DRAFT Working Timeline for

2015 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:	Forum Workgroup report out -- CFLC member. **February 23-24** • Forum Workgroup to discuss suggestions for training with the objective to enhance facilitation and scribe skills when conducting Community Forums. • Discuss reassessing Community Forum Structure for 2015. • **June 3-4** Forum Workgroup to receive training to enhance facilitation and scribe skills.	Ongoing	
a) Provide the Commission with an annual written Community Forum Report that identifies potential policy, communication technical assistance implications and any Community Forum evaluation findings. ***(Forum Workgroup Activity)***	**August** Forum Workgroup to review draft outline of Annual Report of feasible number of forums. **October 28-29** Forum Workgroup to review highlighted recommendations in Annual Report and suggest ways to present findings to counties learned from Forums.	**September 2015** Presentation provided to Commission of final Annual Report.	**September 24, 2015** Present to Commission to consider policy, communication technical assistance implications and evaluation findings that are aggregated from Forums.
b) Collaborate with MHSOAC Staff to prepare and post a written summary report after each Community Forum. ***(Forum Workgroup Activity)***	**January 2015** *On-going after each Forum*	Goal to post within 30 days after each Forum.	

c) Identify CFLC members and alternates to serve on the Community Forum Workgroup and identify replacements when necessary. ***(Forum Workgroup Activity)***	**February 23-24** Commissioner Nelson announces alternate choices.	**December 2015** *Confirm members assigned for 2 year term that includes representation from the CFLC and CLCC.*	
d) Review information collected from Community Forums for the purpose of quality improvement and evaluation. ***(Forum Workgroup Activity)***	**June 3-4** Forum Workgroup to discuss suggestions for quality improvement and evaluation of current methods to conduct Community Forums.	**September 3, 2015** Present final recommended methods for quality improvement and evaluation to CFLC.	
e) Using Community Forum Workgroup, expand workgroup activities to include facilitating outreach and conducting special focus groups for typically un-served, underserved and inappropriately served racial, ethnic, LGBTQ, and cultural groups in various communities throughout the State. ***(Forum Workgroup Activity)***	**February 23-24** • Forum Workgroup to brainstorm ideas to expand outreach efforts to engage unserved populations statewide prior to Community Forums. **April 29-30** • Develop Forum structure to engage unserved populations. Brainstorm ideas to consider to implement the structure. **June 3-4** • Forum Workgroup to discuss ways to gather information from unserved populations to focus expanded outreach in these communities. **September 2-3** • Forum Workgroup to receive training to conduct focused expanded outreach and gathering of information from unserved communities statewide.	**October 28-29** Present recommended methods for conducting special focus groups to CFLC.	**September 24, 2015** Annual Report to be presented to the Commission to include successes/challenges/barriers regarding Focus Groups pilot.

f) Encourage stakeholder contractors, community agencies and counties to facilitate attendance at the Forums. ***(Forum Workgroup Activity)***	**January 2015** *On-going for each Forum, via the necessary structure*	Forum Report posted 30 days after each Forum identifies attendance at each Forum.	**September 24, 2015** Annual Forum Summary Report presented to the Commission, includes attendance at the Forums.
2. Expand and diversify the methods by which the MHSOAC receives input from clients, family members, and caregivers with lived experience of mental illness. a) Identify strategies to expand and diversify public participation in MHSOAC meetings, Committee meetings and stakeholder contracts to the fullest extent to engage un-served, underserved and inappropriately served racial, ethnic, LGBTQ, and cultural groups from various communities throughout the state. b) Identify possible strategies to expand methods by which people with lived experience can provide input (in person, online, written, other).	**April 30** Update on efforts to increase participation and tracking number of attendees--in prep for report to the Commission. **June 4** Brainstorm ways to promote engagement from un-served, underserved and inappropriately served racial, ethnic, LGBTQ, and cultural groups statewide to find ways to increase their involvement to participate.	**September 3** Presentation of recommended strategies to increase diversification of methods to increase input to MHSOAC and Committees from persons with lived experience of mental illness.	**September 24, 2015** Report from Contractors to Commission on status of stakeholder contract efforts and results.
3. Develop strategies for promotion of client and family employment in the mental health system. a) Participate, monitor and inform the Commission on the peer certification process and peer employment activities.	**April 30** Presenting update on statewide efforts (DHCS/OSHPD/CMHPC) to go for Peer Certification. Any steps accomplished. **June 4** Update on progress made and provide input into any critical issues that come up.	**September 3** Continuous update and identify input as needed.	**September 24, 2015** Presentation to Commission on progress among state entities regarding seeking statewide Peer Certification.

4. Conduct the stakeholder orientation prior to the Commission meetings.	**January 2015** *On-going before each Commission meeting and tracking attendees. Use set up procedure to facilitate.* **February 24** Presentation and discussion regarding recommendations for enhancement of current orientation process.	**December 2015**	**January 2015-December 2015** Presented prior to each MHSOAC meeting at 8:00 a.m. when not a Teleconference.
5. Review methods to engage individuals with serious mental illness who have not fully benefitted from MHSA services or reached recovery.	**February 24** Update from 2014 Workgroup. Determine next steps regarding Workgroup's efforts. **April 30** Update regarding Recovery Orientation Program Evaluation Advisory Group efforts.	**June 4** Update regarding draft deliverables from the Recovery Orientation Program Evaluation and review of draft report if available. **September 3** **October 29**	**September 24, 2015** When Annual Forum Summary Report presented to the MHSOAC, include presentation regarding products/barriers/challenges resulting from project outcomes.
6. Provide input on MHSOAC evaluation efforts as needed. a) Communicate lessons learned and best practices from evaluations to improve programs and policy as part of quality improvement feedback. b) Organize presentations from Evaluation Staff on various evaluation efforts being conducted.	*On-going as needed when input is sought to offer timely contributions to work product efforts during developmental stages.*	**June 4 - October 29** Presentation per Chief, Research and Evaluation of evaluation efforts conducted.	
7. Work with Department of Health Care Services (DHCS) to obtain updates and outcomes on the MHSA Issue Resolution Process.	**February 24** Update regarding efforts on development of the MHSA Issue Resolution process. **April 30** Update regarding next steps on the MHSA Issue Resolution Process.	**June 4** Update regarding outcomes on the MHSA Issue Resolution Process and discuss how to collaborate with DHCS.	

		September 3 **October 29**	

Note:

Charter Item Number 6 is an activity that is contingent on evaluation efforts where the CFLC will be invited to participate and provide input when needed to do so, preferably during developmental stages.

Charter Item Number 6a 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.

Parking Lot Items for Next Year:

1. Committee polled for Community Forum site selection for 2016.
2. Consider Skype capacity for meeting participation remotely.