

Work Plan for Establishing the New Department of Behavioral Health

Work Plan	Activity	Timeline
Organizational Phase	Establish Planning Committee; develop work plan and meeting schedule Adopt Guiding Principles and the Charter Establish workgroups and reporting requirements Identify data requirements Include budget for new agency in the Mayor's proposed FY 14 Budget Request Act to the Council of the District of Columbia <i>(passed by the Council on May 22, 2013)</i>	February 2013
Conduct Workgroup meetings	Develop work plan and schedule of deliverables Establish format for monthly reports to Planning Committee Make recommendations to the Planning Committee for activities before and after October 1	February-ongoing
Legislative Approval	Include establishment of the new department in the Mayor's proposed FY 14 Budget Support Act <i>(passed by the Council on June 26, 2013)</i>	May-June, 30, 2013
Communication and Engagement and Partners and the general public	Set up/update new department page on the DMH and DOH websites Discuss at regular meetings with DMH and APRA providers Hold meetings with DMH and APRA union representatives Engage consumers/clients of mental health and substance abuse services Discuss at regular meetings of DMH and APRA advisory groups Hold meetings with APRA and DMH providers Letter to DMH and APRA Providers in mid-August outlining implementation process Develop meeting schedule with targeted partners before and after October 1, 2013	March-ongoing
Contracts and Procurement	Identify contracts that expire September 30, 2013 Issue solicitations if required Enter requisitions and purchase orders for FY 14 to ensure continuity of services	March-September 30, 2013
Billing and Claims	Establish eligibility criteria Publish rules and rates Schedule training for providers on eligibility codes and billing	March-December 31, 2013
Certification and Accountability	Site visit with providers jointly certified by DMH and APRA Review of certification requirements Develop Frequently Asked Questions (FAQs) about the new certification process Develop a workflow to streamline certification for providers with an existing MHRS and APRA certification. <ul style="list-style-type: none"> a. Develop a dual certified application for Providers with certifications under APRA and DMH b. Develop a process for inspecting dual certified Providers 	March-September 30, 2013

Rules and Policies	Identify any rules and policies that must be changed before October 1, 2013	March-September 30, 2013
New Department Stands Up	New Name! Services for consumers/clients continue uninterrupted with either the same mental health or the same substance abuse provider All existing APRA and DMH requirements remain in place until revised or repealed	October 1, 2013
After October 1	Continue evaluation of services and identification of gaps Train providers and staff on assessment and treatment of co-occurring disorders Develop a plan to conduct claims audits for APRA providers Revise policies as needed to reflect integrated processes Establish criteria for Dual Diagnosis Capable and Dual Diagnosis enhanced certification Develop a process for managing incidents and investigations across the provider network. Develop a joint Quality Improvement/Performance Management Plan Develop a Provider Scorecard	Ongoing

(revised July 2013)