

City of Berkeley Plan of Correction
Per the County Performance Contract Review Report for Review Dates September 21, 2021

Finding #, Suggested Improvement # or Technical Assistance #	Finding, Suggested Improvement or Technical Assistance	Recommendation # (State Corrective Action Step/Identify Timeline/and Evidence of Corrections/Mechanisms for Monitoring Effectiveness)		Score – Comments/Notes FOR DHCS USE ONLY
Finding #1	Berkeley City did not provide an estimate of the number of clients, in each age group, to be served in the Full Service Partnership (FSP) service category for each fiscal year of the adopted FY 2019-20 Annual Update (Update). (Welfare and Institutions Code (W&I) section 5847(e)).	<p>Recommendation #1</p> <p>The City must provide an estimate of the number of clients, in each age group, to be served in the FSP service category for each fiscal year of the adopted FY 2020-23 Three-Year Program and Expenditure Plan (Plan), FY 2021-22 Update and each subsequent Plan and Update thereafter.</p>	<p><u>Corrective Action Step/Timeline/and Evidence of Corrections, and Mechanisms for Monitoring Effectiveness:</u></p> <p>a.) The City will update the adopted FY2020-23 Three Year Plan, and the FY2021-22 Update to include the number of number of clients in each FSP service category.</p> <p>b.) The estimated numbers of clients to be served in each age group for each FSP will be added to the FY2020-23 Three Year and the FY2021-22 Annual Update by 2/28/2022.</p> <p>c.) The revised FY2020-23 Three Year Plan and FY2021-22 Update will be sent to DHCS by 3/1/2022 as evidence that the changes have been made.</p> <p>d.) The City will continuously monitor and include this information for each FSP in future Three Year Plans and Annual Updates.</p>	The submitted plan is accepted.

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Finding #2	Berkeley City's Community Services and Supports (CSS) programs/services were not consistent with the adopted FY 2019-20 Update, and FY 2019-20 Annual Revenue and Expenditure Report (ARER). Specifically, the Homeless FSP and Outreach Team, Homeless Outreach & Treatment Team (HOTT) and Fitness to Independence were included in the adopted FY 2019-20 Update and not included in the FY 2019-20 ARER. (W&I Code Section 5892(g)).	Recommendation #2 The City must ensure that the program names listed in the CSS component section of the adopted FY 2020-23 Plan and FY 2019-20 Update, and each subsequent year thereafter, are consistent with the budget pages and names in the ARER. If the program or service did not occur, report the program or service on the ARER and indicate zero expenditures. Any discrepancies	<u>Corrective Action Step/Timeline/Evidence of Corrections and Mechanisms for Monitoring Effectiveness:</u> a.) The City reached out to DHCS to find out how the update to the FY2019-20 ARER should be documented and submitted and was told that the information should be updated through the FY2020-21 ARER. b.) Fiscal information from FY2019-20 for the Homeless FSP and Outreach Team, Homeless Outreach & Treatment Team (HOTT) and Fitness to Independence will be reviewed. c.) The FY2019-20 ARER will be documented and updated according to the direction from DHCS, by 1/31/2022. d.) Evidence that the FY2019-20 ARER has been updated will be provided to DHCS by 2/28/2022. e.) The City will ensure there is consistency between the Three Year Plans and Annual Updates and the	The submitted plan is accepted.

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		or name changes must be explained in the adopted Update.	ARERS in all future ARERS. The evidence of updates to the FY2019-20 ARER will be on the Adjustments pages in the FY2020-21 ARER. Adjustments will include any expenditures for the following programs mentioned in the MHSA Audit: Homeless FSP and Outreach Team, Homeless Outreach & Treatment Team (HOTT) and Fitness to Independence. If there weren't any expenditures for the above programs then the City will indicate that as well. Lastly, if there were any name changes or errors in how the program name was written on the FY2019-20 ARER the City will update that information on the FY2020-21 ARER adjustment page as well.	
Improvement #1a	Department of Health Care Service (DHCS) recommends the City include a description of training provided to participants in CPPP for the adopted Plans and Updates.	Improvement #1a	<u>Corrective Action Step/Timeline/Evidence of Corrections and Mechanisms for Monitoring Effectiveness:</u> a.) The City of Berkeley will provide powerpoints of Community presentations that were conducted during CPPP for the adopted FY2020-23 Three Year Plan and the	The submitted plan is accepted.

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			<p>FY2021-22 Update by 2/28/2022. The powerpoints include trainings on MHSA.</p> <p>c.) The CPPP Sections of the adopted MHSA FY2020-23 Three Year Plan and the FY2021-22 Update will be updated by 2/28/22 to include a description of training that was provided to participants.</p> <p>d.) The revised MHSA FY2020-23 Three Year Plan and FY2021-22 Update will be sent to DHCS by 3/1/22.</p> <p>e.) The City will ensure that trainings are provided during CPPP for all future MHSA Three Year Plans and Annual Updates.</p> <p>f.) The effectiveness of the trainings will be monitored per community input and trainings will be revised as needed.</p> <p>g.) A description of the trainings provided during CPPP will be included in all future MHSA Three Year Plans and Annual Updates.</p>	
Improvement #1b	DHCS recommends that the City include dates of Advisory Committee	Improvement #1b	<u>Corrective Action Step/Timeline/and Evidence of Corrections and Mechanisms for Monitoring</u>	The submitted plan is accepted.

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	meetings, Community Input meetings and any other CPPP related meetings in the Plans and Updates.		<u>Effectiveness:</u> The City will ensure all Three Year Plans and Annual Updates include the dates of Advisory Committee meetings, Community Input meetings and any other CPPP related meetings in the Plans and Updates.	
Improvement #1c	DHCS recommends the City collect stakeholder demographic and report this information in the adopted Plans and Updates to ensure the required stakeholders are included and reflect the diversity of the City. The City may redact demographic information that may be considered identifiable.	Improvement #1c	<u>Corrective Action Step/Timeline/and Evidence of Corrections and Mechanisms for Monitoring Effectiveness:</u> a.) The City will review how other counties are collecting and reporting MHSA Stakeholder demographic data by 1/31/22. b.) Based on a review of how other counties are collecting a reporting on this data, the City will create a mechanism to collect MHSA Stakeholder demographic data by 4/15/22. c.) The City will collect and report stakeholder demographic information in all future MHSA Three Year Plans and Annual Updates. The City will provide a write up of any information received from other	The submitted plan is accepted.

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			<p>counties regarding ways they are collecting demographic data given most meetings in most counties are currently continuing to be virtual and some individuals only join by phone.</p> <p>The City will also provide the draft Data Collection Form to the State once it has been created and internally vetted and approved.</p> <p>This City will provide the information in this section to DHCS by 5/1/22.</p>	
Improvement #1d	DHCS recommends that City ensure the following stakeholders are engaged in the CPPP: law enforcement, education, social services, veterans, providers of alcohol and drug services and health care organizations. The City's description of stakeholders in the adopted FY 2017-20 Plan and FY 2019-20 Update	Improvement #1d	<p><u>Corrective Action Step/Timeline/and Evidence of Corrections and Mechanisms for Monitoring Effectiveness:</u></p> <p>a.) The City will continue to reach out to the following stakeholders on a bi-annual basis to ensure they are aware of and have the opportunities to engage in MHSA CPPP processes: Law Enforcement, Education, Social Services, Veterans, Providers of Alcohol and Drug Services and Health Care Organizations.</p>	The submitted plan is accepted.

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	do not include these required stakeholders.		<p>b.) A description of the Stakeholders involved in the CPPP will be included in all future MHSA Three Year Plans and Annual Updates.</p> <p>The City will compile and provide copies of email blasts, planning meetings and other outreach to the general community and MHSA Stakeholders regarding the next MHSA Annual Update. The City will provide this information to the State by 6/1/22.</p>	
Improvement #2	DHCS recommends that each category be categorized as a Prevention, Early Intervention, Outreach for Increasing Recognition of Early Signs of Mental Illness, Stigma and Discrimination Reduction, Access and Linkage to Treatment, Improve Timely Access to Services for Underserved Populations or Suicide	Improvement #2	<p><u>Corrective Action Step/Timeline/and Evidence of Corrections and Mechanisms for Monitoring Effectiveness:</u></p> <p>a.) In each MHSA Three Year Plan or Annual Update the City has included the Annual or Three Year PEI Evaluation Reports as an appendix to the document. Each of the PEI Evaluation Reports have previously been categorized as the suggested improvement indicates. In future MHSA Three Year Plans and Annual Updates the City will categorize</p>	The submitted plan is accepted.

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	Prevention (optional) in the budget summaries for the adopted Plans and Updates.		<p>the PEI Section of the Programs according to the suggested improvement.</p> <p>The City will provide a copy of the most recent Annual Update that has the PEI Evaluation as an appendix to the document. The PEI Evaluation has the Programs categorized as the Improvement recommends. The City will provide this information to the state by 2/28/22.</p> <p>In the FY23 MHSA Annual Update the City will categorize the PEI programs, in the same way they have been categorized in the PEI Evaluation and in accordance with this recommendation. As soon as the FY23 Annual Update has been locally approved, the City will send it to the State.</p>	
Technical Assistance #1	#1: The County must include an assessment of its capacity to implement mental health programs and services in the next adopted FY 2020-23 Plan, and each subsequent Plan	Technical Assistance #1	<p><u>Corrective Action Step/Timeline/and Evidence of Corrections and Mechanisms for Monitoring Effectiveness:</u></p> <p>a.) Identify sources of data for Capacity Assessment information by 2/28/22.</p> <p>b.) Review other counties MHSA Three Year Plans for examples of Capacity</p>	The submitted plan is accepted.

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	<p>thereafter which includes:</p> <p>a. The strengths and limitations of the county and service providers that impact their ability to meet the needs of racially and ethnically diverse populations. The evaluation should include an assessment of bilingual proficiency in threshold languages.</p> <p>b. Percentages of diverse cultural, racial/ethnic and linguistic groups represented among direct service providers, as compared to percentage of the total population needing services and the total population being served.</p> <p>c. Identification of possible barriers to implementing the proposed</p>		<p>Assessments by 4/30/22.</p> <p>c.) Provide draft Capacity Assessment template to Division Leadership by 7/31/22.</p> <p>d.) Develop Capacity Assessment for inclusion in FY2023-26 Three Year Plan by 1/31/23.</p> <p>e.) The City will ensure a Capacity Assessment will be included in all future MHSA Three Year Plans.</p> <p>The City will provide the Draft Capacity Assessment Tool and any related agenda items, meeting minutes to the State following the Leadership approval of the document. The City will provide this information to the State by 11/1/22.</p>	

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	programs/services and methods of addressing these barriers. (Cal. Code Regs., tit. 9, § 3650(a)(5)).			
Technical Assistance #2	The County must update the PEI budget worksheet to identify programs as Prevention, Early Intervention, Outreach for Increasing Recognition of Early Signs of Mental Illness, Stigma and Discrimination Reduction, Suicide Prevention, Access and Linkage to Treatment, and Improve Timely Access to Services for Underserved Populations in the adopted FY 2020-23 Plan, FY 2021-22 Update and each subsequent Plan and Update thereafter. (Cal. Code Regs., tit. 9, §3755(l)(2).	Technical Assistance #2	<u>Corrective Action Step/Timeline/and Evidence of Corrections and Mechanisms for Monitoring Effectiveness:</u> a.) The City will update the PEI Budget Worksheets in the adopted FY2020-23 Three Year Plan and the FY2021-22 Annual Update to identify programs as Prevention, Early Intervention, Outreach for Increasing Recognition of Early Signs of Mental Illness, Stigma and Discrimination Reduction, Suicide Prevention, Access and Linkage to Treatment, and Improve Timely Access to Services for Underserved Populations. 1.) The PEI Budget Sheets will be updated to include the PEI Program categories by 2/28/22. 2.) The City will provide DHCS copies of the revised FY2020-23	The submitted plan is accepted.

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			<p>Three Year Plan and the FY2021-22 Annual Update by 3/1/22, as evidence that the changes have been made.</p> <p>3.) The City will ensure all future Three Year Plans and Annual Updates include the PEI program categories on the PEI Budget Worksheets.</p>	
Technical Assistance #2	<p>Berkeley City's adopted FY 2017-20 Plan indicates the City has the following PEI programs: Behavioral-Emotional Assessment, Screening, Treatment and Referral (Be a Star), Supportive Schools Program, Community Education & Supports, TAY Trauma Support Project, Community-Based Child & Youth Risk Prevention Program and Homeless Outreach Program. The City shall identify in the</p>	Technical Assistance #2	<p><u>Corrective Action Step/Timeline/and Evidence of Corrections and Mechanisms for Monitoring Effectiveness:</u></p> <p>a.) The City will update the adopted FY2017-20 Three Year Plan to add a description of the PEI category of each program.</p> <p>1.) The FY2017-20 Three Year Plan will be updated to include the PEI category descriptions per each program by 2/28/22.</p> <p>2.) A copy of the revised FY2027-20 Three Year Plan will be provided to DHCS by 3/1/22, as evidence that the changes have been made.</p>	The submitted plan is accepted.

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	<p>program description which PEI programs fall under each PEI program category: Prevention, Early Intervention, Outreach for Increasing Recognition of Early Signs of Mental Illness, Access & Linkage to Treatment, Stigma and Discrimination Reduction, Suicide Prevention (optional) in the PEI component section of the Plans/Updates. (Cal. Code Regs., tit. 9, § 3755).</p>		<p>3.) The City will ensure all future Three Year Plans and Annual Updates include the PEI category descriptions of each funded program.</p>	