

**DIXON SETTLEMENT AGREEMENT QUARTERLY REPORTING TEMPLATE**

Pursuant to the terms of Paragraph 74 of the Settlement Agreement (“SA”), the District’s quarterly reports to Class Counsel will include information on the topics contained herein.

**I. Child and Youth Services****a. Community Services Reviews**

- (1) Results of FY 2012 or FY 2013 CSRs, as applicable (SA, ¶¶ 55 and 58).
- (2) Status of Human Systems and Outcomes (“HSO”) consultation (SA, ¶¶ 56 and 57), including:
  - HSO contract approval
  - Case consultation for annual CSRs
  - Training for DMH staff
  - Practice guidelines and training modules
  - Performance improvement plans for low-performing Core Services Agencies (“CSAs”)
  - Preparation for CSA-level CSR process

**b. Psychiatric Residential Treatment Facilities (“PRTFs”) (SA, ¶ 59)**

<b>PRTF Total Bed Days Baseline Data<sup>1</sup></b>		
<b>Baseline Period: 05/01/11 –04/30/12</b>		
<b>Placing Agency</b>	<b># Served with SED</b>	<b>Total # of Bed Days</b>
Department of Youth Rehabilitation Services (DYRS)		
Child and Family Services Agency (CFSA)		
Department of Mental Health (DMH)		
Office of the State Superintendent of Education (OSSE)		
D.C. Public Schools (DCPS)		
<b>Total Bed Days Baseline Number</b>		

<sup>1</sup> The District will report a running total of number of children served with SED in a PRTF and bed days until the baseline period is complete. The date of the reporting will also be included in the chart underneath the line describing the baseline period. An example of the language is as follows “Data reported below is as of 12/31/11.”

c. Reduction PRTF Usage (SA, ¶ 59)

<b>PRTF Bed Days Comparison Period: 05/01/12 –04/30/13<sup>2</sup></b>		
<b>Placing Agency</b>	<b># Served with SED</b>	<b>Total # of Bed Days</b>
Department of Youth Rehabilitation Services (DYRS)		
Child and Family Services Agency (CFSA)		
Department of Mental Health (DMH)		
Office of the State Superintendent of Education (OSSE)		
D.C. Public Schools (DCPS)		
<b>Total Bed Days (05/01/11 – 04/30/12)</b>		
<b>Total Percentage Reduction from Baseline Number of Bed Days ([insert number])</b>		

d. PRTF Discharges and Community Services (SA, ¶ 60)

<b>Quarter</b>	<b>Total Number of C/Y Discharged</b>	<b>Reasons for Discharge</b>	<b>Community-Based Services After Discharge</b>
1Q FY12			Community Based Intervention: [#] Community Support: [#] Counseling: [#] Crisis Services: [#] Diagnostic Assessment: [#] Other: [#] <sup>3</sup>
2Q FY12			[Same for each successive quarter]
3Q FY12			
4Q FY12			
1Q FY13			
2Q FY13			
3Q FY13			
4Q FY13			

<sup>2</sup> The District will report a running total of number of children served with SED in a PRTF and bed days during the comparison period until it is complete. The date of the reporting will also be included in the chart underneath the line describing the baseline period. An example of the language is as follows “Data reported below is as of 12/31/11.”

<sup>3</sup> The District will amend this report to reflect additional services as they are added to the service taxonomy.

e. PRTF Discharges and Outcomes (SA, ¶ 60)

- (1) Narrative summary of outcomes for children/youth discharged from PRTFs during the most recent quarter and for the end of the fiscal year, if applicable.
- (2) Length of Community Tenure – Community tenure for children/youth is calculated beginning with the date of discharge and continuing up to and including the 180<sup>th</sup> day after discharge. For purposes of this report, a disruption in community tenure occurs when the child/youth is: incarcerated/detained for 14 days or more; hospitalized (in a psychiatric hospital) for 22 days or more; or re-admitted to a PRTF.

<b>Summary of Community Tenure Data</b>	
<b>Total # Discharged from a PRTF to the Community During [insert quarter]</b>	
<b>Total # Without Disruption in Community Tenure During [insert quarter]</b>	
<b>Total # With a Disruption in Community Tenure</b>	
<b>Total Possible Maximum Number of Days (Total # of Days Between Date of Discharge for Each Youth to Last Day of Reporting Period)<sup>4</sup></b>	

<b>Disruption in Community Tenure Data<sup>5</sup></b>							
<b>Type of Disruption</b>	<b>Total Applicable</b>	<b>&lt;30 Days</b>	<b>31-60 Days</b>	<b>61-90 Days</b>	<b>91-120 Days</b>	<b>121-150 Days</b>	<b>151-180 Days</b>
<b>Incarceration More than 14 Days</b>							
<b>Hospitalization More than 22 Days</b>							
<b>Readmitted to PRTF</b>							

<sup>4</sup> DMH will report the total number of days that the children discharged during a quarter could have been in the community. This accounts for the different discharge dates from a PRTF. For example: 20 children are discharged during the first quarter of FY 12 (October 1 – December 31, 2011). A child is discharged on October 3, 2011. The maximum days in the community for that child would be 89 (28 days in October + 30 days in November + 31 days in December). Another child is discharged on December 25, 2011 the maximum days in the community for this child would be 6.

<sup>5</sup> Data will be reported cumulatively and will identify each placement disruption throughout the course of the 180 day tracking period. For example, a child who is hospitalized during days 31 – 60 and hospitalized again during days 151 – 180 will be shown in both columns of the chart.

f. Evidenced-Based and Promising Practices (SA, ¶ 61)

<b>Annual Service Utilization</b>					
<b>Type of Service</b>	<b>FY 2011 Unduplicated Number of C/Y Served</b>	<b>FY 2012 Unduplicated Number of C/Y Served</b>	<b>FY 2011 - 2012 Percent Increase</b>	<b>FY 2013 Unduplicated Number of C/Y Served</b>	<b>FY 2012 - 2013 Percent Increase</b>
<b>FFT</b>					
<b>MST</b>					
<b>HFW</b>					

<b>Service Utilization by Quarter</b>				
<b>Services</b>	<b># Served 1Q</b>	<b># Served 2Q</b>	<b># Served 3Q</b>	<b># Served 4Q</b>
<b>FFT</b>				
<b>MST</b>				
<b>HFW</b>				
<b>Total Served</b>				

**II. Supported Housing**a. Supported Housing Capacity (SA, ¶¶ 62, 63, and 64)

<b>Supported Housing Capacity</b>					
<b>Program</b>	<b>Baseline Capacity</b>  (As of 09/30/11)	<b>Capacity Quarter 1</b>	<b>Capacity Quarter 2</b>	<b>Capacity Quarter 3</b>	<b>Capacity Quarter 4</b>
<b>Home First Subsidy (HFS)</b>					
<b>Local Rent Subsidy Program (LRSP)</b>					
<b>Shelter Plus Care (SPC)</b>					
<b>Federal Vouchers (Project- and Tenant-Based)</b>					
<b>Sub-Total</b>					
<b>Capital-Funded Units</b>					
<b>Grand Total</b>					

b. Supported Housing rules status (SA, ¶ 65)

Provide narrative of status of Supported Housing rules, including priority populations. Attach draft/final rules as applicable.

c. Enforcement of Supported Housing Rules (SA, ¶ 65)

- (1) Demonstrate that the Supported Housing rules are communicated to providers and that they are being enforced.

- (2) Demonstrate that available housing is assigned according to the priority populations in accordance with the Supported Housing rules. [Use table below in addition to any relevant narrative].

Priority Population Category	# Applied or Referred to SH	# Placed in SH 1Q	# Placed in SH 2Q	# Placed in SH 3Q	# Placed in SH 4Q
SEH Discharge					
Homeless w/SMI					
Consumer w/SMI Transfer to Less Restrictive Setting					
Other					
<b>Total</b>					

d. **Supported Housing Strategic Plan** (SA, ¶ 66)

Provide narrative of status of strategic plan, including efforts to consult with consumers and consumer advocates. Attach draft/final plan as applicable.

### III. Supported Employment Services

a. **Methodology to Assess Need** (SA, ¶ 67)

Provide narrative of status of the development of an objective methodology to assess the need for supported employment services. Describe how DMH is implementing this methodology and enforcing compliance.

b. **Assessment and Referral** (SA, ¶¶ 67 and 68)

Assessment and Referral for Supported Employment Services (“SES”) Measurement Period: April 1, 2012 through September 30, 2013						
	3Q FY12	4Q FY12	1Q FY13	2Q FY13	3Q FY13	4Q FY13
<b>Total # w/SMI Assessed and Need SES</b>						
<b>Of those Assessed, Total # Referred to SES</b>						
<b>Percentage Referred to SES Services</b>						

c. Service Delivery (SA, ¶ 69)

<b>Delivery of Supported Employment Services</b>					
	<b>1Q FY1_</b>	<b>2Q FY1_</b>	<b>3Q FY1_</b>	<b>4Q FY1_</b>	<b>Total for FY 20__</b>
<b>Total Unduplicated Count of Adults with SMI who Received at Least One SES</b>					
<b>Percentage Increase Over FY 201_ Baseline [insert baseline 3]</b>					

IV. **Continuity of Care**a. Continuity of Care Delivery (SA, ¶¶ 70 and 71)

<b>Continuity of Care – Adults</b>					
	<b>1Q FY1_</b>	<b>2Q FY1_</b>	<b>3Q FY1_</b>	<b>4Q FY1_</b>	<b>Total for FY 20__</b>
<b>Total Number of Adults Discharged</b>					
<b>Number of Adults Receiving a Community Based Service within 7 days of Discharge</b>					
<b>Percentage Receiving Service w/in 7 Days of Discharge</b>	%	%	%	%	%
<b>Number of Adults Receiving a Community Service within 30 days of Discharge</b>					
<b>Percentage Receiving Service w/in 30 Days of Discharge</b>	%	%	%	%	%

<b>Continuity of Care – Children and Youth</b>					
	<b>1Q FY1_</b>	<b>2Q FY1_</b>	<b>3Q FY1_</b>	<b>4Q FY1_</b>	<b>Total for FY 20__</b>
<b>Total Number of C/Y Discharged</b>					
<b>Number of C/Y Receiving a Community Based Service within 7 days of Discharge</b>					
<b>Percentage Receiving Service w/in 7 Days of Discharge</b>	%	%	%	%	%
<b>Number of C/Y Receiving a Community Service within 30 days of Discharge</b>					
<b>Percentage Receiving Service w/in 30 Days of Discharge</b>	%	%	%	%	%

b. Performance Standards (SA, ¶ 73)

Provide narrative describing the status of the development, monitoring, and enforcement of continuity of care performance standards. Attach applicable DMH policy and sample Human Care Agreement.