

Working Timeline for  
2013 Client and Family Leadership Committee  
Charter Activities

Activity	Start date	End date	To Commission, if applicable
1. Utilize the Community Forum Workgroup to continue quarterly Community Forums via the CFLC to do the following:	<b>February 20</b> Workgroup report out.	Ongoing.	
a) After each forum, provide the Commission with a summary report of potential policy implications at next Commission meeting when possible.	<b>April 9</b> Present Forums in 2013 trial run-themes, Pwr Pt.	<b>December 2013</b> <i>Next feasible Commission meeting.</i>	
b) Assign four CFLC members and two alternates to serve on the Community Forum Workgroup.	<b>January 2013</b>	<b>December 2013</b> <i>Members assigned.</i>	
c) Determine strategies to encourage stakeholder contractors to increase participation at the community forums.	<b>April 9</b> Presentation regarding contractors, discussion of recommendations.	<b>June 19</b> Report outcomes from Forums resulting from implemented strategies.	
d) Place Community Forum summary reports on the website after each Forum.	<b>January 2013</b> On-going after each Forum.	Posted within 60 days after each Forum.	
e) Produce an annual forum report to the Commission, including a summary of any policy implications.	<b>August 21</b> Review draft outline of Annual Report of feasible number of forums.	<b>September 2013</b> Presentation provided to Commission of final Annual Report .	<b>September 26</b> Present to Commission to consider policy implications.
f) Develop and improve methods for synthesizing information collected from Community Forums.	<b>April 9</b> Discuss current methods, research alternatives. <b>June 19</b> Present findings, consider recommendations.	<b>August 21</b> Present final recommended methods to CFLC.	
2. Diversify the methods by which the MHSOAC receives input from people with lived experience of mental illness.	<b>June 19</b> Update on efforts to increase participation and tracking number of attendees.	<b>August 21</b> Presentation of recommended strategies to increase diversification of methods to increase input to MHSOAC from persons with lived experience of mental illness.	
a) Determine strategies to expand and diversify public participation in MHSOAC meetings to the fullest extent.	<b>June 19</b> Brainstorm ways to promote people involved		
b) Determine strategies to expand methods by which people with			

lived experience can provide input (in person, online, written, other).	with stakeholder groups to find ways to increase participation.		
3. Develop strategies for promotion of client and family employment in the mental health system.	<p><b>June 19</b> Committee education on what info. exists currently about client family employment in mental health system statewide.</p> <p><b>August 21</b> Discuss strategies for promoting client family employment in mental health system.</p>	<p><b>October 16</b> Report outcomes resulting from research of client and family employment in the mental health system.</p>	<p><b>November 14</b> Presentation to Commission.</p>
4. Gather information about the status of the Crisis Intervention Team (CIT) training or equivalent activities in individual counties.	<p><b>February 20</b> Progress report on CIT research.</p> <p><b>April 9</b> Report progress on gathered info. of CIT for review and discussion.</p>	<p><b>June 19</b> Review outline of CIT findings and develop recommendations for dissemination of info.</p> <p><b>August 21</b> Present final CIT report</p>	<p><b>September 26</b> Presentation to Commission.</p>
5. CFLC members will conduct orientation for stakeholders prior to Commission meetings.	<p><b>April 9</b> Begin discussion and presentation of current process and provide recommendations for improvements.</p>	<p><b>June 19</b> Ongoing tracking of attendees at MHSOAC meeting and provide numbers.</p>	<p><b>May 23</b> Perform trial run at Commission meeting of best practices.</p>
6. Research and promote current best practice services that utilize a recovery scale model and show successful outcomes with persons with serious mental illness for whom services have not been successful in the past.	<p><b>June 19</b> Presentation of education on programs that utilize a recovery scale.</p> <p><b>August 21</b> Final committee discussion about evidence from programs using recovery scale.</p>	<p><b>August 21</b> Committee review of suggested uses for information on programs using recovery scale.</p> <p><b>October 16</b> Review and approve strategies to promote best practice services using recovery scale.</p>	
7. Receive regular updates on MHSOAC evaluation efforts, consider implications of pertinent results, and make plans to act on those that are relevant to Committee purpose and objectives. Provide input on MHSOAC evaluation efforts as needed.	<p><b>April 9</b> Update of Evaluation Master Plan presented to Commission in March.</p>	<p>On-going</p> <p><b>October 16</b> Final updates.</p>	
8. Communicate to the Commission and/or staff lessons learned and best	<p><b>June 19</b> Discuss evaluative</p>	<p><b>October 16</b> On-going.</p>	

practices from evaluations to improve programs and policy as part of quality improvement feedback.	approaches to utilize outcomes from Forums. <b>August 21</b> On-going.		
9. Participate in a workgroup convened by the MHSOAC Services Committee to provide input for development and implementation of the Integrated Plan.	<b>January 2013</b>	Ongoing, as invited.	

**Note:**

Charter Item # 7 is an activity that is contingent on evaluation efforts where the CFLC will be invited to participate and provide input.

Charter Item #8 is an on-going activity resulting from lessons learned and best practices from evaluations that are useful for quality improvement to be communicated to the Commission and/or staff as needed.

Charter Item #9 is an activity that is contingent on the Services Committee being invited to participate in a workgroup on the implementation of the Integrated Plan.

**Parking Lot Items for Next Year:**

1. Committee polled for Community Forum site selection for 2014
2. Consider Skype capacity for meeting participation remotely