

Mariposa County Plan of Correction
Per the County Performance Contract Review Report for Review Dates February 12- 13, 2019

Finding # or Suggested Improvement #	Finding or Suggested Improvement	Recommendation # (State Corrective Action Step / Identify Timeline / and Evidence of Corrections / Mechanisms for Monitoring Effectiveness)		Score – Comments/ Notes
Finding #1	Mariposa County FY 2017- 2018 Annual Revenue and Expenditure Report (ARER) was not posted on the County website prior to the program site review.	Recommendation #1	<p>The County Shall within 30 days of submitting the MHSA ARER to the Department of Health Care Services (DHCS), post a copy of the ARER to the County’s website. The county will post on their website the FY 18/19 within 30 days of submitting to the state and each subsequent ARER thereafter.</p> <ul style="list-style-type: none"> a.) Mariposa County Behavioral Health and Recovery Services (MCBHRS) has posted the ARER, and it was submitted to DHCS on 12/19/2019. (Email confirmations will be submitted as evidence of date of submission, then a screenshot on the MCBHRS website to show the ARER has been posted no later than June 30th, 2020.) b.) Subsequently MCBHRS will meet with all staff responsible for drafting the ARER prior to the submission of each ARER to ensure all information is in the correct component. Once MCBHRS and fiscal finalize the ARER it will be submitted to DHCS and uploaded to the county website. c.) MCBHRS will begin using Wrike, a project management software, to track and manage projects and deadlines. Each stage of the ARER will be tracked utilizing this system to ensure continued 	The submitted plan is accepted.

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			<p>compliance.</p> <p>d.) MCBHRS began using Wrike during the three year planning process of MHSA three year plan (2020-2023). This will begin fully implementing Wrike for the 2019/2020 ARER submission and for the 2020/2021 fiscal year Annual update and continue to be used in subsequent years.</p>	
Finding #2	<p>Mariposa County did not submit the FY 2017-2020 Three- Year program and Expenditure Plan (Plan) and FY 2018 – 2019 Annual Update (Update) to DHCS within 30 days after adoption.</p>	Recommendation #2	<p>The County shall submit the adopted FY 2020-2023 Plan and FY 2018-19 Update to DHCS at MHSA@dhcs.ca.gov and Mental Health Services Oversight and Accountability Commission (MHSOAC) within 30 days after adoption by the County board of supervisors; and each subsequent Plan and Update thereafter.</p> <p>a.) Mariposa County Board of Supervisors approved the “MHSA 2019-2020 Update” on June 18, 2019. The Update was submitted to DHCS on July 2, 2019 and was uploaded to the Secure File Transfer Portal on July 2, 2019. This requirement was met for this past fiscal year. (Email confirmations will be submitted as evidence of correction no later than June 30th 2020.)</p> <p>b.) Mariposa County Behavioral Health and Recovery Services (MCBHR) plans to seek Board of Supervisors (BOS)</p>	The submitted plan is accepted.

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			<p>approval by the end of May 2020 for the FY 2020-2023 Plan. MCBHRS will submit Plan to DHCS and MSHOAC within 30 days of BOS approval (Email confirmations will be submitted as evidence of correction no later than July 30th 2020.)</p> <p>c.) MCBHRS will continue to utilize the same Three- year Plan and Annual Update (AU) timeframes for ensuring timely submission. (Three-Year Plan, and Annual Update Planning Process Timeframes will be submitted as evidence of ongoing compliance no later than June 30 in subsequent years.</p> <p>d.) Once corrected, no further action should be required.</p>	
Finding #3	Mariposa County did not include an estimate of the number of Full Service Partnerships (FSP) clients to be served according to age group in the approved FY 2017 - 20 Plan and FY 2018- 19 Update.	Recommendation #3	<p>The County shall provide an estimate of the number of FSP clients in each age group: Children (0-15), transitional age youth (16-25), adult (26-59), and older adult (60 and older) in the approved FY 2020-23 Plan and FY 2019-20 Update, and each subsequent Plan and Update, thereafter.</p> <p>a.) Due to small numbers MCBHRS reports an estimate number of individuals served by age group in percentages to ensure confidentiality. In the 2019/2020 AU indicates the percentage of each age group to be served in the FSP category.</p>	The submitted plan is accepted.

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			<p>(MCBHRS will submit the page in the 2019/2020 AU with the percentages no later than June 30th 2020.)</p> <p>b.) For the 2020 – 2023 3YR plan MCBHRS will add an estimate number of individuals to be served in the FSP category by age group. (MCBHRS will submit these numbers as proof of correction once added to the draft 3yr plan.)</p> <p>c.) MCBHRS will submit a graph depicting the estimated number of individuals served by percentages for 2020-2023 no later than July 30th 2020.</p> <p>d.) MCBHRS will add estimate numbers of individuals to be served by age group for subsequent AU's and 3YR plans, once corrected, no further action should be required</p>	
Finding #4	The expenditures reported in Mariposa County's FY 2017 – 18 ARER for Community Services and Supports (CSS) mental health programs are not consistent with the approved FY 2017 -	Recommendation #4	<p>The County must ensure that the programs listed in the CSS component section of the approved FY 2020-23 Plan and FY 2019-20 Update, and each subsequent year thereafter; are consistent with the ARER. Any discrepancies or name changes must be explained in the approved Plan and Update.</p> <p>a.) MCBHRS has implemented a monthly program and fiscal meeting beginning May 10th 2019 specifically for MHSA to ensure that the language in the 3YR</p>	The submitted plan is accepted.

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	20 Plan and/or FY 2018 -19 Update.		<p>plans and AU's are consistent with the RER. (Sign in sheets and agendas will be submitted as evidence of correction no later than July 30th 2020.)</p> <p>b.) Prior to MCBHRS submitting the ARER, all staff responsible for the ARER submission will review to ensure that programs are under the correct categories and the language is consistent with the 3YR plans and AU's. (Sign in sheet and meeting minutes will be submitted as evidence of correction no later than June 30th 2020.)</p>	
Finding #5	Mariposa County's approved FY 2017-20 Plan and FY 2018-19 Update did not include reports on the achievement of performance outcomes for MHSA program/services.	Recommendation # 5	<p>The County must develop and implement policies and procedures to ensure data is collected and analyzed to report on its achievement of performance outcomes for services provided. The approved FY 2020-23 Plan and FY 2019-20 Update and each subsequent Plan/Update thereafter; shall include reports on the achievement of performance outcomes for services provided.</p> <p>a.) MCBHRS implemented a proposal process for all providers providing programs and services funded by MHSA for the 2020-2023 3YR plan in January 2020, however the RFP officially flew to the public in March – April 2020. Prior to receiving funds, programs will submit to MCBHRS program proposals indicating</p>	The submitted plan is accepted.

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			<p>how they will collect and monitor data. (MCBHRS will submit sample proposal forms for each PEI/CSS component no later than June 30th 2020).</p> <p>b.) Cover letters are submitted to service providers with information on data collection and the required reporting for their respective components. (MCBHRS will submit sample letters no later than June 30th 2020.)</p> <p>c.) MCBHRS will draft a policy and procedure on data collection and reporting requirement for MHSA. (MCBHRS will submit the policy and procedure as evidence of correction no later than September 30th 2020.)</p>	
		Recommendation #5a	<p>The County contracts with service providers shall include achievement goals from the County’s Plan and Updates that apply to each provider’s program and services.</p> <p>a.) MCBHRS implemented a proposal process for all providers providing programs and services funded by MHSA for the 2020-2023 3YR plan in January 2020. Prior to receiving funds, Providers will submit to MCBHRS program proposals indicating how they will collect and monitor data. (MCBHRS will submit sample proposal forms for each PEI/CSS component no later than June 30th 2020.)</p>	The submitted plan is accepted.

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			b.) MCBHRS will submit updated service provider contracts that have the achievement goals as evidence no later than September 30th 2020. c.) The quarterly reports from the providers will ensure that data is being captured to reflect the program outcomes. d.) Annually outcomes are presented to the Behavioral Health Board.	
Finding #6	Mariposa County did not dedicate at least 51% of their Prevention and Early Interventions (PEI funds) to serve individuals who are 25 years old or younger	Recommendation #6	The county must develop and implement accounting and cost allocation policies and procedures that will allow the County to allocate a majority of PEI funds to serve individuals who are 25 year old or younger. a.) MCBHRS will draft a policy and procedure to ensure accounting and cost allocations are implemented to allocate the majority of PEI funds to serve individuals who are 25 years old or younger (P&P will be submitted as evidence no later than September 30 th 2020). b.) Subsequently MCBHRS will ensure collaboration during the planning process for the 3YR and AU plans, to allocate the correct percentage of funds to 25 and younger. (Sign in sheets, and RER's will be submitted as corrective action no later than July 30 th 2020.) c.) Program staff and Fiscal staff will	The submitted plan is accepted.

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			continue to meet quarterly to ensure continued compliance	
Finding #7	Mariposa County did not use a validated method to measure the changes in attitudes, knowledge and/or behavior related to mental illness or seeking mental health services in each Stigma and Discrimination Reduction programs.	Recommendation #7	<p>Mariposa County shall include the requirements of each Stigma and Discrimination Program and address all components of the Cal. Code of Regs Title 9 3750(d), 3755(f) in their FY 2020-23 Plan and FY 2019-20 Update, and each subsequent Plan/Update thereafter.</p> <ul style="list-style-type: none"> a.) MCBHRS has already implemented a proposal process in January for all providers providing programs and services funded by MHSA for the 2020-2023 3YR plan. Prior to receiving funds, Providers will submit to MCBHRS program proposals indicating how they will collect and monitor data. (MCBHRS will submit sample proposal forms for the stigma and discrimination program no later than June 30th 2020.) b.) MCBHRS will subsequently ensure that each stigma and discrimination program proposal going forward, has a validated method of measuring changes in attitudes, knowledge, and/or behaviors. c.) Going forward, MCBHRS 3YR plans and AU's will include in the outcomes section for the stigma and discrimination programs, how they 	The submitted plan is accepted.

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			will collect, monitor and measure data. (MCBHRS will submit 3YR plans and AU's with validated measurements for each stigma and discrimination program.)	
Finding #8	Mariposa County's Innovation Project has lasted longer than 5 years.	Recommendation #8	<p>The County shall adhere to the MHSOAC Innovation Project Regulations dated July 1, 2018. Section 3910.010(a) that an innovation Project shall have an end date that is not more than five years from the start of the Innovative Project.</p> <ul style="list-style-type: none"> a.) MCBHRS officially stopped funding the innovation project that exceeded five years as of April 2019 after feedback from the DHCS audit and MHSOAC communications. b.) Currently MCBHRS does not have an active project. MCBHRS is drafting a proposal and will reach out to the MHSOAC for technical assistance no later than August 30th 2020 prior to seeking approval. c.) MCBHRS will begin using Wrike, a project management software once a project proposal has been established (no later than July 30th 2020), to track and manage projects and deadlines. Each stage of the ARER will be tracked utilizing this system to ensure continued compliance. This should also provide a 	The submitted plan is accepted.

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			smoother transition in the case of staff turnover	
Finding #9	Mariposa County’s approved FY 2017-20 Plan or FY 2018-19 Update did not include meaningful involvement of stakeholders in the Community Program Planning Process (CPPP) of the new Innovation component, about whether and how to continue a successful Innovation Project or parts of the project; and communication of the results and lessons learned with a focus on dissemination of successful Innovation Projects.	Recommendation #9	<p>The County’s Plan or Update shall include a Community Program Planning Process (CPPP) for each new Innovative project, shall include the requirements for each Innovative Project and address all components of Cal. Code Regus. Title 9 3930(b).</p> <ul style="list-style-type: none"> a.) At the close of the last innovation project, MCBHRS began the stakeholder community planning process in October 2019 to identify any potential new innovation projects. b.) Once MCBHRS drafts a concept, stakeholders will be involved in every step of the process from planning, to implementing and then evaluating the project. c.) MCBHRS will draft a timeline of events that are required prior to submitting plans to MHSOAC. (MCBHRS will submit this as evidence of corrective action.) d.) MCBHRS will submit all CPPP documents for the new innovation plan once completed. e.) Subsequently MCBHRS will ensure that the same process is followed. 	The submitted plan is accepted.

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		Recommendation #9a	<p>The County’s Plan or Update shall include the requirements of each Innovative Project and address all components of Cal. Code of Regs Title 9 3930(c).</p> <ul style="list-style-type: none"> a.) MCBHRS is in the process of gathering stakeholder input and planning for a new innovation project. b.) MCBHRS will ensure that future Innovation plans comply with all requirements for 3Yr plans and AU’s by using the project management software Wrike. Each stage of the project will be tracked throughout the process from planning, to implementation, and evaluation 	The submitted plan is accepted.
Finding #10	Mariposa County’s approved FY 2017-20 Plan and FY 2018-19 Update did not include descriptions of how the County plans to protect and provide continuity for individuals with serious mental illness who are receiving services from Innovative Projects	Recommendation #10	<p>The County shall include in its Plan or Annual Update a description of how the County plans to protect and provide continuity for individuals with serious mental illness who are receiving services from the Innovative Project after the end of implementation with Innovation funds.</p> <ul style="list-style-type: none"> a.) MCBHRS is in the process of receiving stakeholder input for future innovation plans. As ideas are drafted into concepts, MCBHRS will ensure that as part of the innovation plan, a section will be dedicated to how MCBHRS will 	The submitted plan is accepted.

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	after the end of implementation with Innovation Funds.		continue the project, or portions of the project that was successful, and ensure that individuals receiving services are continued to be served without innovation funding.	
Suggested Improvement Item #1	MHSA Policies, Procedures, Evaluation and Training.	Suggested Improvement #1	<p>DHCS recommends the County develop and implement a MHSA training program and identify processes and supports including:</p> <ul style="list-style-type: none"> a.) Policies and procedures that incorporate MHSA general principles. b.) Requirements and components (CPPP, CSS (FSP/GSD/O&E), PEI, INN, WET, CFTN). c.) Funding and reporting requirements. d.) Plans and Updates. e.) Other needs such as staffing, performance objectives and outcomes. <p>QA created an all-encompassing PowerPoint (PPT) to utilize as a training mechanism on all things MHSA (this will be submitted no later than June 30th 2020). The PPT was presented at an all MCBHRS staff meeting and at the all MCBHRS supervisors meeting. The PPT explains each component of MHSA, the reporting and fiscal requirements</p>	The submitted plan is accepted.

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			<p>of MHSA, and how our county is currently utilizing MHSA dollars. (MCBHRS will submit any P&P's related to general principles no later than September 30th 2020.)</p>	
		Suggested Improvement #1a	<p>The training should also address how to county will evaluate the effectiveness of programs/services they deliver and their on-going quality improvement strategies. MCBHRS will add to the annual training PPT a section on evaluating the effectiveness of programs and the services they deliver for quality improvement strategies. (MCBHRS will submit additional PPT pages on quality improvement strategies no later than September 30th 2020).</p>	The submitted plan is accepted.
		Suggested Improvement #1b	<p>DHCS recommends MHSA training for all mental health employees and service providers involved in complete delivery of services to recipients of MHSA programs; and documentation of annual training.</p> <p>MCBHRS held a MHSA training during the August 1st 2019 MCBHRS all staff meeting. The staff were provided with a copy of the MHSA training PPT.</p> <p>MCBHRS will subsequently train staff on MHSA and current strategies that are funded by MHSA. This training will be held annually.</p>	The submitted plan is accepted.

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			MCBHRS will draft a P&P on MHSA annual training requirements and submit no later than September 30 th 2020	
		Suggested Improvement #1c	<p>DHCS recommends MHSA training to all new employees; and documentation of annual trainings. MCBHRS held a MHSA training during an all MCBHRS staff meeting on August 1st 2019 and staff were provided with a copy of the MHSA training PPT.</p> <p>MCBHRS will subsequently train staff on MHSA and the current programs being funded by MHSA annually. Sign in sheets and PPT will be submitted as evidence of compliance no later than July 30th 2020</p>	The submitted plan is accepted.
Suggested Improvement Item #2	Data	Suggested Improvement #2	<p>DHCS recommends using DCR data to analyze and evaluate the effectiveness of the FSP program and report on reduction in homelessness, incarceration, unemployment and hospitalizations. MCBHRS will request technical assistance (TA) in extracting data from the DCR to analyze and evaluate the effectiveness of the FSP program.</p> <p>MCBHRS will request TA from DHCS county liaison no later than June 30th 2020. MCBHRS anticipates analyzing and evaluating the FSP program by September 30th 2020.</p>	The submitted plan is accepted.

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Suggested Improvement Item #3	MHSA Transparency and Consistency	Suggested Improvement #3	<p>DHCS recommends the County’s MHSA program names detailed in the approved Plan, Update and ARER must match; and programs placed in the correct component based on regulations.</p> <p>MCBHRS has implemented a monthly program and fiscal meeting beginning May 10th 2019 specifically for MHSA to ensure that the language in the 3YR plans and AU’s are consistent with the RER. (Sign in sheets and agendas will be submitted as evidence of correction by July 30th 2020.)</p> <p>Prior to fiscal submitting the ARER, program will review to ensure that programs are under the correct categories and the language is consistent with the 3YR plans and AU’s. (Sign in sheet and meeting minutes will be submitted as evidence of correction by July 30th 2020.)</p>	The submitted plan is accepted.
		Suggested Improvement #3a	<p>The ARER should be consistent with the budget in the Plan and Update. If the program or service did not occur, still report the program or service on the ARER and indicate zero expenditures.</p> <p>MCBHRS has implemented a monthly program and fiscal meeting beginning May 10th 2019 to ensure the language reported on the ARER is consistent with the plan, including programs proposed in the 3YR plans and AU’s even if there was zero expenditures for a certain program. (MCBHRS will submit the ARER with</p>	The submitted plan is accepted.

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			<p>all language consistent with the 3YR plan and AU's. Sign in sheets and agendas will be submitted as evidence of correction no later than July 30th 2020.)</p> <p>Once corrected, no further action should be required.</p>	