.**

# BEST PRACTICES - Services

- Based on mission, Care Management developed, Board approved
  - *Setting !V Day Treatment outside the school buildings*
  - *Flexible funds: 20% of annual LTC funds*
    - Half of funds used for prevention, emergencies and program development.
  - *Family Warp-Around Facilitator*
    - Uses half of flex fund spending for special services to families
- 1.5 FTE Chemical Dependency Counselors
- Support group for parents and children with Autism.
- Purchase hardware/software and train professionals to use the SASSI tool to screen adolescents for mental health problems.