



**GEORGIA ASSOCIATION OF COMMUNITY SERVICE BOARDS  
DATA ANALYTICS COMMITTEE  
MARCH 19<sup>TH</sup> 2024  
VIRTUAL MEETING MINUTES**



<b>X = present</b>			
<b>X</b>	<b>Chair- Tammy Conlin - Advantage</b>	<b>X</b>	<b>Legacy – William Huling</b>
	<b>Vice Chair- Angela Holt – Middle Flint</b>		<b>Bridge Health – Kelly O’Bryant</b>
<b>X</b>	<b>Advantage – Laura Alexander</b>		<b>McIntosh Trail- Brent Eberspacher</b>
<b>X</b>	<b>Aspire – Lee Pavlik</b>		<b>Middle Flint- Laurie Hair</b>
<b>X</b>	<b>Avita- Anne Campbell</b>	<b>X</b>	<b>New Horizons- Sherry Raya</b>
<b>X</b>	<b>Clayton Center –Barbara June</b>		<b>Oconee- Michael Blackshear</b>
<b>X</b>	<b>CSB of Middle Georgia- Terry Richards for Chadwin Hutcheson</b>		<b>Pathways- Jade Benefield</b>
	<b>Claratel – Chatele’ Chester</b>		<b>Pineland- Dawn Arnette</b>
	<b>Douglas County – Patricia Henry</b>	<b>X</b>	<b>River Edge- Christy Hallman</b>
<b>X</b>	<b>Gateway – Whitney Eddins</b>	<b>X</b>	<b>Serenity- Michelle Broadwater</b>
	<b>Georgia Pines- Dennis Addison</b>	<b>X</b>	<b>Unison- Shonda Miller</b>
<b>X</b>	<b>Highland Rivers - Jared Marlin</b>		<b>View Point Health- Gillian Mitchell</b>
<b>GUESTS: Hannah Bailey, Shirain Banner, Shaconna Branch, Tod Deal, Reid Denson, Tiffany Henderson, Emily Hiller, Bryan Hoffman, Tayler Miller, John Milne, Stacy Morgan, Garrett Myers, Randall Newberry, Greta O’Dell, Paivi Parssinen, Ricardo Pena, Stephen Smith.</b>			
<b>Distribution:</b> Agenda 03-19-2024, Minutes 02-20-2024, CARF Standard on gathering input on IT from persons served, draft IT Survey for persons served, Sample reports FY 23 Staffing Turnover, Proposed report layout for FY 23 Finances, Nat Council paper on Advancing Measurement Informed Care, MHSIP and YSS-F sample sizes.			

<b>Agenda Items</b>	<b>Discussion</b>	<b>Action/Resolution</b>	<b>Responsibility</b>	<b>Due Date</b>
<b>Welcome/Call to Order</b>	Tammy Conlin, Committee Chair, called the meeting to order at 1.18 pm.			
<b>Roll Call</b>	The meeting was Quorate with 12 voting members and 17 guests present.			
<b>Approval of Agenda</b>	Terry Richards proposed that the agenda be approved as presented with the addition of discussion of a proposed survey of Finance Department Staffing. Sherry Raya seconded. Motion carried.			
<b>Approval of Minutes</b>	Ann Campbell proposed that the minutes of the Committee meeting held on February 20, 2024, be approved as presented with corrected spelling of one participant’s name. Shonda Miller seconded. Motion carried.			
<b>GACSB Strategic Plan FY 24 - Crisis bed capacity follow-up surveys</b>	Glyn Thomas reported that the data previously collected and reported to the Feb 20 meeting of the Committee had been summarized in a short report which had been			

	approved by the CEO Group and the Board of Directors of GACSB. That Report has now been submitted to DBHDD.			
<b>MTM Costing study and SPQM based pilot–update</b>	Anne Campbell and Glyn Thomas provided an update on pilot work to enhance costing and other reports on GACSB SPQM. Currently, Randy Love is working on the data security of a new data entry template and reporting platform which will include service costs as well as CSB specific reports of client and staff data.	MTM will have an update available at their next quarterly GACSB SPQM meeting on June 21, 2024. Glyn Thomas will report on any interim updates to the Data Analytics Committee and User Group.	Glyn Thomas	April 16, 2024
<b>Survey of persons served on their use of technology to access and receive services.</b>	Glyn Thomas presented a revised questionnaire incorporating suggestions from the Committee and the Pilot Group.	Anne Campbell proposed that the revised IT survey be approved as presented. Shonda Miller seconded, and the motion carried. Glyn Thomas will develop notes of guidance on implementing this survey and distribute to CSBs who wish to use it.	Glyn Thomas	April 16, 2024
<b>FY 23 Annual Staffing Turnover Survey</b>	Glyn Thomas presented charts of FY23 aggregated staffing turnover from FY 2019 to FY 2023, and an example of a CSB specific chart that he proposed to send to participating CSBs.	Glyn Thomas to send out the reports to participating CSBs	Glyn Thomas	March 31, 2024
<b>FY 2023 KPI benchmarks</b>	Tammy Conlin reported that the 4 “pilot” CCBHCs were in ongoing discussion with DBHDD about streamlining the KPI reporting, standardizing the metrics, and reducing the reporting burden.	CSB representatives and GACSB Exec Office to continue discussions with DBHDD and provide updates to Data Analytics Committee in April	Robyn Garrett and Tammy Conlin	April 16, 2024
<b>Data Analytics for CCBHC readiness</b>	See above on KPI / PMR+ recommendations			
<b>National Council Insights reporting.</b>	No updates – awaiting Data Sharing Agreement from National Council.	Review Data Sharing Agreement and take to GACSB Board of Directors.	Robyn Garrett and Glyn Thomas	TBD
<b>GACSB SPQM user Group</b>	Glyn Thomas reported that the March 5 <sup>th</sup> User Group Meeting had discussed steps towards adding client outcome metrics to GACSB SPQM, and agreed to pilot a short survey of SPQM users on their use of SPQM reports, the questions that they would like to address with SPQM and any challenges in running the reports.	Adding client outcome metrics to GACSB SPQM deferred till the end of FY 24. Glyn Thomas to develop a GACSB SPQM User survey and pilot with a small group of CSBs..	Glyn Thomas	April 2, 2024
<b>Annual Financial Data Survey for FY 2023</b>	Glyn Thomas reported that he had received finances data from 17 CSBs and asked the Committee for guidance on when to close the survey and how to structure the reporting.	The Committee agreed that the survey should close at the end of March, and that the reports should be structured in the same way as for the FY 2022 Annual Finances Survey.	Glyn Thomas	April 16, 2024
<b>CSB Finance Department Staffing Survey</b>	Lee Pavlik and Glyn Thomas reported that the CFO Focus Group would like data on current finance department	Glyn Thomas undertook to prepare a draft survey in Survey Monkey to offer to the CFO Focus Group.	Glyn Thomas Lee Pavlik	April 16, 2024

	staffing to guide CSBs taking on cost reporting and prospective payment systems as they evolve into CCBHCs			
<b>Next Meeting</b>	April 16, 2024, at <b>1.15 pm</b>			
<b>Adjournment</b>	The meeting adjourned at 1.56 pm			