

## **Accountability Report Transmittal Form**

**Agency Name:** South Carolina Department of Mental Health

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# Accountability Report

FY 2011

September 15, 2011

## **Section 1 – Executive Summary**

### **1. Mission and Values**

The South Carolina Department of Mental Health's (SCDMH, the Department) mission is to support the recovery of people with mental illnesses. Its priority is serving adults and children affected by serious mental illnesses and significant emotional disorders.

We are committed to eliminating stigma, promoting recovery, achieving our goals in collaboration with all stakeholders, and in assuring the highest quality of culturally competent services possible. Our values are respect for the individual, support for local care, commitment to quality, and dedication to improved public awareness and knowledge.

### **2. Major Achievements**

SCDMH has existed since 1828, and has served over 3.5 million South Carolinians during that period. We are proud to continue to meet the behavioral health needs of our citizens. Despite reductions in state funding, the department continues its effort to maintain quality services and evidenced-based best practices. In support of our mission, the State Director, John H. Magill and other members of the leadership team embarked on a statewide behavior healthcare forum tour to reinforce the department's partnership with the community. These efforts were a continuation of the department's goal of highlighting the great work the local community mental health centers and facilities perform within their respective communities.

In support of its mission, the State Director completed a successful round of twenty-five community forums that were held at each of the Department's seventeen community mental health centers, four hospitals and four nursing homes. The goals of the community forums were enhancement of community relations and

raising the awareness of mental health issues.

The forums were attended by approximately 1,500 people who affect or are affected by mental health services. They focused on mental health and long-term care issues, and provided opportunities to identify available services within the community. Areas of excellence and areas in need of improvement, as well as unmet needs in the community, were discussed; frequently, ideas and offers of collaboration and sharing of resources were developed. It was apparent that the leadership and staff of these centers and facilities have the close working relationships within their community that make it possible to accomplish the Department's mission to support the recovery of people with mental illness.

Each forum addressed both local and state-wide issues. State-wide issues typically included crowded emergency rooms, the need for more training for law enforcement, meeting veterans' needs, providing school-based services, the budget crisis, and the need for more active advocacy. An action plan was developed at the conclusion of each forum to follow up on the issues raised in the community. Tangible results of the forums have far exceeded expectations.

The Department's Human Resources Services Department accomplished a major change to its Human Resources Information System (HRIS) with the conversion of its HRIS to the State of South Carolina's new standard South Carolina Enterprise Information System (SCEIS). This massive HR task also involved the efforts of the Division of Information Technology (DoIT) under the direction of the state SCEIS technology personnel who guided state agencies through the conversion of all the individual state agency HR data to the new system. The complexity of the SCDMH

payroll system required numerous adjustments and accommodations to SCEIS involving significant amounts of time. The payroll function became more closely integrated with HR in the conversion and was transferred to the Human Resources Services Department. The conversion required a major communication and training process to ensure all department payroll personnel and SCDMH employees understood the requirements and benefits of the new system. As of this date the system is still undergoing growth in functionality and report capability. Groups of employees are gaining the ability to enter their own time and leave requests with the approval forwarded to the supervisor for finalization. An automated EPMS reporting system has been rolled out and is now in use.

Because of our limited ability to hire new staff, or to replace seasoned managers who have retired, the department implemented an Executive Leadership Development Program in 2008 to groom new leadership candidates. In the first year, five participants completed the course. The 2011 Executive Leadership Development Program will focus on the agency's physicians as leaders in behavioral healthcare. It is our hope that we glean a wealth of information and innovative approaches to the system of care. As in years past, these chosen few, will participate and meet for seven sessions over four months and each one will present on an area in which they have expertise and knowledge from which others can benefit. We will continue to use a manual that was developed containing all the presentations and supporting documents. This manual will be made available for the agency's future leaders for their reference and use.

Despite significant budget reductions, our school-based mental health counselors

served nearly 12,000 children in 397 schools in South Carolina.

We continued to help people with mental illnesses find jobs and places to live. For example, our supported employment program for adults with serious mental illnesses continued to garner national acclaim. Working with our partner, the South Carolina Vocational Rehabilitation Department, we now have over fifty percent of our clients in the program gainfully employed.

In addition, the SCDMH Housing and Homeless Program has now funded over 1,600 housing units, including some units for clients in the Towards Local Care (TLC) program. Due to agency budget reductions, the FY2011 housing production goal was not met, however several positives can be gleaned from this past fiscal year:

- Program continued to administer eight HUD Shelter Plus Care grants that fund nine programs located in 14 counties. One additional program that SCDMH supports with matching funds is administered by the Myrtle Beach Housing Authority. These programs provide permanent supportive housing to almost 300 formerly homeless clients and their family members.

- Program continued to administer the HHS PATH (Projects for Assistance in Transition from Homelessness) Formula Grant Program. The current PATH program allocation is \$568,000. The PATH Program provides funding for outreach and clinical services for persons with serious mental illnesses and co-occurring disorders who are homeless. South Carolina currently has five PATH providers--Columbia Area MHC, Waccamaw MHC, Greenville MHC, Spartanburg Area MHC, and Crisis Ministries in Charleston.

- Implemented a SOAR (SSI/SSDI Outreach, Access and Recovery) Initiative in South Carolina with three pilot sites--Charleston,

Columbia, and Greenville. The purpose of SOAR is to provide states the technical assistance and training needed to increase access to Social Security disability benefits for people who are homeless or at risk of homelessness and have mental illnesses and co-occurring disorders. SOAR is collaboration with Social Security Administration and SC Disability Determination Services.

TLC Programs continue to serve the "back door" and "front door" portals of SCDMH Inpatient Psychiatric Facilities by spurring development of community programs capable of serving difficult inpatients and those who over-utilize hospitals with frequent admissions. This collection of services have served a total of two thousand nine hundred and sixty clients since 1991. There were 228 clients admitted to TLC in FY 2010 with a total capacity of 1,010. Data reflects an overall reduction in hospital utilization for admissions of 72% and reduction in hospital days of 77% for TLC participants. All seventeen Community Mental Health Centers continue to have a TLC program with capacity ranges from 2-130. Listed below are pertinent points about the TLC program:

- 2,105 of this number have entered the program from a hospital setting
- 228 clients were admitted to TLC in FY10
- Vacancy rate, for TLC programs, is 2% per month, which is between five to twelve vacancies throughout the state
- The predominant age of the clients is between 35 and 64 years old
- 93 percent have a major mental illness (psychotic and/or mood disorders)

The Deaf Services Program continues to be a national model and has been used as an example by other states in trying to meet the needs of this population. Deaf Services has continued to provide consumers who

are Deaf and Hard of Hearing with access to needed mental health services. Despite increasing budgetary pressures the Department has worked hard to ensure that Deaf clients still have access to services and that the Deaf Services program is not disproportionately impacted by reductions in funding.

DMH served 275 deaf and hard of hearing clients last year, a slight decrease but an indication of our focus on primarily serving those with a severe mental illness. The Deaf Services Program believes strongly in the need for collaboration to improve the lives for individuals in the Deaf community. To that end, we have participated in several meetings and conferences to address issues which impact mental health needs. This has included conferences on disaster response, educational needs, mental health, and rehabilitation services.

The SCDMH Multicultural Council focuses on the importance of cultural competency in the mental health system of care. The Department considers cultural competency as part of its mission, believing that cultural competency is driven by leadership and information and should be client and staff oriented. The Department leadership believes that multiculturalism should be imbedded in all the agency's organizational units. The Department makes continuous efforts to recruit, retain, and develop a culturally diverse workforce. The SCDMH Multicultural Council is charged with the responsibility to advise and guide the agency leadership in the creation of a linguistically and culturally competent workforce. The Department is focused on ensuring that the workforce is reflective of the diversity of the populations served in the local communities.

At the close of FY2011, the Bull Street Property was under contract to Hughes

Development Corporation (Hughes) of Greenville, SC for a minimum of \$15,000,000. Both a Circuit Court and the State Budget and Control Board have approved the Agreement. The sale currently remains contingent on Hughes reaching agreement with the City of Columbia concerning a re-zoning of the property and assistance with some of the future infrastructure needs related to re-development of the campus.

SCDMH continues to make final plans for the relocation of the offices and services remaining on the property.

The Department has decided to retain the William S. Hall Psychiatric Institute, the agency's inpatient child and adolescent hospital, rather than construct a new hospital. Hall Institute, which comprises approximately 18 acres, or roughly 10% of the Bull Street campus, was excluded from the sale. Instead the hospital will be renovated, to include the addition of an energy plant. Such decision means that the last significant relocation issues are in the process of being resolved.

The Forensic Inpatient Service is located at what was formerly the McClendon Building of the Crafts-Farrow Campus. Previously the beds were licensed by Just Care. This past year Just Care was bought by GEO and the license was given to the Department in order for Forensics to become part of G. Weber Bryan Psychiatric Hospital. GEO Care provides security, plant operations, and nursing services to support the mission of the Forensic Inpatient Service.

There is strong emphasis on community-based care for children and on family preservation. In addition, training on evidence-based practices and delivery of

services through a school-based model helps to reduce acknowledged deficits in access and workforce issues for rural areas.

There is strong interagency cooperation among the Department and the social services and juvenile justice systems - cooperation that enhances early intervention, prevention, and continuity of care for children and youth and families.

An area of unmet need expressed in the area of children's mental health is additional services for adolescents who have SED and who are transitioning to adulthood. South Carolina has a large number of persons, especially children, who are living in poverty; almost one-fourth of the State's population qualifies for Medicaid, and a large number of individuals have no health insurance coverage.

The SCDMH continually monitors waiting lists for mental health and substance abuse services. The Department measures wait times at referring hospitals on a quarterly basis and measures waiting lists for its facilities on a weekly basis. The Telepsychiatry Consultation Program funded by The Duke Endowment is functioning in twenty-two hospitals across the State, and additional hospitals are slated to be brought online in the future. The Telepsychiatry Consultation Program allows the Department to address unmet needs for services by expanding the ability to reach individuals who live in rural and remote areas. This is especially helpful in dealing with behavioral health crisis situations where people arrive in local hospital emergency departments.

The SCDMH has a commitment to staff training. Online learning systems in place allow staff to take trainings that are required by regulatory and accrediting agencies. One hundred-one training modules are offered online. Of these, twenty-nine are mandatory

and are offered on an annual basis to meet Commission on Accreditation of Rehabilitation Facilities and Occupational Safety and Health Administration standards. If the trainings were not offered online, staff would have to travel to Columbia and attend the trainings in classroom settings. These online trainings allow staff to take them at their offices. The SCDMH has estimated that the cost savings for the online learning modules for FY 2010 were more than \$5.5 million in training expenses.

In the area of grants management, the Office of Grants Administration was created in July 2008 to manage grants and to continually look at grant opportunities to bring new funding dollars into the SCDMH. The Grants Administration not only manages the requirements of the Center for Mental Health Services (CMHS) Block Grant, but also manages thirty-one Federal grants and five non-Federal grants with a total portfolio value of over \$22 million.

The State has a Co-Occurring State Infrastructure Grant from the Substance Abuse and Mental Health Services Administration (SAMHSA) for \$3.7 million. This grant was awarded to improve the capacity of SCDMH and the Department of Alcohol and Other Drug Abuse Services and the South Carolina Department of Vocational Rehabilitation to serve individuals with co-occurring mental health and substance abuse disorders.

The SCDMH has eleven programs included as “Blue Ribbon” Programs. Seven of these programs have a direct impact on children and families. The Blue Ribbon Programs include telepsychiatry, Deaf Services, Multi-Systemic Therapy for youth, school-based services, housing and homeless services, and the Assessment and

Resource Center (ARC). The ARC is a Children’s Advocacy Center accredited through the National Children’s Alliance in Washington, DC. Towards Local Care is a program to assist patients transitioning from inpatient institutions to community-based care. Dialectical Behavior Therapy is offered in seven Community Mental Health Centers (CMHCs) to offer treatment for people with borderline personality disorders.

The Department continues to offer Peer Support Certification Classes and uses Peer Support Specialists throughout the State mental health system. South Carolina was the second State to negotiate a reimbursable rate for Peer Support services from the Centers for Medicare and Medicaid Services.

The SCDMH has affiliations with thirty-nine educational institutions in the State and with five other States. The Department has a contract with the University of South Carolina to support resident and faculty services.

The South Carolina Mental Health State Planning Council members are active and involved in their role of advocating for the mental health system. The Council membership reflects the stakeholder community. The Council includes adult consumers, family members of children, representatives from advocacy organizations, and representatives from all the required State agencies. The adult and child monitors had the opportunity to meet with five Council members by teleconference. The Council members expressed their concern about the significant budget cuts and the impact the cuts have had on many areas of the system. Over the past several years, housing services and Peer Support services have grown, but there is a need for more of these services throughout the State. Given the current budget situation, it will take years to see needed services expanded.

This past year SCDMH saw the completion of its goal to implement the Electronic Medical Record (EMR) in all of our community mental health centers. The EMR is a significant piece in an enterprise-wide plan to improve patient care through advanced technology. Using the technology will improve services to clients and to enable staff to work more efficiently.

Another accomplishment occurred last year as the thirty-five staff of the SC Department of Alcohol and Other Drug Abuse Services (DAODAS) completed their move into vacant space within the SCDMH Central Administration building. Like many agencies, the SCDMH has downsized over the past several years, resulting in available office space in its Central Administration building. Utilizing this space will result in an estimated taxpayer savings of \$700,000, over the next four years for DAODAS needs. In the upcoming legislative session the State General Assembly may also debate a proposed bill to restructure SCDMH, DAODAS and the Continuum of Care into one agency. This would place the department within the cabinet of the Governor's Office.

As is true nationally, people with mental illnesses and substance abuse disorders continued to come to local hospital emergency rooms for treatment. The Department took steps to help alleviate this on-going problem in South Carolina. For example, funds are available to contract for inpatient psychiatric beds in the community to decrease number of individuals waiting in emergency rooms and, when necessary, the length of time for admission. These funds have served 1,711 citizens of South Carolina and diverted 1,276 individuals from emergency rooms. In addition, the Department's mental health centers

received funds for several projects geared towards providing crisis and other services in the community, ranging from providing on-call staff after hours to placing staff in local emergency rooms.

The newest approach was the provision of services through a recreational vehicle (RV). The Duke Endowment provided three years worth of funding for staff and Crisis Services funds paying the cost of the vehicle. *Highway to Hope RV Project*, is designed as a full service "mental health clinic on wheels" to serve those clients having difficulty accessing mental health treatment. This approach has been met with great success in the first eight months serving ninety-nine citizens of South Carolina of which 67% were not previously known to SCDMH. Overall, these crisis funds have served 11,665 citizens of South Carolina and diverted 9,064 from emergency rooms.

As another step towards easing the emergency room problem, the SCDMH Telepsychiatry Consultation Program provided the first live consultation on March 27, 2009. Since that date, SCDMH has placed telemedicine equipment in twenty-two local hospital emergency departments and completed over 7,200 behavioral health consultations. Five full-time and two part-time psychiatrists dedicated solely to this program provide daytime, evening, and weekend coverage. This program was made possible by a Grant from The Duke Endowment. Preliminary data indicates that one-third of those persons receiving these consultations could be released the same day as the consult. Also, the average length of stay state-wide was reduced by fifty percent.

On February 13, 2011 a lawsuit brought against SCDMH by the United States Department of Justice (DoJ) was dismissed by the U.S. District Court in Columbia. The lawsuit stemmed from an investigation of the



agency's C.M. Tucker Nursing Care Center begun by the Justice Department in 2006. Despite the extra burdens and periodic disruptions caused by the DoJ investigation and monitoring, Tucker Center staff maintained their focus on providing compassionate care to the residents of Tucker Center. Ironically, despite DoJ's written allegations, DoJ's own consultants verbally remarked on Tucker staff's obvious caring and concern for the residents at the conclusion of every visit. The Mental Health Commission and SCDMH management recognized the Tucker Center staff for their hard work and dedication to providing excellent nursing care at an event following the dismissal of the lawsuit.

In January, 2011 SCDMH implemented a Nursing Assistant Training Program, which has been certified by the SC Department of Health and Human Services, at the CM Tucker Nursing Care Center. The program is 120 hours in length and provides classroom instruction and supervised hands on clinical experiences on the Nursing Units. Between January and April 2011, the program graduated 21 Certified Nursing Assistants. The program has reduced dependency on outside staffing agencies, thereby reducing costs and saving monies for Tucker Center.

"The Art of Recovery," which recognizes the talent of people who live with mental illnesses, celebrated its tenth anniversary this year. This was the seventh year that the Art of Recovery exhibited at the Columbia Museum of Art. It continued to reach further into the community to educate and raise public awareness of mental health issues by having exhibits in Sumter, Hartsville, and Darlington. During this fiscal year, thirty seven artists sold artwork

for a total of \$1,809.00. All proceeds go to the artists.

Finally, the Department continues to become more efficient and effective at every opportunity. In addition to the RV "Mental Health Clinic on Wheels," in Charleston, and state-wide telepsychiatry consultation, the following initiatives have been implemented:

- In two instances, administrative leadership has been shared across two CMHCs. The Tri-County and Waccamaw MHCs and the Lexington and Aiken-Barnwell CMHCs are sharing Executive Directors and other key personnel. Not only is this a cost-saving in salaries but has allowed cross-pollination and sharing of ideas across geographic areas. As an example, staff in Lexington, who have received specialized training in an advanced "Best-practice," are now also serving clients in neighboring Aiken and Barnwell counties.
- Lexington and Aiken-Barnwell CMHCs may pair with Beckman CMHC to share a location in Leesville-Batesburg. In addition to serving clients from Aiken, Barnwell, and Lexington counties, Saluda county clients may also be served. The Saluda clinic currently serves only 139 clients. The goal is to better serve those clients more efficiently.
- Charleston Dorchester Mental Health Center is implementing a Parent Child Interaction Therapy (PCIT). A certified in-house trainer will allow initiating this project without significant start-up costs for staff education. PCIT is recognized as an evidenced based best practice.
- Berkeley CMHC has also initiated PCIT in addition to staff being trained in an evidence based model to address sexual behavior problems in children ages 6 -12. This model's use is limited to only a handful of locations across the US.

- Columbia Area CMHC operates a diagnostic and treatment clinic for children with developmental disorders. Families from the entire state receive services from this site.

### 3. Key Goals

The primary focus for the Department for FY2011 can be summarized as follows:

- Support the recovery of people with mental illnesses by:
  - Preparing them to them find meaningful jobs;
  - Providing safe, affordable places to live;
  - Continuing to help eliminate the stigma of mental illness.
- Finalizing plans for relocating personnel and/or renovating buildings currently in use on the Bull Street property :
- Maintaining services in the community for children and adolescents by:
  - Continuing school-based services;
  - Placing staff in the offices of other human service state agencies;
  - Adding more intensive services;
  - Maintaining the number of children in out-of-home placements at less than one half of one percent of all children served by the Department.
- Alleviate the crisis in local emergency rooms by:
  - Implementing the grants for community crisis services awarded to community mental health centers;
  - Implementing the Telepsychiatry Consultation Program in emergency rooms around the state;
  - Transitioning patients into the community from beds in the Department's psychiatric hospitals.
  - Collaborating among the grantees and with community partners such as

South Carolina hospitals, the Department of Alcohol and Other Drug Services, local private and public community resources and client advocacy groups to identify needs, review past accomplishments, determine programmatic effectiveness, and develop funding mechanisms for future action plans.

- Provide workforce development initiatives through the following means:
  - Continuing the mentoring program;
  - Continued the Certified Nursing Assistant Training Program
  - Continuing the executive leadership development program;
  - Continuing to develop online learning modules to enhance the competency of staff while meeting regulatory and accrediting standards.
  - Implementing a Leadership Development Program for Physicians to prepare a cadre of physicians to assume leadership positions, in the future, within SCDMH.
  - Providing Leadership Development Training for selected nursing staff in order to prepare future Nurse Leaders for the Department.
- Grow revenue opportunities through financial grants by:
  - Maintaining development of newly formed grants management office;
  - Identifying grant opportunities and then applying for such.
  - Designing and implanting a workable internet/intranet site.
- Implement procedures for monitoring all Sub-Recipients at least yearly to be in compliance with OMB-A133 (a standard for auditing States, Local Governments and Non-Profit Organizations).
- Implement procedures to request, analyze and process Single Audit Reports for Sub-

Recipients for their fiscal year end. Requests of Single Audit Reports will ensure Grants Administration is in compliance with OMB-A133.

- Explore Opportunities for Integration of Primary Care and Mental Health. The Strategic Planning Process for the South Carolina Department of Mental Health changed in FY2011, based upon several efforts put in place during the year. The effects of these changes will impact the FY2012 strategic goals to prepare the Department for possible changes in the delivery of health-care services. These efforts included:
  1. Formation of the Agency Long-Term Planning Committee - a group of approximately sixty internal and external stakeholders convened to evaluate the future directions of the Department and deliver a blueprint of options for the Department's Senior Management to consider as future action steps. The result thus far is a list of six general categories with approximately forty subordinate objectives and action steps that are currently being evaluated;
  2. Initiation of "town hall" style Community Forums - facilitated by State Director John H. Magill, the Department held 25 community forums statewide during FY2011. The forums occurred at each of the Department's seventeen community mental health centers, four hospitals, and four nursing homes. Audience sizes ranged from 25 to 103 and were attended by a total of approximately 1,500 people who affect, or are affected by, mental health services. Elected officials, state agency representatives, doctors, clinicians, clergy, teachers, police, judges, social workers, parents, advocates, federal,

state, and city officials and others were all invited to participate in open discussion. Due to the success of the forums, each facility will hold similar forums yearly to monitor program progress, assess needs, and keep stakeholders in the community informed and involved;

3. Participation in the triennial visit of a Monitoring Team from the Substance Abuse and Mental Health Services Administration (SAMHSA) specifically related to the Community Mental Health Services (CMHS) Block Grant - South Carolina was one of the first states to participate in the abbreviated version of the Triennial Monitoring Visit. This consisted of a literature review of services and an onsite fiscal review; rather than an onsite visit from all reviewers as is the usual method; and
4. Continued guidance of the South Carolina Mental Health State Planning Council especially related to its current deliberations around the significant changes mandated by SAMHSA related to the Block Grant.

#### **4. Key Strategic Challenges**

The Department faces many strategic challenges as it continues to move forward and offer services. Among these challenges are the following:

#### **Managing Financial Resources Wisely.**

- For FY2010 and FY2011, the Department's base budget has been reduced by some \$41 million. The base was permanently reduced by \$23.5 million, bringing the base to \$138, the lowest since 1987 when state appropriations were \$129. During the current year, the Department received \$9.5 million in one-time funding; no one-time

funding was appropriated for the Department in FY2012.

- Due to a change in Medicaid Reimbursement rules for services delivered in our community mental health centers over the years, the Department has experienced a decrease in Medicaid revenue. The change involved groups of different billable activities, which were once under one code, were split into separate components. Especially in Child and Adolescent services, this resulted in some limitations on what activities could be billed and even limitations on some of the individualized services. The need for services continues to grow despite over a \$93,216,000 base reduction in State Appropriations since July 1, 2008.
- In addition, a proviso which required the Department to annually transfer \$3.4 million to the General Fund from the paying patient account will be deleted and the Department may now use this \$3.4 million in the operation of inpatient facilities.
- **Recruiting and Retaining Key Clinical Staff.** As reflected in our budget request for FY11, we believe that the Department needs almost \$10 million to hire the staff needed in our hospitals and our community mental health centers. A 2007 study by the South Carolina Budget and Control Board indicated that our clinical positions pay ranges 13-20 percent (depending upon position) less than the market average for staff such as registered nurses, licensed practical nurses, and mental health counselors. Our request for these funds was not granted. Being unable to recruit full-time staff for key positions adversely affects SCDMH's budget. The

Department relies heavily upon locum tenens to provide psychiatric services, a major expense for SCDMH. There is also a shortage of nurses and social workers who are willing to work in the public mental health system.

- **Enhancing Our Services in the Community for Children and Adolescents.** We must find ways to improve screening and diagnostic practices to appropriately identify and treat trauma-related symptomatology in children and adolescents. We need to maintain (and increase as funds become available) the number of our school-based mental health programs, especially in rural areas where mental health services are limited. Further, we need to improve accessibility to services by out-stationing our staff in social services offices and juvenile justice offices.

South Carolina ranks 45<sup>th</sup> in the country in child well being based on national KidsCount data. The state is 40<sup>th</sup> in the number of children in poverty, 47<sup>th</sup> in single parent families, 39<sup>th</sup> in teen death rate, 38<sup>th</sup> in teen birth rate, and 38<sup>th</sup> where no parent has full time employment. For the past three years, the Joint Council for Children and Adolescents, a multi-agency partnership including the South Carolina Department of Juvenile Justice, Social Services, and Department of Alcohol and Other Drug Abuse Services, has led efforts to improve services for children and youth needing treatment services, specifically for mental health, substance abuse and co-occurring disorders. The Joint Council provides a mechanism for transforming the service delivery system for youth and their families initially in the area of behavioral health interventions.

Finally, we need to continue the reduction of out-of-home placements for children

and help them live in the least restrictive environments.

- **Providing Safe, Affordable Housing and Supported Employment Programs** in the community for our clients. We are challenged to develop additional supportive housing options for clients living in the community as well as more specialized housing for clients in our Towards Local Care (TLC) program. Further, we need to expand our supported employment program for seriously ill adults through an evidence-based best practice program called Individual Placement and Support (IPS).
- **Strengthening Staff Competencies.** Because of our limited ability to hire new staff, or to replace seasoned managers who have retired, SCDMH will continue the Executive Leadership Development Program to groom new leadership candidates. The agency continues to implement programs to develop future physician and nurse leaders. This is in addition to the ongoing Mentoring Program and a program for first-time supervisors, the Supervisory Mini-Series. SCDMH will also provide staff continuing education on Psychiatric Best Practices through the monthly grand rounds, on line learning modules, in-services and the annual “Psychiatric Update”.
- **Providing Effective Treatment for Sexually Violent Predators.** By law, the Department must provide treatment for those persons civilly committed under South Carolina’s Sexually Violent Predator Act (SVPA). People committed to SCDMH under the SVPA “must be kept in a secure facility, and the person must be segregated at all times from other patients under the

supervision of the Department of Mental Health.” Since the inception of the program in 1998, the location has been in a unit at the Broad River Correctional Institution, a South Carolina Department of Corrections (SCDOC) prison.

A major challenge facing SCDMH is that the available space in the unit at the Broad River Correctional Institution is inadequate for the current and projected census of the Sexually Violent Predator Treatment Program. SCDMH is holding discussions with DOC to obtain additional secure space to house and treat persons committed under the SVPA. Adequately funding this initiative remains an on-going challenge as well.

- **Offering More Psychiatric Crisis Services in the Community.** Still looming as a challenge for the Department is the continued presence of behavioral health care patients in emergency rooms around the state, of whom almost three-fourths are unknown to us.

As the census and the current economic conditions of the state increase, so do the number of people in the emergency room waiting for evaluation, treatment and, perhaps, an admission to one of the Department’s inpatient programs.

We will continue to respond to this challenge by:

- Increasing the availability and diversity of crisis services in the community (as funding is available),
- Contracting for more privately operated hospital beds for acute care patients,
- Working with our public and private community partners who have a stake in finding a solution,

- Using innovations like telemedicine technology statewide to provide timely psychiatric consultations in emergency rooms,
  - Developing local private/public funding sources in the forty-six counties of South Carolina to assist with this growing need, and
  - Educating the public on the benefits of early mental health treatment and costs associated with limited availability of mental health treatment.
- **Evaluating the Needs of SCDMH's Physical Plant.** The Department has over 150 buildings located throughout the state totaling over 2.2 million square feet. The average age of our buildings in our inpatient arena is 39+ years old. Our community buildings average age is 19 years old. The deferred maintenance backlog is over \$40 million. This presents an enormous challenge to keep these facilities and the supporting infrastructure in satisfactory condition. The limited dollars are being used to address building code, licensing and life safety issues in the buildings along with necessary deferred maintenance issues. The Department is attempting to ensure buildings are properly maintained through sound, daily in-house maintenance operations and through Permanent Improvement Project renovations. Deferred maintenance projects have been established to address small maintenance renovation needs in both the inpatient and community buildings as funding allows. In-house maintenance staff is concentrating on preventative maintenance programs in an attempt to stabilize the building conditions as funds allow, but each year deferred maintenance has increased. In newer community buildings, an aggressive mechanical preventative maintenance program is in place via contracts with local vendors with oversight by SCDMH facilities personnel. Physical Plant Services conducts building evaluations periodically to identify maintenance and repair needs. These needs are prioritized with clinical needs. Health and safety concerns are given top priorities and funds are allocated to address these issues as budgets allow. Funds from sale of excess properties and settlements from lawsuits have been used to fund some of the renovations.
  - **Eliminating Stigma.** We are committed to eliminating stigma and to educating the public about mental illnesses; to that end, SCDMH has created Palmetto Media Watch. An e-mail list of individuals dedicated to fighting stigma, Palmetto Media Watch focuses on incidents of stigma in the media. Media Watchers are alerted about, and encouraged to respond to, positive and negative portrayals of mental illness.
  - **Providing Integrated Services.** Finally, the Department is challenged by the breadth of its mission. The South Carolina Department of Mental Health is unique among other states' departments of mental health in that we are mandated by state laws to serve a wide variety of patient populations. Included under the umbrella of our services are inpatient and outpatient services for adults and children; services to a forensics population including sexually violent predators; services to people with a substance abuse disorder; services to patients in our nursing care center; and nursing home services for South Carolina's veterans.
- In spite of diminishing resources, we continue to meet this challenge daily. We serve some of the most vulnerable citizens in our state,

helping them recover from their illnesses

and helping them have hope for the future.

## Section II – Organizational Profile

### 1. Main Products and Services and Primary Delivery Mechanisms

The Department of Mental Health provides psychiatric services to adults and children through seventeen comprehensive community mental health centers (CMHC) and forty-four mental health clinics with offices in all forty-six counties. It provides inpatient psychiatric treatment to adults through two facilities and to children through a third. It operates an alcohol/drug addiction treatment facility, a community nursing home, and contracts with private entities for the operation of a forensic facility and two veterans' nursing homes.

### 2. Primary Client Segments and their Key Requirements/ Expectations

SCDMH's key clients are adults, children, and their families who are affected by serious and persistent mental illnesses and/or significant emotional disorders. Their key requirements and how SCDMH measures success in meeting their requirements are presented in Table 1. The key processes are assessment, diagnosis, and treatment designed to meet the key requirements of our clients.

### 3. Key Stakeholders

Groups that have a stake in the success of SCDMH include other state agencies, in particular the Departments of Alcohol and Other Drug Abuse Services, Disabilities and Special Needs, Health and Human Services, Vocational Rehabilitation, Social Services, Corrections, Juvenile Justice, Health and Environmental Control, Continuum of Care, and local school districts.

The legislative, executive, and judicial branches of government are also special

stakeholders as they make decisions that impact individuals with persistent and serious mental illness and/or significant emotional disorders.

Other key stakeholders are public health systems, especially hospital emergency staff, law enforcement, and jails as they work together with SCDMH to identify and support clients in crisis.

Nonprofit entities, such as the National Alliance on Mental Illness, the Federation of Families, Mental Health America of SC, Protection & Advocacy for People with Disabilities, and SC SHARE (Self-Help Association Regarding Emotions), which advocate for clients, are key stakeholders. SAMHSA (Substance Abuse and Mental Health Services Administration), the Veterans' Administration, and other federal funding sources are also stakeholders.

### 4. Key Suppliers and Partners

SCDMH contracts with several major vendors to provide services to our clients. The Campbell Veterans Nursing Home in Anderson and the Veterans Victory House Nursing Home in Walterboro, each a 220-bed facility, are operated through contract. SCDMH also contracts with Geo Care, Inc. for significant segments of the agency's inpatient forensic services. Located on SCDMH property leased to this provider, SCDMH provides some of the professional treatment staff, while the vendor provides security, general nursing care, and room and board.



Table 1 <b>KEY CLIENT PERFORMANCE MEASURES</b>			
<b>Client</b>	<b>Key Requirements</b>	<b>Key Measures</b>	<b>Results Cross-Reference</b>
Adults with Serious Mental Illnesses	Satisfaction	Client Perception of Care (MHSIP)	7.2-1
	Functional Improvement	Clinical Assessment (GAF)	7.1-3
	Symptom Reduction		
	Employment	Number/Percent Employed	7.1-4, & 7.1-5
	Housing	No. of Units	7.1-6
Nursing Home Residents	Satisfaction	Resident & Family Survey	7.2-4
	Health & Safety	Life Expectancy Rate Decrease Fall Rate	7.1-7 7.1-8
Children with Severe Emotional Disturbances	Functional Improvement	Clinical Assessment (CBCL)	7.1-1 & 7.1-2
	Symptom Reduction		
	Parental Satisfaction	Parent's Survey (MHSIP)	7.2-3
	Youth Satisfaction	Youth Survey (MHSIP)	7.2-2
<b>KEY MEASURES OF ORGANIZATIONAL EFFECTIVENESS AND EFFICIENCY</b>			
<b>Domain</b>	<b>Measures</b>		<b>Results Category Chart</b>
Community Mental Health Centers	Number Served		7.5-6
	% of Services to Clients with Major Mental Illness		7.5-2 & 7.5-4
	Hospital Admissions Rate		7.5-7
	Avg. Days Btw Hospital Discharge & Date Seen by CMHC		7.5-13
	Emergency Room: Decreasing Waits		7.5-9
Psychiatric Inpatient	30 Day Readmission Rate		7.5-14
	Restraint Rate		7.5-15
	Seclusion Rate		7.5-16
	Increasing >90-Day Length of Stay		7.5-17
	Forensic Admissions		7.5-18
Administrative and Financial	Medicaid Revenue		7.3-2
	Bed-Day Costs		7.3-7
	Regulatory Compliance and Audits		7.6-1

## **5. Location of Operations**

The South Carolina Department of Mental Health (SCDMH) main administrative offices are located in Columbia – as are the

- William S. Hall Psychiatric Institute
- G. Werber Bryan Psychiatric Hospital
- Earle E. Morris, Jr. Alcohol & Drug Addiction Treatment Center
- C.M. Tucker Nursing Care Center, and
- Sexually Violent Predator Program.

Located in Anderson are the

- Patrick B. Harris Psychiatric Hospital and the
- Richard M. Campbell State Veterans Nursing Home

In Walterboro, SC is the Veterans Victory House State Nursing Home.

SCDMH contracts with HMR Veterans Services, Inc. and Advantage Veterans Services (AVS) of Walterboro to maintain and operate Richard Campbell and Veterans Victory House. These partnerships provide cost-effective services and a continuum of care to meet all of the needs of the residents: physical, emotional, social, rehabilitative, and spiritual. Thanks to AVS and HMR, these veterans' homes are premier programs within the state veterans' nursing home community.

SCDMH also operates seventeen community mental health centers (CMHCs) around the state, which serve all forty-six counties. The centers include:

- Aiken-Barnwell MHC
- Anderson-Oconee-Pickens MHC
- Beckman MHC (Greenwood)
- Berkeley MHC
- Catawba MHC (Rock Hill)
- Charleston/ Dorchester MHC
- Coastal Empire MHC (Beaufort)
- Columbia Area MHC
- Greenville MHC
- Lexington MHC
- Orangeburg MHC
- Pee Dee MHC (Florence)
- Piedmont MHC (Simpsonville)
- Santee-Wateree MHC (Sumter)
- Spartanburg Area MHC
- Tri-County MHC (Bennettsville)
- Waccamaw MHC (Conway).

## **6. Number of Employees**

At the beginning of FY2011, the SCDMH workforce consisted of 3,990 full-time employees. Of these 10.4% are administrative, 48.9% in the community system, and 40.8% in our inpatient setting. Ninety-seven percent are in classified positions and 3% in unclassified or contractual positions. 45.6% percent of our employees are White, 51.6% are African-American, and 2.8% are of other ethnic nationalities. (Percentages do not equal one hundred due to rounding).

## **7. Regulatory Environment**

As a medical treatment provider expending state and federal funds, the Department of Mental Health is heavily regulated. See Figure 7.6-1 for a full listing.

## **8. Performance Improvement Systems**

Table 2 identifies key elements of the SCDMH Performance Improvement System.

Table 2 <b>The SCDMH Performance Improvement System</b>			
	<b>Quality Improvement</b>	<b>Performance Improvement</b>	<b>Quality Assurance</b>
<i>Focus:</i>	Current	Prospective	Retrospective
<i>Initiated by:</i>	Any Level	Upper Management	Management
<i>Mechanisms:</i>	Performance Improvement Teams	Performance Improvement Teams	Risk Management System
	Program Fidelity Monitoring	Key Performance Indicators	Facility Accreditation
		Outcomes Committee	Corporate Compliance
			Medicaid Audits
			Internal Audit
			Utilization Review

**9. Organizational Structure**

See Table 3

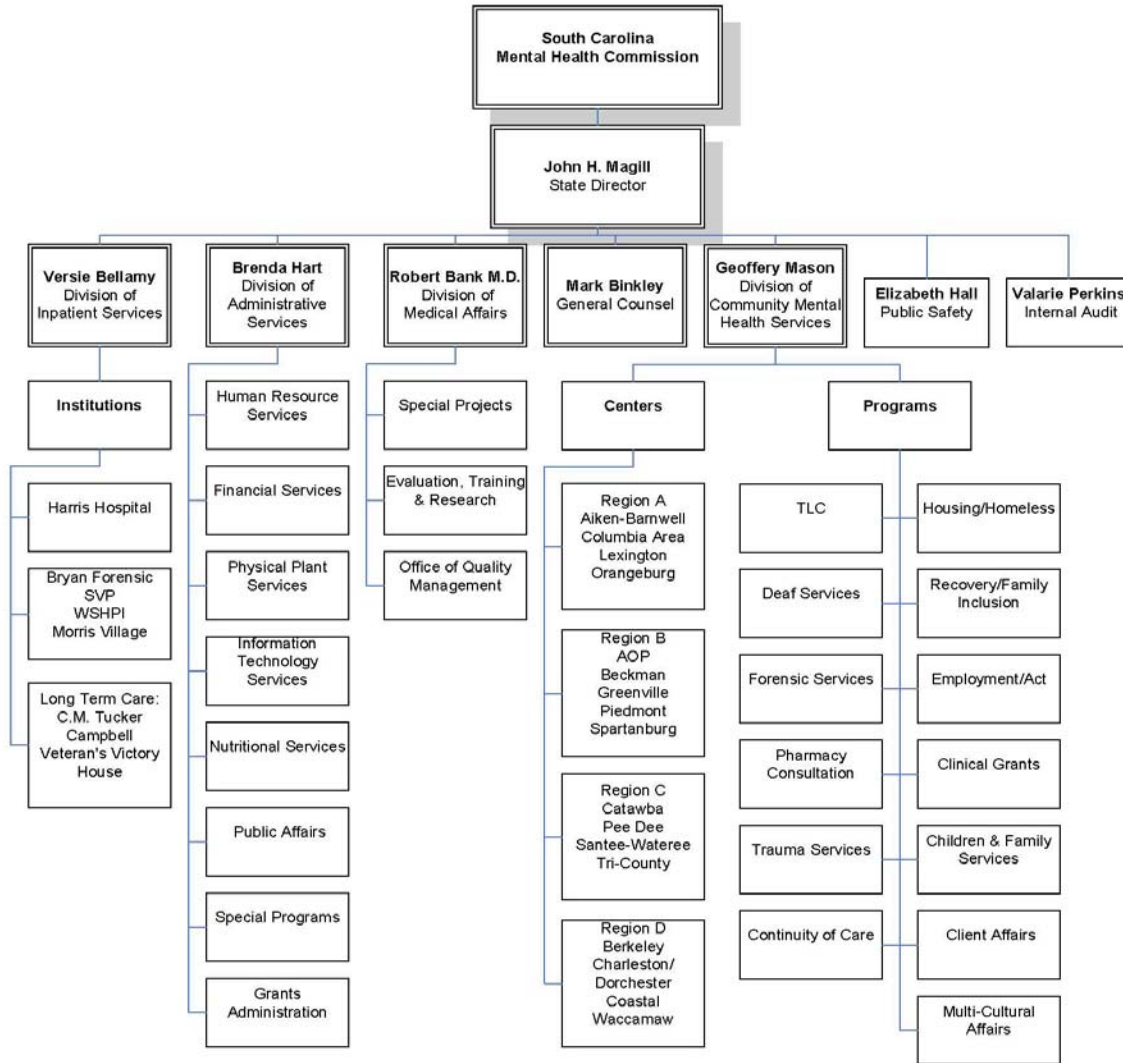
**10. Expenditure/Appropriations Chart**

See Table 4

**11. Major Program Areas Chart**

See Table 5

# South Carolina Department of Mental Health Organizational Chart 2011



9/9/2011

## Accountability Report Appropriations/Expenditures Chart

### Base Budget Expenditures and Appropriations

Major Budget Categories	FY 09-10 Actual Expenditures		FY 10-11 Actual Expenditures		FY 11-12 Appropriations Act	
	Total Funds	General Funds	Total Funds	General Funds	Total Funds	General Funds
Personal Service	\$ 171,088,309	\$ 96,973,210	\$ 165,348,938	\$ 85,421,977	\$ 174,152,759	\$ 82,905,189
Other Operating	\$ 106,069,900	\$ 18,267,359	\$ 92,408,516	\$ 18,948,002	\$ 133,529,616	\$ 17,872,206
Special Items	\$ 300,000	\$ -	\$ 300,000	\$ -	\$ 300,000	\$ -
Permanent Improvements	\$ 9,657,600	\$ -	\$ 6,118,404	\$ -	\$ -	\$ -
Case Services	\$ 10,648,529	\$ 3,029,192	\$ 11,436,168	\$ 3,270,361	\$ 11,880,498	\$ 3,717,571
Distributions to Subdivisions	\$ 235,996	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ 57,740,455	\$ 33,271,389	\$ 59,180,809	\$ 31,269,108	\$ 58,086,704	\$ 27,101,711
Non-recurring	\$ 7,724,680	\$ 7,724,680	\$ 9,493,474	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 363,465,469</b>	<b>\$ 159,265,830</b>	<b>\$ 344,286,308</b>	<b>\$ 138,909,449</b>	<b>\$ 377,949,577</b>	<b>\$ 131,596,677</b>

Sources of Funds	FY 09-10 Actual Expenditures	FY 10-11 Actual Expenditures
Supplemental Bills	\$ -	\$ -
Capital Reserve Funds	\$ -	\$ -
Bonds	\$ -	\$ -

## Major Program Areas

Program Number and Title	Major Program Area Purpose (Brief)	FY 09-10 Budget Expenditures	FY 10-11 Budget Expenditures	Key for Financial Results*
II. A. Community Mental Health Centers	Services delivered from the 17 mental health centers that include: evaluation, assessment, and intake of consumers; short-term outpatient treatment; and continuing support services.	State: 47,811,406.89 Federal: 6,218,199.50 Other: 74,561,242.91 Total: 128,590,849.30 % of Total Budget: 38%	State: 43,023,379.98 Federal: 6,782,131.64 Other: 69,781,837.05 Total: 119,587,348.67 % of Total Budget: 35%	7.3-6
II. B. Inpatient psych	Services delivered in a hospital setting for adult and child consumers whose conditions are severe enough that they are not able to be treated in the community.	State: 37,262,916.91 Federal: 255,660.27 Other: 44,072,006.79 Total: 81,590,583.97 % of Total Budget: 24%	State: 31,826,692.00 Federal: 216,306.03 Other: 47,260,484.75 Total: 79,303,482.78 % of Total Budget: 23%	7.3-6 7.3-7
II. D. Tucker/Dowdy	Residential care for individuals with mental illness whose medical conditions are persistently fragile enough to require long-term nursing care.	State: 3,099,871.34 Federal: 0.00 Other: 13,465,497.53 Total: 16,565,368.87 % of Total Budget: 5%	State: 1,336,158.52 Federal: 0.00 Other: 13,701,024.87 Total: 15,037,183.39 % of Total Budget: 4%	7.3-7
II. F. Support	Nutritional services for inpatient facilities, public safety, information technology, financial and human resources and other support services	State: 16,449,124.83 Federal: 203,542.98 Other: 8,806,128.44 Total: 25,458,796.25 % of Total Budget: 8%	State: 14,265,424.40 Federal: 74,247.08 Other: 8,429,086.56 Total: 22,768,758.04 % of Total Budget: 7%	
II. G. Veterans	Originally residential nursing care for veterans who also have a mental illness; role has now expanded so that any veteran is eligible who meets the admission criteria.	State: 11,230,584.50 Federal: 0.00 Other: 20,672,744.88 Total: 31,903,329.38 % of Total Budget: 9%	State: 9,813,024.98 Federal: 0.00 Other: 22,579,801.26 Total: 32,392,826.24 % of Total Budget: 10%	7.3-7
II. H. Sexual Predator	Treatment for civilly-committed individuals found by the courts to be sexually violent predators. Mandated by the Sexually Violent Predator Act, Section 44-48-10 et al.	State: 6,739,012.57 Federal: 0.00 Other: 459,675.96 Total: 7,198,688.53 % of Total Budget: 2%	State: 4,355,289.27 Federal: 0.00 Other: 2,034,308.37 Total: 6,389,597.64 % of Total Budget: 2%	7.3-7
III. Employer Contributions	Fringe benefits for all DMH employees	State: 33,271,389.40 Federal: 907,045.01 Other: 23,562,020.13 Total: 57,740,454.54 % of Total Budget: 17%	State: 31,269,108.44 Federal: 839,786.86 Other: 27,071,914.03 Total: 59,180,809.33 % of Total Budget: 18%	

**Below: List any programs not included above and show the remainder of expenditures by source of funds.**

<b>Remainder of Expenditures:</b>	State: 3,401,524.00	State: 3,020,371.06
I. Administration	Federal: 886,470.73	Federal: 440,137.29
	Other: 471,803.88	Other: 359,393.87
	Total: 4,759,798.61	Total: 3,819,902.22
	% of Total Budget: 1%	% of Total Budget: 1%

\* Key Cross-References are a link to the Category 7 - Business Results.

## Section III

### Category 1 – Leadership

#### 1.1 Senior Leadership Direction

*How do senior leaders set, deploy, and ensure two-way communication for:*

*a) Short and long term direction and organizational priorities*

SCDMH has developed clear mission/values/ priorities statements, a responsive set of strategic priorities, and an ambitious, coherent strategic plan. From these documents and guiding principles, the Mental Health Commission (The Commission) and senior leadership set the short- and long-term direction of the agency.

Some noteworthy examples of SCDMH leadership's alignment of mission, values, priorities, and performance include:

- a strategic plan that focuses on development of a community-based system as the primary locus of care;
- inclusion of key stakeholders in planning and policy development;
- including clients and family members on mental health center leadership teams and local mental health center boards;
- hiring clients as employees of the Department;
- publishing the minutes of all governance meetings;
- publishing newsletters and monthly internal publications;
- posting information and news articles on the Intranet and Internet sites;
- meeting with newspaper editorial boards and legislators.

These avenues of communication provide a rich engagement between leadership, stakeholders, and employees. They provide channels of information for communication up, as well as down and across, the chain of command. The bottom line is that while leadership has responsibility for promoting

knowledge, setting priorities, establishing core measures, and evaluating performance, it also must ensure that all voices have a place at the table.

*b) Performance expectations*

Department managers are required to have clear performance goals, aligned with agency priorities, and are formally evaluated annually based upon these goals. Individual managers are similarly rated on their contribution to division expectations linked to SCDMH goals.

*c) Organizational values*

Senior leadership and the Commission's commitment to organizational values are most clearly communicated by their behavior. It has been their effort that has aligned goals, priorities, outcomes, and funding with core values: Respect for the Individual, Support for Local Care, a Commitment to Quality, and Improving Public Awareness and Knowledge about Mental Illness.

Two-way communication is best represented by examples that are indicative of leadership's approach/deployment behavior.

- The Commission holds six of its twelve monthly meetings in a local mental health center or inpatient facility. With two of the seven-person Commission members being a family member of a SCDMH client, there is a clear commitment to open discussion between stakeholders and the administration.
- Mental health clients, family members, advocates, and other stakeholders are invited and encouraged to be part of policy discussion, priority-setting, and program development.
- Clients of mental health services are employed as Peer Support Specialists,



serve on management teams of centers/hospitals, and participate on quality improvement teams. The mantra espoused by our client advocates – “Nothing about Us, Without Us” aptly represents the inclusive philosophy of SCDMH.

#### *d) Ethical behavior*

As a healthcare organization, the Department is fortunate to have codes of ethical behavior for all disciplines, giving a solid basis upon which to build agency expectations for employees. These are augmented by formal policies and standards.

### **1.2 Focus on Clients**

#### *How do senior leaders establish and promote a focus on clients and other stakeholders?*

At SCDMH, promoting client recovery is the agency’s mission, and the “inclusive philosophy” of senior leaders ensures that clients and other stakeholders remain central to our efforts. Through client advisory boards, client employees, and direct client/family involvement in major policy and program development, the agency maintains its focus on providing excellence in client satisfaction. Further, as described in Table 1, senior management is able to review key measures to determine how well the agency, and each component, is doing with client satisfaction and client services.

### **1.3 Impact on Public**

#### *How does the organization address the current and potential impact on the public of its programs, services, facilities and operations, including associated risks?*

All inpatient facilities of the Department are licensed by the South Carolina Department of Health and Environmental Control (SCDHEC) as specialized hospitals, and all are fully accredited by either the Joint Commission or the Commission on the

#### Accreditation of Rehabilitation Facilities (CARF).

Each year the Office of Inspector General of the federal Department of Health and Human Services identifies vulnerabilities in Medicare/Medicaid funded programs and other activities that are the focus of their program audits for the year. The SCDMH Corporate Compliance Committee reviews this document to determine auditing procedures that may need to be strengthened.

Further, our Office of Internal Audit regularly reviews all SCDMH activities (administration, inpatient, and community) to ensure fiscal responsibility, ethical behavior, accountability, and legal compliance.

SCDMH is very sensitive to its responsibilities regarding the treatment and care of the citizens we serve. They are a vulnerable population, some seeking help voluntarily and some under court order. There are issues of stigma, public acceptance, legal rights, and moral imperatives. The Department’s commitment to the state of South Carolina is to provide the best possible care and treatment in an environment which ensures the safety of staff, patients, and the public.

- Individuals are rigorously assessed prior to their discharge from inpatient care;
- Clients found Not Competent to Stand Trial or Not Guilty by Reason of Insanity are treated in secure settings. Their gradual reintegration into the community is closely monitored by trained staff who are very knowledgeable of each client’s treatment needs;
- An integrated system of community-based treatment with inpatient support to ensure the safety, continuity of care, and well-being of the citizens we serve.

Also helping the Department assess its impact on the public are local CMHC boards, advocacy groups, and the South Carolina Hospital Association.

The Department subscribes to a “press summaries” service and runs a volunteer “media watch,” reviewing all newspaper articles/editorials in the state to maintain an awareness of public concerns and opinions. Periodic meetings are held with probate judges and the South Carolina Hospital Association across the state to address issues and concerns. The state director meets regularly with news media, editorial boards, members of the legislature, advocacy groups, and other community leaders to provide information about the Department and hear concerns and recommendations.

#### **1.4 Maintaining Fiscal, Legal, and Regulatory Accountability**

*How do senior leaders maintain fiscal, legal, and regulatory accountability?*

The state director, senior leadership, and the Commission review data and written evaluations on fiscal, legal, and regulatory compliance regularly. Also, the Internal Audit Division, as an independent appraisal function, assists members of management and the Commission in the effective discharge of their responsibilities. To this end, Internal Audit furnishes them with analyses, recommendations, counsel and information concerning activities reviewed. In FY2009 the Department established a Grants Management Office to provide increased regulatory oversight for all grants.

#### **1.5 Key Performance Measures**

*What key performance measures are regularly reviewed by your senior leaders?*

Client satisfaction, symptom reduction, functional improvement, housing and employment – all indicators deemed important by clients – are part of the key

measures reviewed annually by leadership. In addition, every quarter the Commission and senior leaders review specific data on organizational efficiency and effectiveness. Table 1 presents both of these sets of measures. Copies of the performance reports are provided to all SCDMH management, CMHC and inpatient facility directors, CMHC board chairs, and are available to the public.

#### **1.6 Performance Review/Feedback**

*How do senior leaders use organizational performance review findings and employee feedback to improve their own leadership effectiveness and the effectiveness of management throughout the organization? How do their personal actions reflect a commitment to the organizational values?*

The performance of all managers and administrators is evaluated annually. The state director’s goals cascade into the deputy director’s goals and to center/facility director’s goals, creating a tiered system of alignment. Senior leadership also assesses its own performance, individually and as a group.

#### **1.7 Succession Planning**

*How do senior leaders promote and personally participate in succession planning and the development of future organizational leaders?*

With an aging workforce and a large number of senior staff in the TERI Program, SCDMH responded proactively to ensure a smooth transition to a new cadre of agency leaders.

Initially, an in-house Mentoring/Succession Program was implemented. This is an eleven-month seminar that includes monthly classroom instruction lead by SCDMH senior leaders.

Now, the department has also initiated an Executive Leadership Development

Program to groom a new generation of senior management and a program entitled the Supervisory Mini-Series, for first-time supervisors.

### **1.8 Performance Improvement**

*How do senior leaders create an environment for performance improvement and the accomplishment of strategic objectives?*

Clear outcome measures set the stage for an environment that promotes performance-driven behavior. In addition, strategic goals have defined targets, and Employee Performance Management System (EPMS) goals, linked to strategic goals, assist staff in remaining focused on accomplishing assignments. While the Department has promoted evidence-based practices, it has allowed programmatic freedoms to managers as long as they have outcome measures that respond to client requirements. This “freedom to innovate” has encouraged managers who believe their home-grown programs to be equally effective in producing outcomes that equal, or exceed, the evidence-based outcomes.

### **1.9 Organizational and Workforce Learning Environment**

There is a concerted emphasis by the Department to transfer learning from one part of the system to other applicable areas. Senior leadership publishes outcome data, including comparative results, for use by local CMHC Boards, organizational components, and managers in improving performance. Findings from investigations of adverse events result in corrective action plans and are transferred into system-wide improvements.

At the individual employee level, senior leadership has promoted the development of

on-line staff training programs, linked employee education more closely to strategic priorities, and instituted specific programs to prepare the next generation of managers, administrators, and clinicians.

### **1.10 Empowering and Communicating with Employees**

To encourage innovation in program development, research projects are conducted to compare the outcomes of local programs to the outcomes of evidence-based practices. Conferences and stakeholder meetings feature educational reports on state-of-the-art treatment approaches, and the Department’s quarterly publication, Images, routinely features model SCDMH programs.

### **1.11 Strengthening the Community**

*How does senior leadership actively support and strengthen the communities in which your organization operates?*

The South Carolina Department of Mental Health is committed to the support of the communities it serves. As a community-based, public mental health system, its primary role is to serve persons who suffer from mental illnesses. Where possible, however, the Department extends itself to be a system of support for the non-mentally ill by:

- providing education, counseling, and public information for persons dealing with life stressors;
- supporting volunteer activities by employees and senior leaders that further our stated mission; and
- developing public service announcements about mental illness and maintaining educational websites.

## Category 2 – Strategic Planning

### 2.1 Strategic Planning Process

*What is your Strategic Planning process, including KEY participants, and how does it address:*

- a. Organizational strengths, weaknesses, opportunities and threats*
- b. Financial, regulatory, societal and other potential risks*
- c. Shifts in technology or the regulatory environment*
- d. Workforce capabilities and needs*
- e. Organizational continuity in emergencies*
- f. Ability to execute the strategic plan*

With the department's budget request due eleven months prior to the beginning of the fiscal year, work on prioritizing needs is started a full nineteen months before the fiscal year begins (Figure 2.1-1). Planning begins with a SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats), involving senior leaders, representative CMHC directors, and inpatient directors.

Potential issues for the strategic plan are rank ordered based on the urgency and degree of threat, and each priority is assessed for what action is most appropriate to address the issue.: (1) Additional funds (a potential budget request item); (2) Legislation; (3) Improved Relationships; (4) Staff Training; and/or (5) Internal Policy or Management Actions.

Using this assessment, key staff responsible for the priority area submits draft objectives for the goal, budget requirements, a time-table for implementation, and outcomes.

The strategic planning process calls for full stakeholder participation every three years.

During these events, statewide input is obtained from the community mental health

center local Boards - citizen advisory groups numbering approximately 270 people.

In addition, CMHCs and Boards conduct public forums with 700-800 local family members, clients, advocates, sister agency staff, private practitioners, and community activists. Employee input is solicited through the administration at individual centers and facilities.

Figure 2.1-1 <b>Example Planning Process</b>	
<b>Budget Development</b>	
Nov-Dec '08	"Major Risks Assessment" (S.W.O.T) by senior leadership
Jan '09	FY11 Budget Priorities Draft set by senior leadership
Jun '09	State Planning Council Submits Recommendations
Jun-Jul '09	Senior leadership and Commission Approve FY11 Draft Budget
Aug '09	FY11 Budget Submitted
<b>Program Development</b>	
Oct '09	Leadership sets strategic priorities other than budget request items
Jan '10	Cost Figures Developed (if needed)
Feb 10	Leadership approves all priorities, timetable, and outcomes
Mar 10	Draft plan developed
Jun '10	State Planning Council Critiques
Jun '10	Gen Assembly Passes FY11 Appropriations
Jun '10	Senior leadership and Commission Approve State Plan
Jul '10	FY11 Plan Implementation Begins

SCDMH leadership and the Commission make the final decision on strategic goals, subject to modifications based on annual budget request approvals.

Disaster management planning for SCDMH is a separate process. Each CMHC and hospital has free-standing plans for internal emergencies, and each dove-tails with the SCDMH plan to provide for cross facility coverage and statewide emergencies. In FY2011, CMHCs and hospitals participated in a nationwide earthquake drill to evaluate disaster planning. All operations tasked to SCDMH were successfully met.

Administratively, there is an established emergency leadership succession plan, including transfer of leadership to Harris Psychiatric Hospital in Anderson in the event Columbia facilities can not function. All data services are mirrored at the Crafts Farrow Campus and could be online with only slightly reduced services in the event of the loss of the SCDMH Central Office. Similarly, the SCDMH Disaster Response Team has alternate sites for responding to emergency situations from either Crafts Farrow or Harris Psychiatric Hospital.

## **2.2 Addressing Challenges through the Strategic Goals**

With little prospect for new funding in FY2011, the Department focused its programmatic planning on areas that were under its control, those areas that did not require new funding. Therefore, it is intentional that not all challenges (identified in the Organizational Profile – Section I, Question 4) fully correspond to goals presented in Figure 2.1-5 and several that were included were contingent upon funding being available.

## **2.3 Developing and Tracking Action Plans**

*How do you develop and track action plans that address your key strategic objectives and how do you allocate resources to ensure accomplishment of the plan?*

Statewide action plans include specification of budget and human resource requirements and measurable outcomes to evaluate the final

product. The draft plan flags any goal that is “funding dependent.”

Senior leadership assumes individual responsibility for statewide implementation and deployment of specific goals, and has a designated program staff member who assumes day-to-day oversight for the initiative. The State Planning Council, the Commission, and senior leadership receive progress reports on the goals on a schedule dictated by the nature of the goal.

## **2.4 Communication and Deployment**

*How do you communicate and deploy your strategic objectives, action plans and related performance measures?*

Each division, community mental health center, and inpatient facility assigned to contribute to a particular objective has a designated person responsible for accomplishing that portion of the objective. State-wide program staff work closely with the organizational components to ensure that the action plan is on track for completion.

To communicate the plan to staff and stakeholders, the agency has a broad-based educational effort. Articles in the agency newsletter Images, discussions at Center/Facility directors’ meetings, presentations at Quarterly Stakeholder Meetings, and Internet and Intranet web postings are a few of the avenues that SCDMH leadership uses to keep all staff and management teams aware of activities and progress toward goals.

## **2.5 Measuring Progress**

*How do you measure progress on your action plans?*

All strategic plan goals have a defined, measurable outcome, a timetable for implementation, and specified key deliverables. The lead staff for each goal assists the owner of said goal in state-wide coordination and tracking.



## 2.6 Evaluation of Planning Process

*How do you evaluate and improve your strategic planning process?*

SCDMH leadership, center/facility directors, lead staff, the State Planning Council, and stakeholder-participants critique each strategic planning cycle. Significant improvements to the planning process in the past three years include:

- Bringing the plan development timetable into line with the state's annual budget request timetable;
- Eliminating multiple plans by integrating the key clinical, administrative, and physical plant plans into one coherent document;

- Sponsoring childcare facilities at local meeting sites and providing transportation to clients to promote participation; and
- Adopting a three-year cycle to conduct a full stakeholder survey of priorities.

## 2.7 Strategic Plan Availability

The SCDMH homepage includes a link to the strategic plan (<http://www.state.sc.us/dmh/>). Other homepage links are to client resources, clinical information, clinical services, career opportunities, and timely events and news.

## FY2011 Strategic Goals

Priority Areas	FY2011 Goals	Owner	Lead Staff	Outcomes
General	Continue relocation efforts for remaining services on the Bull Street campus, excepting Hall Institute, and implement marketing plan for the sale of the Bull Street property	Magill	Binkley	Property is currently under contract.
	Maintain CARF Accreditation of all CMHCs	Mason	Ham	Goal met.
	Sustain efforts to expand research opportunities and pursue funding for priority research areas	Magill	Narasimhan	Continuing.
Community C&A Services	Increase the number of school-based programs by 10 with focus on rural area schools over the FY10 accomplishments.	Mason	Craft	Goal not met due to budget constraints
	Identify grant or other funding opportunities to restore program capacity at DSS County Office sites.	Mason	Long	Continuing.
	Maintenance of effort for the seven current outstationed DJJ positions. Increase an additional position through Grant funding.	Mason	DuBose	This goal was not met due to budget reductions. Currently, we have six outstationed DJJ positions (4 with funding from the Rural Initiative). There is also an out-stationed DMH counselor at the DJJ detention Center.

	The adding of an additional team at Aiken-Barnwell, which will take the place of a team that was lost and will be no extra cost to the State.	Mason	Johnson	This goal was not met due to budget reductions. Currently, there are five MST Teams (Catawba, Greenville, Lexington, Orangeburg and Pee Dee.
	Continued training and implementation to ensure 100% utilization.	Mason	DuBose	Completed. The adoption of the GAIN SS referral process has been done by all 17 local Community Mental Health Centers.
	The development of one additional curriculum from the Core Competencies to be inserted into PATHLORE and offered as an ON-LINE Training.	Mason & Bank	DuBose & Hyre	Goal Met- Training has been provided to C & A staff on three competencies- "On the Road to Family Driven Care", "Understanding Children Mental Health Issues" and CBT Training. All Local CMH Centers and Hall Institute have staff trained in CBT.
	Maintain the percentage of children in out-of-home placements at an average yearly census that is less than .5% of the children served in all DMH programs (N=175)	Mason	Long	Goal met.
C&A Trauma	Implement Trauma Assessment at one additional center. (12 to 13)	Mason	C. Wells	Goal met.
	Support centers who have previously adopted practices in continuing to do so.			
	Provide the Hands On Trauma Focused Cognitive Behavioral Training Phase One to two additional Centers. (11 to 12)	Mason	C. Wells	Complete
	Provide additional trainings to centers that have previously participated in this training so that a majority of staff are trained.			
Adult Trauma	Implement Trauma Assessment at 2 additional centers. (From 10 to 12).	Mason	C. Wells	No progress (10)
	Support centers who have previously adopted practices in continuing to do so.			

	<p>Provide the Hands On Trauma Focused Cognitive Behavioral Training Phase One to two additional Centers. (8 to 10)</p> <p>Provide additional trainings to centers that have previously participated in this training so that a majority of staff are trained.</p>	Mason	C. Wells	Partial (8)
Electronic Medical Record	Pending funding, implement EMR in 3 Additional CMHCs (Total to equal 14)	Hart	Drucker	Exceeded goal. EMR is operational in all 17 CMHCs.
	Move toward implementation of Tucker Center EMR plan	Bellamy	Bellamy	Pending funding
	Move toward implementation of BPH EMR plan	Bellamy	Bellamy	Pending funding
Housing	Develop 40 additional housing units, contingent upon funding.	Mason	Murff	Due to budget reductions, goal not be met.
	Maintain Shelter Plus Programs statewide at 183 units with an average occupancy of 253 individuals.	Mason	Murff	Goal met.
	Expand TLC residential and treatment options by 45 (1010 to 1055) contingent upon funding.	Mason	Miller	Funding not available to meet goal.
	Maintain TLC statewide occupancy rate at 98% .	Mason	Miller	Goal met.
Staff Development	Capture corporate knowledge of long-time employees in format that that can be used as lessons learned.	Bank	Hyre	Exceeded goal, graduated seven from program
SVP	Monitor and ensure meaningful treatment opportunities, as indicated	Bellamy	Scaturo	SVP Day Treatment Program (CF Campus) provides treatment services 5 days a week.
Tele- psychiatry	Increase the number of participating hospitals to 35.	Bank	Spencer	22 hospitals are actively participating.
	Explore other public/private consultative systems for telepsychiatry, e.g., substance abuse, stroke, etc.	Bank	Spencer	We continue to explore not only alternate funding opportunities, but examine related telepsychiatry programs as they are identified



Crisis Services	Maintain the current 10% or more decrease in snapshot results and examine the impact of telepsychiatry and targeted crisis stabilization funding in relation to the decrease.	Mason	Miller	Goal exceeded. Currently the overall number of people waiting in EDs has decreased by 15%.
	Work collaboratively with telepsychiatry program staff in an effort to assist in identifying areas of need geographically. Formalize the working relationship between crisis stabilization services and the telepsychiatry program in an effort to provide optimal continuity of care statewide.	Mason	Miller	Partially met. The current wait time has decreased 6% compared to FY 09.
	Improve overall state wide crisis related outcomes by technically assisting at least two CMHCs who may benefit from the implementation of most effective and proven models of crisis response systems.	Mason	Miller	Goal has been met with additional visits to CMHCs in 3rd and 4th quarters of fiscal year.
	Substantiate the utilization of crisis stabilization funding as having a direct impact on the decrease of the overall number of people waiting in ED's by demonstrating clear and consistent positive outcomes which can be correlated to dedicated crisis stabilization funding.	Mason	Miller	Outcomes support ongoing funding.
Peer Support Specialists	Conduct a minimum of three (3) Peer Support Certification classes certifying at least 20 possible DMH Peer Support Specialist candidates	Mason	Roberts	Goal met.
	Establish one (1) Certified Peer Support Specialist (PSS) position in the final three mental health centers that are currently without an established position, pending adequate funding	Mason	Ham & Roberts	Goal not met due to budget restrictions.
Employment	Expand Evidenced Based Best Practice Individual Placement & Support Programs (IPS) in Community Mental Health Centers (CMHCs) from 10 to 12 sites.	Mason	Henderson	Implemented a new IPS program in Greenville CMHC.

	Create at least one (1) more funding opportunities for IPS/SE.	Mason	Henderson	Completed. Developed an agreement with Vocational Rehabilitation Department (VR) for CMHCs to start receiving ticket-to-work revenues on clients in the IPS programs whom are receiving SSI/SSDI.
Inpatient	Review bed utilization and adjust for maximum appropriate census with existing resources.	Bellamy	Bellamy	Completed and ongoing.
Public Relations and Anti-Stigma Initiatives	Implement professional inter-agency S.C. Peer Support Network through a statewide meeting for peer support specialists.	Mason	Roberts	Provided basic peer support training to WJB Dorn (3), the Johnson VA in Charleston (1) also Central VA hospital in Montgomery Alabama (3) about 25 from DAODAS.
	Extend the offer of continuing education training to the VA and DAODAS candidates.	Mason	Roberts	Completed.
	Continue to promote the Department's positive projects like the Duke Endowment, the BCBS of SC Foundation and school-based services, and community-based services to returning veterans and their families.	Magill	McEachern	The Office of Public Affairs promotes these projects through coverage in the Department's newsletter, IMAGES; DMH Speakers Bureau; press releases; SC.GOV website; and presentations made by the State Director at professional and public engagements.
	Sustain the "Art of Recovery Program"	Hart	Perry	Art of Recovery had five exhibitions including The Columbia Museum of Art and Richland County Public Library.
	Gather and report instances of stigma in the media to participants of Palmetto Media Watch.	Hart	Perry	Completed and ongoing.
	Complete outcome development for all CMHC Programs, pending determination of SCIES capacity to accommodate these needs.	Bank & Hart	Hyre & Cooner	SCIES conversion is completed.

Financial Management	Incorporate solicitations, RFPs, Interagency Agreements, MOAs and MOUs into the database. Consider linking this application to other software to allow document imaging for routing contracts electronically for approval (pending determination of SCIES capacity to accommodate these needs).	Hart	Cooner	Continuing. SCIES conversion is completed.
	Ensure fiscal oversight for all grants.	Hart	Orr	Goal met. Office of Grants Administration will continue to provide fiscal oversight for all grants and ensure correct fiscal accountability through the SCEIS Grants Module.
	Increase federal and non-federal funding through new grants.	Hart	Orr	New grants in FY11 exceeded \$8 million.
	Learn the SCIES/Human Resource system and how it relates to the grant module.	Hart	Orr	Grant module implemented.
	Continue to train all applicable employees in compliance with DMH, state, and federal regulations.	Hart	Orr	Goal met. Individual training is provided to employees based upon the individual's needs and the needs of the grant when applicable.
	Maintain the Grants Administration website with current and applicable grants information.	Hart	Orr	Goal met.

## Category 3 – Customer Focus

### 3.1 Determining Key Clients and their Requirements

*How do you determine who your clients are and what their key requirements are?*

Our client base is defined, in part, by legislative mandates and the SC Code of Laws which gives the Department jurisdiction over the state's mental hospitals and community mental health centers. We receive our clients voluntarily and involuntarily, through family members, through the court system, and through law enforcement. We also embed staff into schools, other agencies, and hospital emergency rooms to promote ease of access and reduce the stigma often associated with receiving mental health services. To become a client of the SCDMH, one must have a diagnosable mental illness.

Our key clients are adults, children, and their families who are affected by serious mental illnesses and significant emotional disorders. These priority populations, established by stakeholders through the strategic planning process, were affirmed by senior management and the Commission who adopted federal definitions of specific diagnostic categories for serious mental illness and significant emotional disorder.

The key client requirements for adults with severe mental illness have been defined by our clients through focus groups, needs assessments, and satisfaction surveys and are consistent with what is reported in the literature: regaining a sense of self-worth and dignity; having a hopeful outlook on life; achieving functional improvement; actively pursuing goals and aspirations in the areas of affordable housing, education, employment and social supports; and living a higher quality life.

These requirements are operationalized by SCDMH as: symptom reduction, functional

improvement; satisfaction; meaningful employment; and housing which is safe, affordable, and decent.

Although recovery can begin, or continue, in inpatient care, the heart of recovery is community-based, and the Department is committed to a community-based system of care that meets the requirements of its clients.

Recovery and resiliency for children means increasing self-esteem, dignity, and school performance; remaining in their home; and working with the families to resolve issues and preserve the integrity of the family unit. These requirements are operationalized by SCDMH as: symptom reduction and functional improvement and parental/youth satisfaction.

### 3.2 Keeping Current with Changing Needs

*How do you keep your listening and learning methods current with changing client/business needs and expectations?*

The Department believes that to promote recovery for people with mental illnesses, it is essential to have clients – people with mental illnesses and their families – involved in the planning, evaluation, and delivery of care. All major planning committees of the Department have clients, family members, and advocacy organization representatives. Advocacy groups are among those who attend monthly Assembly meetings and Commission meetings.

Each CMHC has a Client Affairs Coordinator, a self-identified mental health client who participates in management meetings and decision-making to provide a voice for the client and there is a statewide Client Advisory Committee operated by the Office of Client Affairs.

To gain a broader perspective on evolving health care service needs and directions, the agency participates in national forums, has representatives on health care measurement task forces, and has senior leaders who hold offices in national bodies that help set the direction of health care delivery systems.

A “Legislative Update” is published monthly during the legislative session to keep stakeholders, internal and external, aware of issues and events. Their feedback to the agency offers insight into current perspectives on health care trends. Additionally, many staff are surveyors for major accrediting bodies, bringing innovative approaches back to South Carolina, and training other staff in new approaches to service delivery.

The Department has established a presence on the Internet and uses this medium to receive questions, concerns, and comments about the Department’s services. The webmaster brings each of these to the attention of the director of the appropriate division head, as well as the state director. The mechanism for contacting the webmaster can be found at the bottom of most SCDMH internet pages.

### **3.3 Key Client Access Mechanisms**

*What are your Key Client access mechanisms, and how do these access mechanisms enable clients to seek information, conduct business, and make complaints?*

In keeping with the department’s value of “Support for Local Care,” primary access to SCDMH services is through 17 strategically placed Community Mental Health Centers and forty-four mental health clinics with offices in every county.

In addition, SCDMH is steadily attempting to expand services into the natural environment of the child and their families.

Staff is out-stationed in 397 of South Carolina’s public schools, in twelve county DSS offices and four county DJJ offices. Further, Assertive Community Treatment-Like (ACT-Like) Teams, Family Preservation and MultiSystemic Therapy Programs deliver case management and direct treatment in the client’s home.

SCDMH is available to clients 24/7 via telephone, in emergency rooms across the state, and through evening appointments at most CMHCs. All CMHCs and inpatient hospitals have client advocates available to resolve complaints not satisfied by local staff, and the state office has a toll-free hot-line manned by a clinician during normal business hours and a statewide client advocate available during normal business hours.

### **3.4 Measuring Satisfaction**

*How do you measure client/stakeholder satisfaction and dissatisfaction, and use this information to improve?*

The Department collects data on key indicators that reflect client satisfaction. We were initial participants in the Mental Health Statistical Improvement Project (MHSIP) to develop national comparative data on client perceptions of satisfaction with access to services, appropriateness of services, and outcomes. The MHSIP Surveys are conducted annually with clients, youth, and family members.

A patient complaint system tracks client dissatisfaction. All CMHC and inpatient facilities have client/patient advocates who receive complaints, pursue incident details, and follow to resolution.

The data is analyzed, stratified, and aggregated to promote systems knowledge, and the SCDMH Commission reviews summary information monthly on Client Advocate interventions and resolutions.

### **3.5 Using Feedback Information**

*How do you use information from clients/stakeholders to keep services or programs relevant and provide for continuous improvement?*

The state director and other senior leaders engage in “Listening and Learning” meetings with stakeholders at each of the 17 community mental health centers and participate in monthly conference calls with CMHC Board chairs to discuss priorities, concerns, community issues, and statewide issues.

In addition to participation in all policy and program development committees and task forces, advocacy stakeholders are singled out for private meetings and discussions to address concerns and strategies for problem resolution. By including stakeholders in the fabric of the Department’s operations, stakeholder satisfaction levels are assessed more diligently than could be obtained simply through periodic surveys, or questionnaires.

SCDMH is only the second state in the country to have peer-support services as a Medicaid billable service. A peer support person is a self-identified client of mental health with a diagnosed mental illness who delivers mental health services to other adult clients. In FY2011, fourteen certified peer support specialists are working in community mental health centers, a

reduction from twenty-one in FY2010. This is primarily due to budgetary concerns with some positions being eliminated and others simply unfilled.

### **3.6 Building Positive Relationships**

*How do you build positive relationships with clients and stakeholders? Indicate any key distinctions between different client groups.*

The culture of the Department is one of *inclusion*. Advocates, clients, family members, and all stakeholders have an active place at the SCDMH table. Members from all major stakeholder groups are represented in the State Planning Council and other planning/policy bodies.

The Department has a patient advocacy system with representatives in every hospital and community mental health center. These advocates ensure that clients/patients are presented with their “bill of rights” during orientation, intervene on behalf of clients in complaint/grievance issues, and report complaints (resolved and unresolved) to Center/Facility leadership and SCDMH senior leadership.

The Department actively encourages employees to participate in advocacy groups and stakeholder organizations at the state and local level. It believes in partnerships - each organization contributing to the effectiveness of the other.

## Category 4 – Measurement, Analysis, and Knowledge Management

### 4.1 Determination of Measures

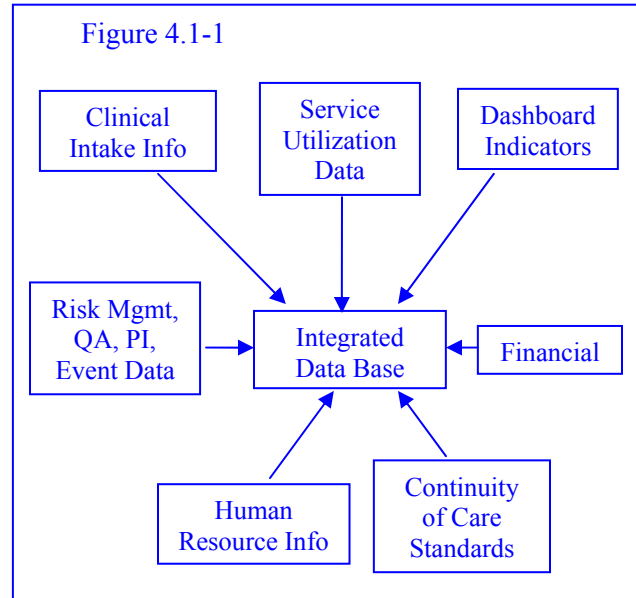
*How do you decide which operations, processes and systems to measure for tracking financial and operational performance, including progress relative to strategic objectives and action plans?*

The Department's Management Information System (MIS) includes an integrated database consisting of data on all clients served by its hospitals and CMHCs. This includes demographic and clinical data on clients, service utilization, expenditures, event data, human resource data, and operational costs (Figure 4.1-1)

Senior leadership, with affirmation of the SCDMH Commission, decides which operations and/or processes to measure at the Departmental level. At the division, center, and hospital levels, the manager may make decisions on additional data elements to collect and aggregate to help track daily operations.

Clearly, the Department chooses to measure key requirements of the client, program performance and client outcomes. These are the services and programs most important to the stakeholders.

Accrediting bodies mandate many of our performance measures for our inpatient system. These measures, called ORYX, give us the ability to compare SCDMH inpatient facilities with other public mental health facilities nationally on key performance measures such as readmission rates and the use of seclusion and restraints. SCDMH leadership reviews this comparative data quarterly, and South Carolina has volunteered to be a pilot site for the development of national normative outcome data sets for an ORYX community mental health system.



### 4.2 Using Data and Information in Decision Making

*How do you select, collect, align, and integrate data/information for analysis to provide effective support for decision making and innovation throughout your organization?*

Centralized data is compiled on a weekly, monthly, quarterly, and/or yearly basis, and then disseminated on the Department's internal (Intranet) website and through various publications. The objective is to provide the right information to the right people at the right time to improve client care and organizational performance.

The Department's Key Performance Measures identified in Table 1 provide both trend and comparative data across time and against standards. These elements, combined with the risk management analysis described in Category 6, provide managers with measures on key client requirements for client groups and measures on program effectiveness, and efficiency.

Management staff in CMHCs, hospitals, and administration also produces reports of their choosing from a large selection of “canned” programs on financial, human resource, and clinical performance of the agency.

Best Practice Programs are also measured for “fidelity to the model,” since research indicates that key factors such as staffing patterns, service configuration, and treatment regimen equate to treatment outcomes.

#### **4.3 Key Measures**

*What are your key measures, how do you review them, and how do you keep them current with business needs and direction?*

Table 1 identifies key measures. Senior leadership, using input from CMHC and hospital directors, local Boards, the State Planning Council, and advocacy groups, routinely assesses the utility of the measures.

The SCDMH Outcomes Office participates in national forums to develop and improve the core performance measures for public mental health systems across the country. Our criteria include areas such as client perception of care, penetration rates, populations served, service utilization, and program performance data.

#### **4.4 Comparative Data Use**

*How do you select and use key comparative data and information to support operational and strategic decision making and innovation?*

ORYX provides comparative data on inpatient measures, and sponsors of the MHSIP provide comparative client satisfaction data. Evidence-based practices are detailed in “toolkits” which contain the program standards as well as key measures and comparative data.

For other measures, finding comparative data becomes very difficult because each state defines its programs differently and assesses them with different standards.

#### **4.5 Data Quality, Reliability, Availability**

*How do you ensure data integrity, timeliness, accuracy, security and availability for decision making?*

A client information system provides individual data sets on clients. It allows managers to monitor program performance and provides administrators with decision-making tools to manage by fact. A Master Patient Index (MPI) ties the inpatient (AVATAR) and outpatient (CIS) databases together, resulting in a major reduction in duplicate client identifiers and facilitating the tracking of clients across all service programs.

All organizational component sites have T-1 communication circuits, providing improved performance support for software applications.

A report-generating software package is available to clinicians and managers system-wide with canned or customized reports generated from the agency databases. Reports can be obtained on any variable, or combination of variables, as delineated in Figure 4.1-1.

Access to the Department’s database is strictly monitored and controlled. Authorizations must be provided through supervisory channels, and all programs are password protected.

Patient confidentiality has always been a priority for the Department. New employees receive extensive training in this area and must sign a “Confidentiality of Medical Information” form prior to patient contact. SCDMH has fully implemented HIPAA requirements.



Computer programs assess the completeness of data elements to ensure that data is accurate and reliable, and all computers have anti-virus software. Information Technology (IT) backs up all critical files on prescribed schedules and has disaster recovery capabilities per industry standards.

The entire SCDMH data communication network sits behind a Check-Point firewall. SCDMH also uses 128-bit encryption to protect SCDMH e-mail access. IT monitors all network devices (routers, switches, servers) for reliable and continuous connectivity.

The IT Division maintains a hotline for reporting problems with hardware and software, and each organizational component has a Systems Administrator with designated responsibilities for installing new software, trouble-shooting the system, and securing appropriate training for division staff.

#### **4.6 Priorities for Improvement**

*How do you translate organizational performance review findings into priorities for continuous improvement?*

In its monthly review of Key Performance Indicators, the Department uses a three-month trend standard for initiating a corrective action. Any measure (statewide, CMHC, or inpatient) which exceeds standards for three consecutive months triggers an automatic performance improvement response. Additionally, any negative internal audit finding requires a corrective action plan and includes a follow-up report to the Commission on corrections achieved.

Other components of the performance improvement system are identified in Table 2 of Section II.

#### **4.7 Management of Organizational Knowledge/Best Practices**

*How do you collect, transfer, and maintain organizational and employee knowledge (your knowledge assets)? How do you identify and share best practices?*

The Department continues to focus on best practices for ongoing improvement in the quality of services provided. Organizational information regarding best practices is routed to general or specific audiences utilizing various methods.

- The Key Performance Indicator Report is sent to senior leadership, CMHC board chairs, the Commission, center and facility directors, and other SCDMH management. It is then discussed at various meetings.
- In FY04, SCDMH senior leadership implemented an in-house Mentoring/Succession Program. This eleven-month program includes monthly classroom instruction lead by SCDMH senior leaders and homework supervised by mentors at their home facility.
- An Executive Leadership Development Program began in FY08 to prepare a new generation of senior leaders.
- The SCDMH Risk Manager has made presentations to the center directors and the Commission on key findings, recommendations, and actions.
- Progress reports on clinical and administrative initiatives are made at quarterly CMHC/Inpatient Directors' meetings.
- Reports are available on the Intranet for key indicators, hospital data, service data, center data, CAFAS, GAF, MHSIP, etc
- Best practice programs are featured in Images, the SCDMH newsletter published quarterly.

## Category 5 – Human Resources

### 5.1 Organization of Work Systems

*How do you organize and measure work: to enable workforce to develop to their full potential, aligned with the organization's objectives, strategies, and action plans; and 2) promote cooperation, initiative, empowerment, teamwork, innovation and your desired organizational culture?*

Job classifications and position descriptions are designed to support service delivery and the needs of the agency's clients. The work of employees is monitored by supervisors and managers to ensure that employee job classifications reflect the level of work that is done. Position descriptions reflect job responsibilities and are used to reinforce job classifications.

The Employee Performance Management System (EPMS) is the measurement tool that is used to define and track an employees' job performance on an annual basis. This tool sets forth measurable success criteria that enables the employee and the supervisor to document expectations for good performance. If, at any time during the review period, the supervisor detects that the employee is not meeting expectations, a meeting is held to counsel the employee regarding those deficiencies and an improvement plan is implemented.

### 5.2 Knowledge Transfer

*How do you achieve effective communication and knowledge/skill/best practice sharing across departments, jobs, and locations?*

In addition to employee training events which usually include participants from multiple locations and serve as a forum for idea exchange, the Department hosts topic-specific events focusing on best practice methodology, a monthly "Grand Rounds" lecture series, and multi-agency seminars.

### 5.3 Recruitment and Retention

*How does management recruit, hire, place, and retain new employees? Describe any barriers that you may encounter.*

Recruitment of employees is a joint effort between the central Human Resources office and the agency's CMHCs and hospitals. In February 2008, the agency implemented an e-recruitment process that now enables the Department to respond more quickly to filling vacancies and allows for broader outreach to applicants. SCDMH Human Resources staff attends targeted job fairs. We have also redesigned our ads to better position our benefits package as an attraction to potential applicants.

Participation in the Healthcare Retention and Recruitment Pilot Program continues to be instrumental in the recruitment of psychiatrists and other healthcare professionals.

The agency's most challenging barrier to recruiting, hiring, and retaining employees is a lack of competitiveness in compensation. It is increasingly difficult to attract new employees, especially nurses, psychiatrists, mental health professionals (counselors) and mental health specialists. With our primary competitors in the local markets being hospitals, we have not been able to be salary competitive.

### 5.4 Workforce Capability and Capacity Assessment

*How do you assess your workforce capability and capacity needs, including skills, competencies, and staffing levels?*

The Division of Evaluation, Training and Research (ETR) is responsible for meeting the training needs for strategic priorities of SCDMH and training needs of employees that exceed the expertise/capabilities of

individual units . While the strategic plan and accrediting body standards drive the agency's training plan, ETR also has a Training Council for policy/priority setting. At the individual level, training and development needs are an integral part of annual employee evaluations and planning stages for the next year.

Each year ETR sends out a Needs Assessment Survey throughout the agency. Since SCDMH is a health care agency, many of the staff are clinicians. Therefore, one survey is sent out to physicians and another is sent out to non-physician clinical staff. The results of the surveys are used to develop the training calendar for the following year.

In order to meet accrediting standards, nursing staff in the inpatient facilities complete annual competency verification in a lab setting. Other staff competency is verified by their supervisor and documented in their annual performance evaluation.

## **5.5 EPMS Supports High Performance**

*How does your workforce performance management system, including feedback to and from individual members of the workforce, support high performance work and contribute to the achievement of your action plans?*

All staff receive performance evaluations at least annually. The information included on the EPMS is developed from the position description and outlines the performance criteria that the employee is expected to meet. The criteria conform to programmatic needs and customer requirements.

Employees and their supervisors meet at least once during the rating period to discuss the employee's performance and to identify problems that may be impeding optimum performance. Supervisors are encouraged to use this time to coach their employees and to

discuss the potential they see for their employees to achieve professional goals.

## **5.6 Leadership Development**

*How does your development and learning system for leaders address the following?*

*a. Development of personal leadership attributes. b. Development of organizational knowledge. c. Ethical Practices. d. Your core competencies, strategic challenges, and accomplishment of action plans*

In 2008, SCDMH developed an Executive Leadership Development Program to prepare a cadre of qualified individuals to assume executive leadership positions within the agency. This program is aimed at improving the effectiveness of both the individual and SCDMH as a whole. Two graduates from this program have assumed deputy director positions.

Since its start, 12 individuals have completed the program. In the first year, five participants completed the course. In the second year, seven participants completed the course. Since many in key leadership positions in SCDMH will most likely be leaving in the next few years, the focus of the 2010 Executive Leadership Development Program was placed on preparing our future leaders by tapping into the knowledge and expertise of our existing leaders. Those chosen to participate met once a month for four consecutive months and each one presented on an area in which they have expertise and knowledge from which others can benefit. A manual was developed containing all the presentations and supporting documents. This manual will be made available to the agency's future leaders for their reference and use.

In 2008, a Supervisory Mini Series was developed and is held twice each year. The

purpose of the program is to prepare new supervisors to function effectively in SCDMH. All of these programs use in-house resources and have remained a budget neutral endeavor for the agency.

In 2010 a Nurse Leadership Development was implemented as an extension of the Mentoring Program. Eleven Registered Nurses completed the seven sessions designed to provide them with the knowledge, skills and abilities to function in a leadership role in Nursing in the Agency. This will ensure the availability of ready successors and align ready talent with the strategic direction of SCDMH.

## **5.7 Key Developmental and Training Needs Identification**

*How do you identify and address key developmental training needs for your workforce, including job skills training, performance excellence training, diversity training, management/leadership development, new employee orientation and safety training?*

Key developmental training needs for the workforce are identified and addressed statewide through strategic planning and the SCDMH Training Council. Locally, needs are identified and addressed through the organizational component, the supervisor, and the employee. All training participants are queried to determine additional trainings that staffs need to enhance their job skills.

One hundred percent of all new employees receive new employee orientation. SCDMH also has an on-line learning system that provides 101 modules, or courses, to address a variety of issues including fire safety, cultural competence and performance improvement. Additional training needs are identified through on-site observation of staff and through requirements of accrediting, regulatory and licensing bodies.

Opportunities for training are advertised through e-mail announcements and brochures. Staff, in consultation with their supervisor, registers for training through PATHLORE, the Department's Intranet Training Management System, which tracks all scheduled classes, enrollment, and completed training.

The Department also utilizes the traditional classroom approach to staff education and training. In FY2007, ETR began using the SCDMH videoconferencing system to provide live trainings. This, also, has reduced the need for travel and has resulted in significant cost savings for the CMHCs and facilities. In addition, the agency offers specific training for employees to prepare them for professional license exams and license renewal.

## **5.8 Transferring Training to the Job**

*How do you encourage on the job use of the new knowledge and skills?*

Supervisors are integral to the education and training of staff. Employees are encouraged not only to use the new knowledge and skills that they receive through training, but are also encouraged to share that information with other staff. Patient care is a top priority of the agency and all training efforts are tied not only to enhancing the knowledge, skills and competencies of staff, but also toward positive patient care outcomes. Staff is able to see the linkage between their knowledge and abilities and excellence in patient care delivery.

## **5.9 Training Directed Toward Goals**

*How does employee training contribute to the achievement of your action plan?*

At the end of each fiscal year, the agency sets its priorities for the coming year. The training calendar is developed using the results of the needs assessment and strategic goals. All training is two-pronged in that it

is designed to meet the needs of the staff and the mission and strategic plan of the agency. Throughout the year, ETR assesses where they are in meeting those priorities and makes changes in their direction as needed.

### **5.10 Evaluating Training Effectiveness**

*How do you evaluate the effectiveness of your workforce and leader training and development system?*

Evaluation of the workforce, and the leadership training and development system, is an ongoing and multifaceted process. Participants are asked to evaluate training programs. Their mentor and facilitators are asked to evaluate the program. ETR also does periodic surveys of program participants to determine if they have had a promotion or increase in responsibilities following their completion of the program.

### **5.12 Employee Well-Being and Satisfaction Measures**

*What formal and/or informal assessment methods and measures do you use to determine workforce well being, satisfaction, and motivation? How do you use other measures such as employee retention and grievances? How do you use this information?*

The Department conducts random satisfaction surveys every two years. Additionally, the state director and other members of senior management, visit the state's seventeen (17) CMHCs and the inpatient facilities during the year to speak with staff, learn their concerns and keep them abreast of information about the Department. The most recent survey was completed during FY2011.

The SCDMH Commission conducts its monthly meeting in a community mental health center, or inpatient hospital, every other month, touring the facilities, talking with staff and hearing presentations on

programmatic initiatives of the visited location. These face-to-face contacts with line staff enhance open communication between administration and employees.

The Department continues to maintain its "Hotline" that allows employees to ask questions about policies and procedures, or rumors.

The Exit Interview serves as a valuable tool in providing feedback regarding why employees leave our system. This information is provided to appropriate center/facility directors, or division deputy directors, for use in improving communication and tackling issues that may not be readily evident.

The SCDMH grievance process uses a check and balance system that affords an employee the opportunity to seek redress for grievable issues. Employee grievance panel members work independently from the location where the grievant works, and have wide discretion and latitude in making recommendations to the State Director. It is this independence that provides the employee a sense of well-being in knowing that they will be treated fairly.

### **5.13 Promoting Career Progression**

*How do you manage effective career progression and effective succession planning for your entire workforce throughout the organization?*

Career progression and succession planning is integral to the agency. The Mentoring/ Succession program prepares middle management staff for positions of increased responsibility. The Supervisory Mini-Series seeks to address the needs of new supervisors. The Executive Leadership Development Program seeks to prepare individuals to assume executive leadership positions in the agency. Participants are selected in collaboration with the leadership



at the center or hospital from which the participants are chosen.

#### **5.14 Maintaining Safe and Healthy Work Environment**

*How do you maintain a safe, secure, and healthy work environment? (Include your workplace preparedness for emergencies and disasters.)*

Workplace environment (safety, health, security, etc.) is important to clients, management, and staff, and considerable energy is devoted to maintaining and improving the facilities and the condition of the workplace. Employees serve on a wide variety of committees to identify workplace hazards and conditions that would improve the health and safety of clients and staff.

Accrediting bodies have explicit standards on the workplace environment and provide feedback on any deficiencies. Facilities with safety violations do not receive accreditation. The standards are segmented based on the needs of the persons served by the facility, or program, so the performance measures may differ by a “persons served” criteria. All SCDMH facilities are fully accredited.

Supplementing our own inspections, the Department takes full advantage of the health and safety inspections provided by the numerous accrediting bodies who survey each of our community mental health centers and our hospitals.

Other examples of our own initiatives in this area include:

- the development of a “Violence in the Workplace” directive;
- pre-employment tuberculosis testing;
- annual employee health screenings;
- annual employee health clinic flu shots;
- annual wellness related activities;
- a program to treat injured employees with

the goal of providing them with immediate quality care and returning the employee to work as quickly as possible;

- pre-employment drug testing;
- air quality and hazardous chemical inspections of buildings;
- inspections by quality assurance teams, Internal Audit, and Public Safety;
- ongoing monitoring of community residential care facilities that provide residences for clients in local communities;
- specialized safety training conducted by safety experts from the State Accident Fund;
- preferred provider agreements with healthcare practitioners to assist employees with job related injuries;
- safety inspections of all Department facilities by fire and safety officers;
- Fire/Safety committees composed of employees and fire/safety officers; and
- Employee clinic that, in addition to caring for and tracking work related injuries, provides immunizations, vaccines, and blood pressure readings.

Facilities that require locked doors for the security of persons in treatment have “panic buttons” to summon internal staff assistance and notify our Public Safety Office who responds immediately. Receptionists in crisis areas have electronic buzzer systems to unlock doors.

All staff in treatment areas receive annual, competency-based training in de-escalation techniques and therapeutic physical intervention skills to manage potentially violent situations. Clinical staff in the children’s programs receive specialized self-defense and intervention training appropriate to the population they serve, as do employees working with the geriatric and the forensic populations. Maintenance and

ancillary staff also receive training specialized to meet their need.

Workman's compensation data and incident reports strongly influence who receives what kind of training, the frequency, and the length. In fact, the training actually exceeds the need; it is provided because staff focus

groups report that when they feel competent to handle an escalating situation they are much more likely to apply de-escalation strategies, rather than over-react or call public safety.

## Category 6 – Process Management

### 6.1 Core Competencies

*How do you determine and what are your organization's core competencies, and how do they relate to your mission, competitive environment, and action plans?*

The organization's core competencies (those capabilities that provide a strategic advantage in our service environment) flow from the agency's mission, values, and legislative mandates. They are determined by assessing client expectations and by input from the organization's State Planning Council and SCDMH Division Directors.

The core competencies are identified as:

#### 1. Integrated Continuum of Care that Includes Inpatient and Outpatient Services

SCDMH is the only provider of mental health services in South Carolina (and one of only a few in the country) with a unified system of care: both community centers and inpatient hospitals under a central authority with all staff being state employees. This promotes consistency of services provided across the state to ensure both continuity of care and standards of care.

#### 2. Citizen and Stakeholder Involvement

Embedded into the fabric of SCDMH, at the administrative and operational level, is a philosophy of inclusiveness. This includes:

- Governance by a Commission of appointed citizens

- Local mental health center Boards appointed by their Legislative Delegations.
- State Planning Council composed of clients, family members, advocates, and sister-agency service providers
- Stakeholder participation in all major policy and program development decisions

#### 3. Comprehensive, Wrap-Around Programming

As a not-for-profit, state-supported public health system, SCDMH can be much more responsive than the private sector in providing a full range of services needed by patients with severe mental illnesses.

As such, the agency can identify and do whatever has to be done to prepare long-term, institutionalized patients to return to a life in the community and prevent unnecessary re-hospitalization.

SCDMH focuses on the full scope of the client's needs, not only symptom reduction and disease management, but also housing, employment, and social skills.

The Department responds anywhere in the state, 24/7, when there is a mental health crisis, reaching into schools, homes, emergency rooms, jails, or even

out-stationing our staff into sister agencies.

SCDMH hires self-identified mental health clients as Peer Support Specialists because we believe they can offer unique services, provide hope and inspiration to other clients, strengthen our knowledge of our own system, and because it is the right thing to do.

#### 4. **Integrated Data System**

The SCDMH data system allows the integration and retrieval of all clinical, financial, demographic, historical, and outcome data for an individual client, for a facility, or for the Department. It links the community and the inpatient systems, and the statistical software provides routine reports on performance measures within and across the Department. Implementation of the EMR will further enhance these capabilities.

These core competencies give SCDMH the ability to accomplish its mission: To support the recovery of people with mental illness – in the cities and in the rural areas of our state. We are the safety net for those less fortunate.

#### **6.2 Key Processes**

*How do you determine and what are your key work processes that produce, create, or add value for your clients and your organization, and how do they relate to your core competencies? How do you ensure that these processes are used?*

Key processes include assessment, diagnosis, and treatment of adults and children with serious mental illness and significant emotional disturbances.

Value is created by designing services to meet need, as defined by the client, the

family, and our partners, and client perceived value is ensured by:

- including clients in their treatment planning and goal-setting process;
- continually monitoring client satisfaction and program outcomes;
- having Client Advocates in centers and hospitals to assist clients and resolve issues;
- including all stakeholders in Departmental policy and program activities;
- focusing on client recovery; and
- monitoring processes through QA audits, peer review, utilization review, and Medicaid audits.

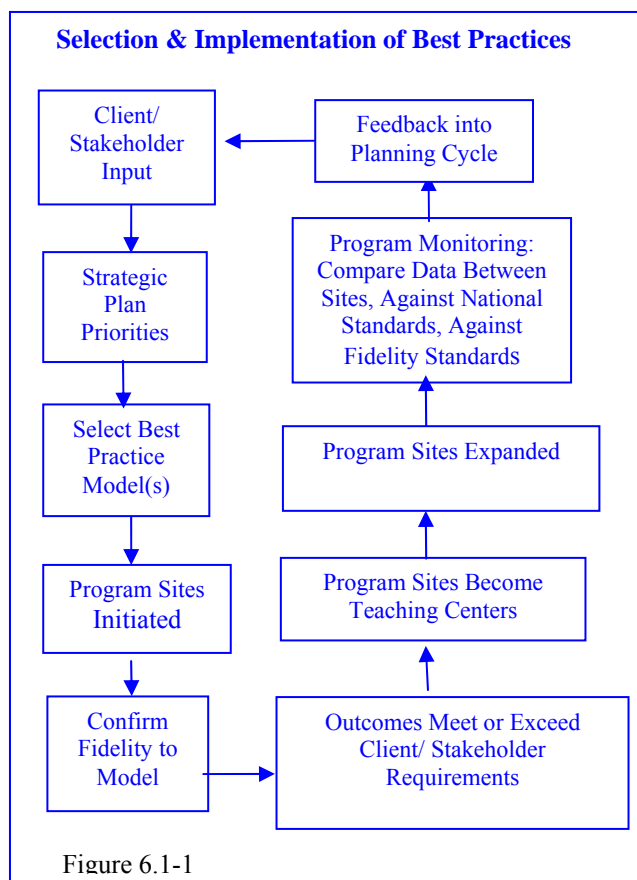
#### **6.3 Incorporating Efficiency and Effectiveness Measures into Processes**

*How do you incorporate organizational knowledge, new technology, changing client and mission-related requirements, cost controls, and other efficiency and effectiveness factors such as cycle time into process design and delivery?*

The design of programs is based upon best practice, or evidence-based technology, that is proven to show improvement in the quality of life of our clients as well as reducing their symptoms in a shorter period of time than more traditional services.

The Department constructs programs based upon the reported results from research studies in the mental health field, making the agency's design process a science-to-practice methodology (Figure 6.1-1).





The Department's telepsychiatry and video conferencing system has produced substantial cost-savings (to participating hospitals and South Carolina but not to SCDMH) and has proven to be an effective means of communicating. Each SCDMH hospital and CMHC has the necessary equipment to permit proper visual and verbal communication.

The telepsychiatry system delivers one-on-one behavioral health services to clients across the state, both hearing and deaf. In FY2008 the Department received a \$3.7M grant from Duke Endowment that significantly expanded our use of telepsychiatry. Our goal is to link SCDMH to all emergency departments in the state, using state-of-the-art video and voice equipment. SCDMH psychiatrists will be available 24/7 to provide "face-to-face" consultations to emergency room staff.

The SCDMH Intranet system augments the performance and knowledge-base of our employees. It provides secure access to clinical records of clients, a client pharmacy system that ensures that medications are compatible and within accepted dosage limits, and a complete pharmacology system to aid in medication reference. This same system provides, to the community mental health centers, discharge medications for people exiting SCDMH-operated inpatient facilities.

The Department conducts comparative studies on treatment approaches such as Multi-systemic Therapy (MST) and Family Preservation, or IPS, and other Employment models. These studies improve the cost-efficiency and effectiveness of our programs

We also look at ways to reduce barriers to the accessibility of services by developing agreements with primary health care associations, expanding service hours or locations, and by co-developing programs with sister agencies.

#### 6.4 Daily Operations: Meeting Key Performance Requirements

*How does your day-to-day operation of these processes ensure meeting key performance requirements?*

All of our service processes are defined, measured, and managed through our Quality Assurance and Performance Improvement programs, underpinned by the accreditation standards of the Joint Commission, CARF, and Medicaid requirements.

The elements of accreditation standards are made operational through policy documents, the Continuity of Care Standards Manual, case record reviews, Quality Assurance (QA), local and state office level audits, corporate compliance audits, risk management system, and utilization review.

Our standards are frequently higher than those set by accrediting bodies.

Electronic transactions between hospitals and CMHCs on client discharge information are monitored daily by the Department with same day corrective actions initiated on any errors noted. This helps to ensure discharge medications and other information is accurate.

## **6.5 Process Evaluation and Improvement**

*How do you systematically evaluate and improve your key product and service related processes?*

The QA process retrospectively assesses the appropriateness of care, conformance to accreditation, corporate compliance, and utilization review standards, and SCDMH/DHHS (Department of Health and Human Services) contract stipulations on an annual basis. The results of the reviews identify strengths in the clinical operations at the inpatient and CMHC levels, as well as opportunities for improvements.

Facilities and centers generate corrective actions plans based on their audit reports. The implementation of their corrective actions is monitored every six months.

In addition to front-end performance improvement efforts and back-end quality assurance audits, the Department has a comprehensive Risk Management Information System that tracks all adverse incidents in the Department. Any event in over 20 categories (attacks, deaths, injury, contraband, medical emergency, elopements, etc) is reported immediately to the departmental risk management office.

The event investigations are tracked, and a determination is made whether to initiate a Quality of Care Review Board (QCRB). These ad hoc boards, composed of SCDMH professionals and advocacy representatives, assess the root cause of the occurrence and make recommendations for corrective actions.

The state director, the medical director, the director of community mental health services, the risk manager, or any facility or CMHC director may initiate a QCRB. All QCRB recommendations are tracked, and experiences from one part of the system are applied to all other appropriate components.

## **6.6 Key Support Processes**

*What are your key support processes, and how do you improve and update these processes to achieve better performance?*

Key support processes include:

- Finance
- Human Resources
- Information Technology
- Nutritional Services
- Physical Plant
- Vehicle Management
- Special Programs

All key processes are designed based on end-user requirements and state government standards as a starting point. While some processes may be “off the shelf” purchases, most processes are designed by employees, with assistance from end-users and, sometimes, consultants. All key processes undergo field-testing prior to implementation.

## Category 7 – Results

### 7.1 Mission Accomplishment Results

SCDMH measures for mission accomplishment may be grouped, as follows:

- a) *Child & Adolescent Clinical Outcomes*
- b) *Adult Clinical Outcomes*
- c) *Client Quality Of Life Outcomes and*
- d) *Nursing Home Clinical Outcomes*

#### a) *Clinical Outcomes: Child and Adolescent Services*

For well over a decade, the Department has been measuring treatment outcomes that are critical to children and families. We have evaluated questions such as: How is the child functioning in his/her world? Is the child living at home with family? Are they in school? Are they out of trouble? How are their symptoms responding to treatment?

Beginning in FY2009, the Department began using Achenbach's Child Behavior Checklist (CBCL) to assess symptoms in children. The instrument is completed by parents, caregivers, and/or teachers. Assessments are done at intake, six-months and again at discharge. The CBCL yields standardized scores in four areas: Total Competence, Total Problems, Internalizing Symptoms and Externalizing Symptoms. Each area has a specific range which indicates the presence of clinical syndromes, as well as sub-clinical syndromes, meaning their symptoms fall just below the level of clinical severity.

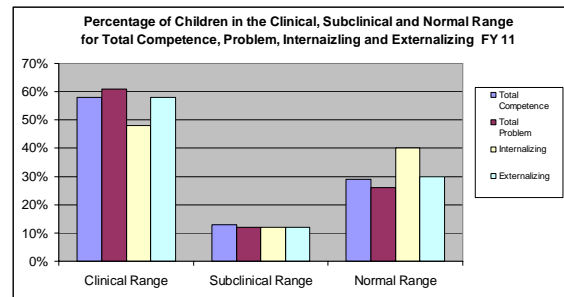


Figure 7.1-1

Figure 7.1-1 shows the percentage of children assessed with the CBCL who fell into the clinical, sub-clinical or normal range for each of the four domains. Fifty-nine percent (59%) of children scored in the clinical range for Total Competence, 60% scored in the clinical range for Total Problems, 45% scored in the clinical range for Internalizing and 57% scored in the clinical range for Externalizing. Similar to last year, the majority of children fell into either the clinical or sub-clinical categories, indicating that we are serving children with significant emotional disorders, our target population.

Figure 7.2-2 shows the percentage of children in the most severe category (clinical range) that showed improvement on a second CBCL for each of the domains measured in FY2010 and FY2011.

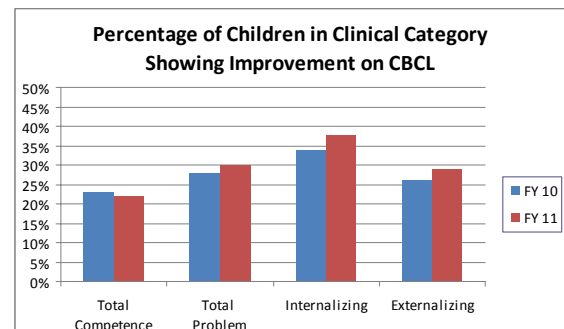


Figure 7.1-2

**b) Clinical Outcomes: Adults Services.**

Adult clients are clinically assessed using the GAF (Global Assessment of Functioning Scale) at admission, six- or twelve-month intervals (depending on how long the person is in treatment), and discharge.

Figure 7.1-3 shows the percentage of adults with an improved GAF score at discharge. GAF assesses the psychological, social and occupational functioning of adults.

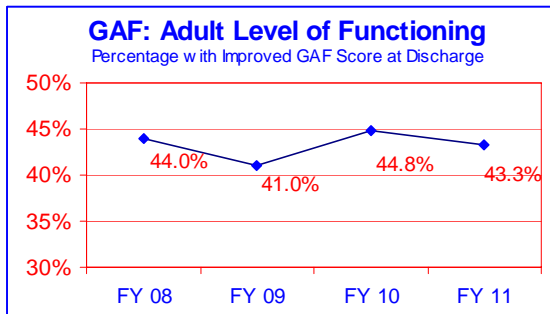


Figure 7.1-3 (Higher is Better)

**c) Client Quality of Life Outcomes**

Client recovery is closely tied to quality of life. Clients need housing that is safe, affordable, and decent and employment that is meaningful. These two factors are major contributors to a client's transition from a life of dependency on the mental health system to independence, self-reliance, and feelings of self-worth.

In FY2011, SCDMH the employment rate for mentally ill clients fell for the third year, a result of the state's overall economic situation has affected the Department's client's ability to join the workforce. (Figure 7.1-4).

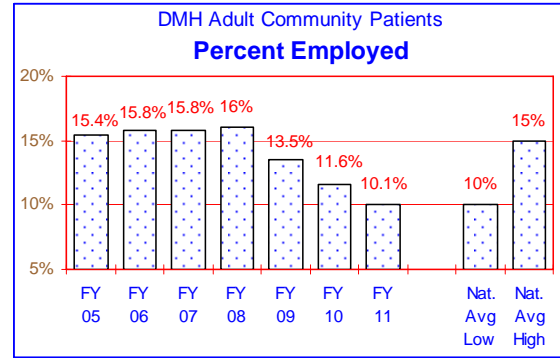


Figure 7.1-4 (Higher is Better)

In addition to standard employment programs for all clients, SCDMH has initiated evidence-based employment programs (IPS) designed for severely mentally ill clients who are unemployed and want to work.

The IPS Employment Programs produce an employment rate two and a half times that of traditional employment programs (Figure 7.1-5).

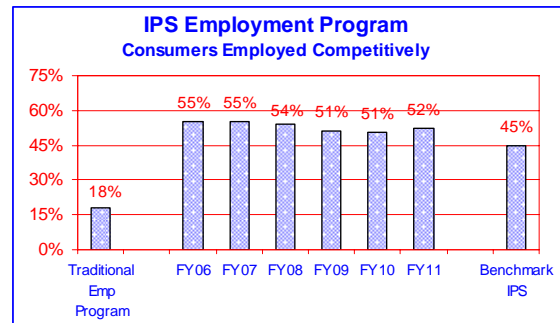


Figure 7.1-5 (Higher is Better)

Working through partnerships with private nonprofits and local CMHCs, the Department's Housing and Homeless Program has provided state matching funds for over fifteen years for the development of new supportive housing that is affordable for clients living in the community. Due to budget constraints, SCDMH did not provide matching funds for additional housing units in FY2011. (Figure 7.1-6).

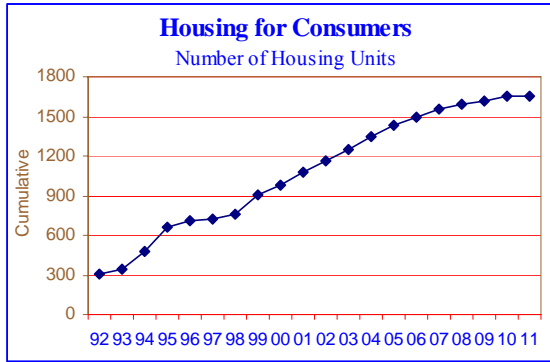


Figure 7.1-6 (Higher is Better)

While not all clients require assistance with housing or employment, many do. Having support in these areas can improve their likelihood of successfully living in the community.

This program also administers and monitors ten HUD Shelter Plus Care (SPC) programs that provide rental assistance each night for almost 300 clients and their family members in fourteen counties.

The SPC programs are partnerships between SCDMH, private nonprofit sponsors, and CMHCs located in the program areas. The Housing and Homeless Program also administers the HHS Projects for Assistance in Transition from Homelessness (PATH) Formula Grant Program, which provides funding for homeless outreach and other clinical services for homeless individuals. Both SPC and PATH specifically target homeless individuals with mental illnesses and co-occurring disorders and their family members.

#### ***d) Clinical Outcomes: Nursing Home Residents.***

The most fundamental measure of clinical effectiveness for a nursing home is that of Health/Safety. Nationally, life expectancy following admission to a nursing care facility is slightly over two years. At C.M. Tucker Nursing Care Center (Tucker Center), residents average 4.8 years (Figure 7.1-7).

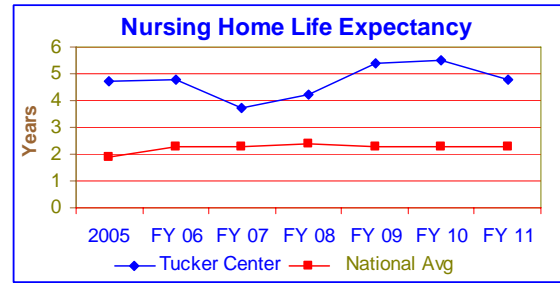


Figure 7.1-7 (Higher is Better)

Two critical factors impacting the increased longevity of Tucker Center residents are the low incidence of bed sores (below both state and national averages) and the low rate of falls with serious injuries (Figure 7.1-8), both common occurrences in homes for the elderly, and both life-threatening.

Tucker Center implemented a Fall Prevention and Management Program in December of 2010. Each fall is investigated and discussed in a weekly meeting and interventions are put in place. This has greatly reduced the number of falls and minimizes our injury rate.

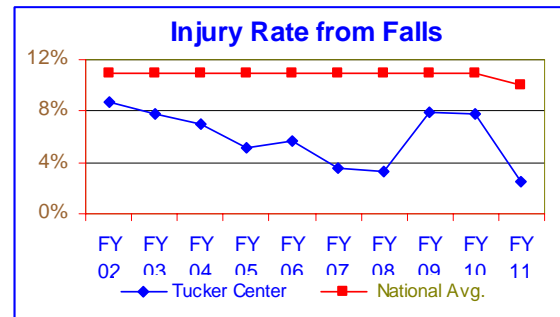


Figure 7.1-8 (Lower is Better)

## **7.2 Client Satisfaction Results**

SCDMH measures client satisfaction through:

- a) Adult Perception of Care;
- b) Youth and Family Perception of Care; and
- c) Nursing Home Resident and Family Satisfaction.

**a) Adult Client Perception of Care:**

Client perception of care is assessed with the MHSIP Client Satisfaction Survey, and SCDMH has been consistently rated highly by clients (Figure 7.2-1). Data from the MHSIP is shared with all centers and hospitals to determine why there may be a decrease in satisfaction in a specific area. It may be as simple a matter as higher caseloads and reduced availability of appropriate services.

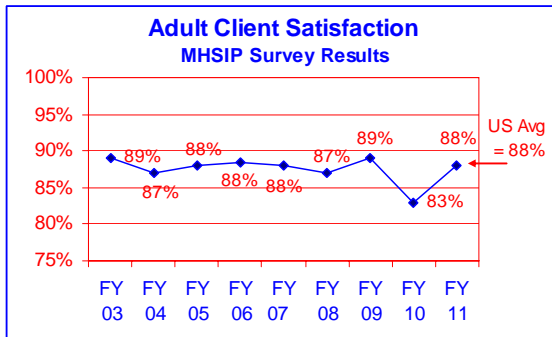


Figure 7.2-1 (Higher is Better)

**b) Youth and Family Perception of Care:**

The MHSIP Youth Services Survey and the Family Satisfaction Survey were introduced in FY05. The SCDMH Youth Survey (Figure 7.2-2) satisfaction level continues to improve and is 90% for FY11. National Youth MHSIP comparison data has not yet been released.

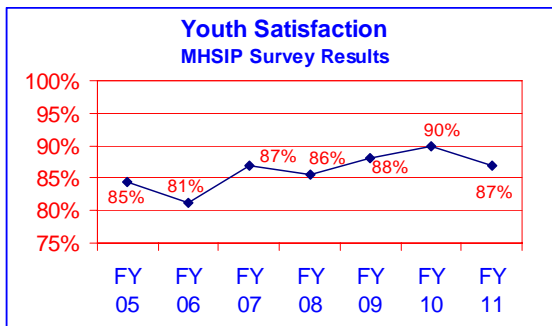


Figure 7.2-2 (Higher is Better)

The Family Satisfaction score has fallen slightly from FY09 to FY11 but remains well above the national average

(Figure 7.2-3).

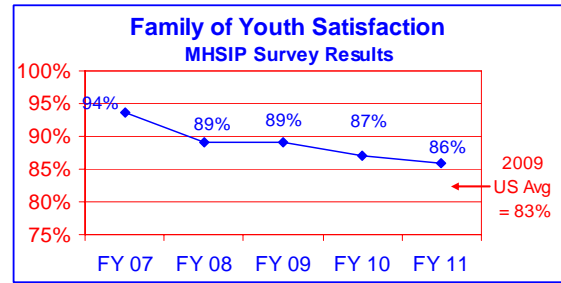


Figure 7.2-3 (Higher is Better)

**c) Nursing Home Resident and Family Satisfaction**

Both residents and their family members are assessed at C.M. Tucker Nursing Care Center for level of satisfaction. Results (“Usually Satisfied” or “Exceptionally Satisfied”) have decreased slightly in the past two years (Figure 7.2-4).

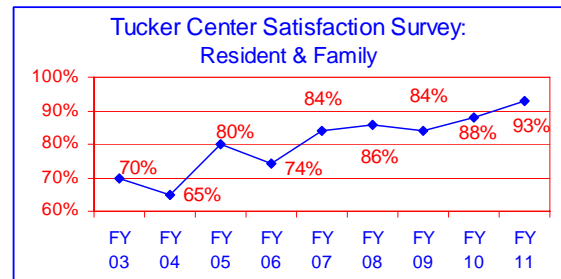


Figure 7.2-4 (Higher is Better)

**7.3 Financial Performance Results**

The Department’s operating revenue (all fund sources) shows significant fluctuation from FY2004 through FY2011 (Figure 7.3-1). Even with these fluctuations, SCDMH has operated within its budget and has never run a deficit.

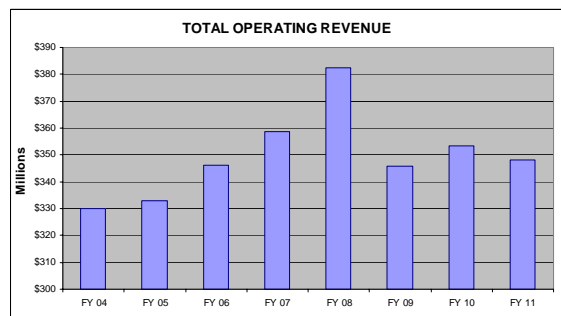


Figure 7.3-1 (Higher is Better)



Figure 7.3-2 shows the relative magnitude of the different funding sources and how the levels of all major sources of revenue for the Department have changed over the last eight years.

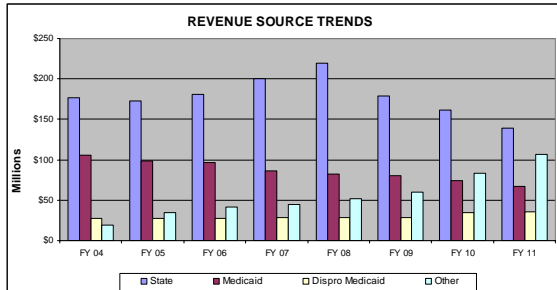


Figure 7.3-2 (Higher is Better)

In FY2011, SCDMH was awarded \$8,343,494 new grant dollars, a major accomplishment in a time of diminishing resources, federal as well as state (Figure 7.3-3 shows total grant money for FY2011).

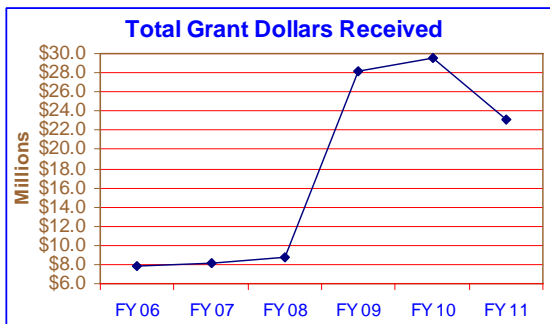


Figure 7.3-3 (Higher is Better)

State Accident Fund Premiums have risen dramatically in the past nine years. While the number of claims is down well over 50% since FY2001 (see Figure 7.4-2), the increases in medical costs and severity of claims have continued to push the premiums upward by almost 200% during this same period (Figure 7.3-4).

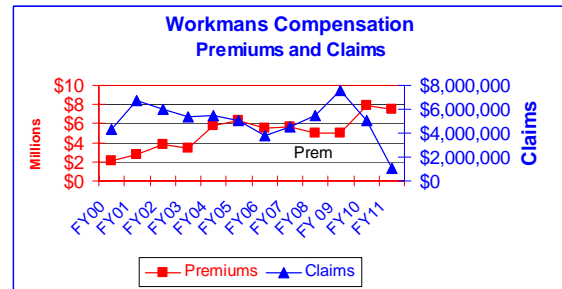


Figure 7.3-4 (Lower is Better)

Expanding community programs and reducing inpatient use not only conforms to stakeholder expectations, but also is also more cost effective. The average cost of an admission to a psychiatric hospital is \$3,052 versus \$975 for the cost of admission to a local crisis stabilization unit.

The TLC program, begun in 1991, is designed to return long-term psychiatric inpatient clients to live in the community through intensive support from CMHCs. To date, over 2,960 clients with serious and persistent mental illness, 2,105 from an institutional setting, have participated in the program.

Figure 7.3-5 compares the average one-year cost of maintaining a client in the hospital with the cost associated with TLC community enrollment.

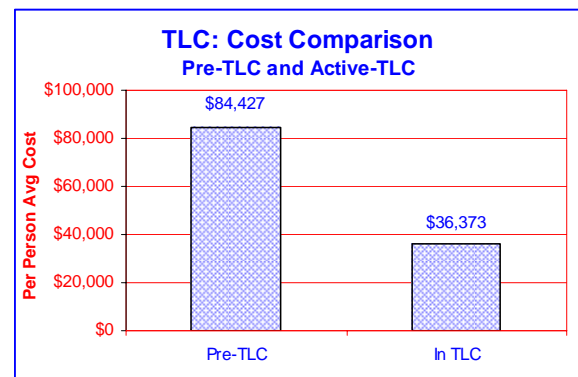


Figure 7.3-5 (Lower is Better)

For the ninety-three individuals enrolled in the TLC program two years ago (the most recent year for which data is available),

there was a \$4.4 million cost savings (or redirection) directly attributable to TLC Program participation. The costs reflect their actual hospital costs in the year before TLC with the actual net costs during their first year in the TLC Program (CMHC case management, hospitalizations, etc.).

Not only is community-based treatment the right thing to do, it is also a much more efficient use of fiscal resources. A comparison of pre and post-TLC placement demonstrates a reduction in hospital admissions by 72% and hospital days by 77% for TLC participants. It is for these reasons that the Department aggressively promotes crisis programs in the community to prevent unnecessary hospitalizations and promotes community preparation programs in the inpatient facilities to assist clients in learning the life skills they need to succeed in their community transition.

Community programs have not been achieved by cost-shifting funds from inpatient to community programs, as shown in Figure 7.3-6. (Note: FY2011 is preliminary data as of 8/05/2011).

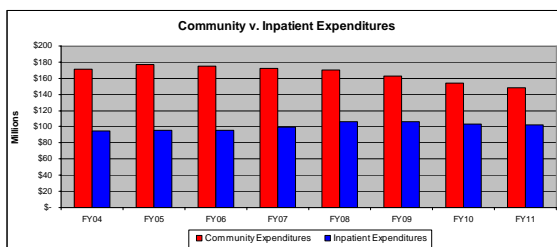


Figure 7.3-6 (Higher is Better for Community; Lower is Better for Inpatient)

The Department actively seeks to contain the costs associated with inpatient care. Bed-Day costs (Figure 7.3-7) reflect the expenses of providing inpatient care within the specialized facilities. Note: The FY2011 data is currently an estimate. The FY2012 Accountability Report will show a corrected figure.

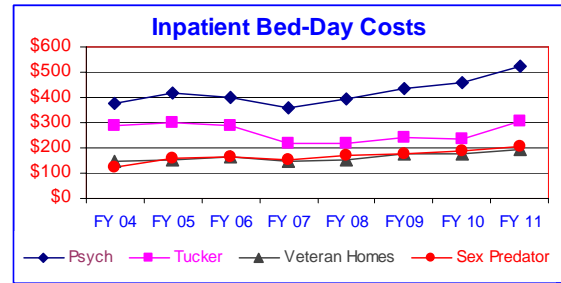


Figure 7.3-7 (Lower is Better)

While budget constraints have impacted decisions, commitment to community-based services has allowed SCDMH to reduce hospital beds and close wards. Reduced funds and rising costs also contribute to a reliance on private hospitals for short-term psychiatric admissions.

For several years, the commitment to a community system has spurred SCDMH to enter into housing development by partnering with housing authorities and non-profit organizations to create single and multi-family residences for clients who, otherwise, may have no alternative outside of institutional life. SCDMH has achieved a 4:1 leveraging of its housing funds. Funds for this purpose were not available in FY2011 (Figure 7.1-6).

Finally, the commitment to community care means decreasing the number of children who are placed in out-of-home care and the dollars associated with this level of care. The nearly 70% reduction in the number of children placed in out-of-home care (Figure 7.3-8) has resulted in more than an 85% reduction in the overall costs (Figure 7.5-5).



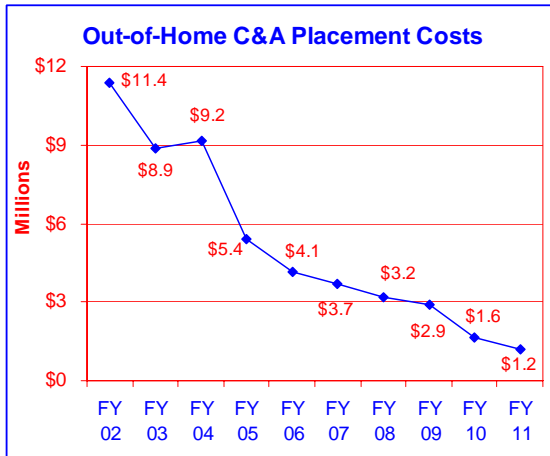


Figure 7.3-8 (Lower is Better)

Note: FY 11 data for Figure 7.3-9 does not include expenditures after February 28, 2011. This information is currently unavailable.

## 7.4 Workforce Results

In January, 2011 SCDMH implemented a Nursing Assistant program, which has been certified by the SC Department of Health and Human Services, at the CM Tucker Nursing Care Center. Between January and April 2011, the program graduated 31 Certified Nursing Assistants (CNAs). The program has reduced dependency on outside staffing agencies, thereby reducing costs for Tucker Center.

SCDMH provided each of its 4,038 employees with an average of 4.15 hours of training in FY2011, compared to the 4.0 hours of training provided to 4,324 employees in FY2010. Included in those numbers were the hours of training conducted via videoconferencing. Using videoconferencing for training allows SCDMH the ability to reach a larger audience and eliminates the need for staff to travel to Columbia to attend training. This reduces the costs associated with travel and allows clinical staff to see patients before and/or after the training, thereby allowing them to bill for services.

SCDMH has an on-line learning system in place which allows staff to take training, which is required by regulatory and accrediting agencies, on line. In FY2010, there were 61 modules on-line. In FY 2011, the number of modules increased to 101. Tailored curriculums have been developed for staff that provide care to meet the special needs of our patients. Of the 101 modules, 29 are mandatory, for all staff, on an annual basis to meet CARF, TJC, DHEC, OSHA and/or requirements of other regulatory agencies. In addition there are 55 other, of the 101, modules that are required to be taken by the clinical staff.

If the modules were not available on-line, each staff member would be required to take training in the classroom. For clinical staff, this would have a negative impact on their productivity and ability to bill for services. The estimated man-hour cost savings to SCDMH for the on-line learning modules for FY2011 was \$5,128,775. This does not include travel time to and from Columbia. This man hour cost savings is realized when employees remain in place for training and the loss of revenue producing hours due to training is reduced.

In addition, SCDMH provided 2,045 hours of employee training directly related to meeting the goals of the agency's Strategic Plan in FY 2011.



Figure 7.4-1 (Higher is Better)

SCDMH's actions to improve the working environment are reflected in reduced workers' compensation claims. Figure 7.4-2

shows a 37% reduction in the number of claims since FY2001.

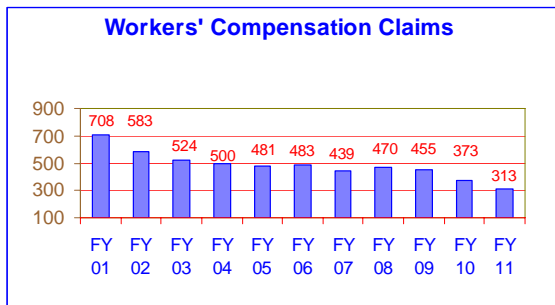


Figure 7.4-2 (Lower is Better)

Employee turn-over rate rose slightly in FY2011 but remains well below average for similar agencies. (Figure 7.4-3). Data for comparable agencies is based upon FY2010 data.

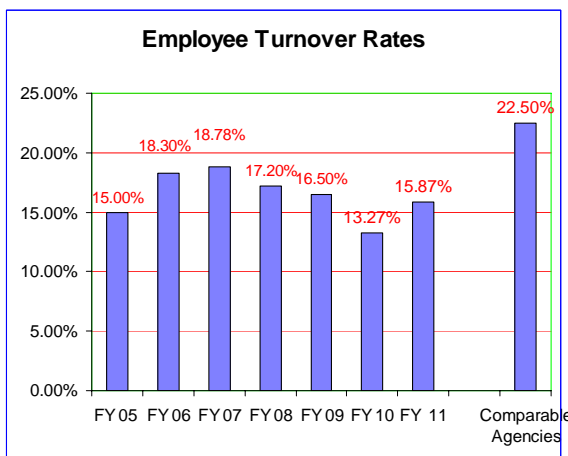


Figure 7.4-3 (Lower is Better)

Figure 7.4-4 shows the percent of affirmative action goals met by the agency each year since FY2004.

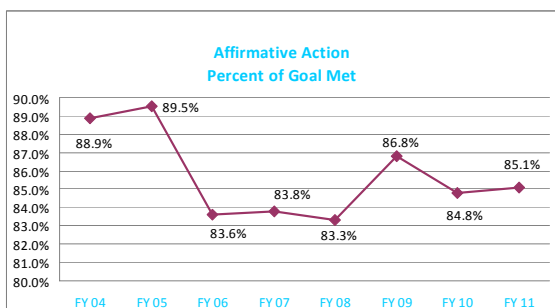


Figure 7.4-7 (Higher is Better)

## 7.5 Organizational Effectiveness and Efficiency Results

The SCDMH measures for organizational effectiveness may be grouped, as follows:

- a) *Community Services to Priority Populations*
- b) *CMH Services Clinical Effectiveness*
- c) *Inpatient Services Clinical Effectiveness*
- d) *Support Processes Outcomes*

### a) Community Services to Priority Populations:

Development of a community-based system of care is core to the Department's philosophy and has been a driving force in program development through the past five strategic plans. SCDMH assesses the extent to which it reaches the adults and children who need mental health services (penetration rate), and compares its efforts to the "level of penetration" of other states.

SCDMH has, for the past several years, hovered at slightly less than the national average in the number of adults served per 1,000 population (Figure 7.5-1).

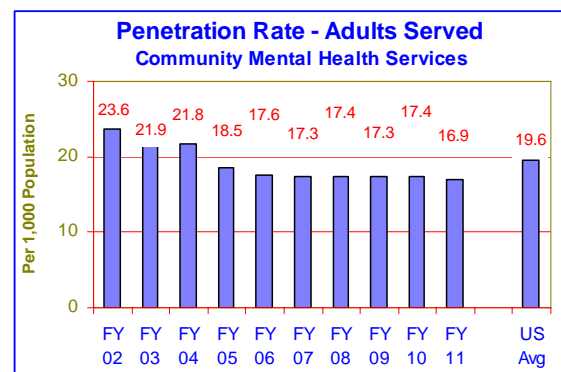


Figure 7.5-1 (Higher is Better)

The gradual decrease in the adult penetration rate most likely reflects the Department's focused reduction in treating persons who are not severely mentally ill and intensifying services to those who meet the criteria for severely mentally ill (SMI) and seriously and persistently mentally ill (SPMI).

Alternatively, these numbers may reflect the growing population vs. the relatively stable number of adults we have served over the years.

Eighty-eight percent of all SCDMH adult clients meet the definition of SMI, and 85% of all FY11 adult client contacts are with SMI clients (Figure 7.5-2).

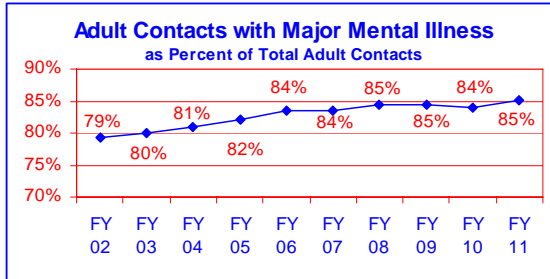


Figure 7.5-2 (Higher is Better)

DMH has also continued to increase its focus on providing services to children and adolescents. Penetration data (Figure 7.5-3) shows that we continue to significantly exceed the national average in children served under the age of 17.

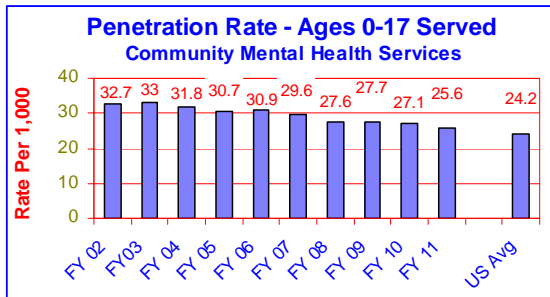


Figure 7.5-3 (Higher is Better)

As with adults, SCDMH continues to increase its focus on services to the more seriously disturbed children (Figure 7.5-4). Over fifty percent of all C&A clinical contacts are with seriously emotionally disturbed children.

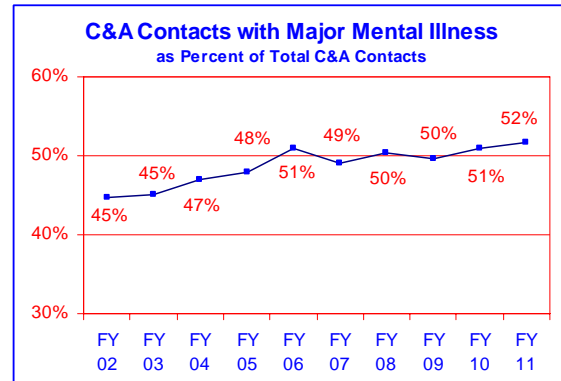


Figure 7.5-4 (Higher is Better)

SCDMH believes that children should be treated within the family system, and removing the child from the family unit should be a last resort. As such, reducing out-of-home placements has been a goal across all CMHCs. Figure 7.5-5 shows a decrease of nearly 70% in the number of children in out-of-home placements over the past nine years.

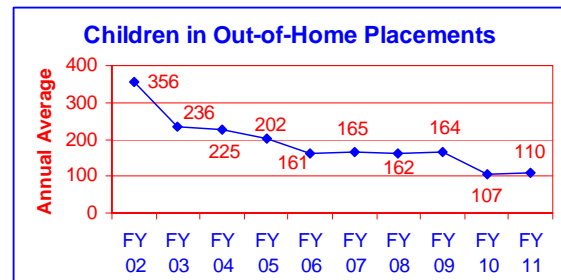


Figure 7.5-5 (Lower is Better)

The actual number of persons, all ages, served through the community centers from FY2003 – FY2011 is shown in Figure 7.5-6.

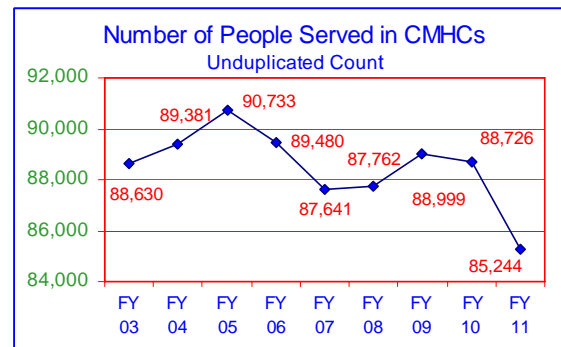


Figure 7.5-6

### b) CMHC Services: Clinical Effectiveness

In a community-based system of care, it is important for CMHCs to have an array of services to stabilize individuals in crisis and divert admissions to hospitals when clinically appropriate. As such, the Department monitors inpatient admissions weekly and has viewed their reduction (Figure 7.5-7) as evidence of expanded community capabilities.

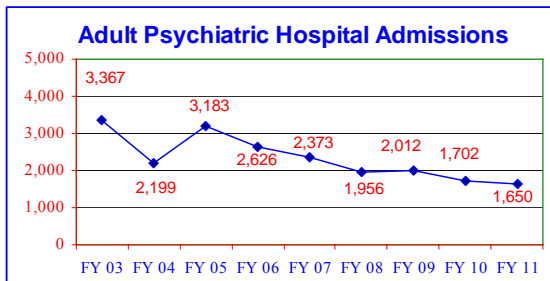


Figure 7.5-7 (Lower is Better)

In fact, there are probably multiple reasons for the nearly 50% decrease in psychiatric hospital admissions over the past five years, some desirable and some not so desirable:

- The agency is operating fewer in-patient beds than in previous years (Eighty beds were closed in FY2009).
- Improved crisis diversion programs in the community,
- The ongoing departmental funding of community based, inpatient treatment, both substance abuse and psychiatric, for those in crisis.
- The increase in the percentage of patients who stay in the hospital longer than 90 days, resulting in a decrease in acute care beds available to admit short-term patients (Figure 7.5-17).

South Carolina has paralleled the country with a phenomenal growth in Emergency Department (ED) use by persons in crisis, both behavioral health and all other categories. This increase in emergency department use has had a major impact on the public healthcare system and SCDMH.

While the number of persons waiting is important, it is the length of any wait that is even more important to the client and to our ED partners.

In FY2011, SCDMH funded special initiatives totaling \$4.5M to assist hospital emergency departments with addressing an increase in behavioral health care urgent needs. The funding is dedicated to a variety of crisis initiatives throughout the state. These programs consist of crisis stabilization teams, mental health professional staff in local emergency departments, and a mobile recreational vehicle (RV) in order to provide services to those in distress with co-occurring mental illness and substance abuse disorders.

Additionally, dedicated crisis funding can be utilized to divert those in emergency departments to local private inpatient facilities for short-term stabilization. Contracting for short-term use of beds in non-DMH hospitals not only effectively utilizes limited SCDMH inpatient beds; it also provides crisis care near the patient's home and enhances local, community-based options. Figure 7.5-8 shows the continuing trend in this treatment option while figure 7.5-9 demonstrates SCDMH staff activity in utilizing these contract beds to divert individuals from the ED and out of the ED.

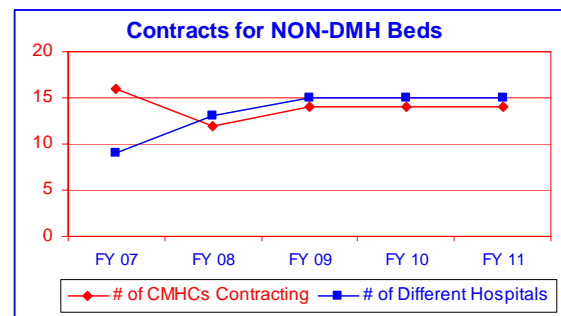


Figure 7.5-8 (Higher is Better)

As a result of these and other efforts, the average total number of persons waiting in ER decreased by 14% From FY09-FY11. During the same time period, the average

number of persons waiting in the ER more than 24 hours decreased 17% as well (Figure 7.5-9).

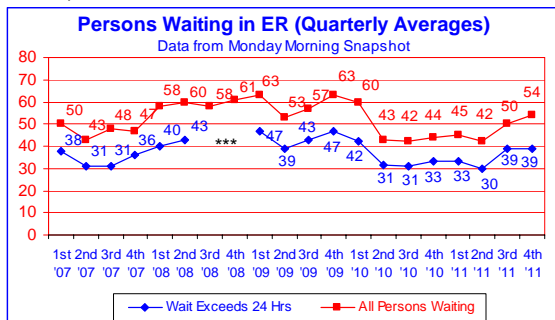


Figure 7.5-9 (Lower is Better)

Particularly challenging to SCDMH is that a significant number of persons who present themselves in the EDs with a primary diagnosis of mental illness and/or alcohol/drug are unknown to SCDMH. Figure 7.5-10 shows a continuing trend that nearly three-fourths of people presenting for ED services were not known to SCDMH for at least three years.

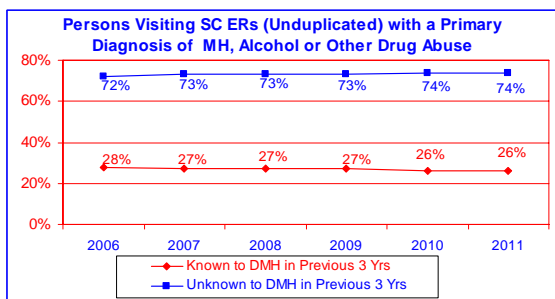


Figure 7.5-10 Note: FY2010 data has been adjusted to reflect current data.

Long-term solutions will require a concerted effort with our key partners

While advances in community crisis stabilization programs and increased staffing in the EDs help to control the hospital admissions, the Department has also concentrated on assisting long-term psychiatric inpatients move out of the hospital into less restrictive community settings.

Individuals identified for the TLC Program receive intensive support through the CMHCs, helping them adjust to community life and secure daily living skills. Figure 7.5-11 shows the capacity of the TLC program.

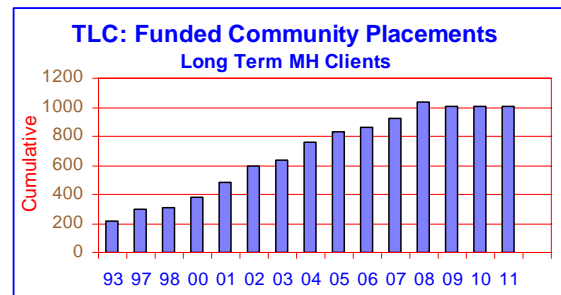


Figure 7.5-11 (Higher is Better)

TLC continues to serve over a thousand long-term, severely mentally ill clients in the community (Figure 7.5-12). To date, 1,996 patients have left institutional settings for TLC programs.

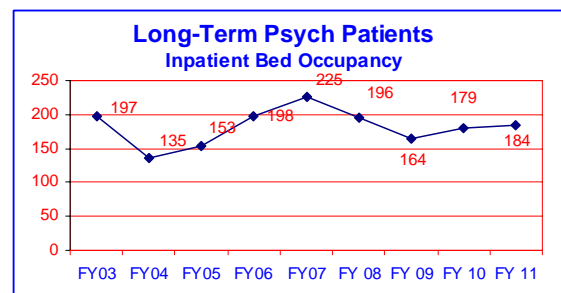


Figure 7.5-12 (Lower is Better)

When persons do require hospitalization, research indicates that the sooner the person is seen by the community mental health center following discharge from an inpatient facility, the less likely the client will be readmitted for subsequent inpatient care.

The SCDMH Continuity of Care Manual sets our standard as “clients will be seen by a CMHC for a follow-up appointment within seven days of discharge from an inpatient facility.”

Senior management and the Commission review data quarterly on the number of days

between inpatient discharge and the date of their first appointment at a local community mental health center (Figure 7.5-13).

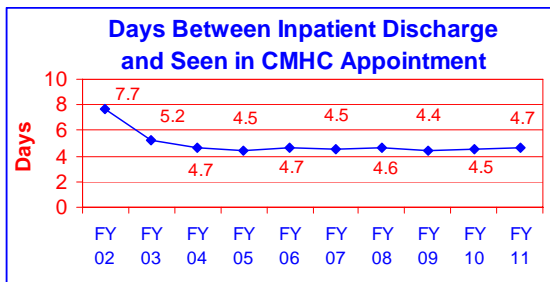


Figure 7.5-13 (Lower is Better)

SCDMH's average of 4.5 days has a range of 4.0 to 5.3 days, well under our seven-day standard.

### c) Inpatient Services: Clinical Effectiveness

Senior leadership reviews key performance data for each inpatient facility. The measures are broad indicators of the quality of inpatient care and are part of the ORYX measures emphasized by accrediting bodies.

A low 30-day psychiatric re-admission rate reflects adequacy of inpatient treatment, as well as effective follow-up and maintenance in the community following discharge.

Figure 7.5-14 shows that SCDMH remains below the national average.

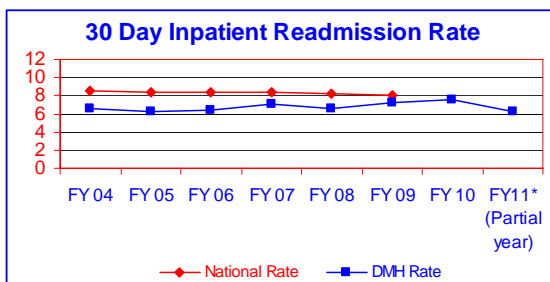


Figure 7.5-14 (Lower is Better) \* 10 Months data

Other key ORYX measures for inpatient facilities include the use of restraint and seclusion, defined as the number of hours clients spent in restraint or seclusion for every 1,000 inpatient patient hours (Figures 7.5-15 and 16).

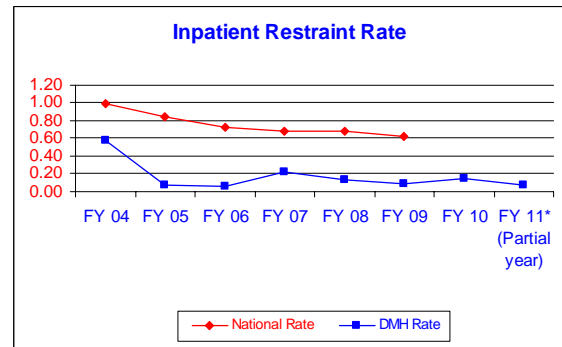


Figure 7.5-15 (Lower is Better)

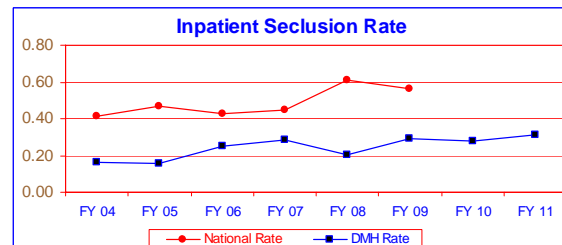


Figure 7.5-16 (Lower is Better) \* 10 Months data

Senior leadership also monitors inpatient bed availability weekly. The impact of long-term patients in short-term beds erodes SCDMH's capacity to admit new patients, creates problems for EDs, and raises the costs of inpatient services (Figure 7.5-17). The percentage of SCDMH's inpatient population, remaining longer than ninety days, has been trending upwards for several years.

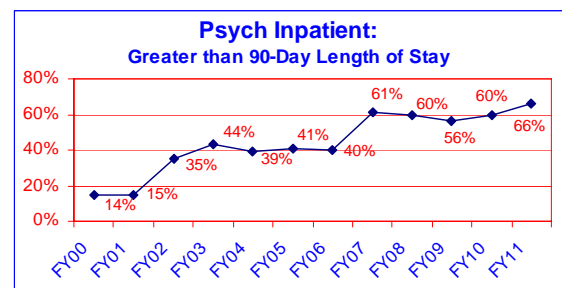


Figure 7.5-17 (Lower is Better)

The Department also monitors the waiting list for persons being held in jails who are in need of inpatient services. The two primary groups are: 1) those needing Pre-Trial Evaluation or who have been referred for acute treatment in an effort to restore their competency to stand trial; and 2) those

committed for longer-term treatment (Psychosocial Rehabilitation Program: PRP) after being deemed incompetent and unlikely to be restored or being found not guilty by reason of insanity.

After a marked rise in the number of persons needing admission and the increased length of their wait, the Department responded with several initiatives. The result has been a dramatic reduction in the average wait for both the Psychosocial Rehabilitation Program and the Pre-Trial Unit, with the exception of one anomaly in the 3rd quarter of 2008. (Figure 7.5-18).

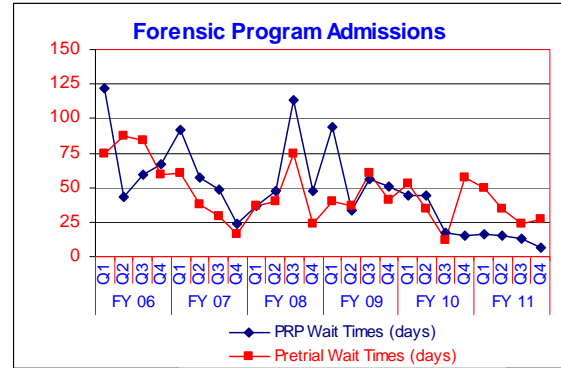


Figure 7.5-18 (Lower is Better)

#### d) Support Processes Outcomes

Figure 7.5-20 identifies the Department's key support/business processes and the performance level of each.



Figure 7.5-20 <b>Key Business and Support Processes</b>		
<b>Process</b>	<b>Key Requirements</b>	<b>Status</b>
DOAS (as a whole)	The Division of Administrative Services (DOAS) will not overspend its budget.	Goal met.
Finance	No significant audit findings by State Auditors	No significant findings in most recent SFY audit.
	Invoices paid with 3 business days	Goal met.
	Limit of 5 payroll errors per pay period	Goal met.
	Composite bank account reconciliation's are performed within 30 days after receipt of the bank statement.	Goal met.
	Process procurement request up to \$10k within 5 working days; \$10k and \$25k within 15 working days; and above \$25k within 28 working days	Goals being met when necessary purchasing information is furnished by the requestor.
Information Technology	Database applications will be backed up sufficient to recover any database up to the most recent log file.	No significant data losses reported.
	Protect user data from virus infection using real-time virus protection software.	100% of infected files are cleaned, quarantined or deleted.
	Archive vital medical and financial records.	Goal met.
	User satisfaction	Most categories of users in the 2006 survey show improvement over 2004 survey. Overall satisfaction is 89%
Nutritional Services	Provide nutritious, appetizing and satisfying meals for all of SCDMH clients within annual budget.	Goal met.
	Provide up-to date, culturally sensitive patient/ family nutrition opportunities and materials per Joint Commission standards.	Goal met.
	Complete nutrient analysis of current menus and assure that therapeutic menus are consistent with SC Dietetic Association diet manual.	Goal met.
	Maximize sales (revenue) for department through providing/selling meal service to other state agencies / private sector organization.	Goal met.
Physical Plant	Insure that all capital projects are completed within approved budgets.	Goal met.
	Provide living environments in compliance with all regulatory requirements and standards.	There were no JOINT COMMISSION surveys during this time frame. Results of DHEC surveys were satisfactory.
	Provide efficient, cost effective building and grounds maintenance.	Building maintenance costs per square foot were 8.5% less than the national average. Grounds maintenance & custodial costs were significantly less than industry average due to the use of inmate labor.
Vehicle Management	Ensure that all vehicles and equipment repairs are conducted in the most cost efficient manner.	The Vehicle Maintenance Shop passed State Fleet certification for 2009 with no issues
Human Resources	See Category 7.4 for HR discussion	See Category 7.4 for HR results.



Figure 7.6-1

**Legal and Regulatory Compliance**

<b>AGENCY OR ENTITY</b>	<b>FUNCTION</b>	<b>Current Status</b>
CARE/Joint Commission	National Accreditation	All CMHCs & Inpatient accredited
VA	National Accreditation of Veterans' Nursing Homes	In compliance
HHS Program Integrity Audit	Medicaid Division of Corporate Compliance	In compliance
HHS Program Field Review	Review of programs and documentation to identify training and compliance issues.	In compliance
DMH Quality Assurance Team	Review of client care practices and medical records documentation for quality of care, accreditation and corporate compliance issues.	In compliance or action plan to achieve compliance
DMH Internal Audit	Review of administrative practices, policies and procedures for compliance with DoFS, Human Resources, and other regulations.	In compliance or action plan to achieve compliance
DMH Corporate Compliance	Regular review by SCDMH for conformance with SCDMH Corporate Compliance Plan	In compliance
DHEC	Inspection of CRCFs operated by Centers for conformance with regulations.	In compliance
DHEC	Inspection of day programs preparing food for conformance with sanitation regulations.	In compliance
DHEC	Inspection of inpatient facilities for compliance with regulations.	In compliance
Fire Marshal	Inspection of facilities for fire safety	In compliance
Medicare Professional Review Organization	Review of medical records to determine appropriateness of Medicare reimbursement—contract organization of SC Blue Cross Blue Shield	In compliance
ADA	Regulation of access for disabled	In compliance

## Glossary of Terms and Abbreviations

- ACT/PACT/RBHS – a set of case management programs delivered out of the CMHC offices, in the natural living environment of the client, urban or rural.
- Assembly – State Director’s monthly meeting of CMHC/facility directors, advocacy representatives and senior leadership. Quarterly, the Assembly includes CMHC Board representatives.
- BPH – Bryan Psychiatric Hospital, an acute care inpatient facility in the Columbia area.
- CAFAS – Child and Adolescent Functional Assessment Scale, used by the clinician to evaluate the level of functioning and degree of symptoms in children and adolescents.
- CARF – Commission on Accreditation of Rehabilitation Facilities, one of the bodies which accredit SCDMH facilities.
- CIS – Client Information System, data-base containing client information.
- CLM – Computer Learning Modules, a computerized system for presenting and evaluating knowledge of standardized educational materials.
- CME – Continuing Medical Education, physician continuing education credits.
- CMHC – Community Mental Health Center.
- CRCF – Community Care Residential Facility
- Commission – a seven-member body designated by the state to oversee the Department of Mental Health.
- Client – person with mental illness served by the SCDMH.
- Continuity of Care – a set of standards governing the provision of treatment to ensure seamless care is provided through hospital and community based care.
- Co-Occurring Disorder – client diagnosed with more than one major psychiatric disorder: mental illness and alcohol/drug addiction.
- Corporate Compliance – process by which third party payers are assured that reimbursed clinical services are delivered as described.
- CPM – Certified Public Manager, a managerial training program offered through state government.
- CRCF – Community Care Residential Facility, a DHEC licensed facility providing room, board, and personal assistance to persons 18 years old, or older.
- DMH – South Carolina Department of Mental Health.
- ETR – Evaluation, Training and Research, the agency’s division for outcomes, training, research, and best practice development.
- EPMS – Employee Performance management System, the state’s annual employee appraisal system.
- FY – Fiscal Year is the period beginning July 1 and ending June 30 of the following calendar year.
- GAF – Global Assessment of Functioning, a clinical evaluation instrument used by the clinician to assess client level of functioning and symptoms.
- HPH – Harris Psychiatric Hospital, an acute care inpatient facility in the Anderson area.
- IPS – Individual Placement and Support.
- IT – Information Technology, the mainframe, area networks, and data systems of the agency.
- Joint Commission – a hospital accrediting body formerly called Joint Commission on Accreditation of Healthcare Organizations or JCAHCO.
- MHA – Mental Health Association.
- MST – Multi-Systemic Therapy, an in-home, intensive service to children and their families.
- MHSIP – Mental Health Statistical Improvement Project, a multi-state project to design satisfaction surveys for mental health clients, youth, and family members.
- ORYX – Joint Commission required set of data required to be submitted monthly on the performance of inpatient facilities.
- Pathlore – a computerized employee training registration and documentation system.

QCRB – Quality of Care Review Board, a convened group of experts charged with analyzing an adverse event and making recommendations to the Department to prevent the event from recurring at the original site and throughout the agency.

QA – Quality Assurance, the process by which clinical services or documentation is monitored for adherence to standards, e.g., Medicaid, CARF, JOINT COMMISSION.

Recovery – a process by which a person overcomes the challenges presented by a mental illness to live a life of meaning and purpose

Risk Management – the process by which potential clinical adverse outcomes are minimized in frequency or severity, or actual adverse outcomes are appropriately responded to as opportunities to improve services (root cause analysis, QCRBs, etc.).

SAMHSA – Substance Abuse and Mental Health Services Administration.

SAP – computerized financial management system.

School-Based – services delivered by mental health professionals within the walls of the school system.

SHARE – Self-Help Association Regarding Emotion, a client advocacy and self-help organization.

State Plan – document required annually by federal government that specifies specific goals for expenditure of Block Grant monies.

State Planning Council – stakeholder group who plans expenditures of federal Block Grant funds. The council is required to have at least 50% of its membership be non-DMH stakeholders.

TLC – Toward Local Care, a program to return long term psychiatric inpatient clients to life in the community with intensive support from CMHCs

Utilization Review – the process by which clinical services or documentation are monitored to assure delivery of clinically appropriate treatment (a.k.a., clinical pertinence).

WSHPI – William S. Hall Psychiatric Institute, a specialty inpatient facility in the Columbia area, serving children and forensic populations.