



**GEORGIA ASSOCIATION OF COMMUNITY SERVICE BOARDS
DATA ANALYTICS COMMITTEE
APRIL 16TH 2024
VIRTUAL MEETING MINUTES**



X = present				
X	Chair- Tammy Conlin - Advantage		Legacy – William Huling	GACSB- Robyn Garrett
X	Vice Chair- Angela Holt – Middle Flint		Bridge Health – Kelly O’Bryant	GACSB- Renee Millians
X	Advantage – Laura Alexander		McIntosh Trail- Brent Eberspacher	X GACSB- Glyn Thomas
X	Aspire – Lee Pavlik	X	Middle Flint- Angela Holt for Laurie Hair	
X	Avita- Anne Campbell	X	New Horizons- Sherry Raya	
	Clayton Center –Barbara June		Oconee- Michael Blackshear	
X	CSB of Middle Georgia- Stephen Smith		Pathways- Jade Benefield	
	Claratel – Chatele’ Chester		Pineland- Dawn Arnette	
X	Douglas County – Patricia Henry	X	River Edge- Christy Hallman	
X	Gateway – Whitney Eddins	X	Serenity- Michelle Broadwater	
	Georgia Pines- Dennis Addison	X	Unison- Shonda Miller	
X	Highland Rivers - Jared Marlin	X	View Point Health- Gillian Mitchell	
GUESTS: Hannah Bailey, Shirain Banner, Jody Barwick, Tod Deal, Reid Denson, Tiffany Henderson, Emily Hiller, Bryan Hoffman, John Milne, Garrett Myers, Eric Naughton, Jonas Norman, Paivi Parssinen, Ricardo Pena, Terry Richards, Kiera Stone, Katrina Wheeler.				
Distribution: Agenda 04-16-2024, Minutes 03-19-2024, Draft implementation notes for IT Survey for persons served, FY 24 GADDSS reports, FY 23 Finances Survey Reports				

Agenda Items	Discussion	Action/Resolution	Responsibility	Due Date
Welcome/Call to Order	Tammy Conlin, Committee Chair, called the meeting to order at 1.18 pm.			
Roll Call	The meeting was Quorate with 13 voting members and 18 guests present.			
Approval of Agenda	Angela Holt proposed that the agenda be approved as presented. Lee Pavlik seconded. Motion carried.			
Approval of Minutes	Sherry Raya proposed that the minutes of the Committee meeting held on March 19, 2024, be approved as presented. Angela Holt seconded. Motion carried.			
MTM Costing study and SPQM based pilot–update	As reported in March, Randy Love is working on the data security of a new data entry template and reporting platform which will include service costs as well as CSB specific reports of client and staff data. No new updates.	Glyn Thomas will report on any further updates to the Data Analytics Committee and User Group.	Glyn Thomas	May 7 and 21, 2024
Survey of persons served on their use of technology to	The Committee approved the questionnaire for this survey at its meeting on March 19, 2024. Glyn Thomas presented a proposal and guidance notes for implementing the survey.	Committee members liked having the option of break out reports by programs within their organization, and Glyn confirmed that this option would be	Committee Members and Glyn Thomas	April 24, 2024

access and receive services.		available. The Committee agreed that members should have an additional week to review the proposed implementation notes and then CSBs would be invited to use the survey.		
FY 2024 IDD GADDSS client and family survey.	Glyn Thomas presented charts of FY 2024 aggregated percent positive scores for the survey domains of the GADDSS, and a comparison of aggregated CSB percent positive question scores with 2021-2022 National Core Indicators question scores. Participating CSBs had already been provided with comparisons of their individual agency and programs scores with the aggregated benchmark scores of all 18 participating CSBs.	FY 2024 aggregated data reports to be reviewed at the IDD ops Committee meeting on May 6, 2024	Glyn Thomas	May 6, 2024
FY 2025 GADDSS client and family survey options.	Glyn Thomas reported that we have been using our GADDSS survey with essentially the same questions for over 10 years, and it might be timely to consider whether we need to update them. The current set of questions have served us well and have the advantage of linking to similar questions in the National Core Indicators (NCI) in-person surveys. The NCI, however, has recently added some questions about IT resources for persons with IDD, and Glyn Thomas asked if it might be worth including some additional IT focused questions in our GADDSS survey for FY 2025.	The Committee asked Glyn Thomas to distribute a short list of these IT focused NCI questions, with a copy of the latest available NCI report for Georgia with responses to those IT questions for the NCI samples. The Committee decided to ask Cindy Levi (Chair of IDD Ops Committee) if this is a topic that could also be added to the agenda for the next IDD Ops Committee meeting on May 6.	Glyn Thomas	April 17, 2024
FY 2023 Annual Finances Survey	Glyn Thomas presented a report of the FY 2023 Annual Finances survey, using the same format as in the report for FY 2022. He noted that the formula for calculating the Management & General expenditures as a Percent of Total Expenses had been revised for FY 2023 to facilitate meaningful comparisons across CSBs.	The report to be shared with participating CSBs.	Glyn Thomas	April 19, 2024
FY 2024 KPI benchmarks	Tammy Conlin had reported to the Committee at its March 19 meeting that the 4 “pilot” CCBHCs were in ongoing discussion with DBHDD about streamlining the KPI reporting, standardizing the metrics, and reducing the reporting burden. No new updates.	CSB representatives and GACSB Exec Office to continue discussions with DBHDD and provide updates to Data Analytics Committee in May.	Robyn Garrett and Tammy Conlin	May 21, 2024
Data Analytics for CCBHC readiness	See above on KPI / PMR+ recommendations, and below on GACSB SPQM User Group			
National Council Insights reporting.	No updates – awaiting Data Sharing Agreement from National Council.	Review Data Sharing Agreement and take to GACSB Board of Directors.	Robyn Garrett and Glyn Thomas	TBD

CSB Finance Department Staffing Survey.	Glyn Thomas reported that the survey had been closed on April 12 and asked for guidance on presenting the findings.	Present summary report and findings to CFO focus group at its meeting on April 19, 2024	Glyn Thomas	April 19, 2024
CSB Audit Cost Comparisons	Glyn Thomas presented aggregated data collected on the cost to CSBs of their annual financial audit, and the contribution to that cost included in DBHDD contracts with CSBs.	The Committee noted that in FY 2023 the median shortfall in Audit funding per CSB was \$10,000. The median cost of the audit was now 160% of the amount to cover that cost included in CSB contracts. These summary findings to be taken to the CEO meeting on April 18, to receive guidance on possible advocacy with DBHDD for an increase in the contract funding for annual financial audits.	Robyn Garrett	April 18, 2024
GACSB SPQM user Group	Glyn Thomas reported that the April 2 nd User Group Meeting had discussed archiving older data in the GACSB SPQM reporting platform. The User Group had asked Randy love to archive data from CY 2014 up to and including CY 2017 – with effect from the middle of May. Tammy Conlin reported that Nogap had met recently and wanted to establish a pilot project to track CCBHC outcome measures – possibly using GACSB SPQM. Sherry Raya reported that New Horizons had been working with Randy Love to incorporate outcome measures such as PHQ-9 and DLA-20 into their SPQM reports.	Establish a small working group to set up a pilot project and consult with Randy Love on how outcome measures might be incorporated into GACSB SPQM.	Tammy Conlin, Glyn Thomas, and Robyn Garrett	May 21, 2024
Next Meeting	May 21, 2024, at 1.15 pm			
Adjournment	The meeting adjourned at 2.09 pm			