



The Harris Center for Mental Health and IDD
9401 Southwest Freeway Houston, TX 77074
Board Room #109

Full Board Meeting
March 26, 2024
8:30 am

- I. DECLARATION OF QUORUM**
- II. PUBLIC COMMENTS**
- III. APPROVAL OF MINUTES**
 - A. Approve Minutes of the Board of Trustees Meeting Held on Tuesday, February 27, 2024
(EXHIBIT F-1)
- IV. CHIEF EXECUTIVE OFFICER'S REPORT**
- V. COMMITTEE REPORTS AND ACTIONS**
 - A. Governance Committee Report and/or Action
(J. Lykes, Chair)
 - B. Resource Committee Report and/or Action
(G. Womack, Chair)
 - C. Quality Committee Report and/or Action
(G. Santos, Chair)
 - D. Program Committee Report and/or Action
(B. Hellums, Chair)
 - E. Foundation Report and/or Action
(J. Lykes, Chair)
- VI. CONSENT AGENDA**
 - A. FY24 Year-to-Date Budget Report-February
(EXHIBIT F-2)
 - B. March 2024 Contract Amendments Over 250K
(EXHIBIT F-3)
 - C. March 2024 Interlocal Agreements
(EXHIBIT F-4)
 - D. Facilities Capital Project Update Q1 FY24
(EXHIBIT F-5)
- VII. REVIEW AND COMMENT**
 - A. RDLR-Northeast Community Clinic
 - B. Human Resources Update
(EXHIBIT F-6 Joseph Gorczyca)
- VIII. REVIEW AND TAKE ACTION**
 - A. Intellectual and Developmental Disabilities Division - (ICF-IID)
(EXHIBIT F-7)
 - B. Dental Services for Intermediate Care Facilities for ID (ICF-IID)

(EXHIBIT F-8)

C. Qualified Intellectual Disabilities Professional (QIDP) Policy
(EXHIBIT F-9)

D. Dietetic Services for Intermediate Care Facilities for IDD (ICF-IID)
(EXHIBIT F-10)

IX. BOARD CHAIR'S REPORT

X. EXECUTIVE SESSION

* **As authorized by §551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at anytime during the course of this meeting to seek legal advice from its attorney about any matters listed on the agenda.**

• **In accordance with §551.071 of the Texas Government Code, consultation with attorney on a matter related to the legal requirements of the Texas Open Meetings Act. Kendra Thomas, General Counsel**

• **In accordance with §551.071 of the Texas Government Code, consultation with attorney on a matter related to labor organizations. Kendra Thomas, General Counsel**

• **In accordance with §§551.071 and 551.074 of the Texas Government Code, discussion of a personnel matter and contemplated litigation. Kendra Thomas, General Counsel**

• **Report by the Chief Medical Officer, Chief Nursing Officer, Chief Operating Officer, and Vice President of Clinical Transformation & Quality related to an audit conducted by the HHSC-Provider Licensing Enforcement & Regulatory Services and compliance with state and federal health care program requirements pursuant to Texas Health & Safety Code Ann. §161.032. Dr. Luming Li, Chief Medical Officer, Kia Walker, Chief Nursing Officer, Keena Pace, Chief Operating Officer, Dr. Evanthe Collins, Vice President of IDD Services and Trudy Leidich, Vice President of Clinical Transformation & Quality**

XI. RECONVENE INTO OPEN SESSION

XII. CONSIDER AND TAKE ACTION AS A RESULT OF THE EXECUTIVE SESSION

XIII. INFORMATION ONLY

A. Going Far Together Workshop
(EXHIBIT F-11)

XIV. ADJOURN

Veronica Franco

Veronica Franco, Board Liaison
Robin Gearing, Chair, Board of Trustees
The Harris Center for Mental Health and IDD



EXHIBIT F-1

THE HARRIS CENTER *for*
Mental Health and IDD

MINUTES OF THE BOARD OF TRUSTEES MEETING

This is an official record of the Board of Trustees, The Harris Center for Mental Health and IDD, an Agency of the State, established by the Harris County Commissioners Court under provisions of Chapter 534 of the Health and Safety Code of the State of Texas.

PLACE OF MEETING: Conference Room 109
9401 Southwest Freeway
Houston, Texas 77074

TYPE OF MEETING: Regular

DATE: February 27, 2024

TRUSTEES

IN ATTENDANCE: Dr. Robin Gearing, PhD-Chair
Dr. L. Moore, Vice Chairperson
Mr. Jim Lykes, Vice Chairperson
Dr. George Santos
Mr. Gerald Womack
Dr. Max Miller, Jr.
Mrs. Natali Hurtado

TRUSTEES ABSENT: Mrs. B. Hellums, Sheriff Ed Gonzalez

I. Declaration of Quorum

Dr. Robin Gearing, Chair, called the meeting to order at 8:34 a.m. noting that a quorum of the Board was in attendance.

II. Public Comments-

Public Comments were made by Alma Castillo, Max-Alalibo Ibifrisolam, Tiffany Eve Lu, Seth Hutchinson, Wanda Sears, Kevin Higgins, and Brian Kelley regarding the desire of some Harris Center employees to form a union and a request for a 7% cost of living raise for all Harris Center employees. Mr. Hutchinson presented the Board with a Cost of living Raise document.

III. Approval of Minutes

MOTION BY: MOORE SECOND: MILLER

With unanimous affirmative votes

BE IT RESOLVED the Minutes of the Regular Board of Trustees meeting held on Tuesday, January 23, 2024 as presented under Exhibit F-1, are approved.

IV. Chief Executive Officer's Report was provided by CEO Wayne Young
Mr. Young provided a Chief Executive Officer report to the Board.

V. Committee Reports and Action were presented by the respective chairs:

- A. Audit Committee Report and/or Action-R. Gearing
Dr. Gearing provided an overview of the topics discussed and the decisions made at the Audit Committee meeting on February 20, 2024.
- B. Resource Committee Report and/or Action-G. Womack, Chair
Mr. Womack provided an overview of the topics discussed and the decisions made at the Resource Committee meeting on February 20, 2024.
- C. Quality Committee Report and/or Action-G. Santos, Chair
Dr. Santos provided an overview of the topics discussed and the decisions made at the Quality Committee meeting on February 20, 2024.
- D. Program Committee Report and/or Action-B. Hellums, Chair
Dr. Gearing provided an overview of the topics discussed and the decisions made at the Program Committee meeting on February 20, 2024.
- E. Foundation Report and/or Action-J. Lykes, Chair
Mr. Lykes provided an overview of the topics discussed and the decisions made at the Governance Committee meeting on February 20, 2024.

VI. Consent Agenda

A. Approve FY'24 Year-to-Date Budget Report-January

MOTION: Dr. Santos moved to approve Consent Agenda items A

SECOND: Dr. Moore seconded the motion

BE IT RESOLVED, with unanimous affirmative vote, Consent Agenda items A are approved.

B. February 2024 Contract Amendments Over 250K

C. February 2024 Interlocal Agreements

MOTION: Mrs. Hurtado moved to approve Consent Agenda items B and C

SECOND: Dr. Santos seconded the motion

BE IT RESOLVED, with unanimous affirmative vote, Consent Agenda items B and C are approved.

VII. Review and Take Action

A. External Audit

MOTION: Mr. Lykes moved to approve External Audit

SECOND: Mrs. Hurtado seconded the motion

BE IT RESOLVED, with unanimous affirmative vote, External Audit approved.

VIII. Review and Comment

Wayne presented DFPS Update to the Full Board.

IX. Board Chair's Report

Dr. Gearing provided the Board Chair's report to the Board.

X. **Executive Session-**Dr. Gearing announced the Board would convene into Executive Session at 10:04 am for the following purposes:

- **As authorized by §551.071 of the Texas Government Code, the Board of Trustees reserves the right to adjourn into Executive Session at anytime during the course of this meeting to seek legal advice from its attorney about any matters listed on the agenda.**
- **In accordance with §551.074 of the Texas Government Code, discussion of Personnel Matters related to the Nomination and Election of Individual Board members as members of the Audit Committee. Dr. R. Gearing, Chair of the Harris Center Board of Trustees.**
- **In accordance with §551.071 of the Texas Government Code, consultation with attorney on a legal matter related to the financing of capital improvement projects and lines of credit or bond sales in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct to the State Bar of Texas clearly conflicts with the Open Meetings Act. Wayne Young, CEO, Vanessa McKeown, CFO and Kendra Thomas, General Counsel.**

IX. **Reconvene into Open Session** – The Board reconvened into Open Session at 10:58 am.

MOTION: I Dr. Santos move the Board of Trustees amend the multi-year Capital Improvement projects plan to use tax-exempt financing the bond sales adopted in August 2023 and authorize the insurance of bond sales in the amount of \$23,500,000 to include the previously approved August 2023 resolution Multi-year capital improvement projects except Bristow Renovation.

SECOND: Mrs. Hurtado second the motion

BE IT RESOLVED, with majority affirmative vote, the motion is approved.

MOTION: Mrs. Hurtado moved the Board elect Mr. Lykes as Chair of Audit Committee and the following trustees as members of the Audit committee: Dr. Moore, Mr. Womack, Dr. Miller, and Dr. Santos

SECOND: Dr. Santos second the motion

BE IT RESOLVED, with majority affirmative vote, the motion is approved.

X. ADJOURN

MOTION: SANTOS

SECOND: LYKES

Motion passed with unanimous affirmative votes.

The meeting was adjourned at 11:00 A.M.

Respectfully submitted,

Veronica Franco, Board Liaison
Dr. Robin Gearing, Chair, Board of Trustees
The HARRIS CENTER for Mental Health and IDD

EXHIBIT F-2

The Harris Center for Mental Health and IDD

**Results of Financial Operations and Comparison to Original Budget
February 29, 2024**

Fiscal year 2024

The Harris Center for Mental Health and IDD

Resource Committee
Board of Trustees
The Harris Center for Mental Health and IDD (The Center)

The Results of Financial Operations and Comparison to Budget submitted herewith was prepared by The Center's Accounting Department.

Responsibility for the accuracy, completeness and fairness of presentation of the presented data rests with the Center, the Chief Financial Officer and the Accounting departments.

We believe the statements, as presented, are materially accurate and are presented in a manner designed to fairly set forth the financial position and results of operations of The Center.

The Center's accounting records for its general fund are maintained on a modified accrual basis.

Under this method, revenues are recognized in the period when they become measurable and available, and expenditures are recognized when the related fund liability is incurred, if measurable.

The financial report submitted herewith was prepared to reflect budget basis reporting and has not been audited by an independent auditor.

Vanessa McKeown
Chief Financial Officer

The Harris Center for Mental Health and IDD
Results of Financial Operations and Comparison to Original Budget
February 29, 2024
unaudited/budget-basis reporting

Fiscal Year to Date

	Original budget	Actual	Variance
Revenues	\$ 171,719,006	\$ 169,964,095	\$ (1,754,911)
Expenditures	171,219,006	168,561,813	2,657,192
Change in net assets, operations	\$ 500,000	\$ 1,402,282	\$ 902,282
Debt payment	\$ (500,000)	\$ -	\$ 500,000
Capital		(1,820,124)	(1,820,124)
Other sources and uses		59,317	59,317
	<u>\$ 0</u>	<u>\$ (358,525)</u>	<u>\$ (358,525)</u>

ACTUAL

CONTRACTUAL SUPPORTED UNITS

Revenues	40,202,766
Expenditures	(39,575,786)
net	626,980

NON CONTRACTUAL UNITS

Revenues	129,761,329
Expenditures	(128,986,027)
net	775,302

\$ 1,402,282

The Harris Center for Mental Health and IDD
Results of Financial Operations and Comparison to Original Budget
February 29, 2024
Non-GAAP / Budget-Basis reporting

	For the Month of				Fiscal Year to Date				
	Budget	Actual	Variance \$	%	Budget	Actual	Variance \$	%	
Operating Revenue									
State General Revenue	\$ 10,145,271	\$ 10,196,005	\$ 50,734	1%	\$ 60,871,628	\$ 61,307,725	\$ 436,097	1%	
Harris County and Local	5,420,027	5,258,667	(161,360)	-3%	32,520,164	31,460,179	(1,059,985)	-3%	A
Federal Contracts and Grants	4,034,513	4,615,003	580,490	14%	24,207,077	23,122,193	(1,084,885)	-4%	B
State Contract and Grants	1,128,277	1,571,017	442,740	39%	6,769,665	5,119,234	(1,650,430)	-24%	C
Third Party Billing	2,766,500	2,983,380	216,880	8%	16,599,003	17,946,829	1,347,826	8%	D
Charity Care Pool	3,340,350	3,340,350	(0)	0%	20,042,102	20,042,104	2	0%	
Directed Payment Programs	726,250	(94,050)	(820,300)	-113%	4,357,500	4,361,126	3,626	0%	
PAP	833,578	842,678	9,100	1%	5,001,468	4,978,634	(22,833)	0%	
Interest Income	225,067	189,033	(36,034)	-16%	1,350,400	1,626,072	275,672	20%	E
Operating Revenue, total	\$ 28,619,834	\$ 28,902,083	\$ 282,249	1%	\$ 171,719,006	\$ 169,964,095	\$ (1,754,911)	-1%	
Operating expenditures									
Salaries and Fringe Benefits	\$ 19,926,501	\$ 19,390,250	\$ 536,251	3%	\$ 119,559,006	\$ 120,566,759	\$ (1,007,753)	-1%	F
Contracts and Consultants	2,089,012	1,787,801	301,211	14%	12,534,072	8,527,666	4,006,405	32%	G
Contracts and Consultants-HPC	2,322,735	2,306,650	16,085	1%	13,936,408	13,839,900	96,508	1%	
Supplies and Drugs	1,531,755	2,155,074	(623,319)	-41%	9,190,529	12,675,191	(3,484,662)	-38%	H
Purchases, Repairs and Maintenance of:									
Equipment	597,697	291,067	306,630	51%	3,586,183	2,678,925	907,258	25%	I
Building	538,158	185,577	352,581	66%	3,228,950	1,006,168	2,222,782	69%	J
Vehicle	86,436	68,979	17,457	20%	518,617	453,550	65,066	13%	
Telephone and Utilities	318,221	480,729	(162,509)	-51%	1,909,323	1,680,735	228,588	12%	
Insurance, Legal and Audit	166,175	150,069	16,106	10%	997,052	950,843	46,209	5%	
Travel	194,028	190,582	3,446	2%	1,164,171	879,453	284,718	24%	
Other	765,783	1,079,115	(313,332)	-41%	4,594,696	5,302,624	(707,928)	-15%	K
Operating Expenditures, total	\$ 28,536,501	\$ 28,085,893	\$ 450,608	2%	\$ 171,219,006	\$ 168,561,813	\$ 2,657,192		
Change in Net Assets, before Other Sources	\$ 83,333	\$ 816,190	\$ 732,857		\$ 500,000	\$ 1,402,282	\$ 902,282		
Other Sources									
Debt payment	\$ (83,333)	\$ -	\$ (83,333)		\$ (500,000)	\$ -	\$ (500,000)		
Capital outlay	-	(395,682)	395,682		-	(1,820,124)	(1,820,124)		
Insurance proceeds	-	5,375	(5,375)		-	35,187	35,187		
Proceeds from Sale of Assets	-	14,860	(14,860)		-	24,130	24,130		
Change in Net Assets, all Sources	\$ 0	\$ 440,743	\$ 440,743		\$ 0	\$ (358,525)	\$ (358,525)		

The Harris Center for Mental Health and IDD
Balance Sheet
February 29, 2024
Non-GAAP / Budget-Basis reporting

	January-24	February-24	Change	
ASSETS				
Current Assets				
Cash and Cash Equivalents				
Cash and Petty Cash	\$ 9,057,902	\$ 17,985,270	8,927,368	
Cash Equivalents	52,802,562	20,170,803	(32,631,758)	
Cash and Cash Equivalents, total	\$ 61,860,464	\$ 38,156,073	\$ (23,704,391)	AA
Inventory and Prepaid	\$ 7,551,859	\$ 10,001,062	\$ 2,449,203	BB
Accounts Receivable:				
Other	59,994,177	69,128,140	9,133,963	CC
Patient, net of allowance	2,672,395	3,313,169	640,775	
Current Assets, total	\$ 132,078,895	\$ 120,598,444	\$ (11,480,451)	
Capital Assets				
Land	\$ 12,694,280	\$ 12,694,280	\$ -	
Building and Building Improvements	46,595,256	46,595,256	-	
Furniture, Equipment and Vehicles	9,952,470	9,952,470	-	
Construction in Progress	24,267,898	24,267,898	-	
Capital Assets, total	\$ 93,509,904	\$ 93,509,904	\$ -	
Total Assets	\$ 225,588,798	\$ 214,108,347	\$ (11,480,451)	
LIABILITIES AND NET ASSETS				
Unearned Income	\$ 27,672,552	\$ 17,237,899	\$ (10,434,653)	DD
Accounts Payable and Accrued Liabilities	26,399,281	24,887,244	(1,512,037)	EE
Long term Liabilities	790,013	815,510	25,497	
Liabilities, total	\$ 54,861,846	\$ 42,940,653	\$ (11,921,193)	
NET ASSET				
Inventory and Capital Assets	\$ 93,091,377	\$ 93,395,791	\$ 304,414	
Assigned	66,514,014	66,514,014	-	
Unassigned	11,920,828	11,616,415	(304,414)	
Change in net assets	(799,268)	(358,525)	440,743	
Net Assets, Total	\$ 170,726,951	\$ 171,167,694	\$ 440,743	

The Harris Center for Mental Health and IDD
Notes to Statements Presented
Non-GAAP / Budget-Basis reporting

February 29, 2024

Results of Financial Operations and Comparison to Budget

A Harris County and Local Revenue

Harris County and Local Revenue has a net unfavorable budget variance due to several program's actual revenue differing from budgeted amounts as of February.

	Variance
403025 LOCAL HARRIS SB292/HCJD FY21	\$ 433,783
403026 LOCAL HARRIS SB292/CMHG FY21	(161,132)
403023 LOCAL HARRIS COUNTY COURT ADMI	(209,085)
403010 LOCAL HARRIS COUNTY JUV PROB	(229,640)
403016 LOCAL HARRIS COUNTY CSCD	(276,404)
403011 LOCAL HARRIS COUNTY SHERIFF DP	(676,521)
contracts < \$100K variance	59,014
	<u>\$ (1,059,986)</u>

B Federal Contract and grants

Federal Contracts and Grants Revenue has a net unfavorable budget variance due to several program's actual revenue differing from budgeted amounts as of February.

	Variance
428000 OTHER STATE ECI	\$ 943,463
434059 FEDERAL MH BLOCK GR - HOMELESS	117,253
new 435056 FEDERAL SAMHSA PRSP-C	115,908
435033 FEDERAL SAMHSA-BCM BE WELL	113,182
435043 FEDERAL COH CDBG-CV	(132,574)
435071 FEDERAL ARPA COUNTY YDC	(149,279)
435064 FEDERAL ARPA COH-CIRT HPD	(196,514)
435048 FEDERAL OUTPNT CAP EXPANS - HR133	(318,178)
435062 FEDERAL ARPA COH - MCOT RR	(318,576)
435060 FEDERAL ARPA HARRIS COUNTY	(578,892)
435049 FED TPWD YTH AND FAM WELL CTR	(908,783)
contracts < \$100K variance	228,106
	<u>\$ (1,084,884)</u>

The Harris Center for Mental Health and IDD
Notes to Statements Presented
Non-GAAP / Budget-Basis reporting

February 29, 2024

C State Contract and Grants

The primary driver of the net unfavorable variance in State Contract and Grants is related to timing of expenditures for building costs for Healthy Community Collaborative, i.e. 6168 apartments.

	Variance
425095 OTHER STATE HEALTHY COMMUNITY	\$ (1,585,660)

D Third party billing

Third party billing exceeds anticipated budget, in total, due to revenue generated in our pharmacies. However, we are seeing some areas under budget and are reviewing the cause.

	Budget	Actual	Variance
Pharmacy	\$ 1,823,942	\$ 6,026,433	\$ 4,202,491
all others	14,775,061	11,920,396	(2,854,665)
	<u>\$ 16,599,003</u>	<u>\$ 17,946,829</u>	<u>\$ 1,347,826</u>

E Interest

Interest revenue continues to exceed budget estimates.

F Salaries/Wages and Fringe Benefits

The primary driver of the net unfavorable variance in Salaries and Benefits is due to a slight increase in benefit percent costs; our vacancy allowance is roughly 2% higher than actual amounts as of January. We anticipate this to correct itself as we move through the calendar year.

G Contracts and consultants

The primary drivers of the positive contracts and consultants variance are savings in contract labor costs and timing of payments as programs get established.

H Supplies

The primary driver of the net unfavorable variance in supplies is the increase in retail drug pharmacy purchases. Please note, revenue earned exceeds the original budget as well.

	Budget	Actual	Variance
Other supplies	\$ 1,671,322	\$ 762,818	\$ 908,504
Drug:			
Pharmacy	1,674,216	5,756,782	(4,082,566)
Non pharmacy	843,523	1,176,955	(333,432)
PAP program	5,001,468	4,978,635	22,833
	<u>\$ 9,190,529</u>	<u>\$ 12,675,190</u>	<u>\$ (3,484,661)</u>

The Harris Center for Mental Health and IDD
Notes to Statements Presented
Non-GAAP / Budget-Basis reporting

February 29, 2024

I Equipment

The primary driver of the favorable variance in equipment is desktop/laptop purchases are under budget by \$609K.

J Building

The primary driver of the net favorable variance in building costs is timing of building remodel costs budgeted for 6168 apartments, \$1.4M.

K Other

The primary driver of the net unfavorable variance in other is due to dues and subscriptions (\$468K) and short term housing (\$241K) coming in over budget.

Balance sheet

AA Cash and Investments

The decline in cash and cash equivalents declines as we approach quarter end and will increase once we receive the third qtr revenue from HHSC, the annual county allocation, and the annual charity care program revenue. (anticipated in March).

BB Inventory and Prepaid

Inventory and Prepaid balances increased due to remittance of 1st and 2nd Qtr amounts to HCPC.

CC Accounts receivable, other

The primary driver of the increase in Accounts Receivable, other is the recognition of amounts owed from the County for the annual allocation and the Charity Care program.

DD Unearned income

Unearned income has declined due to the recognition of revenue received for the performance contract award from HHSCH.

EE Accounts Payable and Accrued Liabilities

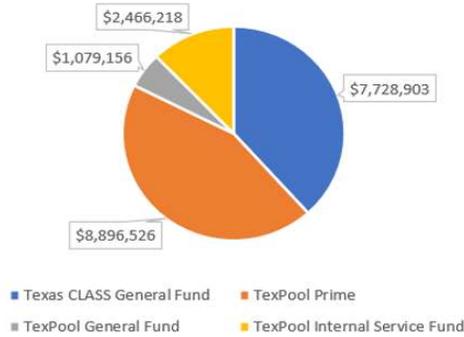
Accounts Payable and Accrued Liabilities has increased due to timing of payroll and related liabilities: Blue Cross Blue Shield owed as of February was remitted in March, \$2.4M.

The Harris Center for Mental Health and IDD
Investment Portfolio
February 29, 2024

Local Government Investment Pools (LGIPs)

	Beginning Balance	Transfer In	Transfer Out	Interest Income	Ending Value	Portfolio %	Monthly Interest Rate
Texas CLASS							
Texas CLASS General Fund	\$ 7,695,394	\$ -	\$ -	\$ 33,509	\$ 7,728,903	38.32%	5.48%
TexPool							
TexPool Prime	41,576,730	-	(32,800,000)	119,796	8,896,526	44.11%	5.33%
TexPool General Fund	1,074,610	-	-	4,547	1,079,157	5.35%	5.50%
TexPool Internal Service Fund	2,455,828	-	-	10,390	2,466,218	12.23%	5.50%
TexPool Sub-Total	45,107,168	-	(32,800,000)	134,733	12,441,901	61.68%	
Total Investments	\$ 52,802,562	\$ -	\$ (32,800,000)	\$ 168,242	\$ 20,170,803	100%	
Additional Interest-Checking Accounts				20,792			
Total Interest Earned				<u>\$ 189,033</u>			

Investment Portfolio Weight



3 Month Weighted Average Maturity (Days)	1.00
3 Month Weighted Average Yield	5.51%
3 Month Rolling Weighted Average Daily Treasury Bill Rate (4 weeks)	5.30%
Interest Rate - Chase Hybrid Checking	3.70%
ECR - Chase	3.80%

This Investment Portfolio Report of The Harris Center for Mental Health and IDD As of January 31, 2024 is in compliance with the Public Funds Investment Act (PFIA), Chapter 2256 of the Texas Government Code and the Investment Strategy approved by the Board of Trustees.

Approved:
Michael T. Hooper Jr

Hayden Hernandez, Accounting and Treasury Manager

The Harris Center for Mental Health and IDD
Monthly Report of Financial Transactions Related to Payments of Liabilities for Employee Benefits
February 29, 2024

Vendor	Description	Monthly Not-To-Exceed*	Feb-24	Fiscal Year to Date Total
Lincoln Financial Group	Retirement Funds (401a, 403b, 457)	\$3,500,000	\$1,909,324	\$12,146,711
Blue Cross Blue Shield of TX	Health and Dental Insurance	\$3,200,000	\$0	\$12,253,798
UNUM	Life Insurance	\$300,000	\$404,857	\$1,026,747

* As established by the Board Resolution: Harris Center Board of Trustees Signature Authorization and Delegation Authority for Certain Items effective May 23, 2023.

Notes: LFG Includes both 1B & 2A payments

Notes: Unum Includes both November & December invoice payments

EXHIBIT F-3

MARCH 2024
AMENDMENTS OVER 250k



Executive Contract Summary

Contract Section



Contractor*

UKG Kronos Systems, LLC

Contract ID #*

6685

Presented To*

- Resource Committee
- Full Board

Date Presented*

3/19/2024

Parties* (?)

UKG Kronos Systems, LLC and The Harris Center for Mental Health and IDD

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input checked="" type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other <input type="text"/> |

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

9/1/2023

Contract Term End Date* (?)

8/31/2024

If contract is off-cycle, specify the contract term (?)

Current Contract Amount*

\$ 304,000.00

Increase Not to Exceed*

\$ 10,560.00

Revised Total Not to Exceed (NTE)*

\$ 314,560.00

Fiscal Year* (?)	Amount* (?)
2024	\$ 10,560.00

Funding Source*

General Revenue (GR)

Contract Description / Type* (?)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input checked="" type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other |

Justification/Purpose of Contract/Description of Services Being Provided* (?)

The intent of the amendment is to increase the existing contract by \$10,560.00 for professional services a UKG consultant to conduct an assessment to review the requirements of Business Structure Modifications, position changes, manager changes, cost center changes, transfers (can be initiated by releasing or receiving manager), Terminations-Voluntary (e.g. voluntary resignations, retirement, promotions and current system to confirm understanding.

Contract Owner*

Mustafa Cochinwala

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

ServiceRequestWorkOrderPDF.pdf 14.35KB

Vendor/Contractor Contact Person

Name*

Kevin Bruggeman

Address*

Street Address

900 Chelmsford Street

Address Line 2

City

Lowell

Postal / Zip Code

01851

State / Province / Region

MA

Country

US

Phone Number*

317.558.8630

Email *

kevin.bruggeman@ukg.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
1147	\$ 10,560.00	900060
Budget Manager	Secondary Budget Manager	
Brown, Erica	Campbell, Ricardo	

Provide Rate and Rate Descriptions if applicable* (?)

Solution Consultant @ \$220.00 x 40 hrs = \$8,800.00

Project Manager @ \$220.00 x 8 hrs = \$1,760.00

Project WBS (Work Breakdown Structure)* (?)

IT21.1147.08

Requester Name

Jones, Anthony

Submission Date

2/29/2024

Budget Manager Approval(s)

Approved by

Erica Brown

Approval Date

2/29/2024

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Mustafa Coshinwala

Approval Date

2/29/2024

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Belinda Stude

Approval Date*

2/29/2024



Executive Contract Summary

Contract Section

Contractor*

Vaco LLC d/b/a Pivot Point Consulting

Contract ID #*

2021-0145

Presented To*

- Resource Committee
 Full Board

Date Presented*

3/19/2024

Parties* (?)

Pivot Point and The Harris Center

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
 Board Approval (Total NTE Amount is \$250,000.00 or more)
 Grant Proposal
 Revenue
 SOW-Change Order-Amendment#
 Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input checked="" type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

9/1/2023

Contract Term End Date* (?)

8/31/2024

If contract is off-cycle, specify the contract term (?)

Current Contract Amount*

\$ 96,000.00

Increase Not to Exceed*

\$ 200,000.00

Revised Total Not to Exceed (NTE)*

\$ 296,000.00

Fiscal Year* (?)	Amount* (?)
2024	\$ 296,000.00

Funding Source*

State Grant

Contract Description / Type* (?)

- | | |
|---|--|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input checked="" type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other |

Justification/Purpose of Contract/Description of Services Being Provided* (?)

The funds will be used for Epic form building, video development, and Telehealth on demand.

Contract Owner*

Mustafa Cochinwala

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

FY2021 - FY2024

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation*

N/A

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Paul Meyer

Address*

Street Address

5501 Virginia Way

Address Line 2

City

Brentwood

Postal / Zip Code

37027-7680

State / Province / Region

TN

Country

US

Phone Number*

2817052368

Email*

pmeyer@pivotpointconsulting.com

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
7001	\$ 200,000.00	542000
Budget Manager	Secondary Budget Manager	
Ilejay, Kevin	Campbell, Ricardo	

Provide Rate and Rate Descriptions if applicable* (?)

Up to \$160/hour

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

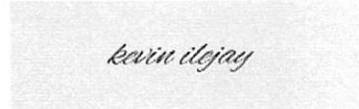
Hurst, Richard

Submission Date

2/16/2024

Budget Manager Approval(s)

Approved by



Approval Date

2/20/2024

Procurement Approval

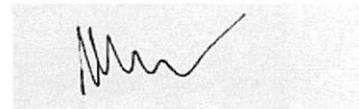
File Upload (?)

Approved by

Approval Date

Contract Owner Approval

Approved by



Approval Date

2/20/2024

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by *

Belinda Stude

Approval Date *

2/22/2024



Executive Contract Summary

Contract Section



Contractor*

Texas West Oaks Hospital, LP d/b/a West Oaks Hospital

Contract ID #*

7563

Presented To*

- Resource Committee
- Full Board

Date Presented*

3/19/2024

Parties* (?)

Texas West Oaks Hospital and The Harris Center for Mental Health and IDD

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input checked="" type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other <input type="text"/> |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

3/1/2024

Contract Term End Date* (?)

8/31/2024

If contract is off-cycle, specify the contract term (?)

Current Contract Amount*

\$ 3,245,902.51

Increase Not to Exceed*

\$ 1,216,950.00

Revised Total Not to Exceed (NTE)*

\$ 4,462,852.51

Fiscal Year* (?)	Amount* (?)
2024	\$ 1,216,950.00

Funding Source*
General Revenue (GR)

Contract Description / Type* (?)

- | | |
|---|--|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input type="checkbox"/> Consumer Driven Contract | <input type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input checked="" type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other |

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Amendment to extend the term with an increase for Community Inpatient Psychiatric Hospital Beds to fiscal year end (i.e. 08/31/2024). Current contract is set at an NTE of \$3,245,902.51 with new rate of \$700 per day per bed for 9.5 beds for 183 days from March 1st, 2024 to August 31, 2024 which equates to an increase of \$1,216,950. Revised NTE is now \$4,462,852.51.

Contract Owner*

Kim Kornmayer

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

Currently under contract

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

Vendor/Contractor Contact Person

Name*

Mandy Westerman

Address*

Street Address

6500 Hornwood Drive

Address Line 2

City

Houston

Postal / Zip Code

77074-5008

State / Province / Region

TX

Country

US

Phone Number*

7137785210

Email*

mandy.westerman@uhsinc.org

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
9223	\$ 1,216,950.00	543044
Budget Manager	Secondary Budget Manager	
Oshman, Jodel	Ramirez, Priscilla	

Provide Rate and Rate Descriptions if applicable* (?)

\$700 per bed day

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

Ramirez, Priscilla

Submission Date

2/28/2024

Budget Manager Approval(s)

Approved by

Jodel Oshman

Approval Date

2/28/2024

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

KIM KORNMEYER

Approval Date

2/28/2024

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Belinda Stude

Approval Date*

2/28/2024

EXHIBIT F-4

MARCH 2024
INTERLOCAL AGREEMENTS



Executive Contract Summary

Contract Section



Contractor*

Baylor College of Medicine

Contract ID #*

N/A

Presented To*

- Resource Committee
- Full Board

Date Presented*

3/19/2024

Parties* (?)

The Harris Center and Baylor College of Medicine

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s) *

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input checked="" type="checkbox"/> Interlocal | <input type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other <input type="text"/> |

Funding Information *

- New Contract
- Amendment

Contract Term Start Date* (?)

9/1/2023

Contract Term End Date* (?)

8/31/2024

If contract is off-cycle, specify the contract term (?)

Current Contract Amount*

\$ 148,875.00

Increase Not to Exceed*

\$ 4,395.00

Revised Total Not to Exceed (NTE) *

\$ 153,270.00

Fiscal Year* (?)

Amount* (?)

2024

\$ 153,270.00

Funding Source*

State Grant

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Reimbursement funds for Baylor resident/fellow supervision.

Contract Owner*

Dr. Muzquiz

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

agency has several contracts with BCM

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation*

N/A

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

PIA 2024-054 Agreement BCM_Goodman - Harris Center_Muzquiz-Drummond 59676-C3 1692.1 CPWE.pdf 7.15MB

Vendor/Contractor Contact Person



Name*

Wayne Goodman

Address *

Street Address

Baylor College of Medicine

Address Line 2

One Baylor Plaza, MS: BCM350

City

Houston

State / Province / Region

TX

Postal / Zip Code

77030

Country

United States

Phone Number *

713-798-4945

Email *

wayne.goodman@bcm.edu

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
2405	\$ 153,270.00	000000
Budget Manager	Secondary Budget Manager	
Shelby, Debbie	Hooper Jr., Michael	

Provide Rate and Rate Descriptions if applicable * (?)

N/A

Project WBS (Work Breakdown Structure) * (?)

N/A

Requester Name

Evans, Danyalle

Submission Date

2/28/2024

Budget Manager Approval(s)

Approved by

Debbie Chambers Shelby

Approval Date

2/29/2024

Contract Owner Approval

Approved by

Sylvia Muzquiz

Approval Date

2/29/2024

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*

Belinda Stude

Approval Date*

2/29/2024



Annual Renewal Evaluation

Current Fiscal Year Contract Information



Select Header For This Contract *

Interlocal

Current Fiscal Year

2024

Contract ID# *

N/A

Contractor Name *

Baylor College of Medicine

Renewal Term Start Date

1/4/2024

Renewal Term End Date

1/4/2025

Term for Off-Cycle Only (For Reference Only)

Agenda Item Submitted For: (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other FYI for the Board about the Forensic Psychiatry Fellowship

Procurement Method(s)

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other

Contract Description / Type

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Vendor/Contractor a Historically Underutilized Business (HUB) (?)

- Yes
- No
- Unknown

Contract NTE* (?)

\$ 0.00

Rate(s)/Rate(s) Description

0

Unit(s) Served*

0

G/L Code(s)*

0

Current Fiscal Year Purchase Order Number*

0

Contract Requestor*

Danyalle Evans

Contract Owner*

Dr. Muzquiz

File Upload (?)

Evaluation of Current Fiscal Year Performance



Have there been any significant performance deficiencies within the current fiscal year? *

Yes No

Were Services delivered as specified in the contract? *

Yes No

Please Explain*

New contract, this is only a program letter of agreement as part of the academic program requirements for the forensic fellowship.

Did Contractor perform duties in a manner consistent with standards of the profession? *

Yes No

Please Explain*

New contract, this is only a program letter of agreement as part of the academic program requirements for the forensic fellowship.

Did Contractor adhere to the contracted schedule? * (?)

Yes No

Please Explain*

New contract, this is only a program letter of agreement as part of the academic program requirements for the forensic fellowship.

Were reports, billing and/or invoices submitted in a timely manner? * (?)

Yes No

Please Explain *

New contract, this is only a program letter of agreement as part of the academic program requirements for the forensic fellowship.

Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency? * (?)

Yes No

Please Explain *

New contract, this is only a program letter of agreement as part of the academic program requirements for the forensic fellowship.

Did Contractor render services consistent with Agency policy and procedures? * (?)

Yes No

Please Explain *

New contract, this is only a program letter of agreement as part of the academic program requirements for the forensic fellowship.

Maintained legally required standards for certification, licensure, and/or training? * (?)

Yes No

Please Explain *

New contract, this is only a program letter of agreement as part of the academic program requirements for the forensic fellowship.

Renewal Determination 

Is the contract being renewed for next fiscal year with this Contractor? * (?)

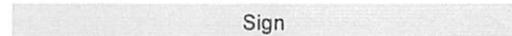
Yes No

Please Explain *

New contract, this is only a program letter of agreement as part of the academic program requirements for the forensic fellowship.

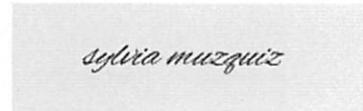
Budget Manager Approval(s) 

Approved by

 Sign

Contract Owner Approval 

Approved by

 *Sylvia Muzquiz*

Contracts Approval 

Approved by

Belinda Stude

Approval Date

2/8/2024

Final Board Report Comments



Service Provided (?)

Psychiatric services at the Harris County Jail

Product/Service Description

New Program Letter Agreement.

Revised Comments For Board Report *

New Program Letter Agreement for Psychiatric services at the Harris County Jail as part of the academic program requirements for the Forensic fellowship.

Exclude this Renewal from Board Report? *

- Yes
- No



Executive Contract Summary

Contract Section



Contractor*

Baylor College of Medicine

Contract ID #*

2024-0851

Presented To*

- Resource Committee
- Full Board

Date Presented*

3/19/2024

Parties* (?)

Baylor College of Medicine and The Harris Center for Mental Health and IDD

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input type="checkbox"/> Interlocal | <input checked="" type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input checked="" type="checkbox"/> Other Federal Funded Grant |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

1/1/2024

Contract Term End Date* (?)

12/31/2024

If contract is off-cycle, specify the contract term (?)

N/A

Fiscal Year* (?)

2024

Funding Source*

Federal Grant

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Federal funded grant award by the National Institute of Mental Health for the purpose of Baylor College of Medicine and The Harris Center for Mental Health and IDD to illustrate the feasibility, preliminary effectiveness and sustainability of a Cognitive Behavioral Therapy (CBT) programs for youths with Autism and Anxiety through providing CBT interventions and the Community-Based Anxiety Program Tailored for Autism (CAPTA) clinician training protocols in community mental health clinic.

Contract Owner*

Dr. Evanthe Collins

Previous History of Contracting with Vendor/Contractor*

- Yes
- No
- Unknown

Please add previous contract dates and what services were provided*

The Harris Center has various contractual agreements with Baylor College of Medicine for revenue, affiliations, and professional agreements.

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

- Yes
- No
- Unknown

Community Partnership* (?)

- Yes
- No
- Unknown

Specify Name*

Baylor College of Medicine

Supporting Documentation Upload (?)

BCM Harris Center.pdf	464.03KB
-----------------------	----------

Vendor/Contractor Contact Person

Name*

Eric Storch, Ph.D. Principal Investigator

Address*

Street Address

One Baylor Plaza, MS BCM 320

Address Line 2

City

Houston

Postal / Zip Code

77030-3411

State / Province / Region

Texas

Country

USA

Phone Number*

7137894945

Email*

storch@bcm.edu

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
3647	\$ 0.00	N/A

Budget Manager	Secondary Budget Manager
Adams-Austin, Mamie	Kerlegon, Charles

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
4647	\$ 0.00	N/A

Budget Manager	Secondary Budget Manager
Smith, Janai	Hooper Jr., Michael

Provide Rate and Rate Descriptions if applicable* (?)

See attachment for rate and rate description.

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

Childs, Margo

Submission Date

2/14/2024

Budget Manager Approval(s)

Approved by

Mamie Adams-Austin

Approval Date

2/14/2024

Approved by

Janai Lynette Smith

Approval Date

2/14/2024

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Evanthe Collins

Approval Date

2/14/2024

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by *

Belinda Stude

Approval Date *

2/15/2024



Executive Contract Summary

Contract Section

Contractor*

Baylor College of Medicine

Contract ID #*

N/A

Presented To*

- Resource Committee
- Full Board

Date Presented*

3/19/2024

Parties* (?)

The Harris Center and Baylor College of Medicine

Agenda Item Submitted For: * (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other Revenue Contract

Funding Information*

- New Contract
- Amendment

Contract Term Start Date* (?)

9/1/2023

Contract Term End Date* (?)

8/31/2024

If contract is off-cycle, specify the contract term (?)

Fiscal Year* (?)

2024

Amount* (?)

\$ 174,677.00

Funding Source*

Federal Grant

Contract Description / Type* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Justification/Purpose of Contract/Description of Services Being Provided* (?)

Reimbursement funds for Baylor resident/fellow supervision

Contract Owner*

Dr. Muzquiz

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

agency has several contracts with BCM

Vendor/Contractor a Historically Underutilized Business (HUB)* (?)

Yes No Unknown

Please provide an explanation*

agency has several contracts with BCM

Community Partnership* (?)

Yes No Unknown

Supporting Documentation Upload (?)

PIA 2024-054 GME Agreement BCM_Goodman - Harris	9.09MB
Center_Muzquiz-Drummond 59676-C3 1700.1 GME.pdf	

Vendor/Contractor Contact Person ⬆

Name*

Wayne Goodman

Address*

Street Address

Baylor College of Medicine

Address Line 2

One Baylor Plaza, MS: BCM350

City

Houston

Postal / Zip Code

77030

State / Province / Region

TX

Country

United States

Phone Number*

7137984945

Email*

wayne.goodman@bcm.edu

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
2405	\$ 174,677.00	000000
Budget Manager Shelby, Debbie		Secondary Budget Manager Hooper Jr., Michael

Provide Rate and Rate Descriptions if applicable* (?)

N/A

Project WBS (Work Breakdown Structure)* (?)

N/A

Requester Name

Evans, Danyalle

Submission Date

2/28/2024

Budget Manager Approval(s)

Approved by

Debbie Chambers Shelby

Approval Date

2/29/2024

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by

Sylvia Muzquiz

Approval Date

3/1/2024

Contracts Approval

Approve*

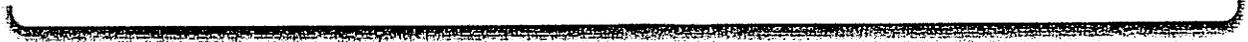
- Yes
- No, reject entire submission
- Return for correction

Approved by*

Belinda Stude

Approval Date*

3/1/2024





Executive Contract Summary

Contract Section

**Contractor***

Harris County (Department of Economic Equality and Opportunity)

Contract ID #*

2024-0845

Presented To*

- Resource Committee
- Full Board

Date Presented*

3/19/2024

Parties* (?)

Harris County and The Harris Center for Mental Health and IDD

Agenda Item Submitted For:* (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- | | |
|--|---|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> Competitive Proposal |
| <input type="checkbox"/> Request for Proposal | <input type="checkbox"/> Sole Source |
| <input type="checkbox"/> Request for Application | <input type="checkbox"/> Request for Qualification |
| <input type="checkbox"/> Request for Quote | <input type="checkbox"/> Tag-On |
| <input checked="" type="checkbox"/> Interlocal | <input checked="" type="checkbox"/> Consumer Driven |
| <input type="checkbox"/> Not Applicable (If there are no funds required) | <input type="checkbox"/> Other |

Funding Information*

- New Contract Amendment

Contract Term Start Date* (?)

2/27/2024

Contract Term End Date* (?)

2/28/2026

If contract is off-cycle, specify the contract term (?)

N/A

Fiscal Year* (?)

2024

Amount* (?)

\$ 3,891,457.17

Funding Source*

Federal Grant

Contract Description / Type * (?)

- | | |
|--|--|
| <input type="checkbox"/> Personal/Professional Services | <input type="checkbox"/> Consultant |
| <input checked="" type="checkbox"/> Consumer Driven Contract | <input checked="" type="checkbox"/> New Contract/Agreement |
| <input type="checkbox"/> Memorandum of Understanding | <input type="checkbox"/> Amendment to Existing Contract |
| <input type="checkbox"/> Affiliation or Preceptor | <input type="checkbox"/> Service/Maintenance |
| <input type="checkbox"/> BAA/DUA | <input type="checkbox"/> IT/Software License Agreement |
| <input type="checkbox"/> Pooled Contract | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Renewal of Existing Contract | <input type="checkbox"/> Other <input type="text"/> |

Justification/Purpose of Contract/Description of Services Being Provided * (?)

The purpose of the contracted grant is to mitigate and respond to the negative impacts incurred by the COVID-19 pandemic by partnering with the Department to expand access of Interventional and Transitional Services for Children and Families and promote healthy childhood environments through the RISE Program. The RISE Program, will support children with intellectual and developmental disabilities and their families, enhance early intervention services for children, and provide evidence-based therapies for children with autism and developmental delays to children and families most impacted by the COVID-19 pandemic that meet the age requirements for the Program and have expressed an interest in participating in the services offered.

Contract Owner*

Dr. Evanthe Collins

Previous History of Contracting with Vendor/Contractor*

Yes No Unknown

Please add previous contract dates and what services were provided*

The Harris Center has various contractual agreements with Harris County (i.e., ARPA funding) for revenue, affiliations, and professional agreements.

Vendor/Contractor a Historically Underutilized Business (HUB) * (?)

Yes No Unknown

Community Partnership * (?)

Yes No Unknown

Specify Name*

Harris County/ARPA - RISE

Supporting Documentation Upload (?)

24GEN0022_The Harris Center_RISE ARPA ILA_v4.docx

442.13KB

Vendor/Contractor Contact Person**Name***

Don Titcombe, Department of Economic Equity and Opportunity

Address *

Street Address

1001 Preston St, Suite 670

Address Line 2

City

Houston

State / Province / Region

Texas

Postal / Zip Code

77027

Country

USA

Phone Number *

713-755-5000

Email *

don.titcombe@harriscountytx.gov

Budget Section

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number *	Amount Charged to Unit *	Expense/GL Code No. *
3530	\$ 0.00	N/A
Budget Manager Adams-Austin, Mamie	Secondary Budget Manager Kerlegon, Charles	

Provide Rate and Rate Descriptions if applicable * (?)

See attachment.

Project WBS (Work Breakdown Structure) * (?)

N/A

Requester Name

Childs, Margo

Submission Date

2/13/2024

Budget Manager Approval(s)

Approved by

Mamie Adams-Austin

Approval Date

2/13/2024

Procurement Approval

File Upload (?)

Approved by

Sign

Approval Date

Contract Owner Approval

Approved by



Approval Date

2/13/2024

Contracts Approval

Approve*

- Yes
- No, reject entire submission
- Return for correction

Approved by*



Approval Date*

2/13/2024



Annual Renewal Evaluation

Current Fiscal Year Contract Information

Current Fiscal Year

2024

Contract ID#*

6186

Contractor Name*

City of Houston

Service Provided* (?)

City of Houston Acres Home Multi Service Center located at 6719 W. Montgomery, Houston, Texas.

Renewal Term Start Date*

2/5/2024

Renewal Term End Date*

1/31/2025

Term for Off-Cycle Only (For Reference Only)

Agenda Item Submitted For: (?)

- Information Only (Total NTE Amount is Less than \$250,000.00)
- Board Approval (Total NTE Amount is \$250,000.00 or more)
- Grant Proposal
- Revenue
- SOW-Change Order-Amendment#
- Other

Procurement Method(s)*

Check all that Apply

- Competitive Bid
- Request for Proposal
- Request for Application
- Request for Quote
- Interlocal
- Not Applicable (If there are no funds required)
- Competitive Proposal
- Sole Source
- Request for Qualification
- Tag-On
- Consumer Driven
- Other

Contract Description / Type

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract
- Renewal of Existing Contract
- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement
- Lease
- Other

Vendor/Contractor a Historically Underutilized Business (HUB) (?)

- Yes
- No
- Unknown

Contract NTE* (?)

\$ 3,076.20

Rate(s)/Rate(s) Description

Unit(s) Served*

0000 and 4736

G/L Code(s)*

126006

Current Fiscal Year Purchase Order Number*

CT142775/CT143323

Contract Requestor*

Cheksha Govan

Contract Owner*

Lance Britt

File Upload (?)

Evaluation of Current Fiscal Year Performance 

Have there been any significant performance deficiencies within the current fiscal year?*

Yes No

Were Services delivered as specified in the contract?*

Yes No

Did Contractor perform duties in a manner consistent with standards of the profession?*

Yes No

Did Contractor adhere to the contracted schedule?* (?)

Yes No

Were reports, billing and/or invoices submitted in a timely manner?* (?)

Yes No

Did Contractor provide adequate or proper supporting documentation of time spent rendering services for the Agency?* (?)

Yes No

Did Contractor render services consistent with Agency policy and procedures?* (?)

Yes No

Maintained legally required standards for certification, licensure, and/or training?* (?)

Yes No

Renewal Determination 

Is the contract being renewed for next fiscal year with this Contractor?* (?)

Yes No

Renewal Information for Next Fiscal Year 

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number*	Amount Charged to Unit*	Expense/GL Code No.*
4736	\$ 3,076.20	126006

Budget Manager*	Secondary Budget Manager*
Smith, Janai	Hooper Jr., Michael

Provide Rate and Rate Descriptions if applicable* (?)
0.00

Project WBS (Work Breakdown Structure)* (?)
0.00

Fiscal Year* (?)	Amount* (?)
2024	\$ 126,006.00

Next Fiscal Year Not to Exceed Amount for Master Pooled Contracts

Contract Funding Source*
State Grant

Contract Content Changes

Are there any required changes to the contract language?* (?)
 Yes No

Will the scope of the Services change?*
 Yes No

Is the payment deadline different than net (45)?*
 Yes No

Are there any changes in the Performance Targets?*
 Yes No

Are there any changes to the Submission deadlines for notes or supporting documentation? *
 Yes No

File Upload (?)

Contract Owner

Contract Owner* (?)
Please Select Contract Owner
Lance Britt

Budget Manager Approval(s)

Approved by

Janae Lynette Smith

Contract Owner Approval



Approved by

Lance Britt

Contracts Approval

Approve *

- Yes
- No, reject entire submission
- Return for correction

Approved by *

Belinda Stude

Approval Date *

2/8/2024

EXHIBIT F-5

Facilities Capital Project Update Q1-FY24

Todd McCorquodale, Director of Facilities Services

Capital Project Updates – Multi-Year

Multi-Year Capital Projects

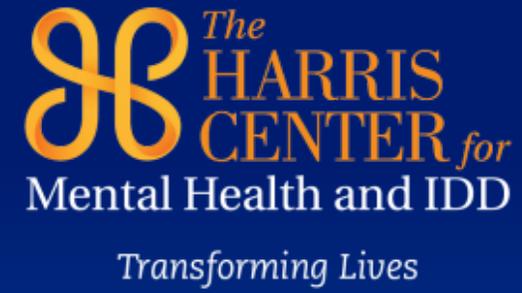
Location	Project	Project Number	Total Budget	FY24 Budget	Completion Project	Progress Overall	Facility Services Status	\$ Total Project Budget	
NPC	Renovations	FM21.1126.02	\$ 6,200,000.00	\$3,481,093.00	FY2024 Q2	80%		\$ 6,200,000.00	
South Loop East RRR (6168)	Apartment Design & Build	FM21.1126.23	\$ 12,117,509.00	\$11,236,472.00	FY2025 Q3	67%	Phase	No. days	Percentage
							I	14	2%
							II	258	33%
							III	180	23%
							IV	173	22%
V	153	20%							
								\$ 12,117,509.00	
Northeast Clinic (New)	Clinic Design & Build	FM21.1126.18	\$ 22,600,000.00	\$3,000,000.00	FY2025 Q4	5%		\$ 1,461,782.00	
Bristow	Renovations	FM24.1126.01	\$ 5,000,000.00	\$1,000,000.00	FY2028 Q4	9%	Fire Panel Replaced / In Design	\$ 1,000,000.00	
Center for Pursuit*	Coffee House 2 Center for Pursuit	FM23.1126.02	\$ 600,000.00	\$ 600,000.00	TBD	33%	Awaiting design decision	\$ 110,000.00	

Capital Project Updates – FY 24 Strategic Goal

Location	Project	Project Number	Total Budget	FY24 Balance	Completion Project	Progress Overall	Facility Services Status	\$ Total Project Budget
Dennis St	Elevator Modernization	FM23.1126.09	\$75,000.00	\$1,145.02	FY2024 Q2	100%	Complete	\$ 75,000.00
SW Garage	Garage Assessment	FM23.1126.10	\$12,000.00	\$0.00	FY2024 Q1	100%	Complete	\$ 12,000.00
Southwest 9401	Loading Dock Foundation Repair	FM24.1126.02	\$500,000.00		FY2024 Q2	50%	Quotes Received, in Review	\$ 500,000.00
6160 RRR	Roof Repair/Completion	FM24.1126.03	\$60,000.00		FY2024 Q3	67%	Scheduling, WX dependent	\$ 60,000.00
Westbury House	Kitchen Remodel update	FM24.1126.04	\$60,000.00		FY2024 Q4	17%	In Design	\$ 60,000.00
9401 Garage	Exit Gate Improvements	FM24.1126.05	\$60,000.00		FY2024 Q3	67%	In Procurement phase	\$ 60,000.00
Dennis St. / IL	Kitchen Update	FM24.1126.06	\$12,000.00		FY2024 Q3	3%	HVAC replaced / Self Performed work scheduled	\$ 12,000.00
Bristow	Elevator Modernization	FM24.1126.01	\$84,582.50	\$47,807.50	FY2024 Q3	67%	Waiting on Parts to be delivered	\$84,582.50
Southwest	Sign Replacement **	FM24.1126.07	\$160,000.00		FY2024 Q3	63%	Quotes Received, in Review	\$ 160,000.00

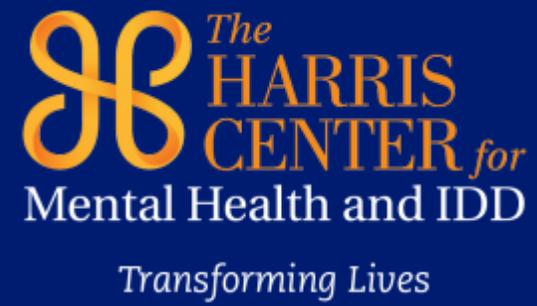
Request to Capitalize

Non-Capitalized Projects Completed in FY24					
Location	Project	Project Number	FY24 Expense	Completion Project	Progress Overall
SE Clinic	Sewer Line replacement	ERFY24-001	\$ 19,960.00	Q1	100%
RRR	Kitchen Sewer Repair	ERFY24-002	\$ 6,185.00	Q1	67%
RRR	Freezer Repair	ERFY24-003	\$ 1,199.00	Q1	100%
Dennis Street	Fire Panel Replacement - Obsolete	ERFY24-005	\$ 13,100.00	Q1	100%
SW Clinic	2nd Floor Sensory Room	ERFY24-007	\$ 23,000.00	Q1	100%
Barbarella	Fire Panel Replacement	ERFY24-009	\$ 3,100.00	Q1	100%
9401 SWF	Emergency Lighting Insp/Repairs	ERFY24-011	\$ 24,500.00	Q2	100%
Humble	Fire Panel Replacement - Obsolete	ERFY24-013	\$ 5,800.00	Q2	100%
Dennis Street	Emergency Lighting Insp/Repairs - Occupancy Permit	ERFY24-014	\$ 4,850.00	Q2	100%
Southeast	unit 2 replacement	ERFY24-015	\$ 25,378.00	Q2	100%
Southeast	unit 3 replacement	ERFY24-016	\$ 18,458.00	Q2	100%
Northwest	unit 10 replacement	ERFY24-017	\$ 16,407.00	Q2	100%
SE Clinic	unit 6 replacement	ERFY24-018	\$ 49,000.00	Q3	
			\$ 210,937.00		



Thank You

EXHIBIT F-6



HR Update

Joe Gorczyca

VP, HR

March 2024

Agenda

Total Rewards

Employee Engagement

Action Plans

Key Metrics

Employee Discussion Forums



Employee Compensation Journey

FY2019

FY2020

FY2021

FY2022

FY2023

FY2024

✓ Phase I
Market Increase
\$5.8M

✓ Performance
Award
\$2.7M

\$8.5
Million

✓ Merit Increase
\$1.7M

✓ Performance
Award
\$1.1M

\$2.8
Million

✓ Phase II
Market Increase
\$4.8M

✓ Performance
Award
\$3.0M

\$7.8
Million

✓ Phase III
Market Increase
\$13.3M

✓ Merit Increase
\$1.8M

\$15.1
Million

✓ Ongoing Review
Market Increase
\$0.6M

✓ Performance
Award
\$3.2M

\$3.8
Million

✓ Ongoing Review
Market Increase

✓ Merit Increase
\$2.5M
✓ Performance
Award
\$0.6M

\$3.1
Million

Total Compensation Investment: **\$41.1 Million**

Compensation

Category	2022	2023	2024
Minimum Hourly Rate	\$12.30	\$15.00	\$17.50
Annual Salary	\$24,850	\$30,300	\$35,350
% Increase		21.9%	16.7%

We have provided meaningful increases averaging 19.3% each of the past two years for lower salary employees

Employee Benefits - Retirement

FY2019

FY2020

FY2021

FY2022

FY2023

✓ Retirement Contribution
\$ 5.8M

✓ Retirement Matching
\$ 2.5M

\$8.3
Million

✓ Retirement Contribution
\$ 6.8M

✓ Retirement Matching
\$ 2.2M

\$9.0
Million

✓ Retirement Contribution
\$ 6.8M

✓ Retirement Matching
\$ 3.4M

\$10.2
Million

✓ Retirement Contribution
\$ 8.7M

✓ Retirement Matching
\$ 5.2M

\$13.9
Million

✓ Retirement Contribution
\$ 9.0M

✓ Retirement Matching
\$ 5.8M

\$14.8
Million

Retirement Contribution Total
\$ 37.1M (5%)

Retirement Matching Total
\$ 19.1M (up to 5%)

Total Employer Contributions: \$ 56.2 Million

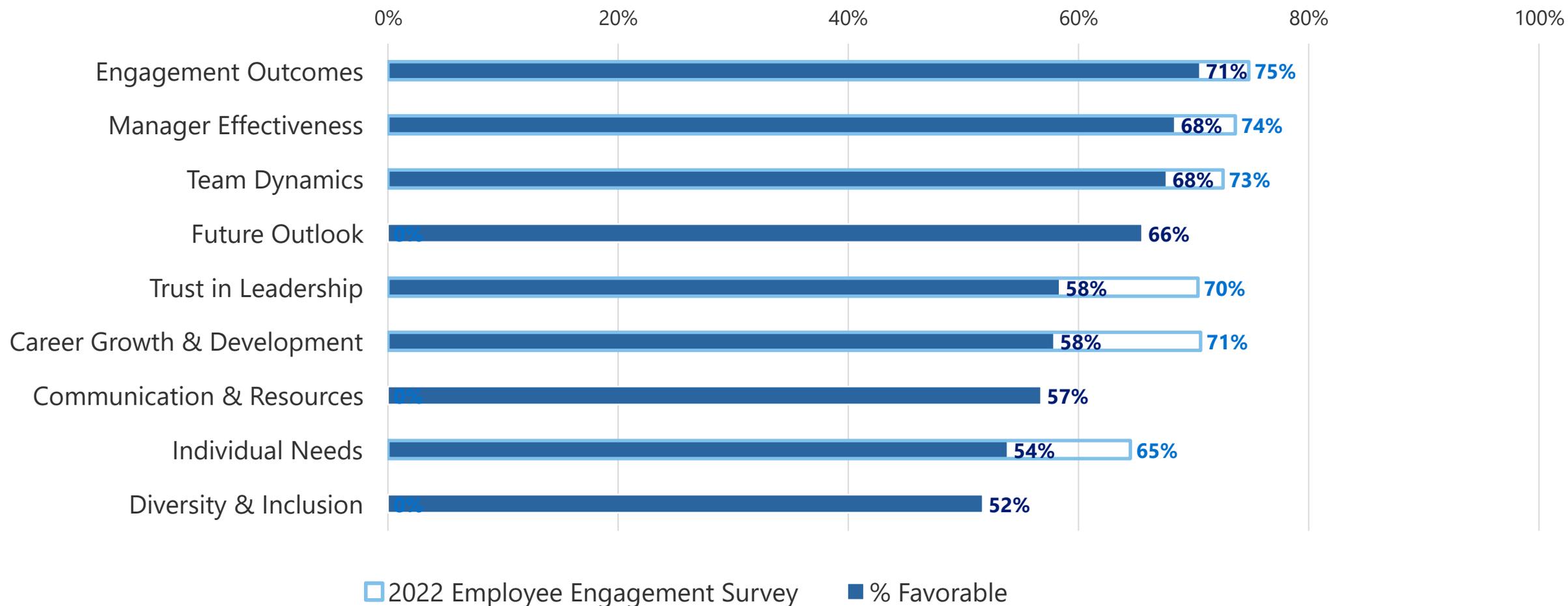
Total Rewards for Our Employees

Item	Annual Amount
Compensation <ul style="list-style-type: none"> • Base Salary • Merit Increase (e.g. 2.0%) • Performance Award (e.g. 1.0%) Total Compensation	\$55,000 1,100 550 \$56,650
Benefits <ul style="list-style-type: none"> • Medical Premium (80% covered by agency) • Insurance – Core Life, Core AD&D, LT Disability (100% by agency) • Employee Assistance Program (100% by agency) • Retirement – Employer Contribution (5%) • Retirement – Employer Matching (up to 5%) • PTO (e.g. 5.6 weeks min) Total Potential Benefits	\$6,250 600 750 2,750 2,750 5,920 \$19,020
TOTAL REWARDS	\$75,670

Example Employee
 \$55,000 base
 7 years tenure

Additional value of Medical premium discount (Employee + Family): \$12,400

Employee Engagement Categories | Favorable %



Notes:

Future Outlook, Communication & Resources, Diversity & Inclusion remained the same in favorability

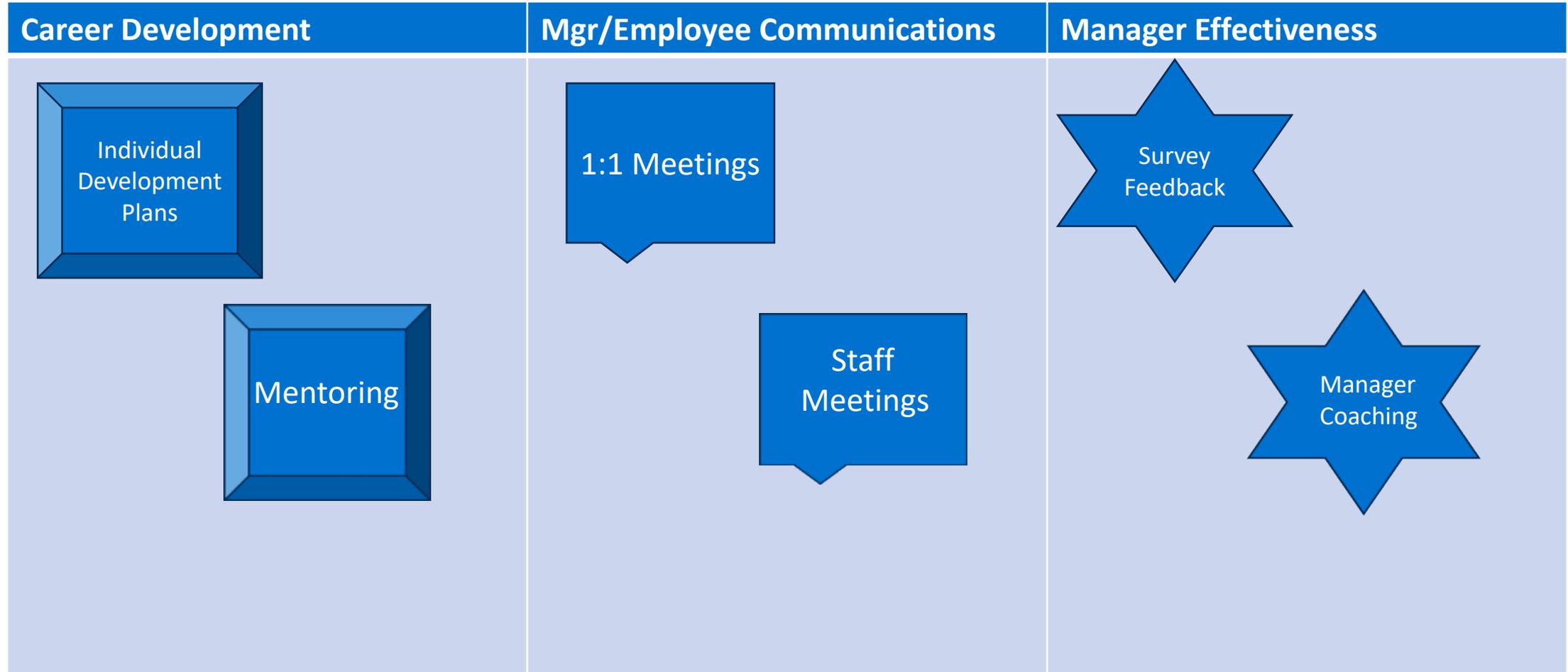
Engagement / Communications / Recognition

Current Activities / Initiatives

Engagement	Communications	Recognition
 <p>Employee Surveys</p>  <p>Inclusion Hub</p>  <p>Leadership Development Institute</p>	 <p>Leadership Meetings</p>  <p>Townhall Meetings</p>  <p>CEO Videos</p>	 <p>Employee Recognition Event</p>  <p>Employee Birthday Cards</p>  <p>Special Appreciation Days</p>

Action Plans

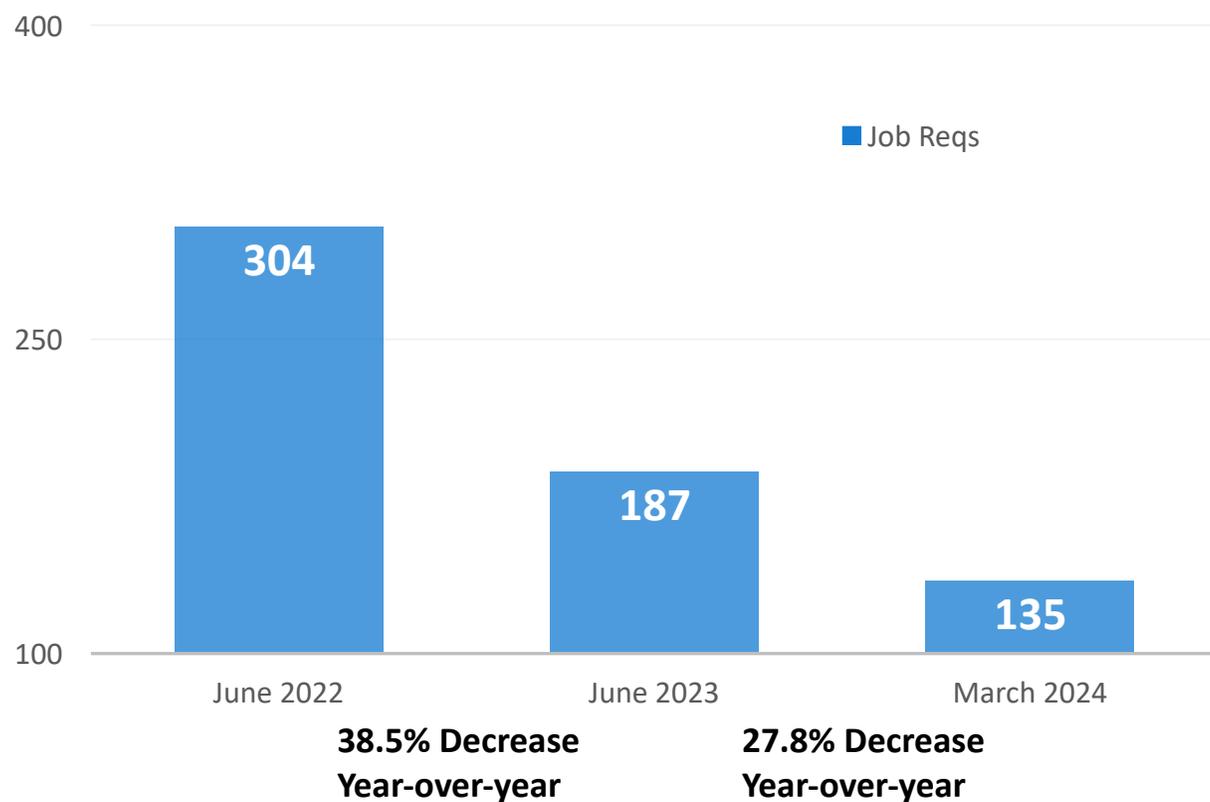
Action Plans based on employee needs



Staffing

Updates on Acquiring Talent

Progress | Decreased Job Requisitions



Focusing on Academic Partnerships

We currently have 64 academic partnerships
University & Colleges

(19) Hispanic Serving Institutions

- University of Houston
- Texas State University
- Our Lady of the Lake University

(3) Historically Black Colleges & Universities

- Texas Southern University
- Prairie View A&M University
- Simmons University

Additional efforts on process to improve serving more languages

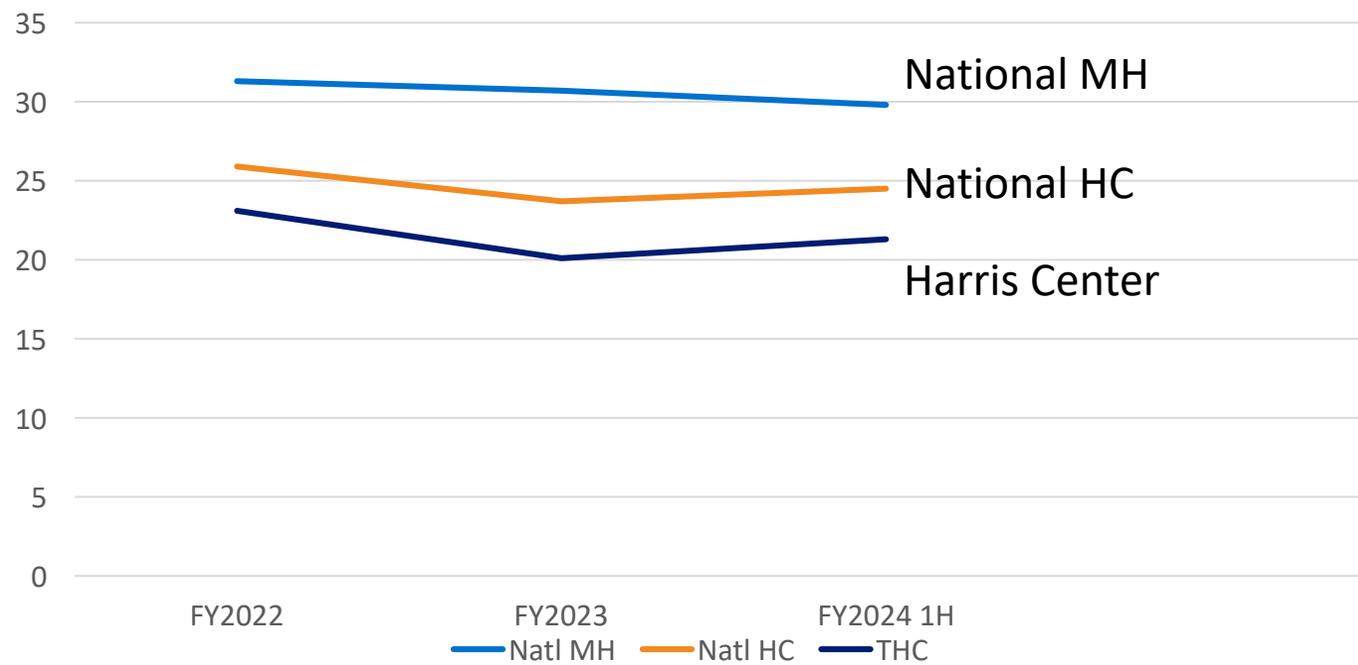
Employee Demographic Comparison

Compensation	Total # FTEs	%Asian + Other	# Asian + Other	% Black	# Black	% Hispanic	# Hispanic	% White	# White
The Harris Center	2332	8.36%	195	52.87%	1233	22.47%	524	16.30%	380
Harris Health		14.8%		46.0%		16.3%		23.0%	
Legacy Healthcare		10.0%		12.0%		15.0%		63.0%	
National BH		9.5%		11.3%		12.2%		67.0%	

Sources: Harris Health website; Legacy Healthcare website; NSI National Healthcare Report

Turnover Rate Comparison

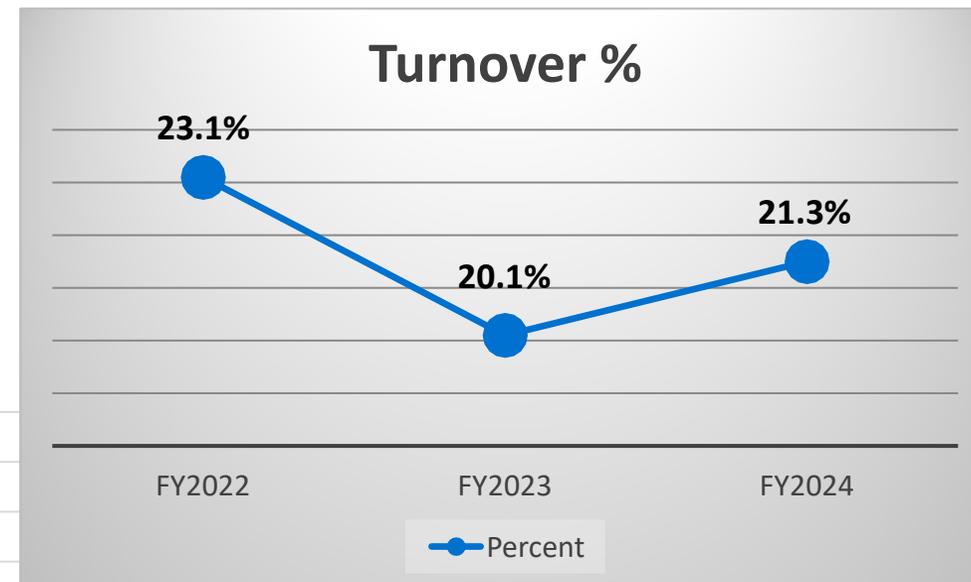
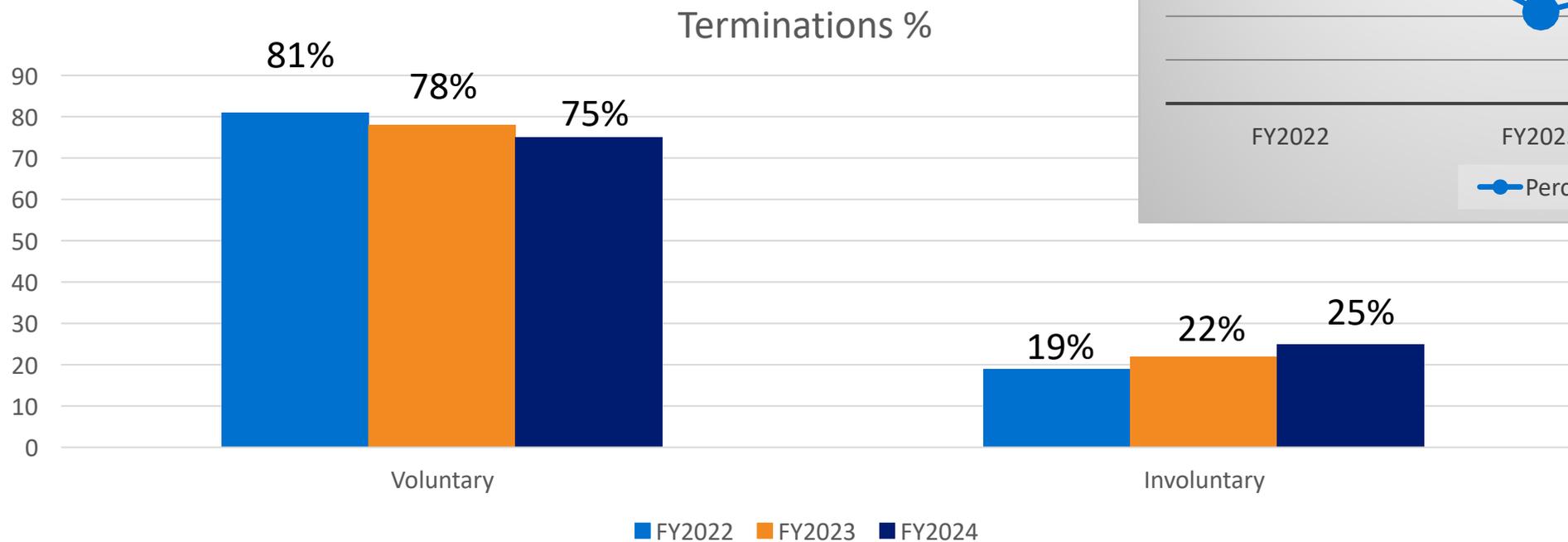
Turnover Rates	FY2022	FY2023	FY2024 1H Sept '23-Feb '24
National Mental Health	31.3%	30.7%	29.8%
National Healthcare	25.9%	23.7%	24.5%
Harris Center	23.09%	20.08%	21.3%



Sources: NSI National Healthcare and RN Staffing Report
Open Minds National Turnover Report

Turnover

Voluntary vs. Involuntary



FY2024 projected based on actuals for Sept '23 – Feb '24

Turnover Reasons / Exit Data

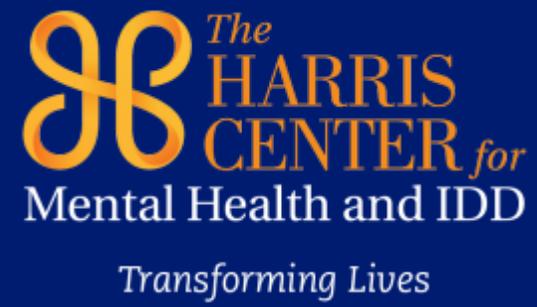
Voluntary Terminations	Involuntary Terminations
Career Opportunity	Policy Violations
Personal / Medical	Misconduct
Manager Support	Job Abandonment
Working Conditions	Performance

Areas of Focus

- Career Development
- Manager / Employee Communications

Employee Discussion Forums





Thank You!

EXHIBIT F-7

Status **Pending** PolicyStat ID **15463012**



Origination	N/A	Owner	Charles Kerlegon
Last Approved	N/A	Area	Leadership
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	N/A		
Next Review	1 year after approval		

Intellectual and Developmental Disabilities Division Intermediate Care Facilities (ICF-IID)

1. PURPOSE:

The purpose of this document is to establish clear guidelines for the inclusion, treatment, and care Individuals with Intellectual and Developmental Disabilities (IDD) Division residing at a Harris Center Intermediate Care Facilities for IDD (ICF-IID).

2. POLICY

~~The~~ ~~It is the policy of the~~ Harris Center ~~is committed to fostering~~ ~~to foster~~ an inclusive and safe treatment environment that supports ~~and~~, empowers ~~individuals with Intellectual and Developmental Disabilities (IDD) to lead fulfilling lives. Our policies and practices are designed to uphold~~ ~~and upholds~~ the dignity, rights, and well-being of all individuals with IDD, ensuring their full participation in all aspects of our programs and services. The Harris Center adheres to state and federal guidelines and regulations to promote the highest standards of care and support for individuals with IDD.

(a) "ICF/IID services" means those items and services furnished in an intermediate care facility for Individuals with Intellectual Disabilities if the following conditions are met:

- (1) The facility fully meets the requirements for a State license to provide services that are above the level of room and board;
- (2) The primary purpose of the ICF/IID is to furnish health or rehabilitative services to persons with Intellectual Disability or persons with related conditions;

3. APPLICABILITY/SCOPE:

This [policy](#) applies to all Harris Center ICF/IDD [programs, staff and](#) residents.

4. REGULATORY/REFERENCE DOCUMENTS:

~~CFR Title 42, Chapter IV Subchapter G Part 483.400-483.480 Subpart I-~~ Conditions of Participation for Intermediate Care Facilities for Individuals with Intellectual Disabilities, [42 CFR Ch. IV, Subch. G, Part 483, Subpart I-Health Care Services](#)

Commission on Accreditation of Rehabilitation Facilities (CARF)

~~Title 26 Part I Tex Administrative Code Health and Human Services Chapter 261~~ Intermediate Care Facilities for Individuals with ~~an~~ Intellectual Disability or Related Conditions (ICF/IDD ~~program-contracting Subchapter A General Requirements~~) [Program Contracting, Title 26 Part I Texas Administrative Code Chapter 261](#)

[Intermediate Care Facilities for Individuals with an Intellectual Disability or Related Conditions](#), Title 26 Part I Tex Administrative Code ~~Health and Human Services Chapter 551~~ ~~Intermediate Care Facilities for Individuals with an Intellectual Disability or Related Conditions (ICF/IDD program-contracting Subchapter A~~ Introduction Rule 551.2 Scope

5. DEFINITIONS:

~~CARF (Commission on Accreditation of Rehabilitation Facilities):~~ Accredits a variety of human services providers, including those offering rehabilitation services for individuals with disabilities or special needs. Accreditation signifies that an organization has met established standards for quality and is committed to continuous improvement in the services it provides.

~~Code of Federal Regulations (CFR):~~ Regulations issued by federal agencies that outline rules and requirements the organization must follow to comply with federal laws and standards including Intellectual and Developmental Disabilities (IDD).

~~Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IDD):~~ Residential facilities that provide care and services to individuals with intellectual disabilities or related

~~conditions. The term "facility serving persons with an intellectual disability or related conditions," when used the TAC, means an establishment or home that provides food, shelter, and treatment or services to four or more persons who are unrelated to the owner; is primarily for the diagnosis, treatment, or rehabilitation of persons with an intellectual disability or related conditions; and provides in a protected setting continuous evaluation, planning, 24-hour supervision, and coordination and integration of health or rehabilitative services to help each resident function at the resident's greatest ability.~~

~~Long-term Care Facilities:~~ Facilities consisting of residential settings that provide care and support for individuals who require assistance with daily activities due to aging, chronic illness, disability, or other conditions.

~~Texas Administrative Code (TAC):~~ The TAC is a compilation of all administrative rules adopted by state

~~agencies in Texas. It outlines the regulations and standards that govern various aspects of public services, including healthcare, social services, education, and more. The TAC provides guidance on compliance requirements for organizations operating in Texas.~~

~~6. PROCEDURES:~~

7. RELATED POLICIES/FORMS: ~~(Procedure must list the~~

~~Agency Related Policy)~~

Qualified Intellectual Disabilities Professional (QIDP) Policy

Dietetic Services for Intermediate Care Facilities for IDD (ICF-IID)

Dietetic Services for Intermediate Care Facilities for IDD (ICF-IID)

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	03/2024
Legal Review	Kendra Thomas: Counsel	03/2024
Departmental Review	Keena Pace: Exec	03/2024
Initial Assignment	Charles Kerlegon	03/2024

EXHIBIT F-8

Status **Pending** PolicyStat ID **15464586**



Origination	N/A
Last Approved	N/A
Effective	Upon Approval
Last Revised	N/A
Next Review	1 year after approval

Owner	Charles Kerlegon
Area	Leadership
Document Type	Agency Policy

Dental Services for Intermediate Care Facilities for IDD (ICF-IID)

1. PURPOSE:

The purpose of this policy is to establish clear guidelines for Dental Services to assume responsibility for dental services for consumers residing at a Harris Center Intermediate Care Facilities for IDD (ICF-IDD).

2. POLICY:

It is the policy of the Harris Center to establish requirements to ensure the arrangement and provision of medically necessary dental services for consumers residing at a Harris Center Intermediate Care Facilities for IDD (ICF-IDD).

3. APPLICABILITY/SCOPE:

This applies to all Harris Center ICF/IID residents.

~~4. RELATED POLICIES/FORMS (for reference only):~~

~~5. PROCEDURE:~~

~~a) Standard: Dental services.~~

~~1) The Harris Center shall provide or make arrangements for comprehensive diagnostic and treatment services for each consumer from qualified personnel, including licensed dentists and dental hygienists~~

~~either through organized dental services in-house or through arrangement.~~

~~(2) If appropriate, dental professionals must participate, in the development, review and update of an individual program plan as part of the interdisciplinary process either in person or through written report to the interdisciplinary team.~~

~~(3) The Harris Center shall provide education and training in the maintenance of oral health.~~

~~(f) Standard: Comprehensive dental diagnostic services. Comprehensive dental diagnostic services include=~~

~~(1) A complete extraoral and intraoral examination, using all diagnostic aids necessary to properly evaluate the consumer's oral condition, not later than one month after admission to the Harris Center (unless the examination was completed within twelve months before admission);~~

~~(2) Periodic examination and diagnosis performed at least annually, including radiographs when indicated and detection of manifestations of systemic disease; and~~

~~(3) A review of the results of examination and entry of the results in the consumer's dental record.~~

~~(g) Standard: Comprehensive dental treatment. The Harris Center shall ensure comprehensive dental treatment services that include=~~

~~(1) The availability for emergency dental treatment on a 24-hour-a-day basis by a licensed dentist; and~~

~~(2) Dental care needed for relief of pain and infections, restoration of teeth, and maintenance of dental health.~~

~~(h) Standard: Documentation of dental services.~~

~~(1) The Harris Center shall obtain a dental summary of the results of dental visits and maintain the summary in the consumer's living unit.~~

~~6. REFERENCES: RULES/REGULATIONS/ STANDARDS:~~

~~Conditions of Participation for Intermediate Care Facilities for Individuals with Intellectual Disabilities-
Health Care Services, 42 C.F.R. 483.460(e)-(g)~~

~~Title 22 Tex Administrative Code. Chapter 5. Health and Human Services Commission~~

~~DEFINITIONS:~~

7. DEFINITIONS:

Comprehensive dental diagnostic services: Comprehensive dental diagnostic services refer to a thorough and systematic evaluation of a patient's oral health status, typically conducted by a licensed dentist or dental professional. These services involve a comprehensive assessment of the patient's dental and oral structures to identify existing issues, determine treatment needs, and develop an individualized treatment plan.

Dental Services: Dental services encompass a wide range of preventive, diagnostic, therapeutic, and rehabilitative oral health care provided by licensed dental professionals to patients.

Documentation of dental services: Documentation of dental services refers to the process of recording detailed information about the care provided to a patient during a dental visit. Proper documentation is essential for maintaining accurate and complete patient records, ensuring continuity of care, facilitating communication among healthcare providers, and supporting billing and reimbursement processes.

ICF/IID Facility (Intermediate Care Facility for Individuals with Intellectual Disabilities): An ICF/IID facility is a residential care setting that provides 24-hour support and services to individuals with intellectual and developmental disabilities. These facilities offer a range of medical, therapeutic, and habilitative services to promote the well-being and quality of life of residents.

The State Board of Dental Examiners: The State Board of Dental Examiners sets standards, roles, and requirements for dental personnel and practice settings in their state.

8. RELATED POLICIES/FORMS:

9. PROCEDURE:

a) Standard: Dental services.

(1) The Harris Center shall provide or make arrangements for comprehensive diagnostic and treatment services for each consumer from qualified personnel, including licensed dentists and dental hygienists either through organized dental services in-house or through arrangement.

(2) If appropriate, dental professionals must participate, in the development, review and update of an individual program plan as part of the interdisciplinary process either in person or through written report to the interdisciplinary team.

(3) The Harris Center shall provide education and training in the maintenance of oral health.

b) Standard: Comprehensive dental diagnostic services. Comprehensive dental diagnostic services include—

(1) A complete extraoral and intraoral examination, using all diagnostic aids necessary to properly evaluate the consumer's oral condition, not later than one month after admission to the Harris Center (unless the examination was completed within twelve months before admission);

(2) Periodic examination and diagnosis performed at least annually, including radiographs when indicated and detection of manifestations of systemic disease; and

(3) A review of the results of examination and entry of the results in the consumer's dental record.

c) Standard: Comprehensive dental treatment. The Harris Center shall ensure comprehensive dental treatment services that include—

(1) The availability for emergency dental treatment on a 24-hour-a-day basis by a licensed dentist; and

(2) Dental care needed for relief of pain and infections, restoration of teeth, and maintenance of dental

health.

d) Standard: Documentation of dental services.

(1) The Harris Center shall obtain a dental summary of the results of dental visits and maintain the summary in the consumer's living unit.

10. REFERENCES: RULES/REGULATIONS/STANDARDS:

Conditions of Participation for Intermediate Care Facilities for Individuals with Intellectual Disabilities-Health Care Services, 42 C.F.R. 483.460(e)-(g)

State Board of Dental Examiners, 22 TAC, Part 5

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	03/2024
Legal Review	Kendra Thomas: Counsel	03/2024
Departmental Review	Keena Pace: Exec	03/2024
Initial Assignment	Charles Kerlegon	03/2024

EXHIBIT F-9

Status **Pending** PolicyStat ID **15462949**



Origination	N/A	Owner	Charles Kerlegon
Last Approved	N/A	Area	Leadership
Effective	Upon Approval	Document Type	Agency Policy
Last Revised	N/A		
Next Review	1 year after approval		

Qualified Intellectual Disabilities Professional (QIDP) Policy

1. PURPOSE:

The purpose of this policy governing Qualified Intellectual Disabilities Professionals (QIDP) is to establish comprehensive guidelines and standards for the effective role of QIDPs in delivering high-quality services to individuals with intellectual and developmental disabilities. This policy is designed to fulfill critical objectives, ensuring the well-being, rights, and tailored support of residents residing at any of The Harris Center Intermediate Care Facilities for IDD (ICF-IID).

2. POLICY:

It is the policy of the Harris Center to define competency-based responsibilities for QIDPs and ensure services are provided by QIDPs who are operating within the scope of their license, job description and state and federal rules and laws.

3. APPLICABILITY/SCOPE:

This policy is applicable to all QIDPs ~~operating~~working within The Harris Center Intermediate Care Facilities for IDD (ICF-IID) and outlines the standards governing their responsibilities.

4. DEFINITIONS

Qualified Intellectual Disability Professional (QIDP)- A person who has at least one year of experience working directly with persons with an intellectual disability or related conditions and is either a Doctor of medicine or osteopathy, a registered nurse, or an individual who holds at least a bachelor's degree in one of the following areas: (1) occupational therapy; (2) physical therapy; (3) social work; (4) speech-

language pathology or audiology; (5) recreation or a specialty such as art, dance, music, or physical education; (6) dietetics; or (7) human services, such as sociology, special education, rehabilitation counseling, or psychology.

5. RELATED POLICIES/FORMS ~~(for reference only):~~

~~This policy adheres to all relevant legal and regulatory frameworks, including but not limited to, 42 CFR 483.440 – Condition of Participation: Active Treatment Services, and 26 Tex. Admin. Code § 551.42– Standards for a Facility, to ensure compliance with applicable laws and standards as well as roles and responsibilities outlined in the federal and state requirements.~~

6. PROCEDURE:

Procedures: The Qualified Intellectual Disability Professional (QIDP) is responsible for orchestrating all aspects of the active treatment effort, including the creation of Individualized Program Plans (IPPs) tailored to meet the unique needs of individual residents.

The QIDP is expected to:

- Effectively coordinate internal and external program services and supports to facilitate the acquisition of resident skills and adaptive behaviors.
- Promote competent interactions between residential staff and clients in program implementation and behavior management.
- Coordinate and monitor active treatment programs, including:
- Routinely observe clients across settings in program areas to assess the effectiveness of program implementation and the consistency of training efforts, making timely modifications to facilitate the achievement of desired skills or goals.
- Routinely interact with program staff across settings to assist in determining the effectiveness and continued relevance of program plans in meeting identified client needs.
- Determine the need for program revision based on client performance.
- Identify inconsistencies in training approaches or programs not being implemented as written and facilitate the resolution of these inconsistencies.
- Ensure follow-up occurs for any recommendations for services, equipment, or programs ~~to ensure~~so that needed services and supplies are provided promptly to meet the client's needs.
- Ensure each resident receives a continuous active treatment program consisting of needed interventions and services in sufficient number and frequency to support the achievement of objectives identified in the IPP, as identified by the interdisciplinary team.
- Ensure each resident's IPP is reviewed at least annually by a qualified intellectual disability professional (QIDP) and revised as necessary, including situations in which a resident has successfully completed an objective identified in the IPP.

7. REFERENCES: RULES/REGULATIONS/STANDARDS:

Definition: ~~Qualified Intellectual Disability Professional (QIDP): A professional staff member specializing in working with individuals with intellectual and developmental disabilities in community homes.~~

Condition of Participation: Active Treatment Services, 42 CFR 483.440

Intermediate Care Facilities for Individuals with IDD or Related Conditions- Standards for Licensure: Standards for a Facility, 26 Tex. Admin. Code § 551.42

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	03/2024
Legal Review	Kendra Thomas: Counsel	03/2024
Departmental Review	Keena Pace: Exec	03/2024
Initial Assignment	Charles Kerlegon	03/2024

EXHIBIT F-10

Status **Pending** PolicyStat ID **15467059**



Origination	N/A
Last Approved	N/A
Effective	Upon Approval
Last Revised	N/A
Next Review	1 year after approval

Owner	Charles Kerlegon
Area	Leadership
Document Type	Agency Policy

Dietetic Services for Intermediate Care Facilities for IDD (ICF-IID)

1. PURPOSE:

The purpose of this policy is to provide guiding principles for food and nutrition services at Harris Center Intermediate Care Facilities(ICF-IID) for Individuals with Intellectual and Developmental Disabilities (IDD)

2. POLICY:

It is the policy of the Harris Center to support the health and well-being of our consumers by delivering dietetic services based on the individual needs of our consumers and in compliance with state and federal rules and laws.

3. APPLICABILITY/SCOPE:

This policy applies to all Harris Center ICF-IID facilities serving persons with Intellectual and Developmental Disabilities or persons with related conditions.

4. RELATED POLICIES/FORMS ~~(for reference only)~~:

5. PROCEDURE:

(a) Standard: Food and nutrition services.

(1) Each consumer shall receive a nourishing, well-balanced diet that meets each resident's [\[MS1\]](#) daily

nutritional and special dietary needs, including modified and specially-prescribed diets.

(2) The Harris Center shall employ or contract with a qualified dietician licensed by the Texas State Board of Examiners of Dietitians either full-time, part-time, or on a consultant basis at the facility's discretion.

(3) The consumer's interdisciplinary team, including, but not limited to, a qualified dietitian, nurse, and physician, must prescribe all modified and special diets including those used as a part of a program to manage inappropriate consumer behavior.

A physician may delegate the task of writing dietary orders to a qualified dietitian who:

- (1) is acting within the scope of practice; and
- (2) is under the supervision of the physician.

Nurses will monitor health risks and information to ensure the welfare and safety of the individuals.

(4) Foods proposed for use as a primary reinforcement of adaptive behavior are evaluated in light of the consumer's nutritional status and needs.

(5) Unless otherwise specified by medical needs, the diet must be prepared at least in accordance with the latest edition of the recommended dietary allowances of the Food and Nutrition Board of the National Research Council, National Academy of Sciences, adjusted for age, sex, disability and activity.

(b) Standard: Meal services.

(1) Each consumer shall receive at least three meals daily, at regular times comparable to normal mealtimes in the community with—

- (i) Not more than 14 hours between a substantial evening meal and breakfast of the following day, except on weekends and holidays when a nourishing snack is provided at bedtime, 16 hours may elapse between a substantial evening meal and breakfast; and
- (ii) Not less than 10 hours between breakfast and the evening meal of the same day, except as provided above.

(2) Food shall be served—

- (i) In appropriate quantity;
- (ii) At appropriate temperature;
- (iii) In a form consistent with the developmental level of the consumer; and (iv) With appropriate utensils.

(3) Food served to consumers individually and uneaten must be discarded.

(c) Standard: Menus.

(1) Menus shall—

- (i) Be prepared in advance;
 - (ii) Provide a variety of foods at each meal;
 - (iii) Be different for the same days of each week and adjusted for seasonal changes
 - (iv) Include the average portion sizes for menu items.
 - (v) Be written for each type of diet ordered
 - (vi) Meet the nutritional needs of residents in accordance with established national guidelines
 - (vi) be approved by the qualified dietitian and made readily available to dietary service personnel and the supervisor of nursing service. To be current, the diet manual must be no more than five years old.
 - (vii) posted weekly in a convenient location so employees responsible for meals can use it and residents see it.
 - (viii) must be approved annually.
- (2) A dietary consultant must approve each menu with a list of allowable substitutions as meeting one-third of the recommended daily dietary allowance. The approval must be dated before the date the meal is served. The Harris Center may not deviate from the approved menu and its allowable substitutions unless a therapeutic medical diet is being provided.
- (3) Menus for food actually served must be kept on file for 30 days, including substitutions and food purchased.
- (a) A list of residents receiving special diets and a record of their diets must be kept in the dietary area for at least 30 days.
- (3) Residents have a right to make personal dietary choices.
- (d) Standard: Dining areas and service. The Harris Center shall—
- (1) Serve meals for all consumers, including persons with ambulation deficits, in dining areas, unless otherwise specified by the interdisciplinary team or a physician;
 - (2) Provide table service for all consumers who can and will eat at a table, including consumers in wheelchairs;
 - (3) Equip areas with tables, chairs, eating utensils, and dishes designed to meet the developmental needs of each consumer;
 - (4) Supervise and staff dining rooms adequately to direct self-help dining procedure, to assure that each consumer receives enough food and to assure that each consumer eats in a manner consistent with his or her developmental level: and
 - (5) Ensure that each consumer eats in an upright position, unless otherwise specified by the interdisciplinary team or a physician.
- (e) Standard: Food Safety & Handling

- (1) Dietary service personnel must be in good health and practice hygienic food-handling techniques. Persons with symptoms of communicable diseases or open, infected wounds may not work.
- (2) Dietary service personnel must wear clean, washable garments, wear hair coverings or clean caps, and have clean hands and fingernails.
- (3) The facility and all food service personnel must meet the standards imposed by local, state, and federal codes regarding food and food handling.
- (4) Food temperature must follow guidelines established by local, state, and federal codes regarding food and food handling
- (f) Standard: Staff Training

It will be the responsibility of the staff members to adhere to the operational guidelines of THE HARRIS CENTER's ICF/IID Program.

The following items should be rigidly followed to maximize operations:

- A. The Qualified Intellectual Disabilities Professional (QIDP) will review and verify the Mealtime Checklist completed by the House Manager (HM) and Direct Support Professional (DSP) at least 5 days per week.
- B. The QIDP will conduct initial Dietary training, monitor, and document monthly staff performance with a checklist, will consult with the Registered Dietitian (RD) for any dietary concerns as needed.
- C. The Registered Nurse (RN) will monitor all Health Care services, which includes Dietary to ensure they are provided promptly as per physician's recommendations without delay.
- D. The Program Manager will verify compliance quarterly with the established monitoring schedule.

(f) Standard: Food Intake

- (1) Deviations from normal food and fluid intake must be recorded in the clinical records by the doctor, nurse, or dietitian.
- (2) In-between meals and bedtime snacks, and supplementary feedings, either as a part of the overall comprehensive care plan or as ordered by a physician, including caloric-restricted diets, must be documented using the point, percentage, or other system consistently facility-wide.

6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

[Conditions of Participation: Dietetic Services, 42 CFR 483.480](#)

Approval Signatures

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	03/2024
Legal Review	Kendra Thomas: Counsel	03/2024
Departmental Review	Keena Pace: Exec	03/2024
Initial Assignment	Charles Kerlegon	03/2024

EXHIBIT F-11

Going Far Together; Creating a Collaborative Community Psychiatry Track across Institutions



Lindsey S. Pershern, MD – Director of Residency Training at Baylor College of Medicine

Vineeth John, MD MBA – Director of Residency Training, Vice Chair of Education at UTHealth Houston (McGovern Medical School)

Luming Li, MD MHS – CMO at The Harris Center for Mental Health and IDD

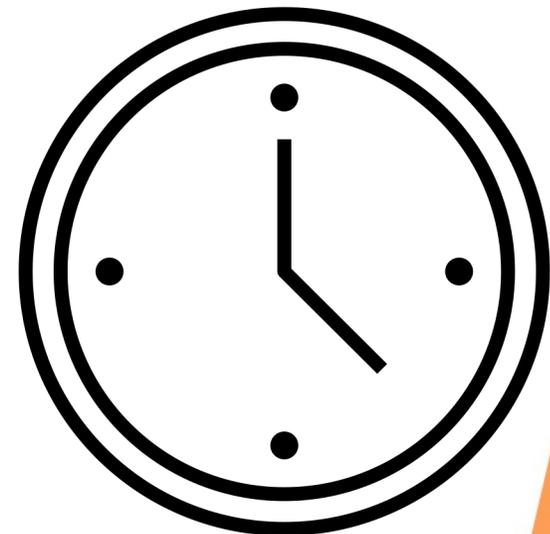
Sylvia Muzquiz, MD – VP of MH Medical Services at The Harris Center for Mental Health and IDD

Hunter Hinman, MD – Chief resident at UTHealth Houston (McGovern Medical School)

Going Far Together; Creating a Collaborative Community Psychiatry Track across Institutions

Our Agenda

- Introductions and Poll of Participants (10 min)
- Presentation of the Baylor College of Medicine/UTHealth Houston/Harris Center collaborative community psychiatry track (30 min)
- Small Group discussion of individual/program barriers to creating a community psychiatry track (15 min)
- Panelist question and answer session (25 min)
- Conclusions and Completion of Whova workshop evaluation (10 min)



What best describes your interest in developing a community psychiatry track?



I am just curious

0%

Stage 1 - I want to know how to start a community track

0%

Stage 2 - I am developing a track but have gotten stuck in planning

0%

Stage 3 - I have a community psychiatry track and want to improve it

0%

Tell us about your role in Psychiatry training

Trainee

0%

Program Administrator

0%

Training Director/Associate Training Director

0%

Education leader in another role

0%

Other

0%

What are your main goals of participation in this workshop?

Nobody has responded yet.

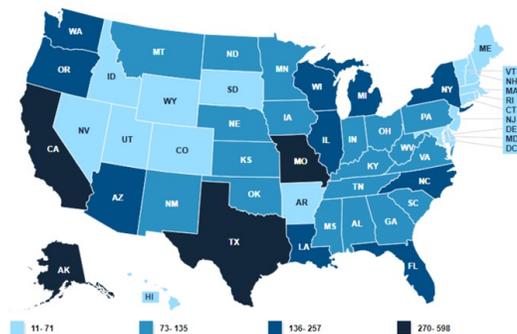
Hang tight! Responses are coming in.

Going Far Together; Creating a Collaborative Community Psychiatry Track across Institutions

Texas Workforce Shortage Crisis

- **98%** of counties in Texas are wholly or partially designated as MHPSA
- **168 of 254 counties (66.1%)** do not have any licensed psychiatrists
- Its getting worse - from 2019-2023, employment in state hospital system decreased by **20%**

Figure 2. Number of Mental Health Care Health Professional Shortage Areas (MHPSA) in Each State, 2022¹⁸



Texas Behavioral Health Workforce Shortage Snapshot

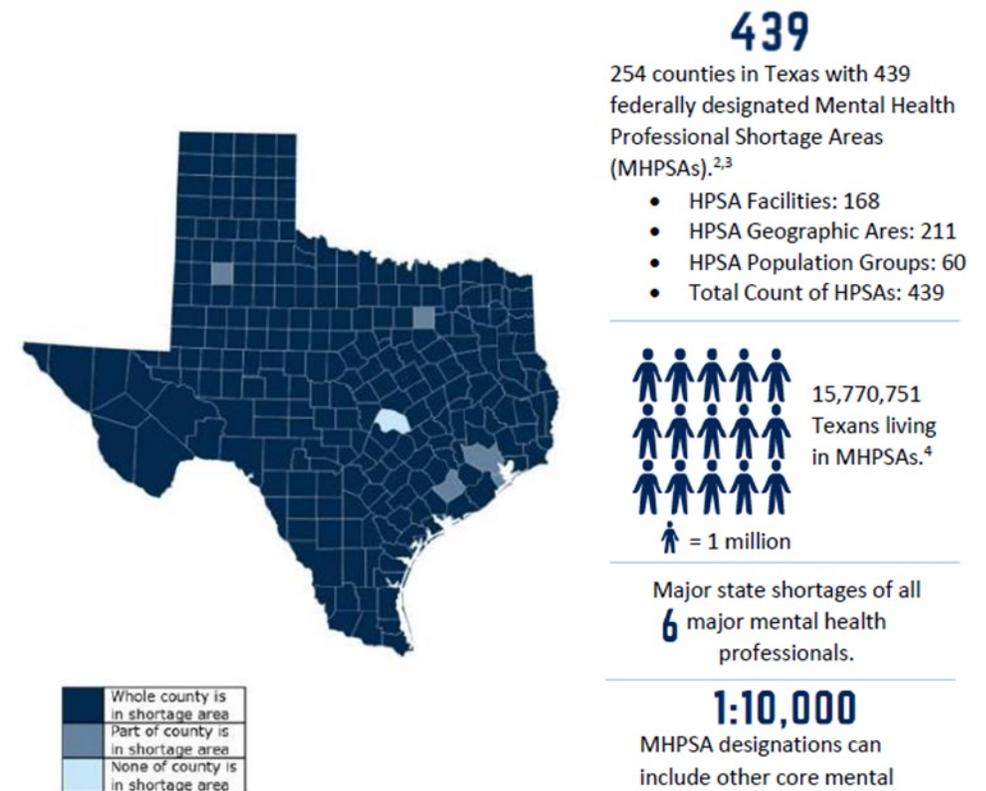


Figure 1. Mental Health Professional Shortage Areas, 2021¹

Going Far Together; Creating a Collaborative Community Psychiatry Track across Institutions

Harris County

Texas Medical Center

- Baylor College of Medicine
- UTHealth Houston

Statewide Behavioral Health Strategic Plan (House Bill 1, 88th legislature 2023)

- Community Psychiatry
Workforce Expansion



Baylor
College of
Medicine

 UTHealth
Houston

Going Far Together; Creating a Collaborative Community Psychiatry Track across Institutions

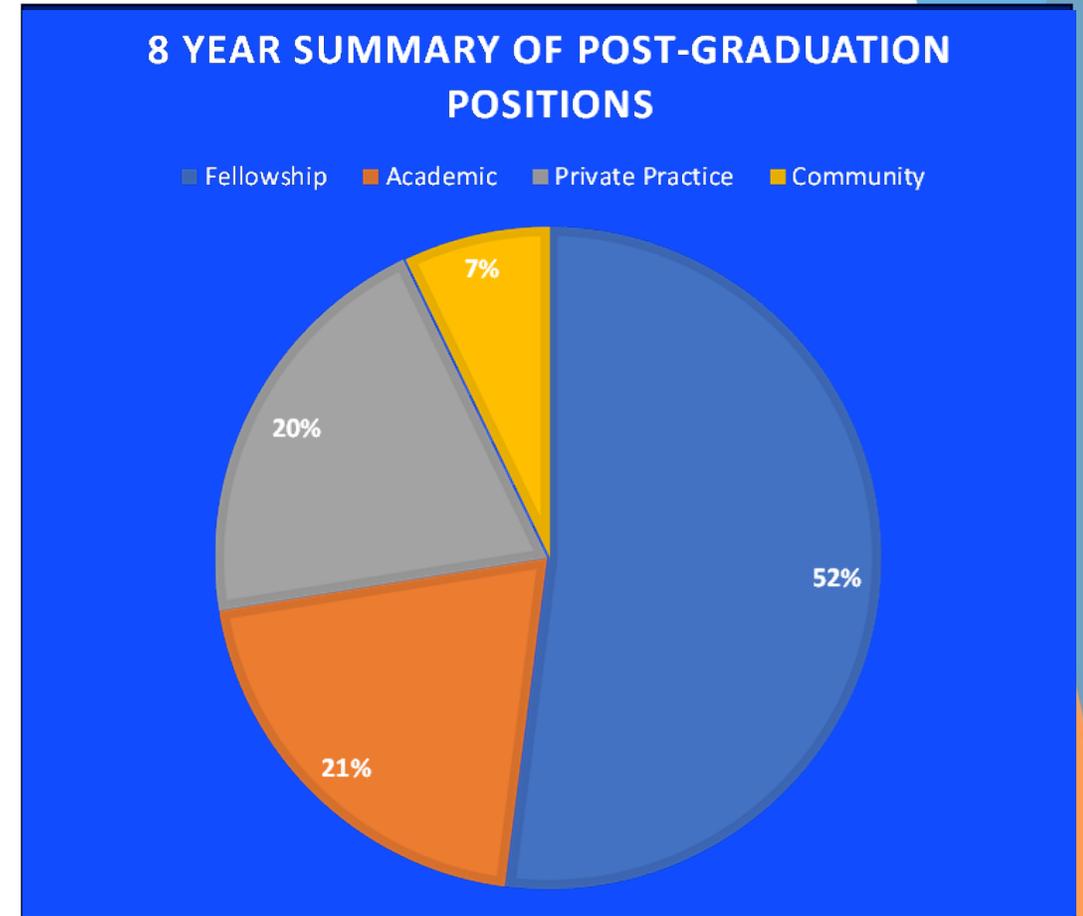
BCM priorities:

Community Psychiatry Careers of Baylor Graduates

2014-2022 rates of community psychiatry positions after graduation – **7%**

Community Psychiatry experiences in training program limited to 2 sites (Harris Health System and Legacy Community Health)

- Inpatient/CL/Emergency Psychiatry
- Ben Taub Hospital outpatient clinics
- Harris Health Community clinic
 - HIV clinic
 - Refugee/Clinic for International Trauma Survivors
- Legacy Community Health – LGBTQ mental health



Going Far Together; Creating a Collaborative Community Psychiatry Track across Institutions

UT Health at Houston Perspective: Why Community Psychiatry at Harris Center?

- * Significant “disconnect” in the resident clinical experience between inpatient site and the outpatient sites.
- * The VA CBOC sites: Community based; Limited diagnostic repertoire
- * Limited access to innovations in community Psychiatry: MCOT, ACT etc.
- * Limited exposure to detrimental mental health impact of social determinants of health

Transforming Lives



Going Far Together; Creating a Collaborative Community Psychiatry Track across Institutions



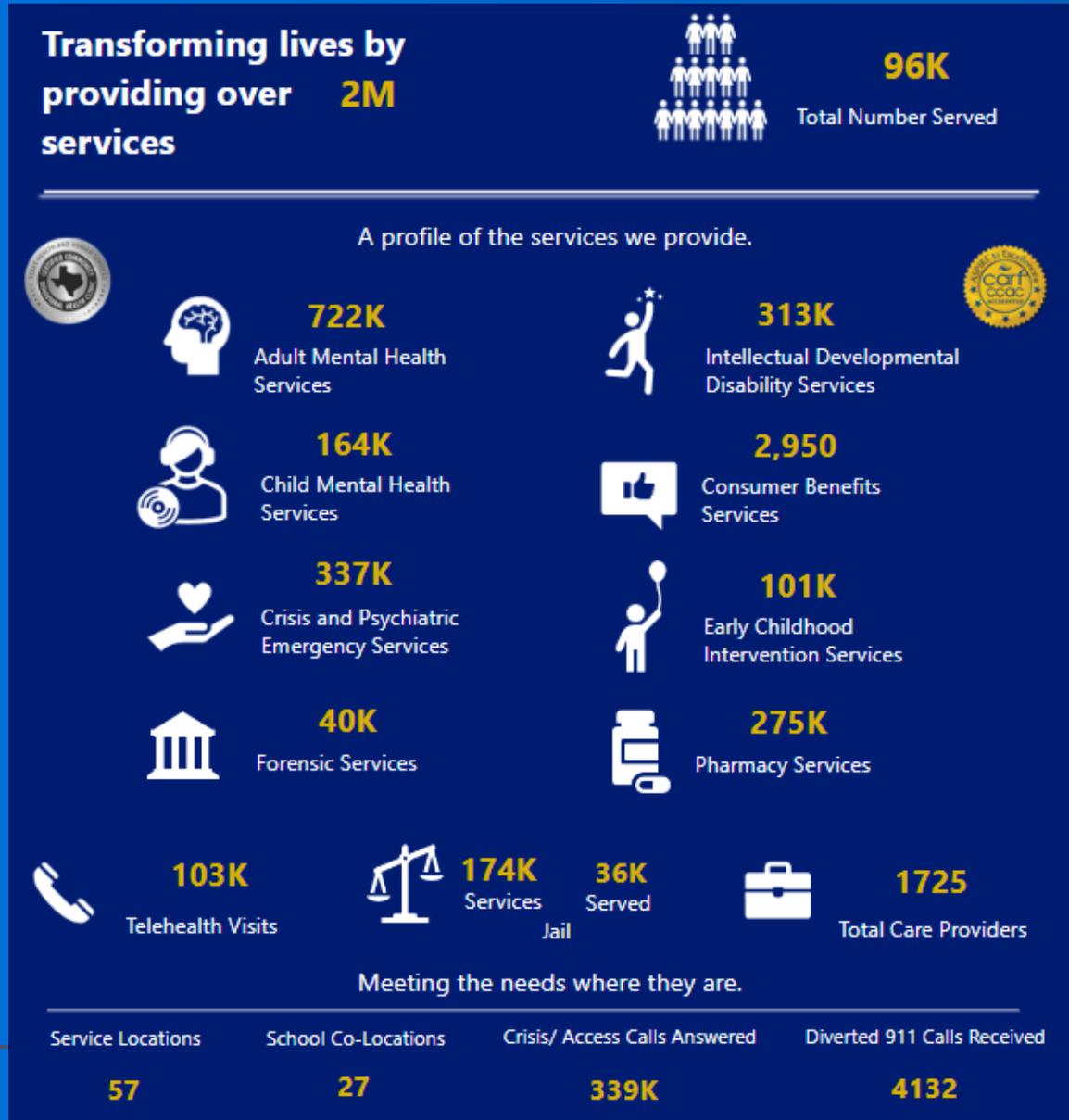
February 2024

Presented By: Lindsey Pershern, Vineeth John, Luming Li, Sylvia Muzquiz, Hunter Hinman

Community Psychiatry Track

Residency Training Overview

About The Harris Center for Mental Health and IDD: 2023



More than 80% of the people served have household incomes at or below the federal poverty level.

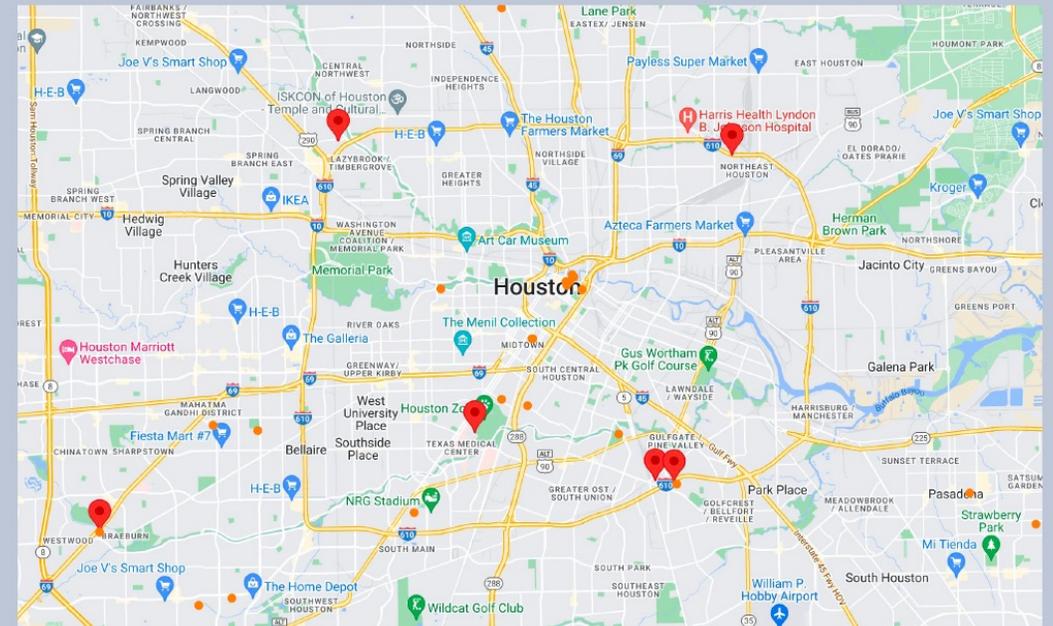


Resources: Locations

The Harris Center has 6 main locations and multiple service locations throughout the Houston area, the majority of which are currently teaching, as demonstrated below.

Main Locations	Currently Teaching
1. SW Community Service Center	Yes
2. Neuropsychiatric Center	Yes
3. NE Community Service Center	Yes
4. NW Community Service Center	Yes
5. Respite, Rehabilitation and Re-Entry Center	No
6. SE Community Service Center	Yes

SW = Southwest, NE = Northeast, NW = Northwest, SE = Southeast



ACGME Requirement:

1 Hour

Maximum Distance
Between Sites

The Harris Center:

~35 Min.

Maximum Distance
Between Sites

Key Value Propositions & Medical Education Strategy

- **Problem Statement:** Need to ensure access to care for patient population
 - LMHAs and CMHCs are impacted by national and local psychiatry staffing trends (shortage) while COVID-19 pandemic increased demand to psychiatric services

- **Hypothesis:**

Medical education investment can attract and retain both trainees and teaching faculty

Strategy hinges on IF experiences are positive throughout training and beyond

- **Approach:**

Decision for Community Track during residency (vs. Public Psychiatry Fellowship year)

Designated roles medical educators

- **Win-win for all:** clinical staff (who did not want to teach), teaching attendings (who wanted to teach), and residents (who wanted to receive excellent educational experience)
- **Experiences to date:** Different pool of candidates in recruiting process for both for medical director & teaching psychiatrist roles than traditional psychiatry staffing roles

Balanced clinical expectations for residents' clinic

- Right-sized patient volume to optimize education
- Interactive feedback sessions (CMO Roundtable) and frequent communication across groups
- Rapid cycle quality improvement based on resident and teaching attending input

Key Value Proposition for Residents/Trainees and Teaching Attendings

1

Experience delivery care across a continuum of psychiatric care services in the public sector

2

Provide services to a diverse clients with the ability to influence social determinants

3

Work with key clinical leaders to drive change through quality improvement and clinical redesign

4

Learn and engage in public sector psychiatric leadership: value-based care, financing, informatics, change management, complex needs, etc.

5

Deepen commitment and knowledge to serve the community and about advocacy work.

Resources & Staffing

- Stakeholder buy-in
 - **Internal:** CEO, COO, clinical administration, contracts/legal
 - **External:** State funders, residency program directors, residents
- **Managing risk and uncertainty** (High potential value, some limited risk)
 - Track record of existing educational programs helped
 - Some infrastructure established: multiple educational programs
 - Contracts and academic affiliate agreements for residents, fellows, and medical students
 - Funding from state through enacted workforce development bills
 - State hospital system
 - Child & Adolescent Psychiatrists: Community Psychiatry Workforce Expansion (CPWE)
 - Use existing staffing vacancies (Not new dollars)

Resources and Staffing

Initial Financial Modeling & Projections

- Start-up costs:
 - Used staffing vacancies for resident salary lines & teaching attending costs
- Modeled clinical volume calculations
 - Ramp-up in patient volume for optimal training experience (anticipate % no-shows, vacation weeks, etc.)
 - Incorporate teaching time and cost offsets through external dollars from existing programs/contracts

Longer-term planning

- Forward thinking and planning for sustainability
 - Monthly conversations with residency program directors
 - Education consulting group – Germane
- Grants/state funds (Review multiple sources: state - TX HHSC*, THECB**, federal – HRSA***)
- Pilot year with internal institutional funding (2022-2023) → External funding from state – TX HHSC (2023-current)

Building Blocks: Rotation structure

- **Educational Mission:** Create & Implement a community psychiatry training track offered to Baylor and UTHealth residents
- **Goal:** Focus on building future leaders in public psychiatry – longitudinal experience in outpatient psychiatry in community setting

Year	Number of Rotating Residents	Clinical	Elective	Education (with residency program)
PGY3 or PGY4	3-4 total 2022-2023 (3 PGY3s) 2023-2024 (4 PGY3s)	<ul style="list-style-type: none"> • 3 full clinic days (6 blocks of clinic) • Half day Psychotherapy 	<ul style="list-style-type: none"> • Half day Elective 	<ul style="list-style-type: none"> • 1 full day
PGY4 (Proposed)	1 Chief Resident (at least 6-month commitment) OR Up to 4 rotating residents per year (at least 3-month commitment)	<ul style="list-style-type: none"> • 3-6-month clinical elective rotations across crisis services sites, spending 4 days/week in clinical site 		<ul style="list-style-type: none"> • 1 full day

Educational Seminars at The Harris Center

CME Transformational Learning Series* (Biweekly, 1 hour)

- **Educational Series relevant topics to public psychiatry:**
 - Care management of complex patients
 - Legal issues, ethics/consent
 - Quality improvement, clinical outcomes, quality tied to equity
 - Diversity and equity
 - Innovations in care delivery, models of care
 - Any other topics

Roundtable with the Chief Medical Officer (Monthly, 1 hour)

- Meet with the Chief Medical Officer at The Harris Center to discuss career development, leadership in public sector psychiatry, and systems change
- Residents can share about their experiences and learn more about the context of care delivery within a large \$300+M LMHA
- The residents will be able to ask about anything and learn the inner workings for organizations: finances, politics, and structural barriers that impact care delivery and will also learn about methods and opportunities to transform care

*Also provides clinical skills and knowledge updates to the Center's medical staff and teaching attendings, and grants CMEs for attendance

Longitudinal Outpatient Experience (PGY3 or PGY4)

3 full days of clinic in adult outpatient setting

- Learn about dual diagnosis, trauma, complex challenges for underserved patient population
- Learn about care delivery to complex patients while providing continuity of care through wrap-around services (care coordinators, clinical team leaders, nurses, MA, LPHAs, and broader clinic infrastructure)

Psychotherapy (1 day per week)

Electives (1/2 day per month):

- Quality Improvement/Administrative
- Clinical Electives:
 - Jail-based services: Harris County Jail Chronic Care Clinic, Competency and Sanity Evaluations
 - Specialty Outpatient Programs: New Start Program (intensive in-home services with specialized team); ACT Program (mobile outreach and high-intensity psychiatric care with interdisciplinary care team)
- Build Your Own Elective:
 - Work with core faculty to develop a ½ day per week elective based on clinical interests
 - Customizable elective to gain exposure to continuity of care

Clinical Model



Team-based model:

Caseload of 500 patients

1 Clinical Team Lead (Oversight and management of patients/schedules)

1 teaching psychiatrist (new hire, established adjunct faculty status with institutions)

3-4 residents in teaching service (caseload for each resident is 100-120)

3 caseworkers (assigned to assist with daily clinic/patient needs)



Clinical Schedule:

Resident A: 4 days of clinic and one day allotted for therapy

Resident B: 4 days of clinic with ½ day week allotted to Child Clinic (located at the same site)

Template: 10 patients/day

1 New Psych Evaluation a day (90 minutes)

9 Medication Management a day (30 minutes)

Therapy: caseload 10 (60 minutes)



Logistics/Operations

Epic EHR, private office space, team room for teaching/staffing, operational flow managed by clinical team lead, cross-coverage of each other by resident clinic

Adjustments to clinical load throughout the PGY3 year (based on caseload, no shows. Availability of appointments)

Contact Information

The Harris Center for Mental Health & IDD

Luming Li, MD, MHS, FACHE, FAPA

Chief Medical Officer

Luming.Li@TheHarrisCenter.org

Sylvia Muzquiz, M.D.

Vice President, Mental Health Medical Services

Sylvia.muzquiz@theharriscenter.org



**Let's Transform
Lives Together**



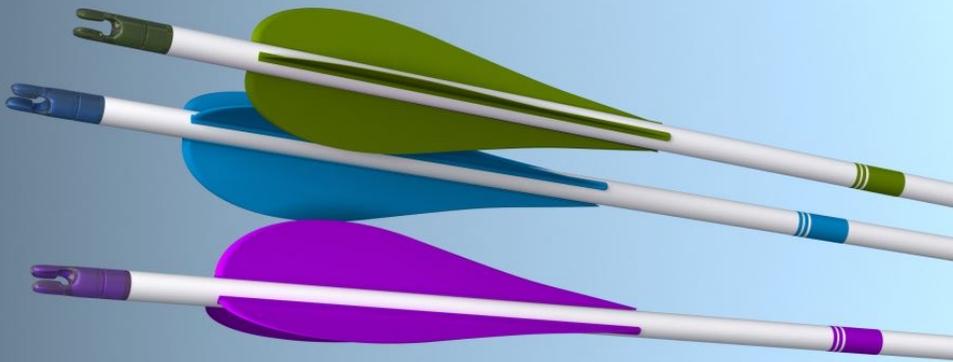
Going Far Together; Creating a Collaborative Community Psychiatry Track across Institutions: The Resident Perspective

Hunter Hinman, MD

February 28, 2024

Objectives

- My Personal Experience
- Resident Feedback
- Resident Interest and Hesitations
- ACGME Guidelines and Core Competencies
- Aspirations for the Future



My Experience

- The patients I am passionate about caring for
- The systems that provide care to those patients
- Consistent practice site, colleagues, and supervisor
- Facile access to administrators
- My voice was heard, my input mattered
- Now pursuing career in community psychiatry

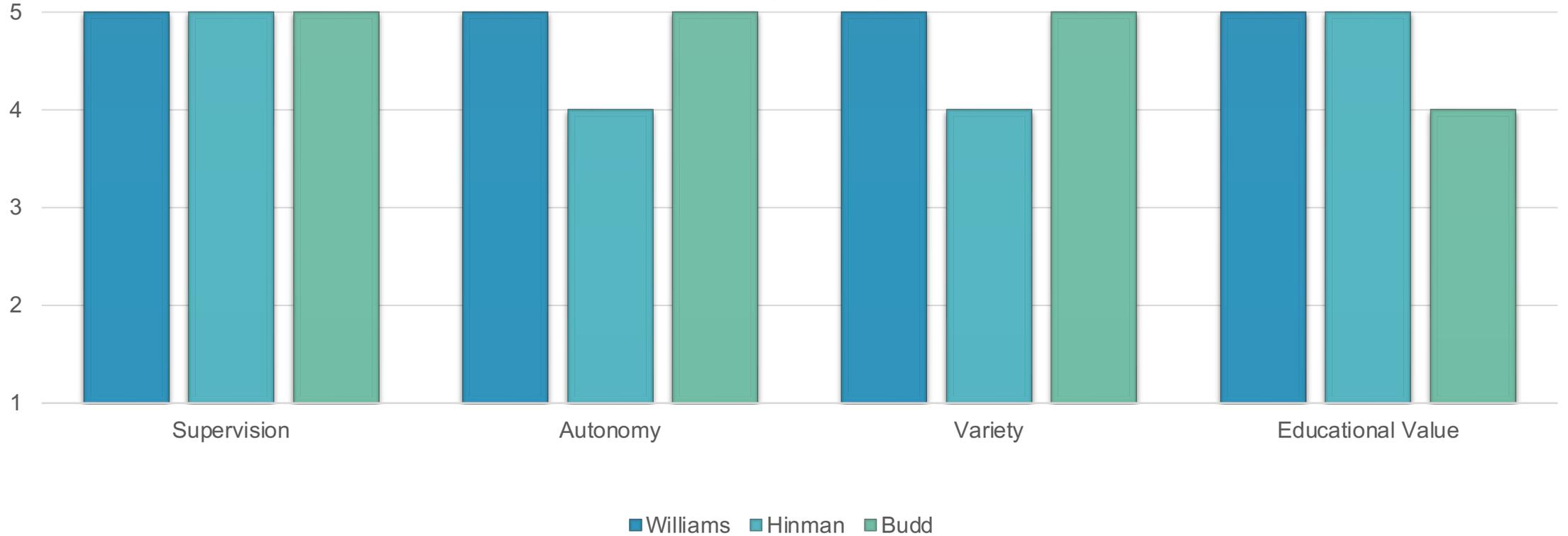


Feedback from Residents

- Survey results last year
 - Overall
 - Supervision
 - Collaboration
- Qualitative feedback from this year:
 - What benefits to your training have you gained in the track relative to your peers?
 - How would you sell the track to upcoming residents considering it?
 - Has the track influenced your career considerations, specifically with respect to serving in community psychiatry?

2022-2023 Survey Feedback

Overall Residency Program Scores



2022-2023 Qualitative Feedback

“The interdisciplinary collaboration and dedication to patient care was the most valuable aspect”

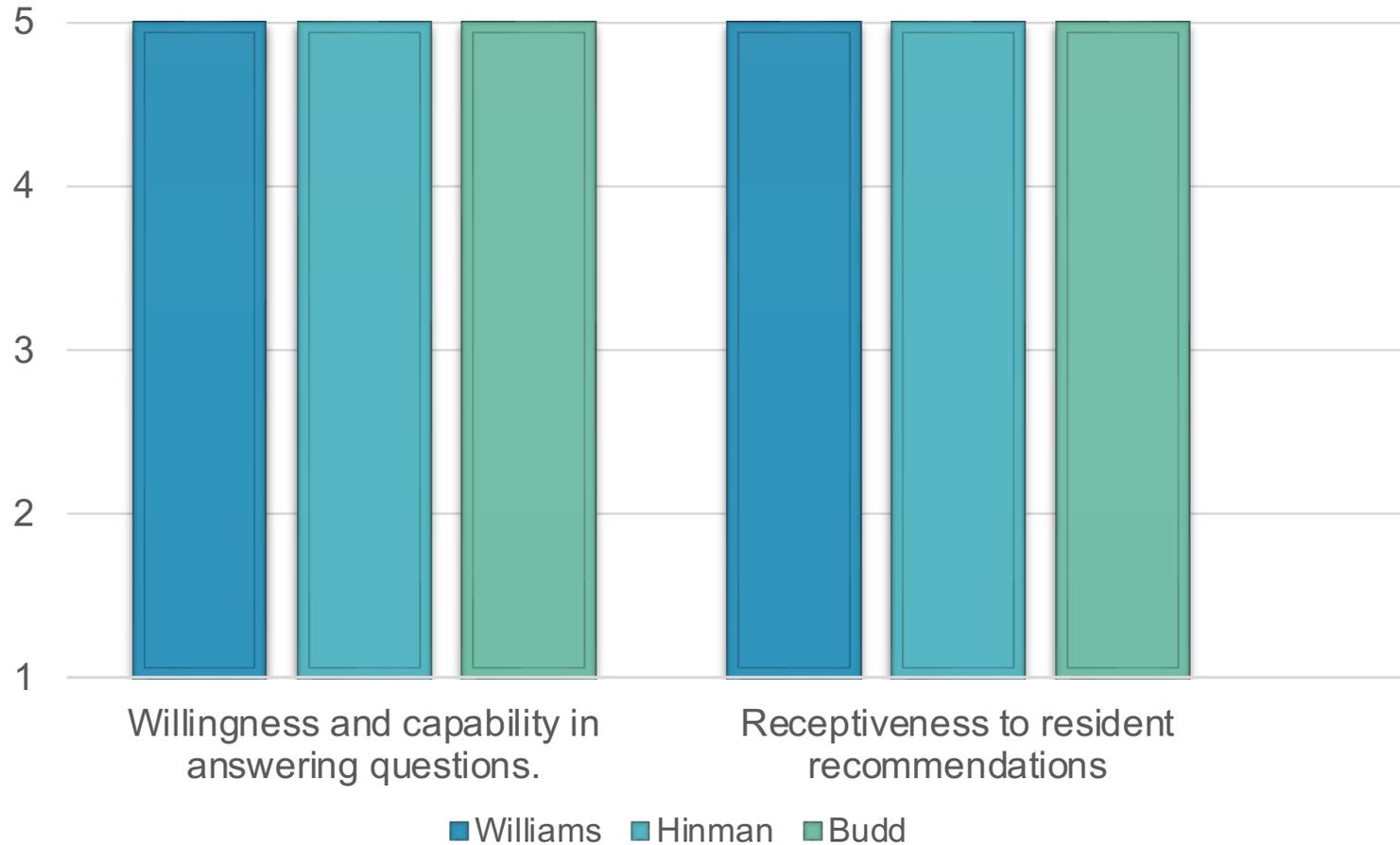
“Bidirectional collaboration with case management, nursing, and collaborative care clinic.”

“Variety of patient problems and interdisciplinary collaboration as a treatment team.”

Collaborations: “Neurological Testing, Early Onset Psychosis Program, PCP Clinic, Social Security Specialist, Substance Use Programs (OSAR, LCDC, Detox), Gold Card”

The Importance of the Supervisor

Overall Supervising Attending Scores



The Importance of the Supervisor

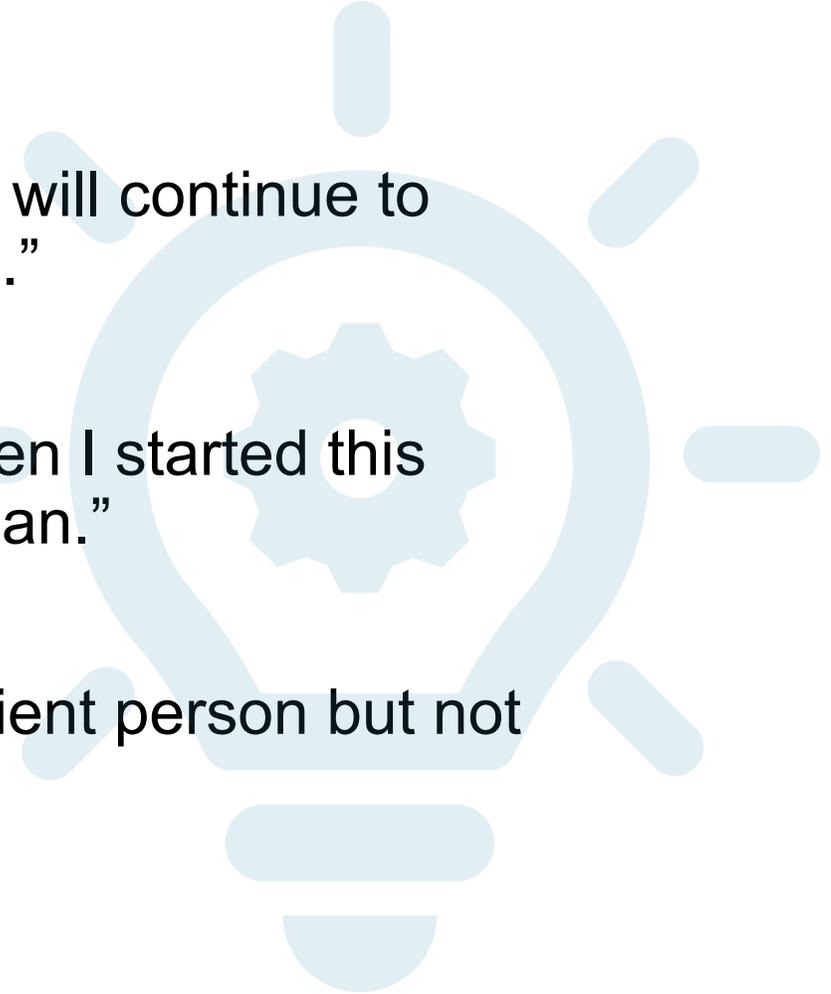
“Open minded, active involvement in diagnosis and treatment planning, evidence-based medicine, and all the while building a personal relationship with his residents. I am lucky to have worked with him.”

“Wonderful! He jumped right in willing to teach, make appropriate changes, listen to suggestions, cared about us, and added a much-needed touch of humor.”

“Great instructor, mentor, friend.”

2022-2023 Career Plans

- “Community mental health is something that I will continue to pursue. This experience solidifies my decision.”
- “I was thinking about outpatient psychiatry when I started this rotation and am now firmly cemented in this plan.”
- “Not at this time per se. I am more of an inpatient person but not out of the question.”



2023-2024 Qualitative Feedback

What benefits to your training have you gained in the track relative to your peers?

- “Broader perspective for outpatient psychiatry relative to my peers”
- “Opportunities to address not only pharmacological management but also various social concerns as well.”
- “Ability to learn from their experience in a different training environment.”

Would you recommend the track to upcoming residents considering it?

- “I have strongly advocated for this track to all upcoming residents.”
- “Yes!”

Has the track influenced your career considerations, specifically with respect to serving in community psychiatry?

- “This track has definitely influenced my career considerations.”
- “I am more likely to work in a community psychiatry setting after my experience”

“This is the best training experience I have gotten during residency.”



Garnering Resident Interest

Foster community psychiatry experience and engagement early on in training

- Clinical contact with underserved populations
- Didactic/mentorship opportunities with local/area community psychiatrists

Didactic Curriculum - AACP

PGY 1 – Overarching Topics

- Racism and Mental Health
- Social Justice and Mental Health
- The Recovery Model
- Cultural Competency
- Systems of Care

PGY2 – Acute Care Topics

- Housing and Homelessness
- Criminalization of People with Mental Illness
- Multidisciplinary Teams
- Inpatient Flow and Discharge Planning

PGY3 – Ambulatory/ Longitudinal Care Topics

- Poverty, Incarceration, and Mental Illness
- Recovery-Oriented Care
- Transitions of Care
- Collaborative Care
- Boots on the Ground

Rolling with Resident Hesitation

Start small

Combine programs if necessary

Not “over committing” to community psychiatry

Meeting ACGME guidelines

Applicable ACGME Guidelines

- Outpatient experience:
 - 12 months of longitudinal care
 - Initial evaluation and ongoing treatment of psychotherapy patients
 - Biopsychosocial treatment modalities
 - Application of psychosocial rehabilitation
- Community Psychiatry experience
 - Persistently and chronically-ill patients in the public sector,
 - Learning about, and using community resources and services in planning patient care, as well as consulting and working collaboratively with case managers, crisis teams, and other mental health professionals
- Experience participating in psychiatric administration
 - leadership of interdisciplinary teams,
 - utilization review
 - quality assurance
 - performance improvement.

ACGME Core Competencies

Professionalism

**Patient Care and
Procedural
Skills**

**Medical
Knowledge**

**Practice-Based
Learning and
Improvement**

**Interpersonal
and
Communication
Skills**

Systems-Based

Aspirations, Goals, and New Directions

- Expand elective experiences throughout system
- Capstone Project
- Quality Improvement, Grand Rounds
- Teaching Community Psychiatry didactics to co-residents
- Expanding to a multi-year plan
 - PGY-1 - Build interest and solicit applications
 - PGY2 - Priority ranking for community psychiatry rotations, dedicated electives, mentorship opportunities
 - PGY3 – Year-long outpatient longitudinal clinical experience
 - PGY4 – Community Track Chief resident role, 3-6 month longitudinal experience, QI/GR, mentorship and teaching to PGY1-3s, medical students, faculty, etc.

References

- “ACGME Program Requirements for Graduate Medical Education in Psychiatry.” *ACGME.Org*, 2023, www.acgme.org/globalassets/pfassets/programrequirements/400_psychiatry_2023.pdf.
- “Model Curriculum.” *AACP*, www.communitypsychiatry.org/keystone-programs/model-curriculum. Accessed 19 Jan. 2024.