



State of California—Health and Human Services Agency
Department of Health Care Services



EDMUND G. BROWN JR.
GOVERNOR

March 15, 2013

MHSD INFORMATION NOTICE NO.: 13-03

TO: ALL COUNTY MENTAL HEALTH DIRECTORS
ALL COUNTY MENTAL HEALTH PROGRAM CHIEFS
ALL COUNTY MENTAL HEALTH ADMINISTRATORS
ALL COUNTY WELFARE DIRECTORS
ALL COUNTY WELFARE ADMINISTRATIVE OFFICERS
ALL COUNTY ADMINISTRATIVE OFFICERS
CHAIRPERSONS, COUNTY MENTAL HEALTH BOARDS

SUBJECT: Readiness Assessment Tool and Service Delivery Plan – Katie A. Implementation

The purpose of this letter is to provide county mental health plans (MHPs) and child welfare agencies with instructions for completing the Readiness Assessment Tool and Service Delivery Plan. The Katie A. Implementation Plan (Phase II) states that MHPs and child welfare agencies will have lead responsibility for jointly completing a Readiness Assessment Tool and developing a Service Delivery Plan, which the State will distribute by March 15, 2013.

Background

On July 18, 2002, a lawsuit entitled *Katie A. et al. v. Diana Bonta et al.* was filed seeking declaratory and injunctive relief on behalf of a class of children in California who: (1) are in foster care or are at imminent risk of foster care placement; (2) have a mental illness or condition that has been documented or, if an assessment had been conducted, would have been documented; and (3) need individualized mental health services, including, but not limited to, professionally acceptable assessments, behavioral support and case management services, family support, crisis support, therapeutic foster care, and other medically necessary services in the home or in a home-like setting, to treat or ameliorate their illness or condition.

In December 2011, the parties reached a Katie A. Settlement Agreement¹. As part of this Agreement, the Department of Health Care Services (DHCS) and the California

¹ *Katie A. etc., et al. v. Diana Bonta etc., et al*, CLASS ACTION SETTLEMENT AGREEMENT (Case No. CV-02-05662 AHM [SHx])

Department of Social Services (CDSS) agreed to a number of deliverables, including the completion of a Readiness Assessment Tool and the development of a Service Delivery Plan. The Service Delivery Plan is intended to provide a road map to delivering Intensive Care Coordination and Intensive Home Based Services, consistent with the Core Practice Model and that are coordinated, comprehensive, individualized and community-based.

General Instructions

CDSS and DHCS are issuing the Readiness Assessment Tool and Service Delivery Plan to all Child Welfare Directors and all County Mental Health Directors. Child Welfare Services (CWS) and MHPs should jointly complete both documents and submit them to DHCS. DHCS and CDSS will coordinate the review of the completed Readiness Assessment Tool and Service Delivery Plan.

Readiness Assessment Tool

The Readiness Assessment Tool is intended to support counties with assessing their level of collaboration system wide and with children and families. CDSS and DHCS will use the information collected by this tool as one of the mechanisms to help evaluate potential Learning Collaborative Counties. The Learning Collaborative Counties will provide feedback, identify barriers and potential areas for improvement to support continued rollout and promote statewide CPM adoption. The State requires only one completed tool per county, which CDSS and DHCS will review. Counties should complete this tool in conjunction with the Service Delivery Plan. The readiness tool addresses the following themes:

- Agency Leadership
- Systems and Interagency Collaboration
- Systems Capacity
- Service Array
- Involvement of Children, Youth and Families
- Cultural Responsiveness
- Outcomes and Evaluation
- Fiscal Resources

It is necessary for county CWS and MHPs to work together and with stakeholders to complete the Readiness Assessment Tool and Service Delivery Plan. You should also use the CPM Guide when completing the tool. You can find a copy of the guide on the CDSS website <http://www.childsworld.ca.gov/>. The Regional Training Academies (RTA) are available to support counties by facilitating the collaboration between the MHP,

CWS and stakeholders to complete the Readiness Assessment Tool and Service Delivery Plan. For more information, counties should contact their representative from their RTA.

The tool is comprised of eight one-page sections. Each section has a number of items and a place to indicate whether the item is best characterized as a need, a developing item or a strength. Additional instructions are provided as an enclosure to the tool.

Service Delivery Plan

MHPs and CWS will jointly develop an ICC and IHBS (and Therapeutic Foster Care, once determined to be a Medi-Cal covered service) Service Delivery Plan that includes specific methodology and timeframes to meet the need of class/subclass members consistent with the CPM and direction provided by DHCS and CDSS. The plan will include the minimum core components necessary for successful implementation of the CPM and will include the following information:

- Needs Assessment (Subclass analysis, existing services to subclass)
- Direct Delivery of Services
- Gap Analysis
- Services Capacity Assessment (Existing capacity, short term expansion capacity, unmet long term capacity)
- Stakeholder Involvement (Counties may use existing methods used for Mental Health Services Act).

An outline detailing the information to be included in the Service Delivery Plan is enclosed.

The Service Delivery Plan should be consistent with current quality assurance, quality improvement and utilization management program activities as specified in the Medi-Cal contract that MHPs have with DHCS.

Timeline and Process for the Readiness Assessment Tool and the Service Delivery Plan

DHCS and CDSS will use the information received from the Readiness Assessment Tool and Service Delivery Plan to identify county needs and identify how to direct appropriate resources to support the implementation of the CPM.

Counties should submit the jointly completed Readiness Assessment Tool and Service Delivery Plan as a single package to DHCS no later than May 15, 2013. Please submit

MHSD INFORMATION NOTICE NO.: 13-03
March 15, 2013
Page 4

the plan electronically to KatieA@dhcs.ca.gov and include county and contact information. Either CWS or the MHP may submit the plan.

Please contact the DHCS Mental Health Services Division, Lawsuit Support Unit at (916) 650-6486 or KatieA@dhcs.ca.gov if you have any questions about this information notice.

Sincerely,

Original Signed By

Vanessa Baird, Deputy Director
Mental Health & Substance Use Disorder Services

Enclosures

- Readiness Assessment Tool
- Service Delivery Plan for Intensive Care Coordination (ICC) and Intensive Home Based Services (IHBS)