



**The Arlington Community Services Board**  
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**James Mack**  
ACCSB Chair

**Beth Tschopp**  
Executive Director

**May 20, 2015**  
**DHS Stambaugh Building Auditorium**  
**2100 Washington Blvd.**  
**Arlington, Virginia**  
**7:00 pm – Full Board Meeting**

**Present:** Anne Hermann, Carol Skelly, Judy Deane, Barbara Jones, Wayne Bert, James Mack, David Gardner, Asha Patton-Smith, Joanne Del Toro, Brian Berke, Shauna Alonge, Keith Whyte, Erica Jackson

**Excused:** Lee Long, Linda Kelleher, Scott Brannon, David Kidwell

**Staff:** Beth Tschopp, Farah Shakour, Anita Friedman, Joe Bullock, Heather Stowe

**Public Comment(s)**

There were no public comments.

Chair Mack introduced new CSB full board member Jarrod Nagurka. Mr. Nagurka was appointed by the County Board on May 19, 2015 and will begin his term on June 1, 2015. Mr. Mack asked the board members to introduce themselves.

**Approval of the April 15, 2015 ACCSB Meeting Minutes**

Chair Mack called for a motion to approve the April 15, 2015 ACCSB Full Board meeting minutes. Ms. Hermann motioned to approve the minutes, Ms. Alonge seconded the motion, and the minutes were approved with two corrections.

**Staff Recognition**

The Economic Independence Division (EID) Customer Service Center staff supporting the Behavioral Healthcare Division's Customer Service Center were nominated to receive the May 20, 2015 staff recognition award.

- Diane Alvira, EID Program Manager
- Samira Abdalla, EID Administrative Technician
- Natalie Bean, EID Administrative Technician
- Johanna Hernandez, EID Administrative Technician
- Iris Cancel, EID Eligibility Worker
- Tony Glaze, EID Eligibility Worker

Ms. Shakour, Management Analyst, Behavioral Healthcare Division (BHD) stated that she nominated the Customer Service Center staff for their willingness to assist with front desk back-up coverage for the Sequoia I, 4<sup>th</sup> floor front desk and supporting CSB programs. Ms. Friedman, DHS Deputy Director, commended the Customer Service Center staff for their professionalism. Ms. Alvira thanked the CSB for recognizing her staff's efforts. Ms. Alvira commended her staff for taking on the challenge of learning new systems and supporting BHD staff and CSB programs.

## Presentation: Drug Court Update

Chair Mack introduced Dana Mertz, Arlington County Drug Court Coordinator. Ms. Mertz presented an update about the Arlington County Drug Court Program. Ms. Mertz stated that the first Drug Court was established in 1989 in Miami during the height of drug use and related crimes. Ms. Mertz stated that the purpose of the Drug Court Program is to reduce recidivism utilizing a cost effective approach, to reduce substance abuse and to save lives.

Ms. Mertz stated that the Arlington Drug Court's mission is to enhance public safety by providing a cost-effective, integrated system of treatment and judicial supervision, requiring participant accountability, in order to reduce recidivism and its effects on the community

Ms. Mertz stated that the Drug Court Program is funded by a Federal Drug Court Discretionary Grant Program through 2016. Ms. Mertz added that the Drug Court Program does not receive any State funding. She noted that her goal is to write a Substance Abuse and Mental Health Services Administrative (SAMHSA) Grant to enhance services.

Ms. Mertz presented an overview of the ten key components of the Drug Court Program as follows:

- Integrate treatment services with criminal justice system case processing
- Non-adversarial approach to promote public safety
- Early identification and prompt placement into treatment
- Continuum of treatment services
- Abstinence is monitored through frequent drug testing
- A coordinated strategy governs response to compliance
- Ongoing judicial interaction with each participant is essential
- Monitoring and evaluation of program goals to gauge effectiveness
- Continuing interdisciplinary education promotes effective drug courts
- Forging partnerships among drug courts, public agencies and community based organizations enhances program effectiveness

Ms. Mertz stated that the Drug Court Team is a collaboration of the following Arlington County staff positions:

- Arlington Circuit Court Judge, Louise M. DiMatteo
- Drug Court Administrator, Dana Mertz
- Deputy Commonwealth's Attorney, Evie Eastman
- Senior Public Defender, Allison Carpenter
- Deputy Sheriff Corporal, John Skoczopole
- Probation Officer, Catherine Woods
- DHS Substance Abuse Therapist, Emily Lehman
- Arlington County Police Department - District Teams

Ms. Mertz provided an overview of the eligibility criteria for being accepted into the Drug Court Program as follows:

- The individual must have a pending violation of probation on a felony charge and admit to the violation
- Or have a pending felony sentencing hearing after pleading guilty
- Or be scheduled for a felony disposition hearing where a guilty plea will be entered

And:

- Reside in Arlington County
- Meet the DSM-V criteria for being drug and/or alcohol dependent
- Be placed on supervised probation for the felony offense

- No prior convictions for violent felonies or weapons offenses (as defined in 19.2-297.1) within the past 10 years
- Not be on probation for violent felonies or weapons offenses (as defined in 19.2-297.1)
- Have no other pending felonies or jailable misdemeanor offense
- Not have probation or supervision obligations outside of Arlington County
- Not be a confidential informer

Ms. Mertz stated that there are four treatment phases in the Drug Court Program. She noted that all of the phases require participants to attend group treatment, individual sessions, Alcoholics Anonymous, Narcotics Anonymous and case management services. She added that the level of service varies depending on the phase.

The treatment phases are as follows:

- Phase I - Stabilization
- Phase II - Intensive treatment
- Phase III - Relapse prevention and personal planning
- Phase IV - Transition

Ms. Mertz stated that individuals in the Drug Court Program receive intensive supervision including:

- Weekly court supervision
- Home visits
- Employment visits
- Home searches
- Drug testing, including alcohol monitoring equipment
- A curfew

Ms. Mertz stated that there are incentives and sanctions offered to the individuals in the program.

#### Incentives

- Sobriety tokens, increased privileges, fishbowl drawings, decreased supervision

#### Sanctions

- Assignments, community service, additional supervision, decreased privileges, jail time

#### Therapeutic Intervention

- Can take the place of a sanction or used in addition to a sanction or incentive

Ms. Mertz stated that the Drug Court is held from 8:30 a.m. to 9:30 a.m. every Thursday in the Arlington County Circuit Court. Anyone that would like to attend a drug court session should contact Ms. Mertz.

Mr. Gardner asked if the Drug Court Team, excluding the Drug Court Coordinator, volunteer their time for the program. Ms. Mertz responded that the Drug Court Team volunteers their time with the exception of the Drug Court Coordinator.

Ms. Jackson asked if there are benchmarks of progression in the Drug Court Program. Ms. Mertz responded that 20 individuals have entered the program and that 2 individuals have graduated from the program thus far. She Mertz noted that, nationally speaking, if an individual remains in the program after three months, successful completion of the program is more attainable.

Ms. Alonge asked about the age range of participants. Ms. Mertz responded that there is a wide range in age in the individuals.

Mr. Whyte asked how participating in the Drug Court Program appears on an individual's police record. Ms. Mertz responded that participating in the Drug Court Program does not affect an individual's police record.

Ms. Skelly asked if the Drug Court Program is considered a best practice nationally. Ms. Mertz responded that the Drug Court Program is driven by a national association.

Chair Mack thanked Ms. Mertz for presenting an overview and update about the Arlington County Drug Court Program

### **Presentation: HIPPA**

Chair Mack introduced Jan Longman, DHS Compliance Manager and Marianne Thomas, DHS Compliance Management Analyst. Ms. Longman and Ms. Thomas presented about the Health Insurance Portability and Protection Act (HIPPA). Ms. Longman explained to the members that as a part of her role as the DHS Compliance Manager, she is responsible for training and advising staff on regulations surrounding disclosure under HIPPA. She stated that she is not an attorney or a clinician.

Ms. Longman stated that the primary goal of HIPPA is to make it easier for individuals to keep health insurance, protect the confidentiality and security of healthcare information and help the healthcare industry control administrative costs.

Ms. Longman stated that the purpose of HIPPA is to protect the rights of individuals, including:

- The right to access their own health care information
- The right to request an amendment or correction of protected health information that is inaccurate or incomplete
- The right to permit and restrict uses and disclosures
- The right to receive accounting of when information has been disclosed for purposes other than treatment, payment and health care
- The right to receive written notice of information practices from providers
- The right to challenge the covered entity's use of disclosure of public health information through complaints to the Privacy Officer and through the Secretary of Human Services

Ms. Longman provided an overview of the information protected under HIPPA. Protected information relates to:

- The individual's past, present or future physical or mental health
- The provision of health care to the individual
- Demographics that identify the individual as a recipient of services or for which there is a reasonable basis to believe can be used to identify the individual
  - Demographics include name, address, date of birth, social security number, Medicaid identification numbers, photographs, email addresses, etc.

Ms. Longman explained how protected information can be shared. She noted that limited, minimum necessary information can be shared without the individuals or guardians consent in specific circumstances.

The Department of Human Services may only use or disclose protected information for the following reasons:

- For treatment, payment and operations
- With the individuals or guardians permission
- To the individual or guardian

Specific circumstances in which protected information can be shared include the following:

- Public Health reporting (communicable diseases, etc.)
- Reporting abuse or neglect to Adult and Child Protective Services
- Judicial and Administrative Proceedings (court order, etc.)
- To comply with worker compensation laws
- Law enforcement purpose, e.g. locating missing persons
- Serious and imminent threats to health and safety

Prior to the May 20<sup>th</sup> CSB Full Board meeting, Ms. Longman asked the members to email any specific questions that they had about HIPPA and sharing protected information. The questions and responses are as follows:

1. Question: One of the functions of CSB Board members is to inform the community about CSB services. In the course of doing this, we frequently hear from family members who express concerns about the services that clients are receiving (or not receiving). Following up on these requests is important, both for the individuals and as a reality check on services provided. Please discuss how this best should be accomplished in view of HIPPA?

Answer: DHS cannot share information with CSB members without the individual's consent. CSB board members should follow up with the concerned family member directly.

2. Question: (a) Under HIPPA, the rules of confidentiality are waived in case of danger to the client (or danger to others by the client). Please explain how this danger is defined and under what circumstance family members are notified. (b) Also, who should family members contact in cases where they are concerned about danger to or from the client?

Answer (a): The regulations do not provide definitions other than the threat must be "serious and imminent in the judgment of the clinician".

Answer (b): Family members should contact the police if they are at imminent risk. The clinicians involved in the individual's care or DHS Emergency Services staff will always listen to concerns, although they may not be able to share information with the family member.

3. Question: If you know, will the role and access to information for family members be different under the Zero Suicide Program?

Answer: DHS is excited about putting the Zero Suicide philosophy into action. While they do not change the laws DHS must function under, DHS hopes it will give them new tools to encourage individuals to give permission for collaboration with family and friends.

4. Question: A family member was advised (not in Arlington) to have her adult son with schizophrenia sign a notarized letter, saying that if he went off his medication he should be involuntarily committed and put back on medication. (a) Is this allowable under HIPPA? (b) Would such a letter be accepted by the CSB? (c) In a hospital in Arlington?

Answer a, b and c: This outside the scope of HIPPA as it does not address the delivery of clinical services.

Ms. Longman concluded her presentation... Chair Mack thanked Ms. Longman for her presentation.

### **ACCSB Annual Awards Ceremony**

Chair Mack opened a discussion about the CSB Annual Awards Ceremony. The ceremony will be held one hour prior to the CSB full board meeting on June 17, 2015 beginning at 6:00 p.m. at the DHS Stambaugh Building, 2100 Washington Boulevard, Lower Level Auditorium. Mr. Mack turned the floor over to Ms. Shakour who provided an overview of the recipients.

The recipients are as follows:

- Ken Evans, Mental Health Therapist, Behavioral Healthcare Division (BHD): Staff Recognition Award for Distinguished Service
- Nancie Connolly, Supervisor, Substance Abuse Case Management, BHD: Lifetime Achievement Award
- Marilyn Pasley, Supervisor, Emergency Services, BHD: Lifetime Achievement Award

- Tony Muccio, Mental Health Therapist, BHD: Staff Recognition Award for Exemplary Clinical Service
- Ana Barnett, Fernando Penaherrera and LeDell Miller, Substance Abuse Out-Patient North Team, BHD: Team Award
- Allison Kovachik, Administrative Technician, Electronic Health Records System, BHD: Staff Recognition Award for Exemplary Professional Administrative Support
- Leslie Weisman, Bureau Chief, Client Services Entry, BHD: Community Engagement Award for Crisis Intervention Team
- Captain Brian Berke, Arlington County Police Department (ACPD): Community Engagement Award for Crisis Intervention Team
- Hans Fogleman, community support of Clarendon House: Community Partner Award (nominated by Judy Deane and Anne Hermann)
- Steve and Cindy Fogleman, community support of Clarendon House: Community Partner Award (nominated by Judy Deane and Anne Hermann)
- Bayou Bakery: David Guas (Owner), Kyle Pool and Zach Gill, , community support of the Program of Assertive Community Treatment (PACT): Community Partner Award
- Life Members Council, Lomax African Methodist Episcopal Zion Church, community support of the PACT Program

### **ACCSB Executive Director's Report**

- ✓ Ms. Tschopp reported that, due to a system error, a revenue report is not available this month. She will provide an update at the June 17<sup>th</sup> CSB Full Board meeting.
- ✓ Ms. Shakour presented a report on the group homes for April (*Refer to Handout*). She stated that 15 incidents were reported in April. She noted that there were 3 major incidents reported, all hospitalizations.
- ✓ Ms. Shakour reported out about the Extraordinary Barriers List (EBL). She stated that 5 individuals in Arlington are currently on the EBL. She noted that this number is down 1 from last month.
- ✓ Ms. Tschopp reported that the Department of Human Services Consolidation Plan is on schedule. She noted that the first phase of the move will take place on Friday May 29<sup>th</sup>.
- ✓ Ms. Tschopp reported about the Zero Suicide Initiative Approach. Gave an overview of the initiative. She noted that the Behavioral Healthcare Division (BHD) applied for acceptance into a two day training program and should receive notification of acceptance on May 22<sup>nd</sup>.
- ✓ Ms. Tschopp reported that Marti Mefford, Substance Abuse Case Manager and co-Leader of the Art Therapy Group, guided the Executive Committee on a tour of the Art Room at the Drewry Center. Ms. Tschopp stated that Ms. Mefford informed the Executive Committee members that an art show will be held in late summer.
- ✓ Ms. Tschopp noted that several of the Executive Committee members expressed an interest in forming a group to discuss how the CSB can support the Art Therapy efforts for individuals with mental illness and substance use disorders. She asked that the members contact Ms. Shakour if they are interested in joining that group.
- ✓ Ms. Tschopp reported that staff have completed the regional International Classification of Diseases (ICD)-10 Training.

### **ACCSB Chair's Report**

- ✓ Chair Mack announced that Major David Kidwell, Arlington County Sheriff's Office is retiring and will be ending his term on the CSB Full Board. He stated that Sheriff Arthur has proposed Captain Jay Ternent as

his successor. Captain Ternent is currently the Supervisor of the Mental Health Section of the Arlington County Detention Center.

- ✓ Chair Mack announced that there are two vacant County Board seats. He stated that there are six Democratic candidates campaigning to fill the vacancies. He noted that a series of breakfast meetings have been held for the community to meet with the candidates and that he met with the last candidate on May 19<sup>th</sup>.

Chair Mack thanked Ms. Kelleher and Ms. Skelly for their efforts on the Arlington County Affordable Housing Study. Mr. Mack turned the floor over to Ms. Skelly. Ms. Skelly stated that, in collaboration with Ms. Kelleher, two formal comments were submitted to Russell Danao-Schroeder, Principal Planner, Department of Community Planning, Housing and Development for review and possible inclusion in the Arlington County Affordable Housing Implementation Framework and Master Plan, that he presented about at the April 15<sup>th</sup> CSB full board meeting.

- Implementation Framework: Potential Tools and Financing Strategies, Section D.  
Add language to include strategies to support home ownership for supportive housing with services
- Master Plan: Section 2.3.2  
Add a new section, 2.3.3, with the following suggested language. Provide a range of supportive housing with services for persons with disabilities who are unable to hold a lease or for whom the Permanent Supportive Housing (PSH) rental model is not appropriate.

Ms. Skelly stated that the next step would be for the CSB to draft a letter of support of the Affordable Housing Master Plan and Implementation Framework to the County Board. Mr. Mack motioned to approve drafting the letter of support. The members unanimously agreed. Ms. Shakour agreed to draft the letter of support.

### **Report Out on ACCSB Retreat Initiatives**

- Ms. Hermann reported out about the Mary Marshall Assisted Living Residence (MMALR).
  - Two individuals were discharged and four individuals are on the waiting list
  - The residents are collaborating with the Career Center on a joint projects initiative
  - A Mary Marshall University Project has been instituted. The University is jointly supported by Arlington County and the Department of Housing and Urban Development (HUD). The University will offer mini courses for the MMALR residents and it is possible that a graduation ceremony will take place this summer
  - The residents are planning to start a book club
  - The residents have held several sock drives. Anyone interested in donating new adult size socks should contact Ms. Hermann
  - The residents are planning to use the disco ball that was donated from the MMALR wish list at their Memorial Day event
  - The Fenwick Foundation has chosen MMALR for one of its pilot facilities for providing dental care

Ms. Shakour asked who will report out on MMALR when Ms. Hermann's CSB term ends. Ms. Hermann responded that she will work with Ms. Deane to coordinate a successor.

Ms. Skelly asked for the reason that two of the residents were discharged. Ms. Hermann responded that one resident was placed in the community and that the other resident required a higher level of care and was placed in a nursing home.

- Ms. Hermann reported out about the Group Home Committee meeting. She stated that the members discussed suicide prevention and safety in the group homes and HIPPA.

- Ms. Deane announced that the PACT Team and Clarendon House picnic will be held on June 10, 2015 at the Barcroft Park and Recreation Center from 11:32 a.m. to 1:30 p.m. Just Chefs in Roslyn will be providing the food.

#### **Informational Items**

- Ms. Deane announced that the Arlington County Continuum of Care, 10 Year Plan to End Homelessness Consortium is being held at the Fairlington Community Center from 8:00 a.m. to 10:00 a.m. on May 21st.
- Ms. Hermann announced that she was invited to the White House to attend a listening session about paid and unpaid caregivers. She noted that the event was a preliminary conference on aging and that most of the attendees were from Mid-Atlantic states.

#### **Adjournment**

The Arlington County Community Services Full Board meeting was adjourned by Chair Mack at 9:00 p.m.

Respectfully submitted by Kelly Mauller