

AGENDA
Mid-Ohio Psychological Services, Inc.
Board of Directors Meeting
Date: February 5, 1998

1. NEW BOARD MEMBERS:

- Need to vote on new board members--Steve Murry and Toni Peterseim

2. FINANCE:

- Auditors from Jones, Cochenour, & Co. did complete the audit in December (see attached report). This report is a significant improvement over last year but still reflects a need for improvement. Final recommendations from the staff meeting with the auditors include the following recommendations:
 1. Expand Board size--may want to include a CPA
 2. Establish an allocation of expenses policy for related party transactions. That is, how expenses are divided between MOPS and MOCC. (See attached recommended policy)
 3. Conduct a cash receipt reconciliation with deposits. This is to be done by someone who is not receiving the cash or making deposits. (Barb Hedges has begun doing this for us)
 4. Alice should not mail out the checks. (This has now been implemented by Brad placing the checks in envelopes and one of the other support staff actually mailing them)
 5. Improve recording in software of sources of income--utilize several accounts receivable categories. (This is in the process of being implemented)
- We have finally begun implementing "Shadow Billing" with the mental health board. This put us in a cash crunch for January but this appears to have been taken care of with a short term loan which has already been repaid.
- We need to approve the executive director's authority to enter into a loan agreement for up to \$6,000 to provide for emergency cash flow problems.

- We need to approve the executive director's authority to make purchases up to \$1,500 for without special board approval.
- We anticipate increased rent in the next six months due to the building being expanded (doubling the available office space). Anticipate rent to go from \$1,200/month to approximately \$2,200/month.

3. QUALITY ASSURANCE:

- QA activities have been completed for 1997. The QA team is now completing activities on time once again.

4. PROFESSIONAL STAFF ORGANIZATION:

- Robin Murphy has completed her LPC credentialing and has now begun her work experience to earn her LPCC (she has 2 years work experience required).
- Dr. Smith has been hired part-time (up to 10 hours per week) to provide psychiatric services. These services have been verbally approved by ODMH and we anticipate receiving written approval any day.
- The full clinical staff attended a one day workshop at Children's Hospital on working with MR sexual offenders.
- Dr. Hedges, Dr. Miller, and Mr. Bachelor will be presenting at a workshop for the Ohio Department of Rehabilitation and Correction later this month.

5. CLINICAL SERVICES:

- United Way has not responded to the ADD Parenting Group proposal and therefore we assume that it was not funded.
- We have significantly increased our contract with the mental health board to accommodate the expected increase in client volume with the addition of psychiatric services. We have sufficient capacity with current staff (except psychiatrist) to accommodate this. We need to continue to work on getting additional psychiatrist time.

6. SUPPORT SERVICES:

- We continued to have significant problems with our practice management software until last week. This has now been corrected and we should be able to once again generate the data we need.

7. OLD BUSINESS:

- Behavioral Health Care Network System Wide Quality Improvement should begin a system wide QI surveying process this month.
- Need to vote on revised Agency Service Plan (with addition of psychiatric services).

8. NEW BUSINESS:

- Building expansion discussion.

ALLOCATION OF EXPENSES TO RELATED PARTIES

Because of the relationship between Mid-Ohio Counseling Center, Inc. and Mid-Ohio Psychological Services, Inc. sharing the same facilities and many of the same staff, it is necessary to establish appropriate accounting procedures for the allocation of costs which are not pragmatically attributed to a particular agency. That is, many expenses such as the phone, support staff time, some equipment, insurance, and basic office supplies, including paper, pencils, and copier supplies, are not easily attributed to a particular agency. For the purpose of cost allocation, each agency will be responsible for a proportionate dollar value of these expenses based on each agency's utilization of these materials and staff time.

Every three months, the ratio of face-to-face contacts for each agency will be computed by the office manager. An average ratio of these face-to-face contacts will be used for computational purposes in determining the allocation of shared expenses.

Those items which are deemed shared expenses will be identified by verbal agreement between the executive directors of each of the agencies, and can generally be identified as those expenses which are not clearly attributed to a particular agency program and which are allowable expenses as defined by Mid-Ohio Psychological Services, Inc. policies and procedures. Each agency director will confirm this verbal agreement by approving the proportionate expense at the time of disbursement of payment. If agreement can not be reached concerning the appropriateness of allocating a particular expense, each agency will be responsible for the expense independently.

Each agency will be responsible for writing a check for the proportionate amount of these expenses when suppliers/employees invoice for services. Every attempt will be made to ensure that these checks are included in the same envelope for remittance of payment to the vendor/employee.

AGENCY SERVICE PLAN

12/5/97

MID-OHIO PSYCHOLOGICAL SERVICES, INC. AGENCY SERVICE PLAN

Mid-Ohio Psychological Services, Inc. is dedicated to providing the highest quality psychological/psychiatric intervention for Medicaid recipients who live in and around the Fairfield County area. Mid-Ohio Psychological Services, Inc. is identified under the Community Services Plan of the Fairfield County Mental Health & Recovery Services Board as the primary provider of services for the quasi-forensic population, including sex offenders, and the secondary provider for services for general mental health services and sexual victims. These services are provided through the broad range of program descriptions, including diagnostic assessment, counseling/psychotherapy, medication/somatic services, and forensic evaluations. These services are provided through direct services at this agency and through close collaborative relationships with the other mental health agencies within the community facilitated by formal linkage agreements.

Mid-Ohio Psychological Services, Inc. actively participates in the coordination of services through the Community Service Plan as directed by the Fairfield County Mental Health & Recovery Services Board. This agency also participates in ongoing quality assurance activities which are performed in conjunction with the local mental health board, including service utilization, referral source survey assessment, and client satisfaction surveys.

All services provided by Mid-Ohio Psychological Services, Inc. are provided at 624 East Main Street, Lancaster, Ohio 43130. Services are provided by appointment only, generally between 9:00 a.m. and 8:00 p.m. on Monday, Tuesday, and Thursday; 9:00 a.m. to 5:00 p.m. on Wednesday and Friday; and 9:00 a.m. to noon on Saturday.

DIAGNOSTIC ASSESSMENT SERVICES

Diagnostic assessment services are designed, through face-to-face contact, to determine the functional level, psychological state, and contributing medical conditions, and to formulate a diagnostic impression through the use of psychological testing and clinical interviewing for the purpose of establishing the nature and extent of treatment which is indicated for a particular individual. This assessment is provided by qualified mental health practitioners (psychologists, psychology assistants, social workers, psychiatrists, and counselors) and is sensitive and responsive to the needs of persons from varied ethnic and cultural backgrounds, persons with disabling conditions, and varying social and physical environments that affect the person's functioning and mental health.

Prior to the implementation of any mental health treatment, it is essential that the nature of the individual's problems be clearly assessed in order to determine the extent of the individual's problems, potential sources of the problems, physiological condition, and to establish possible solutions. Assessment is conducted through the gathering of demographic information, completion of a psycho-social history, a review of a physical health assessment (self-report), mental status examination, and may include formal psychological testing. This process is generally referred to as diagnostic assessment and is a first component to any treatment program.

Mid-Ohio Psychological Services, Inc. has been identified as the primary agency within the community to provide these services to the quasi-forensic population, and as the secondary provider for these services for the general population and sexual victims. Diagnostic assessment services are available by appointment during the regular hours of operation of the agency.

COUNSELING AND PSYCHOLOGICAL SERVICES

This face-to-face verbal interaction is designed to help reduce the impact of the individual's mental illness or emotional disturbance on their day-to-day life. Through counseling, individuals are aided in maximizing the quality of their life through utilization of traditional therapeutic techniques which aid the individual in interfacing with their environments. Mid-Ohio Psychological Services, Inc. is the primary provider for this service to the quasi-forensic population, and the secondary provider for the general population and sexual victims as identified by the Fairfield County Mental Health & Recovery Services Board's Community Service Plan. This service is provided by appointment during regular business hours.

FORENSIC SERVICES

Forensic mental health services are face-to-face evaluations conducted by order of the local court to address the following types of issues involving persons interacting with the legal system: competency to stand trial, sanity at the time of the commission of an offense, post-NGRI (Not Guilty by Reason of Insanity), presentence, mitigation of penalty, mitigation of death penalty, domestic violence, competency to be a witness, adult parole authority (parol revocation), psychological effect of an act upon the victim, domestic relations (for custody and guardianship), juvenile dependency (neglect or delinquency), bind-over, sexual predator, or other specific issues directly related to the application of the law with regard to a mental health condition.

These services are provided only at the request of a local court, through a court order, for the courts in Fairfield county and surrounding counties. Generally, the court refers these clients to a freestanding forensic agency (Netcare Forensic Psychiatry Center), however due to an occasional conflict of interest or a need for expediency, these clients are referred to Mid-Ohio Psychological Services, Inc. This agency serves as the secondary provider of this service for the courts (Municipal and Common-Pleas--including Juvenile and Domestic Relations) in Fairfield county.

Forensic services are provided by appointment only, generally during regular business hours, and may be provided at the local jail if appropriate. For the purpose of Forensic Services, the client is identified as the court.

MEDICATION/SOMATIC SERVICES

Medication/Somatic services are designed as medical interventions, including physical examination, prescription or supervision of medication, and medical interventions to address the physical health needs of the person served. These services are provided in a face-to-face fashion by a physician who is qualified to provide psychiatric services. The psychiatrist is sensitive and responsive to the needs of persons from varied ethnic and cultural backgrounds, persons with disabling conditions, and varying social and physical environments that affect the person's functions and mental health.

Medication/somatic services are provided to clients following the completion of a diagnostic assessment service and are generally performed in conjunction with counseling services. The diagnostic assessment must reflect that the individual who is to receive these services must experience a condition which is likely to benefit from medication or which requires a physical assessment to rule out a medical condition which substantially impacts the mental well-being of the individual. Mid-Ohio Psychological Services, Inc. is identified in the Community Service Plan as the secondary provider for these services for the general population of the community, the primary provider for the sexual offender population, and the secondary provider for the victims of sexual abuse. Mid-Ohio Psychological Services, Inc. provides these services for Medicaid clients and clients who have some other means of payment for services.

Medication/Somatic services are provided by appointment only, during regular business hours. Mid-Ohio Psychological Services, Inc. does not provide these services on an emergency basis. Any individual who requires this service on an emergency basis will be referred to the Emergency Services system in a fashion consistent with the established linkage agreement.

OTHER SERVICES

All other mental health services are provided through a formalized linkage agreement with various community and mental health agencies. Emergency services are provided through New Horizons during normal business hours and through Fairfield Medical Center on evenings, nights, and weekends.

New Horizons Youth and Family Center is identified through the Community Service Plan as the primary provider for general mental health services. Somatic/Medication Services and case management services are primarily provided through New Horizons Youth and Family Center. The Lighthouse is identified as the primary provider for domestic violence issues and victimization issues. The Fairfield County Drug and Alcohol Recovery Center is the primary provider for substance abuse services. Mid-Ohio Psychological Services, Inc. will facilitate transition to any of these agencies, through our linkage agreements, in order to ensure that the client's needs are fully met. Through the linkage agreement, each agency is responsible for providing the specified service and sharing information, with the client's consent, in order to coordinate services.