



**GEORGIA ASSOCIATION OF COMMUNITY SERVICE BOARDS  
DATA ANALYTICS COMMITTEE  
SEPTEMBER 19, 2023  
VIRTUAL MEETING MINUTES**



<b>X = present</b>					
X	Chair- Tammy Conlin - Advantage		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		McIntosh Trail- Brent Eberspacher		GACSB- Renee Millians
	Aspire – Lee Pavlik		Middle Flint- Laurie Hair	X	GACSB- Glyn Thomas
X	Avita- Anne Campbell		New Horizons- Sherry Raya		
X	Clayton Center –Barbara June		Oconee- Michael Blackshear		
X	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	X	
X	Georgia Pines- Dennis Addison	X	Unison- Shonda Miller	X	
X	Highland Rivers- Jared Marlin	X	View Point Health- Gillian Mitchell	X	
<b>GUESTS: Dr. Lee Adams, Laura Alexander, Hannah Bailey, Shirain Banner, Jordy Barwick, Shaconna Branch, Tod Deal, Reid Denson, Whitney Eddins, Susan Gallagher, Bryan Hoffman, John Milne, Garrett Myers, Eric Naughton, Greta O’Dell, Paivi Parssinen, Debra Pinkston, Terry Richards, Stephen Smith.</b>					
<b>Distribution:</b> Agenda 09-19-2023, Minutes 08-15-2023, proposal for FY 24 quarterly financial reports, aggregate FY 22 and FY 23 MRLs and utilization of state funded fee for service, GACSB Strategic Plan Element #1 Bed Capacity, CARF Standard 1.J.1 on collecting client input into the use of health technology.					

Agenda Items	Discussion	Action/Resolution	Responsibility	Due Date
<b>Welcome/Call to Order</b>	Tammy Conlin, Committee Chair, called the meeting to order at 1.07 pm.			
<b>Roll Call</b>	The meeting was Quorate with 12 voting members and 19 guests present.			
<b>Approval of Agenda</b>	Tom Hoover proposed that the agenda be approved as presented. Jared Marlin seconded. Motion carried.			
<b>Approval of Minutes</b>	Laura Alexander proposed that the minutes of the Committee meeting held on August 15 <sup>th</sup> , 2023, be approved as presented. Anne Campbell seconded. Motion carried.			
<b>MTM Costing study and SPQM based pilot–update</b>	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 Randy Love was making final adjustments to the service costing software.	Continue to monitor progress on the pilot, and report back to the Committee.	Glyn Thomas	October 17 <sup>th</sup> , 2023

<b>Q4 FY 23 Financial Report</b>	Glyn Thomas reported that the Q4 Financial Ratio Reports had been distributed to Committee members, and that a summary had been presented to the GACSB Board of Directors on September 13 <sup>th</sup> .			
<b>Proposal for FY 2024 quarterly financial ration reports</b>	Glyn Thomas presented 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.	Committee members to review the proposals and vote on them at the October Committee meeting.	Tammy Conlin	October 17 <sup>th</sup> , 2023
<b>FY 23 IDD Waiver numbers survey</b>	Glyn Thomas reported that he had sent out reminders to the 5 CSBs who had still not reported their FY 23 waiver numbers.	Receive outstanding data submissions, prepare and distribute reports.	Glyn Thomas	October 17 <sup>th</sup> , 2023
<b>Analysis of FY 2022 and FY 2023 MRLs and Utilization Reports – state funded fee-for-service for the uninsured.</b>	Glyn Thomas reported that DBHDD had provided Maximum Reimbursement Limits (MRLs) and Utilization reports for state funded outpatient services for the uninsured in FY 22 and FY 23. He presented aggregated reports which indicated that total services provided by CSBs remained the same across the two years, though DBHDD had increased the MRLs for FY 23. There were no overall differences in utilization between CSBs and private providers, but large variation across CSBs.			
<b>GACSB Strategic Plan FY 24. Element #1 Crisis bed Capacity. Plan for data collection and analysis.</b>	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 recently reported by Commissioner Kevin Tanner.	Tammy Conlin noted that staff retention was as much a challenge as initial recruitment, exacerbated by the increasing acuity of CSU /BHCC admissions. The Committee agreed and the following were suggested as possible measures to collect to accurately represent the current situation of CSUs and BHCCs: numbers of blocked beds, reportable incidents of aggression, average and maximum lengths of stay, barriers to discharge. The Committee agreed that a short data collection proposal be presented to the Clinical Ops Committee for further comment before finalizing a plan for data collection.	Glyn Thomas	October 5 <sup>th</sup> , 2023 (next Clin Ops Committee)

<p><b>Seeking Input from persons served on their use of technology to access and receive services.</b></p>	<p>In response to a request from Highland Rivers, Angela Holt outlined the CARF standard 1.J.1 that organizations should gather regular input from personnel and persons served on the use of technology to provide and receive services.</p>	<p>The Committee considered a suggestion that feedback from persons served could be gathered via the MHSIP client surveys. Concerns that the MHSIP questionnaires were already very lengthy and that technology was rapidly evolving prompted discussion that a dedicated technology questionnaire might be more appropriate. It was agreed to invite CSBs to share such questionnaires if they had one already in use, and Glyn Thomas agreed to draft a questionnaire for the Committee to consider and offer to CSBs as a way to meet the CARF standard regarding technology input from persons served.</p>	<p>Glyn Thomas</p>	<p>October 17<sup>th</sup>, 2023</p>
<p><b>Data Analytics for CCBHC readiness – standing agenda item.</b></p>	<p>An update to the PMR+ is still awaited.</p>			
<p><b>National Council Insights reporting.</b></p>	<p>Robyn Garrett described to the Committee how the 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 Nat Council was interested in collecting data from these organizations too.</p>	<p>Glyn Thomas explained that we already collect the measures presented in the National Council Reports, so providing data to the National Council would entail no additional work for CSBs. He presented sample pages of the National Council Insight Reports for 2018 through to 2020. Tom Hoover proposed that the Data Analytics Committee recommend to the GACSB Board of Directors that we should proceed to collaborate with the National Council and provide them with blinded and / or aggregated CSB financial data contingent on concluding a satisfactory data sharing agreement with the National Council. Barbara June seconded and the motion carried. Next steps will be to negotiate a draft data sharing agreement with the National Council and bring to the GACSB Board of Directors.</p>	<p>Robyn Garrett and Glyn Thomas</p>	<p>TBD</p>

<b>GACSB SPQM user Group</b>	Glyn Thomas reported that an expanded SPQM Metadata Table had been approved to collect additional variables needed for the service costing functions. These additional variables included staff ID and names, additional client demographics, place of service (including programs and sub-units within organizations). The Reporting Tiers had been expanded to give each participating CSB their own set of reports presenting staff and client details which only their authorized users could access. The next GACSB SPQM User Group / Work Session was scheduled for Tuesday October 3 <sup>rd</sup> , 2023, at 1.00 pm. Topics to be addressed would include the new SPQM Metadata tables, the schedule of file uploads, and some file submission requirements. In response to member requests there would also be some training to help new users learn how to run the reports.	Provide updates to the next meeting of the Data Analytics Committee	Glyn Thomas,	October 17 <sup>th</sup> , 2023
<b>Next Meeting</b>	October 17 <sup>th</sup> , 2023, at 1.00 pm			
<b>Adjournment</b>	The meeting adjourned at 2..07 pm			