

**Division of Prevention and Behavioral Health Services
 Provider Forum Minutes
 DSCYF Admin Building
 May 18, 2012
 10 AM – 12PM**

TOPIC	PRESENTER	DISCUSSION	ACTION
Welcome/Division Updates	Jennifer Tse/Susan Ccyk/Dana Sawyer	<p>Jen welcomed everyone to the Provider Forum and thanked everyone for attending. Susan thanked everyone for responses to the RFP and announced the Division’s intent to bid RTC services for next year; There is currently a best practices workgroup reviewing RTC specifically, and the Division will see if there are areas to address specifically like age group, in-state capacity/availability for specific issues, and if there are any available co-occurring RTCs.</p> <p>The State of Delaware will be reviewing the current structure of the Medicaid plan. Our Division is working with consultants and DMMA to identify best infrastructure to assure resources are available for current and future service needs/client needs. When the changes are implemented, there will be more administrative documentation required and within DPBHS, there will need to have increased quality assurance/quality improvement implemented.</p> <p>Susan briefly discussed the budget for the current fiscal year as well as future initiatives. As it is currently submitted, the budget will include resources for funding 10 community centers for the extended hours program, as well as many mini-grants that would provide capacity building for prevention providers.</p> <p>Susan also thanked DGS and Dover Behavioral Health for their responsiveness and support during the tragic suicides that occurred downstate.</p> <p>Susan provided an overview of the unofficial/preliminary findings/recommendations from the Centers for Disease Control (CDC), as result of the recent increase in suicides in DE. The report recommended</p>	<p>If there are any suggestions for future Provider Forum topics or concerns please e-mail Jennifer.Tse@state.de.us</p>

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		<p>increasing after school activities and evaluating early intervention and prevention activities</p> <p>Dana advised, in the absence of key members of QI, she is the point of contact for all QI related issues.</p> <p>The Monitoring Overview presentation is available on our provider page online for review for any one that was not able to attend the presentation.</p> <p>Jen provided an overview of the responses to the RFP; of the 15 agencies that bid for the services included in the RFP, 14 were recommended. The PA Unit will be reaching out to set-up discussions with the agencies to begin contract negotiations.</p> <p>The DSCYF Reportable Incident Report Form has been changed – please see the attached handout for the revised/most updated version. The change involved revising wording to read as “Alleged sexual contact, assault or rape of or by a Delaware child”</p>	
Department/Fiscal Updates	Mary M. Cannon	Mary advised everyone of the FY close out date – if you do not submit bills by June 5, your May bills will not get paid until the PHRST system is back up and running. The state fiscal system will officially shut down on June 25, 2012 and it will not be up and running again until July 25, 2012. With different administrative processes that need to occur before the 1 st check is cut, the ability to cut a check will probably not be in place until August 1, 2012.	N/A
Billing Updates	Tyneisha Jabbar-Bey/Eartha Hopkins/Sheila	Introduction of Tyneisha into the Billing Manager role, overseeing the members of the billing representatives: Eartha Hopkins, Adriane Crisden, and Sheila Hunton. Ty along with members of the Billing Unit, reviewed the drafted DPBHS Treatment Provider Billing Manual via PowerPoint	The PowerPoint Presentation along with the approved Billing Manual will be posted on the DPBHS Provider Page

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	Hunton	presentation that provided in-depth details and expectations for billing practices, procedures and expectations for all contracted agencies for the upcoming fiscal year. For a complete look at the Billing Manual, you will be notified when it is available online on our Provider Page.	
DPBHS Treatment Provider Manual – Revised	Jennifer Tse	Jen provided the providers the Revisions table outlining each change of the DPBHS Treatment Provider Manual. As such, that majority of the revisions were formatting issues. She highlighted the changes that included language changes. This document will also be available to review online shortly.	The Treatment Services Provider Manual will be posted on the DPBHS Provider Page shortly.

**UPCOMING DPBHS PROVIDER FORUM MEETINGS FOR CALENDAR YEAR 2012
 (All scheduled for Rm 198/199 in the Admin Building from 10AM – 12PM):**

*** August 17, 2012**

*** November 16, 2012**

List of Attendees: Howard Sims (Delaware Guidance Services), Lauren Rivers-Grant (Mountain Manor), Arneice Ritchie (Open Door), Tracy Washington (PSI), Diane McGuffin (PBH/Terry Center), Brenda Farside (New Behavioral Network), Denise E. Berte (Latin American Community Center), John McKenna (Rockford/Dover Behavioral Health), Nicole Brown (New Behavioral Network), Kumar Purohit (Rockford), Lauren Rhoades (Aquila), Judith Wright (NET), Natika McNeil (CGRC), Javar Simpson (Brandywine Counseling), Dory Zatuchni (JFS), Rachel Schwalbauch (Delaware Guidance Services), Tita Devieux (Delaware Guidance Services), Coley Hobson (Crossroads), Alberta Crowley (Crossroads), Curtis Bolander (Mid-Atlantic Behavioral Health), Bruce Kelsey (Delaware Guidance Services), Don Loden (Seaford House/CFF), Tina Fountain (Seaford House/CFF), Mark Coffey (Catholic Charities).

DPBHS Representatives: Susan Cycyk (Division Director), Steven Yeatman (Deputy Director), Dana Sawyer (Chief of Operations), Martha Gregor (Director of Prevention and Substance Abuse Services), Kelly Lovelace (Quality Improvement Manager), Tyneisha Jabbar-Bey (Billing Manager), Sheila Hunton (Billing Representative), Eartha Hopkins (Billing Representative), Adriane Crisden (Billing Representative), Vanessa Bennifield (Program Administrator), Stacy Shamburger (Program Administrator), Chiara Fox (Program Support Administrator), Jennifer Tse (Manager of Provider Services)

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