



**GEORGIA ASSOCIATION OF COMMUNITY SERVICE BOARDS
DATA ANALYTICS COMMITTEE
OCTOBER 17, 2023
VIRTUAL MEETING MINUTES**



X = present					
X	Chair- Tammy Conlin - Advantage	X	Legacy – William Huling	X	GACSB- Robyn Garrett
X	Vice Chair- Angela Holt – Middle Flint	X	Bridge Health – Kelly O’Bryant		GACSB- Jesse Hambrick
X	Advantage – Tom Hoover	X	McIntosh Trail- Brent Eberspacher		GACSB- Renee Millians
X	Aspire – Lee Pavlik		Middle Flint- Laurie Hair	X	GACSB- Glyn Thomas
X	Avita- Anne Campbell	X	New Horizons- Sherry Raya		
	Clayton Center –Barbara June		Oconee- Michael Blackshear		
	CSB of Middle Georgia- Chadwin Hutcheson		Pathways- Jade Benefield		
X	Chatele’ Chester		Pineland- Dawn Arnette		
	Douglas County – Patricia Henry	X	River Edge- Christy Hallman		
X	Gateway – Stacy Morgan	X	Serenity- Michelle Broadwater		
	Georgia Pines- Dennis Addison	X	Unison- Shonda Miller		
X	Highland Rivers- Ariel Valencia for Jared Marlin		View Point Health- Gillian Mitchell		
GUESTS: Laura Alexander, Hannah Bailey, Shaconna Branch, Tod Deal, Whitney Eddins, Danielle Harris, Tiffany Henderson, Emily Hiller, Bryan Hoffman, Tayler Miller, John Milne, Garrett Myers, Jonas Norman, Randall Newberry, Paivi Parssinen, Ricardo Pena, Terry Richards, Stephen Smith, Trina Wheeler, Jason Wilkerson.					
Distribution: Agenda 10-17-2023, Minutes 09-19-2023, proposals for FY 24 quarterly financial reports, FY 23 IDD Waiver Numbers reports, GACSB Strategic Plan Element #1 Bed Capacity Data Plan, Draft survey for collecting client input into the use of health technology.					

Agenda Items	Discussion	Action/Resolution	Responsibility	Due Date
Welcome/Call to Order	Tammy Conlin, Committee Chair, called the meeting to order at 1.06 pm.			
Roll Call	The meeting was Quorate with 13 voting members and 20 guests present.			
Approval of Agenda	Shonda Miller proposed that the agenda be approved as presented. Tom Hoover seconded. Motion carried.			
Approval of Minutes	Sherry Raya proposed that the minutes of the Committee meeting held on September 19, 2023, be approved as presented. Anne Campbell seconded. Motion carried.			
MTM Costing study and SPQM based pilot–update	Anne Campbell provided updates on the pilot work at Avita, comparing transaction-based cost data from SPQM with their internal costing reports. Glyn Thomas reported that an expanded Metadata Table for GACSB SPQM had now been implemented, with the additional metrics needed for costing reports. Anne Campbell and Sherry	Continue to monitor progress on the pilot, and report back to the Committee.	Glyn Thomas	December 5, 2023

	Raya reported that Randy Love was still conducting tests and making final adjustments to the service costing software, business rules, and web forms.			
Proposal for FY 2024 quarterly financial ration reports	Glyn Thomas reviewed previously circulated proposals for quarterly financial data reporting for FY 24, recommending that personnel/expense ratio be added to the metrics previously reported in FY 23. Personnel expense ratio is already included in the data that CSBs submit, so there would be no extra work for CSBs. Glyn also recommended that the presentation drop the redundant duplication of data in both line graphs and bar charts.	Lee Pavlik proposed that the quarterly finances reporting proposals for FY 24 be adopted as presented. Tom Hoover seconded, and the motion carried.		
FY 23 IDD Waiver numbers survey	Glyn Thomas presented charts derived from data submitted by all 22 CSBs, showing that the overall decline in CSB clients with IDD waivers had continued in FY 23. The rate of decline, however, was less than that in the two previous years and 7 CSBs had recorded an increase over the year in the number of persons with IDD waivers enrolled in their services.	The Committee agreed that the reports should be shared with the IDD Ops committee, and that CSBs who had increased their enrollment of clients with IDD waivers in FY 23 be invited to present to the IDD Directors on the reasons for their success.	Glyn Thomas	October 31, 2023
GACSB Strategic Plan FY 24. Element #1 Crisis bed Capacity. Plan for data collection and analysis.	Robyn Garrett reported on the assignment to the data Analytics Committee of the Strategic Plan Element on crisis bed capacity, the number of beds currently “off-line”, staffing challenges and the DBHDD bed study. Glyn Thomas presented a plan for collecting data that would more accurately define the shortage of crisis beds in CSUs and BHCCs operated by CSBs, illuminate factors contributing to that shortage, and point to possible solutions. The Clinical Ops Committee had reviewed the plan and approved it with the suggestion that client recidivism and follow-up after discharge also be included.	Glyn Thomas undertook to develop an Excel based template for collecting the data elements in the plan from CSBs and from DBHDD KPI / PMR reports.	Glyn Thomas	November 14, 2023
Seeking Input from persons served on their use of technology to access and receive services.	Glyn Thomas reviewed a plan for a stand-alone client survey on their use of information technology based on a previously circulated draft questionnaire and comments and edits from CSBs.	Glyn Thomas undertake to develop a draft questionnaire in Survey Monkey and circulate to CSBs for feedback.	Glyn Thomas	November 14, 2023
Data Analytics for CCBHC readiness – standing agenda item.	Tammy Conlin provided an update on the PMR+ for FY 23. Laura Alexander reported that she had asked DBHDD to clarify the questions on payers, because the options in the current template were unclear. Tom Hoover reported	Laura Alexander was invited to report on any feedback she received to her questions about payers.	Laura Alexander	December 5, 2023

	that DBHDD had issued a further request for additional information on anticipated costs.			
National Council Insights reporting.	Robyn Garrett reminded the Committee on the way National Council uses data gathered from 990 IRS returns from non-profit member organizations to develop annual reports on financial sustainability of those organizations. Georgia's CSBs, being governmental organizations, do not complete 990 returns and the National Council was interested in collecting data from these organizations too. She was preparing to review a draft data sharing agreement between GACSB and the National Council, and once finalized would take that agreement to the GACSB Board of Directors for their approval.	Review Data Sharing Agreement and take to GACSB Board of Directors.	Robyn Garrett and Glyn Thomas	TBD
GACSB SPQM user Group	Glyn Thomas reported that GACSB SPQM now provided agency specific reports incorporating staff and client details which only their authorized users could access. At the GACSB SPQM User Group / Work Session on October 3, 2023, members had asked that staff names be included in agency specific reports, but that only staff IDs be seen in the reports for the GACSB Executive Team. Members had also asked if it would be possible to address the intervals between clients' attendance for services in the Client Tenure Reports. Glyn Thomas reported that he had transmitted these requests to Randy Love and would report back to the User group when the changes had been made.	Provide updates to the next meeting of the GACSB SPQM User Group.	Glyn Thomas,	November 7, 2023
Next Meeting	December 5, 2023, at 1.00 pm			
Adjournment	The meeting adjourned at 2.11 pm			