



GACSB Administrative Operations Committee

Zoom

3/10/22

MEMBERSHIP ATTENDANCE (X - Denotes Participation)			
X	Chair - Melanie Dallas – Highland Rivers	X	Middle Georgia – Terry Richards
X	Vice Chair – Pam Cartwright - Legacy	X	New Horizons – Valerie Bowden
X	Secretary – Cathy Ganter - Avita		Oconee – Tyrone Evans
X	Advantage – Tammy Conlin		Pathways – Jade Benefield
X	Aspire – Dana Glass	X	Pineland – Patricia Donaldson
X	Clayton – Barbara June	X	River Edge – Dr. Ali Yallah
X	Cobb – Jamie Allison		Serenity – Stephen Martell
X	DeKalb – Fabio van der Merwe	X	Legacy – Marcy Crews
	Douglas – Monraye Lightford	X	Unison – Laura Fullard
X	Gateway – David Crews		View Point Health – Jennifer Speights
X	Georgia Pines – Tim Hampton	X	GACSB – Jesse Hambrick
X	Highland Rivers – Dena Payne		
X	Lookout Mountain – Rick Solmon		
	McIntosh Trail – Sandra Mitchell		
X	Middle Flint – Matthew Almeida		
Distribution: Minutes – 2/10/22			
Guests: N/A			

Additional Members in Attendance –

- Sandra Myers – Aspire
- Eddie Williams – Aspire
- Cindy Levi – Avita
- Dr. Lee Adams – Clayton
- Cameron Vickers – GACSB
- R.J. Hurn – Georgia Pines
- Julie Newsome – Highland Rivers
- Heather Roesner – Lookout Mountain
- Sue Davis – Middle Flint
- Denise Forbes – Middle Georgia
- Kristin Stiggers – Oconee
- Shane Hester – River Edge
- Rita Wright-King – River Edge
- Tiffany Henderson – Unison
- Melissa Hood – Unison

Meeting Start Time – 10:03 a.m.

Approval of Agenda – The agenda was approved as presented upon unanimous vote.

Approval of February 10, 2022, Minutes – The minutes were approved as presented upon unanimous vote.

HR/Compliance Focus Group Update – Laura Fullard informed the members that the recruitment and retention workgroup had finished their projects. The tools had been sent to the HR/Compliance focus group for official roll out. A dashboard was included for those who did not have the tools to create one. The dashboard included a cost to hire calculator and a calculator for open positions. A recruitment and retention action plan and a stay survey were included in the toolkit. The stay survey questions could be used for touchpoint starters and/or conversation starters. Laura stated she would send the tools to Melissa Stone to send out to the committee. The information would include a summary, recommendations, and instructions. Laura asked that the committee give her feedback for the focus group.

Laura stated that the focus group had discussed the importance of certification for peer specialists and the limited availability for classes. The GMHCN would only accept 30 participants per class. Erica Collins was going to ask a staff member from Highland Rivers who had experience with the training to bring information to the next focus group meeting. A CSB was also certifying their own staff and Laura would be getting more information from the CSB. The focus group had also discussed the training requirements for staff who worked via telework who did not step foot on site. The focus group would be going back to DBHDD to get input on the compliance requirements.



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IT Focus Group Update – Dr. Ali Yallah informed the members that the focus group had met last week. Gateway had reported that the CSB had returned to Carelogic as their EHR vendor. They discussed lessons learned and why the CSB decided to return. The other vendor could not make it work. It would have been a huge undertaking to get it done. Tammy Conlin stated she was excited about the flexibility Advantage would have for getting data with Netsmart. Advantage's conversion was going well so far. They would use a test system to work out the kinks before they went live. No billing had been processed yet through Netsmart. She should have more information for the next meeting. The go live date was set for May 1st. Denise Forbes stated Middle Georgia went live with Netsmart in September. Billing was going well now. Middle Georgia learned a lot along the way.

The focus group had talked about ASO audits. A challenge was finding a way to collaborate on documents and be able to save them without overwriting them. The focus group had discussed software that would help with it. A list of vendors was being compiled. The focus group had also discussed antivirus programs. There was a list of programs originating from Russia that should not be used due to the possibility of security breaches. CSBs who were using programs on the list would need to move from them. The State Security Officer had been very helpful with sending additional information and training items.

Revenue Cycle Focus Group Update – Cameron Vickers informed the members that the focus group had discussed the following items.

- CMS had received approval for an extension of Appendix K for public health emergencies.
- There was a new modification for service codes for telehealth. Code 10 should be used for telehealth provided in the home. Code 02 should be used for telehealth provided in a location other than the individual's home.
- EVV trainings were offered on a weekly basis. Cameron had provided the link for the members of the group.
- The group discussed individual CSB issues.

Cindy Levi stated she understood that DBHDD had tried to get the ARPA funds and Appendix K change at the same time. DBHDD hadn't clarified how or when providers would get the additional 10% in the rates as part of the applications. DBHDD had insisted that CSBs would not have to do any rebilling and the change would be automatic. No further communication had been received from DBHDD to date. Cameron stated he would check with Robyn Garrett for additional insight.

CFO Focus Group Update – Sue Davis informed the members that the main discussion during the last focus group meeting was the major issues with leased vehicles. The vehicle issues had been caused by Enterprise backing out of the state contract. It was confusing due to DOAS giving different versions of information. The rural CSBs needed the vehicles badly. The group had discussed purchasing the vehicles at the end of the lease and how expensive it would be to purchase them. Sue hoped to have a DOAS representative on the next CFO call in order to be able to get clarification.

The focus group had also discussed the proposed raises outlined in Governor Kemp's budget amendment. They were unclear about how the money would be distributed to the CSBs and the distribution of the money to staff. Chair Melanie Dallas stated that it was still a waiting game until the CSBs found out what would happen with the COLA since CSBs were not a cabinet level department.

CCBHC Discussion – Dr. Ali Yallah informed the members that he had attended a meeting with DBHDD and a meeting with MTM last week. There are specific requirements from an IT standpoint. CCBHCs had to have a certified system. The system needed to have links to areas that could be verified for communication systems. He was happy to share the documents outlining the system with others on the committee.

Tammy Conlin informed the members that all the meetings had been scheduled with MTM and with DBHDD. There was a costing meeting with MTM that day. Advantage was on target. They had only one position to fill for the program which was amazing. She attributed the quick hiring to the increased salaries. Valerie Bowden informed the members that New Horizons was working on the criteria for the attestation that was due this month. They had two positions left to fill. Tammy stated Advantage did not have to complete the attestation requirements due to being under the DBHDD grant. They would have to be able to answer how the CSB was meeting the needs in all counties even though only one county was identified in the grant.

New Business – Chair Melanie Dallas asked if there were areas that each CSB would like to highlight at the meetings. The areas could be innovations that the CSB was implementing in the community or best practices in regards to strategic planning. The members agreed that it would be nice to share what was working with each CSB. It could be an agency spotlight for each meeting. Fabio van der Merwe volunteered to showcase DeKalb in the next meeting.



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Motion for adjournment – The meeting was adjourned.

Adjournment Time – 10:52 a.m.

Next Meeting – Chair Melanie Dallas took a poll of the members who would be traveling back from NatCon22 during the time scheduled for the next meeting in April. The members agreed to cancel the regularly scheduled meeting in April. The next meeting will be on May 12, 2022, at 10:00 a.m.

DRAFT