



**GEORGIA ASSOCIATION OF COMMUNITY SERVICE BOARDS  
DATA ANALYTICS COMMITTEE  
FEBRUARY 20<sup>TH</sup> 2024  
VIRTUAL MEETING MINUTES**



<b>X = present</b>					
X	Chair- Tammy Conlin - Advantage	X	Legacy – William Huling	X	GACSB- Robyn Garrett
X	Vice Chair- Angela Holt – Middle Flint		Bridge Health – Kelly O’Bryant		GACSB- Jesse Hambrick
X	Advantage – Laura Alexander	X	McIntosh Trail- Brent Eberspacher		GACSB- Renee Millians
X	Aspire – Lee Pavlik	X	Middle Flint- Angela Holt for Laurie Hair	X	GACSB- Glyn Thomas
X	Avita- Anne Campbell	X	New Horizons- Reid Denson for Sherry Raya		
X	Clayton Center –Barbara June		Oconee- Michael Blackshear		
X	CSB of Middle Georgia- Chadwin Hutcheson		Pathways- Jade Benefield		
X	Claratel – Chatele’ Chester		Pineland- Dawn Arnette		
	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		
<b>GUESTS:</b> Hannah Bailey, Shirain Banner, Jody Barwick, Shaconna Branch, Danielle Davis, Tod Deal, Susan Gallagher, Danielle Harris, Tiffany Henderson, Emily Hiller, Bryan Hoffman, Tayler Miller, Garrett Myers, Eric Naughton, Randall Newberry, Jonas Norman, Ricardo Pena, Terry Richards, Stephen Smith, Trina Wheeler.					
<b>Distribution:</b> Agenda 02-20-2024, Minutes 01-16-2024, IT Survey for persons served, MHSIP and YSS-F sample sizes, Q2 Financial trends and benchmarks.					

Agenda Items	Discussion	Action/Resolution	Responsibility	Due Date
<b>Welcome/Call to Order</b>	Tammy Conlin, Committee Chair, called the meeting to order at 1.19 pm.			
<b>Roll Call</b>	The meeting was Quorate with 16 voting members and 20 guests present.			
<b>Approval of Agenda</b>	Gillian Mitchell proposed that the agenda be approved as presented. Anne Campbell seconded. Motion carried.			
<b>Approval of Minutes</b>	Barbara June proposed that the minutes of the Committee meeting held on January 16, 2024, be approved as presented. Shonda Miller seconded. Motion carried.			
<b>Sample size recommendations for MHSIP and YSS-F client satisfaction surveys</b>	Glyn Thomas presented the current recommendation for sample sizes for MHSIP and YSS-F surveys – 10 % of all clients receiving at least 4 services at that CSB.	After discussion it was agreed to retain the current targets, but stress that these were the minimum numbers of survey responses that should be collected. Glyn Thomas will resend the list of sample size targets to the Analytics List Serv.	Glyn Thomas	March 19, 2024

<b>GACSB Strategic Plan FY 24 - Crisis bed capacity follow-up surveys</b>	Robyn Garrett reminded the Committee that the objective of gathering data on crisis bed capacity was to support advocacy and public education on CSB crisis services. Glyn Thomas had presented the results of an initial survey to the Committee in January. Glyn also reported on the results of a snapshot survey on Jan 31, 2024, that indicated that only 10% of CSB crisis beds were currently off-line, and only 35% of Temp Obs “chairs” were off-line.	It was agreed to transmit these data to the CEO group and the Board of Directors of the GACSB, for deployment at an appropriate time for advocacy and / or public education.	Robyn Garrett	TBD
<b>MTM Costing study and SPQM based pilot–update</b>	Anne Campbell And Glyn Thomas provided an update on the pilot work involving Avita and New Horizons. They confirmed that Randy Love had determined that a web portal for direct data entry would be very costly and difficult to ensure data security. He was now exploring less expensive alternatives using a template for periodic updates of staffing and salary data into the encounter-based costing calculator.	MTM will have an update available at their next quarterly GACSB SPQM meeting on March 15, 2024. Glyn Thomas will invite suggestions for other topics and circulate an agenda in advance of that meeting.	Glyn Thomas	March 8, 2024
<b>Pilot survey of persons served on their use of technology to access and receive services.</b>	Glyn Thomas thanked Avita, Highland Rivers, Middle Flint, Unison, and View Point Health for piloting a survey to gather input from persons served on their use and preferences regarding IT to access and receive services. He presented data from 100 participants in the pilot carried out by Unison. Data from the pilot work at other CSBs were broadly similar.	Anne Campbell proposed that the IT survey become an annual GACSB survey that would meet the relevant CARF standard for member CSBs and provide data to support advocacy for improved access to IT services and resources for persons served by CSBs. Shonda Miller seconded, and the motion carried. Glyn Thomas will present a revised questionnaire to the March meeting of the Committee, taking into account several suggestions for improving the survey questions.	Glyn Thomas	March 19, 2024
<b>FY 24 Quarter 2 financial reports</b>	Glyn Thomas thanked CFOs for providing their Q2 financial data and noted that there was 100% participation. He presented aggregated data showing that on average operating margins and days of cash on hand continued to decline – 15 out of 22 CSBs reported negative margins at the end of Quarter 2.			
<b>FY 2023 KPI benchmarks</b>	Robyn Garrett reported on discussions with Brenda Cibulas (DBHDD Director of Behavioral Health) regarding requests for changes to the KPIs arising from discussion of the FY 23 KPIs at the January Meeting of the Data Analytics committee.	Robyn reported that Brenda Cibulas had agreed to meet with a small work group to receive input and suggestions regarding KPI metrics and implementation for FY 24 and FY25 – date and time TBD.	Robyn Garrett	March 19, 2024

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<b>Data Analytics for CCBHC readiness – standing agenda item.</b>	See above on KPI / PMR+ recommendations			
<b>National Council Insights reporting.</b>	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
<b>GACSB SPQM user Group</b>	Glyn Thomas reported that the February User Group Meeting had addressed data quality and reviewed new reports on service utilization with filters for race and ethnicity– in the GACSB Center Tier.	It was agreed that the next User Group Meeting on March 5, 2024, be an orientation for new users. It was also agreed to move the start time to 1.15 pm in line with the Change in start time of the full Data Analytics Committee.	Glyn Thomas	March 5, 2024
<b>Annual Staffing Turnover and Financial Data Surveys for FY 2023</b>	Glyn Thomas reported that he had sent out templates for both surveys on January 2, 2024, with a requested return date of February 7, 2024. Many CSBs were still working to collect these data, and up to now he had received Staffing Turnover data from 16 CSBs and Financial data from 12 CSBs	Send reminders and offer support to CSBs still working on data collection.	Glyn Thomas	February 28, 2024
<b>Next Meeting</b>	March 19, 2024, at <b>1.15 pm</b>			
<b>Adjournment</b>	The meeting adjourned at 2.16 pm			