

**BITTERROOT VALLEY EDUCATION COOPERATIVE
MANAGEMENT BOARD**

Tuesday, October 25, 2016
9:00 a.m. – Cooperative Office

AGENDA

- 1. Call to Order**
- 2. Introduce Staff Representative**
- 3. Consent Agenda**
 - A. Minutes
 - B. Warrants
 - C. Financial Report
 - D. Next Meeting – November 22
 - E. New Hires
- 4. Public Comment**
- 5. Correspondence -**
 - A. Jovena Mariscal, CSCT Behavior Consultant, Hamilton – attached
- 6. Board Action**
 - A. **Contract Amendment – Steve Zieglowsky – Suicide Prevention Grant**
 - B. **Job Description – CSCT Clinical Supervisor – Revised**
 - C. **Policy Revision – 5.02 Purchasing – Second Reading - see attached policy**
 - D. **Policy Revision – 4.41 Internet Use and Safety – First Reading - see attached policy**
 - E. **2016-17 Budget – Revisions and Accounting of IDEA Carryover dollars**
- 7. Information and Discussion**
 - A. **Update on SITS – see attached letter**
 - B. **Suicide Prevention Grant**
- 8. Adjourn**



September 28, 2016

Jovena Mariscal

Jovena,

This is to formally thank you for your assistance in helping us employ our new Mental Health Medical Director.

One of my favorite quotes by Management Consultant Margaret Wheatley goes something like this; *“People are attracted to figuring out how to make something happen. We want to create for the good of our enterprise.”*

Given Dr. Favara’s retirement and the national shortage of Child Psychiatrists, we were remarkably fortunate for your previous relationship with Dr. Mandler and that he recently moved his practice to Missoula. We were able to work out an agreement to our mutual benefit and his consultation and training have already been most valuable.

Thank you for contributing to your BVEC enterprise and figuring out how to make something big happen.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Miller", with a stylized flourish above the name.

Tim Miller

Copy: BVEC Board
Personnel file

TITLE: CSCT Program **Clinical Supervisor**

CLASSIFICATION: ~~CERTIFIED~~ **LICENSED**

QUALIFICATIONS: CSCT Program **Clinical** supervisor must be a licensed mental health professional with knowledge and training regarding mental health services, youth support needs and psychotherapy

REPORTS TO: The CSCT Program **Clinical** Supervisor shall report to the Program ~~Administrator~~ **Manager and Cooperative Director.**

FUNCTION: Performs supervisory and support tasks related to the daily overall requirements of the CSCT program.

GENERAL DUTIES:

- Treats all client records and Co-op business in a confidential manner.
- Follows Co-op policies, procedures, practices and professional ethics.
- Understands and appropriately interprets the public law, rules, procedures, and best practices as they relate to CSCT program's mental health services.
- Demonstrates ability to interact professionally with school, Co-op and community agency personnel.
- Efficiently carries out assigned tasks and demonstrates high quality of work, including accuracy, competence, thoroughness, initiative, clinical judgment and effective problem solving skills.
- Demonstrates adaptability to meet changing conditions and technology and respond to new opportunities, practices, and procedures.
- Actively participates and offers constructive support within the leadership team to promote program improvement initiatives.

SPECIFIC DUTIES:

- Assists in the facilitation of the therapist peer team meeting process, the peer supervision program and the behavior consultant mentoring program.
- Provides emergency crisis support for CSCT staff members.
- Coordinates with Crisis Call Facility (~~Westhouse~~) to develop and document an appropriate response to CSCT client crisis support needs.

- Attends staff, in-service, local, regional and state meetings when directed by the Program ~~Administrator~~ **Manager**.
- Provides in-training therapists clinical supervision and maintains an unofficial log of clinical supervision sessions.
- Supports Co-op member schools to provide consultation, education and crisis prevention/response support as requested by the Program ~~Administrator~~ **Manager**.
- Assists with new CSCT staff orientation to school and Co-op environment, policies, procedures, standards and cultural expectations.
- Assists CSCT therapists with training regarding client referral, assessment, treatment, maintenance of clinical records and care coordination upon request.
- Evaluates clinical file completion, coordinates client records transfer and keeps appropriate documentation.
- Supports CSCT staff members in the creation and implementation of behavior assessments and plans.
- Collaborates with CSCT and school personnel to integrate mental health services into the MTSS model.
- Coordinates case consultation services between Co-op staff members and the Co-op Medical Director.
- **Analyzes, recommends and supports the implementation of program systems improvements and efficiencies at strategic and operational levels.**
- Partners with the Program ~~Administrator~~ **Manager** to improve and implement effective quality assurance measures for the CSCT program.
- Participates in the performance appraisal process for CSCT staff and supports CSCT staff plans of improvement.
- Performs other duties as assigned by management.

*The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) both allow for reasonable workplace accommodations for qualified employees in need of such accommodations. While some duties may be modified for a qualified employee upon written request and agreement, all duties described in this job description are considered essential with the exception of those marked with an asterisk.

Revised Date: 10/06/16

5.02 Purchasing Policy - Revised

The Board has the sole authority and responsibility for Cooperative purchases. Requests to purchase materials and equipment shall be approved by the Cooperative Director and submitted to the Board for payment. Purchasing or obligation of Cooperative funds without prior approval of the Director shall become the financial responsibility of the purchaser.

Authorization of Signatures: For the conduct of the business of the Cooperative, the Board may grant authority to specific staff to sign certain documents on behalf of the Cooperative. The Business Manager or Associate Business Manager is authorized to use a facsimile signature plate or stamp.

Warrants: The Business Manager or Associate Business Manager is authorized to sign Cooperative warrants by facsimile signature on behalf of the Board.

Warrant Internal Procedures - Revised

Upon receipt of an invoice to BVEC, the Business Manager processes the invoice for payment. The claim is printed indicating the payment period, amount, accounting lines and description of service. The claim form and are given to the Director or Mental Health Program Manager for approval.

Upon approval, the warrants are processed, printed and attached to the original claim approval form and given to the Associate Business Manager for verification. The Associate Business Manager verifies the checks and claim information match the invoice. Upon completed verification, warrants and claim information are given to the Director to check. Checks remain with the Business Manager and signed on the 4th Tuesday of the month at the Board meeting.

The Business Manager will provide the Associate Business Manager the claim and warrant approval print off as well the claim information that has been approved and email a copy of the claim approval list to the Board Chair. The ABM will check that all information is accurate and will verify the checks and claim information match the invoice. The ABM will log on to Black Mountain and approve warrants to be signed. The BM will log in and print signed warrants and mail out payment.

4.41 Internet Use and Safety

All use of electronic networks shall be consistent with the Cooperative's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Any student who uses the Cooperative's network shall be under the direct supervision of a Cooperative staff member. Cooperative staff member shall ensure student under supervision abides by the provisions of this policy.

Acceptable Use – Access to the Cooperative's or member District's electronic networks must be: (a) for the purpose of education or research and consistent with the educational objectives of the Cooperative; or (b) for legitimate business use.

Unacceptable Use – Unauthorized downloading of software, regardless of whether it is copyrighted or devirused; downloading copyrighted material for other than personal use; using the network for private financial or commercial gain; hacking or gaining unauthorized access to files, resources, or entities; invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone; using another user's account or password; posting material authored or created by another, without his/her consent; posting anonymous messages; using the network for commercial or private advertising; accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; initiating or forwarding chain email messages; setting up or updating personal electronic social networking websites using the Cooperatives' or member districts' computers, network or equipment.

Employees who set up personal websites or webpages on personal time and on personal computers do so at their own risk and are strongly encouraged to keep their personal webpages private and to prevent students and the parents of students from accessing their personal webpages.

Copyright Web Publishing Rules – Copyright law and Cooperative policy prohibit the republishing of text or graphics found on the Web or file servers, without explicit written permission. For each republication (on a Website or file server) of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

Use of Electronic Mail – The Cooperative reserves the right to access and disclose the contents of any account on its system without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

Electronic messages transmitted via the Cooperative's or member District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the Cooperative or member District. Great care should

be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this Cooperative. Any personally identifiable, confidential or protected health information that is exchanged electronically shall be properly protected to prevent accidental or unauthorized disclosure. Electronic documents shall be encrypted or password protected. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited, unless the user is certain of that message's authenticity and the nature of the file so transmitted.

Use of the Cooperative's/District's network and electronic mail system constitutes consent to abide by this policy.

Internet Safety – Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed herein, and will otherwise abide by this policy.

The Cooperative and member Districts have a filtering device that blocks entry to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and determined by the Director or respective Superintendent.

TO: Sam Mendoza, Clint Arneson

FROM: Chris Hughes, CSCT Program Manager
Steve Zieglowsky, CSCT Clinical Supervisor

COPY: Tim Miller, Director BVEC

DATE: 10/16

RE: Requirements for CSCT participation in SITS groups

Greetings,

Youth Court Probation Officers are approaching BVEC member schools and CSCT teams about a group based program identified as Skills in Schools (SITS). We are fortunate in Ravalli County to have a probation and youth court program that puts emphasis on prevention and coordination with schools. The SITS program is based on the principals of CBITS, which is a comprehensive cognitive behavioral therapeutic intervention with a trauma emphasis. Trauma focused work in a group setting has the potential to trigger intense emotions for some students. While we support the development of the SITS program and look forward to collaborating, we believe the following needs to be in place for BVEC CSCT staff to directly participate.

1. A defined referral process for trauma screening and group participation including signed parent consent
2. HIPAA compliant release forms needs to be signed by a parent or guardian for CSCT staff to share client information for the purposes of referral to SITS.
3. SITS groups should not include students with a known or suspected history of intense trauma related to sexual abuse or domestic violence. These students should be referred for individual counseling.
4. Revise SITS sessions 5 – “Introduction to Real Life Exposure” and 6 - “Exposure to Stressful Memories” to reduce the likelihood that students share or “re-create” their own trauma history in group. Revisions could include focusing on coping strategies for common stressors or setting parameters for the type of “stressors” that are appropriate to share in the group.
5. Training for SITS group facilitators - Therapists implementing CBITS receive up to 20 hours of specific CBITS training prior to implementation. We are not suggesting that for SITS, but facilitating cognitive behavioral groups, requires some level of training and preparation with the curriculum.
6. In order for CSCT staff to co-facilitate SITs groups:
 - a. At least ½ of the SITS group members need to be enrolled in CSCT
 - b. Signed HIPAA compliant release to exchange information with the co-facilitator (For CSCT clients)
 - c. The CSCT therapist consults with the BVEC Clinical Supervisor prior to agreeing to co-facilitate SITS groups