

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

> Full Board Meeting November 19, 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, October 22, 2024 (EXHIBIT F-1)

#### IV. BOARD CHAIR'S REPORT

#### V. CHIEF EXECUTIVE OFFICER'S REPORT

#### VI. COMMITTEE REPORTS AND ACTIONS

- A. Governance Committee Reports and/or Action (J. Lykes, Chair)
- B. Resource Committee Report and/or Action (G. Womack, Chair)
- C. Program Committee Report and/or Action (M. Miller, Jr., Chair)
- D. Quality Committee Report and/or Action (L. Fernandez-Wische, Chair)
- E. Foundation Report and/or Action (*N. Hurtado, Chair*)

#### VII. CONSENT AGENDA

- A. FY'25 Year-to-Date Budget Report-October (EXHIBIT F-2)
- B. November 2024 New Contracts Over 250K (EXHIBIT F-3)
- C. November 2024 Interlocal Agreement (EXHIBIT F-4)
- D. 6168 Apartment Furniture RFP (EXHIBIT F-5)
- E. TMC Parking (EXHIBIT F-6)
- F. Adding and Receiving Equipment (EXHIBIT F-7)
- G. Asset Tracking and Depreciation (EXHIBIT F-8)
- H. Business Associate and Subcontractor (EXHIBIT F-9)

- I. Communication with the Media and other Entities (EXHIBIT F-10)
- J. Faxing and Emailing Patient Identifying Information (EXHIBIT F-11)
- K. IDD-PAC Bylaws (EXHIBIT F-12)
- L. Medication Administration (EXHIBIT F-13)
- M. Patient-Individual Records Administration (EXHIBIT F-14)
- N. Return to In-Patient Care of Furloughed Patient (EXHIBIT F-15)
- O. Screening and Assessment for Mental Health, Substance Use, and Intellectual and Development Disabilities (EXHIBIT F-16)
- P. Student Internship Program (EXHIBIT F-17)
- Q. Subpoenas (EXHIBIT F-18)
- R. Pharmacy Medication Therapy Management (MTM) and Outcome (EXHIBIT F-19)
- S. Safety and Security Escort: Employee and Consumer (EXHIBIT F-20)
- T. Accessibility Plan (EXHIBIT F-21)

#### VIII. 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 and 551.074 of the Texas Government Code, discussion of Governance and personnel matters. Kendra Thomas, General Counsel and Wayne Young, CEO

• In accordance with §§551.071 and 551.072 of the Texas Government Code, to consult with attorney about the due diligence related to the potential acquisition of real property to deliver behavioral health services at low-income housing residents. Wayne Young, CEO, Stanley Adams, CFO and Kendra Thomas, General Counsel

• In accordance with §551.074 of the Texas Government Code, Discussion of Personnel Matters related to the Nomination of Individual Board members as Board Officers and the 2025 Slate of Officers. Mr. James Lykes, Chair of Governance Committee; Dr. R. Gearing, Chair of the Harris Center Board of Trustees

• In accordance with §551.074 of the Texas Government Code, Discussion of Personnel Matters related to the Nomination of a Board Member(s) to the Audit Committee. Mr. James Lykes, Chair of Governance Committee; Dr. R. Gearing, Chair of the Harris Center Board of Trustees

#### IX. RECONVENE INTO OPEN SESSION

- X. CONSIDER AND TAKE ACTION AS A RESULT OF THE EXECUTIVE SESSION
- XI. ADJOURN

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Veronica Franco, Board Liaison Robin Gearing, Ph.D., 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: TRUSTEES IN ATTENDANCE:	October 22, 2024 Dr. Robin Gearing, PhD-Chair
	Jim Lykes, Vice Chairperson Gerald Womack Dr. Luis Fernandez-Wische Dr. Jeremy Lankford Resha Thomas Dr. Katherine Bacon

TRUSTEES ABSENT: Dr. Max Miller, Jr., Natali Hurtado, Sheriff Gonzalez

#### I. Declaration of Quorum

Dr. Robin Gearing, Chair, called the meeting to order at 8:35 a.m. noting that a quorum of the Board was in attendance.

#### II. Public Comments-

Seth Hutchinson and Brian Kelley requested the Board Members to consider a new policy proposal that was shared with the Board of Trustees.

#### **III.** Approval of Minutes

#### MOTION BY: LYKES SECOND: THOMAS

#### With unanimous affirmative votes

**BE IT RESOLVED** the Minutes of the Regular Board of Trustees meeting held on Thursday, September 24, 2024 as presented under Exhibit F-1, are approved.

#### **IV.** Board Chair's Report

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

Board of Trustees October 22, 2024 MINUTES Page 1 of 4

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

- A. Audit Committee Report and/or Action-J. Lykes Mr. Lykes provided an overview of the topics discussed and the decisions made at the Governance Committee meeting on October 22, 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 October 22, 2024.
- C. Program Committee Report and/or Action-M. Miller, Jr., Chair Dr. Miller, Jr. provided an overview of the topics discussed and the decisions made at the Program Committee meeting on October 22, 2024.
- D. Quality Committee Report and/or Action-L. Fernandez-Wische, Chair Dr. Fernandez-Wische provided an overview of the topics discussed and the decisions made at the Quality Committee meeting on October 22, 2024.
- E. Foundation Report and/or Action-N. Hurtado, Chair Mrs. Hurtado provided an overview of the topics discussed and the decisions made at the Foundation Committee meeting.

#### VII. Consent Agenda

A. FY'25 Year-to-Date Budget Report-September

#### MOTION: LYKES SECOND: WOMACK With unanimous affirmative votes

**BE IT RESOLVED** the FY'25 Year-to-Date Budget Report-September as presented under Exhibit F-2, are approved.

B. Board Resolution-Signature Authorization and Delegation Authority for Certain Items

#### MOTION BY: LYKES SECOND: WOMACK With unanimous affirmative votes

**BE IT RESOLVED** the Board Resolution-Signature Authorization and Delegation Authority for Certain Items as presented under Exhibit F-3, are approved.

#### C. October 2024 Contracts Amendments Over 250K

#### MOTION BY: LYKES SECOND: WOMACK

#### With unanimous affirmative votes

**BE IT RESOLVED** the October 2024 Contracts Amendments Over 250K as presented under Exhibit F-4, are approved.

D. October 2024 Interlocal Agreements Over 250K

### MOTION BY: WOMACK SECOND: HURTADO With unanimous affirmative votes

Board of Trustees October 22, 2024 MINUTES Page 2 of 4 **BE IT RESOLVED** the October 2024 Interlocal Agreements Over 250K as presented under Exhibit F-5, are approved.

Dr. Lankford and Dr. Fernandez-Wische abstained from the discussion and vote on the following Interlocal Agreement due to conflict of interests: Harris Health

#### VII. Review and Take Action

A. Resolution of the Board of Trustees Authorizing the Issuance of Bonds

<b>MOTION BY: LYKES</b>	SECOND: LANKFORD

VOTE: YES: 7 NO: 0

#### With unanimous affirmative votes

**BE IT RESOLVED** the Resolution of the Board of Trustees Authorizing the Issuance of Bonds as presented, is approved.

#### B. Board's Letter to Legislative Leadership

#### MOTION BY: GEARING SECOND: BACON

With unanimous affirmative votes

BE IT RESOLVED the Board's Letter to Legislative Leadership as presented, is approved.

#### C. 2025 Board of Trustees Calendar

#### MOTION BY: LYKES SECOND: THOMAS

With unanimous affirmative votes BE IT RESOLVED the 2025 Board of Trustees Calendar as presented, is approved.

#### XI. Review and Comment

**A. Human Resources Update-**Joseph Gorczyca and Dr. Ninfa Escobar presented the Human Resources Update to the Full Board.

### XII. Entered into executive session-Board Chair Dr. Gearing announced the Board would convene an Executive Session at 9:57 am for the following reasons:

• 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.

• As authorized by § 551.074 of the Texas Government Code, performance evaluation of CEO. Mr. James Lykes, Chair of Governance Committee & Dr. R. Gearing, Chair of the Harris Center Board of Trustees

• In accordance with §551.074 of the Texas government Code, discussion of a personnel matter. Kendra Thomas, General Counsel and Wayne Young, CEO

• In accordance with §§551.071 and 551.072 of the Texas Government Code, to consult with attorney about the due diligence related to the potential acquisition of real property to deliver

behavioral health services at low-income housing residents. Wayne Young, CEO, Stanley Adams, CFO and Kendra Thomas, General Counsel

#### XIII. Reconvene into Open Session

Dr. Gearing reconvened the meeting into Open Session at 1:00 pm.

#### XIX. Consider and take action as a result of the executive session

**MOTION**: Dr. Gearing moved the Board of Trustees approve the contract amendment and compensation within the guidelines discussed during Executive Session.

**SECOND: Mr. Womack** 

With unanimous affirmative votes the motion is approved

#### XV. ADJOURN MOTION: WOMACK SECOND: LANKFORD

Motion passed with unanimous affirmative votes.

The meeting was adjourned at 1:01 PM

Respectfully submitted,

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

Board of Trustees October 22, 2024 MINUTES Page 4 of 4

# **EXHIBIT F-2**

#### The Harris Center for Mental Health and IDD

#### Results of Financial Operations and Comparison to Original Budget October 31, 2024

Fiscal Year 2025

#### The Harris Center for Mental Health and IDD

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

The Report on Results of Financial Operations and Comparison to Original Budget (the Report) 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 department.

We believe the Report, as presented, is materially accurate and is 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 of accounting. Under this method, revenues are recognized in the period when they become both measurable and available, and expenditures are recognized when the related fund liability is incurred, if measurable.

The Report submitted herewith was prepared on a budgetary basis which is not in accordance with generally accepted accounting principles nor with financial reporting principles set forth by the Governmental Accounting Standards Board (GASB). The Report has not been audited by an independent auditor.

Stanley Adams Stanley Adams Chief Financial Officer

#### The Harris Center for Mental Health and IDD Results of Financial Operations and Comparison to Original Budget October 31, 2024

Non-GAAP / Budgetary-Basis Reporting

Unaudited - Subject to Change

	For the Month Ended							
	Or	iginal Budget		Actual	Variance			
Revenues	\$	31,244,089	\$	29,860,252	\$	(1,383,837)		
Expenditures		31,160,756		30,696,895		463,861		
Excess (Deficiency) of revenues over								
expenditures	\$	83,333	\$	(836,643)	\$	(919,976)		
Other Sources (Uses)								
Debt Service	\$	(83 <i>,</i> 333)	\$	-	\$	83,333		
Capital Outlay		-		(124,803)		(124,803)		
Other Sources (Uses)		-		17,818		17,818		
Change in Fund Balance/Net Position	\$	-	\$	(943,628)	\$	(943,628)		

	Fiscal Year to Date							
	Or	iginal Budget		Actual		Variance		
Revenues	\$	62,488,178	\$	59,824,891	\$	(2,663,287)		
Expenditures		62,321,512		59,886,384		2,435,128		
Excess (Deficiency) of revenues over								
expenditures	\$	166,666	\$	(61,493)	\$	(228,159)		
Other Sources (Uses)								
Debt Service	\$	(166,666)	\$	-	\$	166,666		
Capital Outlay		-		(202,765)		(202,765)		
Other Sources (Uses)		-		23,897		23,897		
Change in Fund Balance/Net Position	\$	-	\$	(240,361)	\$	(240,361)		

#### The Harris Center for Mental Health and IDD Results of Financial Operations and Comparison to Original Budget October 31, 2024 Non-GAAP / Budgetary-Basis Reporting Unaudited - Subject to Change

[	For the Month Ended							Fiscal Year to Date						]	
Ī		Original				Variance			Original			Va	riance		ī
		Budget		Actual		\$	%		Budget		Actual		\$	%	
Operating Revenue											·				-
State General Revenue	\$	11,054,955	\$	11,054,904		(51)	0%	\$	22,109,910	\$	22,109,786		(124)	0%	
Harris County and Local		4,452,047		4,165,276		(286,771)	-6%		8,904,094		8,169,779		(734,315)	-8%	Α
Federal Contracts and Grants		5,098,793		4,771,688		(327,105)	-6%		10,197,586		9,945,817		(251,769)	-2%	В
State Contract and Grants		1,900,240		978,363		(921,877)	-49%		3,800,480		2,351,890		(1,448,590)	-38%	С
Third Party Billing		3,585,863		3,481,841		(104,022)	-3%		7,171,726		6,705,920		(465,806)	-6%	D
Charity Care Pool		3,340,350		3,340,475		125	0%		6,680,700		6,680,911		211	0%	
Directed Payment Programs		659,258		564,203		(95,055)	-14%		1,318,516		1,112,679		(205,837)	-16%	
Patient Assistance Program (PAP)		852,441		1,189,537		337,096	40%		1,704,882		2,155,412		450,530	26%	
Interest Income		300,142		313,965		13,823	5%		600,284		592,697		(7,587)	-1%	
Operating Revenue, total	\$	31,244,089	\$	29,860,252		(1,383,837)	-4%	\$	62,488,178		59,824,891		(2,663,287)	-4%	
Operating Expenditures															
Salaries and Fringe Benefits	\$	21,116,034	\$	21,253,562		(137,528)	-1%	\$	42,232,068	\$	41,663,109		568,959	1%	
Contracts and Consultants		1,379,371		1,082,928		296,443	21%		2,758,742		1,668,680		1,090,062	40%	
Contracts and Consultants-HCPC		3,913,250		3,833,236		80,014	2%		7,826,500		7,666,472		160,028	2%	
Supplies		354,237		210,718		143,519	41%		708,474		279,144		429,330	61%	
Drugs		1,995,664		2,553,575		(557,911)	-28%		3,991,328		4,724,070		(732,742)	-18%	E
Purchases, Repairs and Maintenance of:									-						
Equipment		99,778		122,844		(23,066)	-23%		199,556		371,280		(171,724)	-86%	
Building		177,679		109,756		67,923	38%		355,358		122,240		233,118	66%	
Vehicle		86,851		78,483		8,368	10%		173,702		160,613		13,089	8%	
Software		358,400		227,287		131,113	37%		716,800		500,636		216,164	30%	
Telephone and Utilities		304,496		220,125		84,371	28%		608,992		531,390		77,602	13%	
Insurance, Legal and Audit		184,268		212,937		(28,669)	-16%		368,536		385,680		(17,144)	-5%	
Travel & Training		251,089		183,146		67,943	27%		502,178		217,806		284,372	57%	
Dues & Subscriptions		555,682		268,533		287,149	52%		1,111,364		569,725		541,639	49%	F
Other Expenditures		383,957		339,765		44,192	12%		767,914		1,025,539		(257,625)	-34%	
Operating Expenditures, total	\$	31,160,756	\$	30,696,895	\$	463,861	1%	\$	62,321,512	\$	59,886,384	\$	2,435,128	4%	
Excess (Deficiency) of revenues over															
expenditures	\$	83,333	\$	(836,643)		(919,976)		\$	166,666	\$	(61,493)		(228,159)		
Other Sources (Uses)															
Debt Service		(83,333)	\$	-	\$	83,333			(166,666)	\$	-	\$	166,666		
Capital outlay				(124,803)		(124,803)			-		(202,765)		(202,765)		
Insurance proceeds		-		1,648		1,648			-		1,648		1,648		
Proceeds from Sale of Assets		-		16,170		16,170			-		22,249		22,249		
Change in Fund Balance/Net Position	\$	-	\$	(943,628)	\$	(943,628)		\$	-	\$	(240,361)	\$	(240,361)		

#### The Harris Center for Mental Health and IDD Notes to Statements Presented

Non-GAAP / Budgetary-Basis reporting

October 31, 2024

#### **Results of Financial Operations and Comparison to Original Budget**

#### A Harris County and Local Revenue

Unfavorable budget variance is attributed to revenue budgeted for the current fiscal year prior to incurring related expenditures. We are monitoring contract progress for potential impacts on the budget.

#### **B** Federal Contract and grants

The primary driver of the unfavorable budget variance is related to low expenditures/billings for the month causing a timing difference of when revenue will be earned.

#### C State Contract and Grants

The primary driver of the unfavorable variance is attributed to contracts budgeted during current fiscal year, prior to related contract approvals resulting in low expenditures/billings for the month. In addition, for new contracts, variance is primarily attributed to a timing difference until personnel is hired.

#### D Third party billing

Third party billing exceeds anticipated budget, in total, due to revenue generated in our pharmacies.

#### E Drugs

The primary driver of the net unfavorable variance in Drugs is the increase in retail drug pharmacy purchases, which is offset by revenue earned on the billing program. On a YTD basis the Pharmacy billing program revenue exceeds budget by \$200K and the billing program expense exceeds budget by (\$347K).

#### F Dues & Subscriptions

IT related Dues & Subscriptions total \$161K for the current month and \$392K fiscal year to date.

#### The Harris Center for Mental Health and IDD Balance Sheet October 31, 2024 Non-GAAP / Budgetary-Basis Reporting

Unaudited - Subject to Change

	Sep	otember - 2024	0	ctober - 2024	Change
ASSETS					
Current Assets					
Cash and Cash Equivalents					
Cash and Petty Cash	\$	61,592,913	\$	21,803,683	\$ (39,789,230)
Cash Equivalents		36,278,230		56,480,784	 20,202,554
Cash and Cash Equivalents, total		97,871,143		78,284,467	(19,586,676) AA
Inventories, Deposits & Prepaids		6,973,998		11,558,974	\$ 4,584,976 <b>BB</b>
Accounts Receivable:					
Patient A/R, net of allowance		1,522,590		1,640,322	117,732
A/R from other governments		34,821,027		34,992,135	171,108
Other A/R		1,491,173		1,664,394	 173,221
Current Assets, total	\$	142,679,931	\$	128,140,292	\$ (14,539,639)
Capital Assets					
Land		12,709,144		12,709,144	-
Building and Improvements		52,910,858		52,910,858	-
Right-to-use assets (Leases & SBITA)		2,440,065		2,440,065	-
Furniture, Equipment and Vehicles		8,386,217		8,386,217	-
Construction in Progress		5,794,164		5,794,164	
Accumulated Depreciation		(35,692,400)		(35,692,400)	 -
Capital Assets, net total	\$	46,548,048	\$	46,548,048	\$ -
Total Assets	\$	189,227,979	\$	174,688,340	\$ (14,539,639)
LIABILITIES & FUND BALANCE/NET POSITION					
Liabilities					
Accounts Payable and Accrued Liabilities	\$	16,425,168	\$	16,286,249	\$ (138,919)
Unearned Revenues		40,600,655		27,136,418	(13,464,237) CC
Long term Liabilities		9,319,677		9,326,822	7,145
Liabilities, total	\$	66,345,500	\$	52,749,489	\$ (13,596,011)
Fund Balance/Net Position					
Net Investment in Capital Assets		46,548,048		46,548,048	-
•		6,973,998		11,558,974	4,584,976
Nonspendable					
Nonspendable Assigned		66,514,014		66,514,014	-
				66,514,014 (2,441,824)	- (4,584,976) DD
Assigned		66,514,014			- (4,584,976) DD (943,628)
Assigned Unassigned/Unrestricted	\$	66,514,014 2,143,152	\$	(2,441,824)	\$

#### The Harris Center for Mental Health and IDD Notes to Statements Presented Non-GAAP / Budgetary-Basis reporting October 31, 2024

#### **Balance Sheet**

#### AA Cash and Investments

The decrease in cash is primarily due to normal operations in addition to a quarterly payment to HCPC of \$11.3M. During the month of November, we will see the impact of the new bond issuance, including approx. \$3.9M reimbursement of incurred project expenses.

#### **BB** Inventories, Deposits & Prepaids

The increase is due to the quarterly payment to HCPC, paid in advance of services provided.

#### CC Unearned Revenues

Unearned income decreased due to use of funds provided through state and federal revenue allocations received in advance of performance of related obligations.

#### DD Unassigned Fund Balance

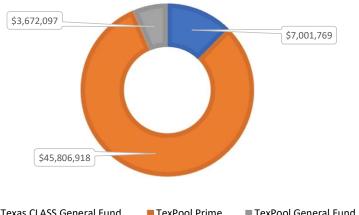
The temporary deficit is primarily driven by the upcoming release of assigned fund balance that will increase this unassigned fund balance line item.

#### The Harris Center for Mental Health and IDD **Investment Portfolio**

October 31, 2024

Local Government Investment Pools (LGIPs)	Begi	inning Balance		Transfer In		Transfer Out	I	nterest Income	Er	nding Balance	Portfolio %	Monthly Yield
Texas CLASS Texas CLASS General Fund	\$	14,058,200	\$	-	\$	(7,100,000)	\$	43,569	\$	7,001,769	12.40%	5.04%
TexPool												
TexPool Prime		18,563,192		38,300,000		(11,251,778)		195,504		45,806,918	81.10%	4.99%
TexPool General Fund		3,656,838		-		-		15,259		3,672,097	6.50%	4.91%
TexPool Sub-Total		22,220,030		38,300,000		(11,251,778)		210,763		49,479,015	87.60%	4.98%
Total Investments	\$	36,278,230	\$	38,300,000	\$	(18,351,778)	\$	254,332	\$	56,480,784	100.00%	4.99%
	Addit	Additional Interest on Checking Accounts					59,633					
	Total	Total Interest Earned during the current month					\$	313,965				

#### **Investment Portfolio Weight**



3 Month Weighted Average Maturity (Days)	1.00
3 Month Weighted Average Yield	5.23%
3 Month Rolling Weighted Average Daily Treasury Bill Rate (4 weeks)	4.83%
Interest Rate - Chase Hybrid Checking	3.30%
ECR - Chase	3.40%

Texas CLASS General Fund TexPool General Fund TexPool Prime

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

Approved:

Ihania D. Gonzalez

Thania D. Gonzalez Controller

#### The Harris Center for Mental Health and IDD Monthly Report of Financial Transactions Related to Payments of Liabilities for Employee Benefits October 31, 2024

Vendor	Description	Monthly Not-To- Exceed <sup>(1)</sup>	Oct-24	Fiscal Year to Date Total
Lincoln Financial Group (LFG) <sup>(2)</sup>	Retirement Funds (401a, 403b, 457)	\$3,650,000	\$1,435,472	\$3,355,084
Blue Cross Blue Shield of TX	Health and Dental Insurance	\$3,300,000	\$2,475,345	\$4,961,150
UNUM	Life Insurance	\$310,000	\$205,034	\$409,615

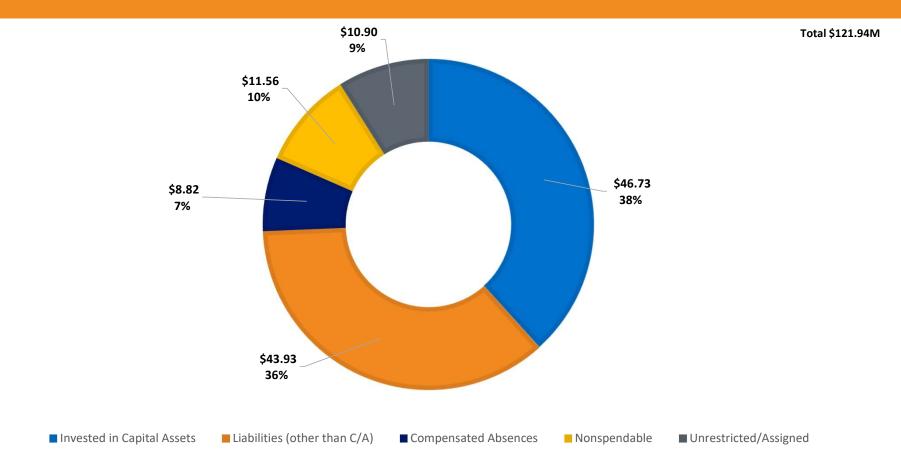
Notes:

<sup>(1)</sup> As established by the Board Resolution approved October 22, 2024: Harris Center Board of Trustees Signature Authorization and Delegation Authority for Certain Items effective September 24, 2024.

<sup>(2)</sup> LFG payments include PP 10A & 10B

### Available Resources (in Millions) – as of 10/31/2024





\*pending 2024 Period 13 AJEs & 2024 Audit AJEs

### **Ratios** – as of 10/31/2024

80.00% 7 5.9 70.14% 70.00% 6 5.0 4.7 60.00% 5 47.43% 50.00% 43.26% 4 38.26% 40.00% 31.75% 3 3.0 30.00% 26.47% 24.34% 21.50% 2 20.00% 13.45% 12.40% 11.06% 9.52% 7.50% 7.65% 1 7.03% 10.00% 6.45% 0.00% 0 as of 08/31/2022 as of 08/31/2023 as of 08/31/2024\* as of 10/31/2024 Total Liabilities from Total Net Position Total Liabilities from Unrestricted Net Position LT Liabilities from Total Net Position LT Liabilities from Unrestricted Net Position Working Capital Ratio\*\* LT Liabilities Included in Calculation: 20 06 10/21/2024

\*pending 2024 Period 13 AJEs & 2024 Audit AJEs \*\*Working Capital Ratio = Current Assets/Current Liabilities



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aso	10/31/2024
\$	8,573,023
	722,722
	31,077
\$	9,326,822
	\$

## Days-Cash-On-Hand (DCOH)- as of 10/31/2024 (amounts in millions)



\*pending 2024 Period 13 AJEs & 2024 Audit AJEs



# **EXHIBIT F-3**

## NOVEMBER 2024 NEW CONTRACTS OVER 250k

#### THE HARRIS CENTER FOR MENTAL HEALTH AND IDD

#### SNAPSHOT SUMMARY NEW CONTRACTS GREATER THAN \$250,000

NOVEMBER 2024 FISCAL YEAR 2025

CONTRACTOR CONTRACT PERIOD FUNDING BID/TAG-ON COMMENTS PRODUCT/SERVICE DESCRIPTION NTE AMOUNT ACCESS ADMINISTRATION **CPEP/CRISIS SERVICES** FORENSICS INTELLECTUAL DEVELOPMENTAL DISABILITY SERVICES New Master Pool contract for the Inspire Program to provide benefits to qualifying 1 P-IDD Master Pool for Inspire New Master Pool Contract for the \$1,390,140.00 11/13/2024 - 8/31/2025 Federal Grant Request for Application families to promote community inclusion and prevent institutionalization. The Program **Inspire Program** program will serve Harris County, aged 0-6 diagnosed with developmental delay, intellectual disability (intellectual development disorder) and/or autism spectrum disorder. Participating families are eligible for a maximum \$6,000 in benefits (\$5,000 for services to support the individual's disability and \$1,000 for respite care) Benefits will come in the form of therapeutic interventions, services, and materials purchased and delivered on behalf of the participating families. Funding for Inspire approved services/resources will be rendered directly to the authorized provider. Inspire program serviced include: \*Therapeutic Interventions \*Transportation \*Respite MENTAL HEALTH MENTAL HEALTH SERVICES-ECI LEASES

#### Executive Contract Summary

#### **Contract Section**

#### Select Header For This Contract\*

Intellectual Developmental Disability Services

#### Contractor\*

HARRIS CENTER

P-IDD Master Pool for Inspire Program

#### Contract ID #\*

N/A

#### Presented To\*

- Resource Committee
- Full Board

#### Date Presented\*

11/12/2024

#### Parties\* (?)

Various vendors

#### 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)

#### Funding Information\*

New Contract O Amendment

Contract Term Start Date \* (?)

11/13/2024

#### Contract Term End Date \* (?) 8/31/2025

Competitive Proposal

Consumer Driven

Request for Qualification

Sole Source

Tag-On

Other

If contract is off-cycle, specify the contract term  $(?)\$  N/A

Fiscal Year* (?)	Amount <sup>* (?)</sup>	
2025	\$ 1,390,140.00	

Funding Source*	
Federal Grant	
Contract Description / Type* (?)	
Personal/Professional Services	Consultant
Consumer Driven Contract	New Contract/Agreement
Memorandum of Understanding	Amendment to Existing Contract
Affiliation or Preceptor	Service/Maintenance
BAA/DUA	IT/Software License Agreement
Pooled Contract	C Lease
Renewal of Existing Contract	Other
Contract Owner*	
Dr. Evanthe Collins	
Previous History of Contracting with Vendor/Cor	ntractor*
🖲 Yes 🔵 No 💮 Unknown	
	*
Please add previous contract dates and what ser	rvices were provided
Harris Center has multiple contracts with Harris Cou	nty for
community-based supports/resources.	
Vendor/Contractor a Historically Underutilized B	usiness (HUB)* (?)
🔘 Yes 🔘 No 🕘 Unknown	
Community Partnership* (?)	
26 202 - 192 APR APR 1 21 1 22 1 22 1 22 1 22 1 22 1 22 1	
💿 Yes 🔘 No 🔘 Unknown	
Specify Name <sup>*</sup>	
P-IDD Master Pool for Inspire	
Supporting Documentation Upload (?)	
Inspire Exhibit A.docx	17.66KB
Inspire Program Guidelines - Revised 9.18.24.pdf	5.5MB
0013_1_24-2682 Harris Center Inspire Contract.pdf	
to 15_1_24-2002 Harris Center Inspire Contract.pdf	22.4000
Vendor/Contractor Contact Person	<u>o</u>

#### Name\*

Margo Childs

Phone Number\* 713 970 8237

#### Address\*

Street Address	
9401 Southwest Frwy	
Address Line 2	
N/A	
City	
Houston	
Postal / Zip Code	
77074	

State / Province / Region TX Country United States

#### Email\*

Margo.Childs@TheHarrisCenter.org

#### **Budget Section**

	Amount Charged to Unit* 5 1,390,140.00	Expense/GL Code No.* 550000	
Budget Manager Iohnson, Kenyonika	Secondary Kerlegon, Cl	Budget Manager arles	
Provide Rate and Rate Descriptions if	applicable <sup>*</sup> (?)		
Rate and rate description: As authorized and up NTE \$5,000 per fai	mily		
Therapeutic interventions: Therapeutic interventions (i.e. applied be occupational/physical/speech therapies, ntegration, art, aquatic)			
Fransportation: Provide transportation to appointments, a elated to the child's disability Provide transportation to activities in the			
Respite Care: As authorized and up to ar \$1,000 Provides care and supervision of persons			
pasis for short periods of time ntended to relieve family members or oth providers of their responsibilities for prov Provided to individuals only at their usual	iding care		
See attachment for additional information	1.		
Project WBS (Work Breakdown Struct N/A	ure)* (?)		
Requester Name	Submissior	Date	
Childs, Margo	10/10/2024		
Budget Manager Approval(s)			$\circ$
Approved by			
Kenyonika Tehnson	Approval D 10/10/2024	ate	
Procurement Approval			

Approved by Sign	Approval Date				
Contract Owner Approval	$\sim$				
Approved by					
Evanthe Collins	Approval Date				
Ovanthe Couns	10/11/2024				
Contracts Approval	$\hat{\mathbf{O}}$				
Approved by					
2	Approval Date				
Belinda Stude	10/21/2024				
Final Board Report Comments					
developmental delay, intellectual disability ( spectrum disorder. Participating families are (\$5,000 for services to support the individual Benefits will come in the form of therapeutic purchased and delivered on behalf of the pa	illies to promote community inclusion and serve Harris County, aged 0-6 diagnosed with ntellectual development disorder) and/or autism eligible for a maximum \$6,000 in benefits Is disability and \$1,000 for respite care) interventions, services, and materials articipating families. Funding for Inspire ed directly to the authorized provider. No funds				
*Therapeutic Interventions *Transportation *Respite					
Product/Service Description					
New Master Pool Contract for the Inspire Po	ogram				

# **EXHIBIT F-4**

## NOVEMBER 2024 INTERLOCAL AGREEMENTS

#### SNAPSHOT SUMMARY INTERLOCALS

#### NOVEMBER 2024 FISCAL YEAR 2025

	CONTRACTOR	PRODUCT/SERVICE DESCRIPTION	Action Type	CONTRACT PERIOD	FUNDING	COMMENTS
1	Harris County Hospital District d/b/a Harris Health	Epic EMR Software System Agency Wide	Renewal	2/4/2020 - 2/3/2025	General Revenue (GR)	Annual maintenance and support fee to Harris Health System for the EPIC EMR System. [FY25 NTE: \$2,327,727.00].
2	Harris County Public Health (HCPH)	New Interlocal MOU	New Contract	9/1/2024 - 8/31/2025	General Revenue (GR)	New Interlocal MOU to allow the HCPH to collaborate with the Harris Center's SUDOP program for de-identified data gain by the Harris Center to be a supporting element in CDC plans to show where healthcare disparities are in Harris County. This will also allow SUDOP to provide outreach and engagement service to individuals with a substance use disorders or alcohol use disorder problems that will help clients maintain retention in recovery, mental health services and referrals to medical care on an as needed basis and provide this de-identified data also.
3	Harris County Veterans Services Department	New Interlocal Joinder Agreement	New Contract	9/1/2024 - 8/31/2025	County	New Joinder Interlocal Agreement to add HC Veterans Services department to the Harris County CORE Interlocal Agreement for the CORE program with the Harris Center. Harris County has funded the CORE Program to cover all expenditures for the 24/25 Fiscal year (County FY).
4	Houston Public Library	New Interlocal MOU	New Contract	9/1/2024 - 8/31/2025	General Revenue (GR)	New Interlocal MOU to confirm the mutual understanding of The Harris Center for Mental Health and IDD and the Houston Public Library for the individuals who receive community-based mental health services and/or substance use disorder services from The Harris Center.
5	University of Texas Health Science @ Houston - HCPC	Mental Health In-Patient Psychiatric Beds, Inpatient Competency Restoration Services and Voluntary/Involuntary Civic Beds	Amendment	9/1/2024 - 8/31/2025	State	Amendment to increase the NTE to cover the cost to increase the County Bed (16) rate to \$700 per day effective 10/1/2024-08/31/2025. [Current FY25 NTE: \$47,463,519.20 increased by \$791,779.20; Revised FY25 NTE: \$48,255,298.20]
			1			

Mental Health and IDD Annual Renewal Evalua	tion
Current Fiscal Year Contract Informatic	on 📀
Current Fiscal Year 2025	
Contract ID#* 7731	
Contractor Name* Harris County Hospital District dba Harris Health	
Service Provided <sup>* (?)</sup> Epic EMR System	
Renewal Term Start Date* 2/4/2020	Renewal Term End Date <sup>*</sup> 2/3/2025
Term for Off-Cycle Only (For Reference Only)	
<ul> <li>Information Only (Total NTE Amount is Less than \$2</li> <li>Board Approval (Total NTE Amount is \$250,000.00 c</li> <li>Grant Proposal</li> <li>Revenue</li> <li>SOW-Change Order-Amendment#</li> <li>Other</li> </ul>	
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)	<ul> <li>Competitive Proposal</li> <li>Sole Source</li> <li>Request for Qualification</li> <li>Tag-On</li> <li>Consumer Driven</li> <li>Other</li> </ul>
Contract Description / Type	
<ul> <li>Personal/Professional Services</li> <li>Consumer Driven Contract</li> <li>Memorandum of Understanding</li> <li>Affiliation or Preceptor</li> <li>BAA/DUA</li> </ul>	<ul> <li>Consultant</li> <li>New Contract/Agreement</li> <li>Amendment to Existing Contract</li> <li>Service/Maintenance</li> <li>IT/Software License Agreement</li> </ul>
Pooled Contract Renewal of Existing Contract	Cher

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

- Yes
- No

p

Unknown

Contract NTE\* (?)

\$ 2,327,727.00

Rate(s)/Rate(s) Description

Unit(s) Served\* 1130

G/L Code(s)\* 574000

Current Fiscal Year Purchase Order Number\* FY24 CT143421

Contract Requestor\*

Rick Hurst

Contract Owner\*

Mustafa Cochinwala

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 O 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	S Charged to ea	ach Budget Un	it
Budget Unit Number* 1130	Amount Charged \$ 2,327,727.00	to Unit*	Expense/GL Code No.* 574000
Budget Manager* Campbell, Ricardo		Secondary Budget Campbell, Ricardo	Manager*
Provide Rate and Rate Descriptions	s if applicable * (?)		
Project WBS (Work Breakdown Stru N/A	ucture)* (?)		
Fiscal Year* (?) 2025		Amount <sup>*</sup> (?) \$ 2,327,727.00	
		\$ 2,527,727.00	
Next Fiscal Year Not to Exceed Ame	ount for Master Poo	led Contracts	
Contract Funding Source* General Revenue (GR)			
Contract Content Changes	6		$\odot$
Are there any required changes to Yes  No	the contract langua	ge?* (?)	
Will the scope of the Services chan	nge?*		
Is the payment deadline different th	nan net (45)?*		
<ul> <li>Yes No</li> <li>Are there any changes in the Perfo</li> </ul>	rmance Targets?*		
⊖ Yes ● No			
Are there any changes to the Subm	nission deadlines fo	r notes or supportir	ng documentation?*
File Upload (?)			
7731 Harris Health First Amendment	. , , , ,		748.61KB
7731 Harris Health system EHR EPIC	ADH-000063 (Fully	Executed).pdf	12.04MB 1.25MB
ADH-0063-02Harris_Center.pdf MS669 - Harris Center EPIC Maint 20	024-25.pdf		308.77KB
Contract Owner			$\odot$
Contract Owner* (?)			

Please Select Contract Owner

Mustafa Cochinwala

Budget Manager Approval(s)

 $\bigcirc$ 

#### Approved by

Ricardo Campbell

#### Contract Owner Approval

Approved by

Mustafa Cochinnala

#### **Contracts Approval**

#### Approve\*

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

#### Approved by\*

Belinda Stude

Approval Date\* 10/15/2024

Contract Section		
Contractor*		
Harris County Public Health (HCPH)		
Contract ID #*		
NA		
Presented To*		
Resource Committee		
Full Board		
Date Presented*		
11/12/2024		
Parties* (?)		
Harris County Public Health (HCPH) and The Harris C	enter 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	Constitution Deserved	
Competitive Bid	Competitive Proposal	
Request for Proposal	Sole Source	
Request for Application	Request for Qualification	
Request for Quote	Tag-On	
Interlocal	Consumer Driven Other	
Not Applicable (If there are no funds required)		
Funding Information*		
New Contract		
Contract Term Start Date * (?)	Contract Term End Date * (?)	
9/1/2024	8/31/2025	
If contract is off-cycle, specify the contract term (?)		
Fiscal Year* (?)	Amount <sup>*</sup> <sup>(?)</sup>	
riscal lear (1)		

General Revenue (GR)

### Contract Description / Type \* (?)

- Personal/Professional Services
- Consumer Driven Contract
- Memorandum of Understanding
- Affiliation or Preceptor
- BAA/DUA
- Pooled Contract

- Consultant
- New Contract/Agreement
- Amendment to Existing Contract
- Service/Maintenance
- IT/Software License Agreement

Renewal of Existing Contract

Lease Other

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

This agreement will allow HCPH to collaborate with SUDOP for de-identified data gain by the Harris Center to be a supporting element in CDC plans to show where healthcare disparities are in Harris County and Harris Center by allowing SUDOP to provide outreach and engagement service to individuals with a substance use disorders or alcohol use disorder problems that will help clients maintain retention in recovery. SUDOP will also provide Mental Health services and referrals to medical care on an as needed basis and provide this de-identified data also.

Director: Geoffrey Ball

#### Contract Owner\*

Kim Kornmayer

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

Specify Name\* Harris County Public Health

Supporting Documentation Upload (?)

### Vendor/Contractor Contact Person

### Name\*

Leah Barton- Interim Executive Director for Harris County Public Health

#### Address\*

Street Address 1111 Fannin Street Address Line 2 City Houston Postal / Zip Code 77002

State / Province / Region TX Country United States

Phone Number\* 832-927-7500

 $\bigcirc$ 

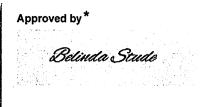
### Email\*

leah.barton@harriscountytx.gov

### **Budget Section**

Budget Units and Amounts	Charged to e	each Budget Ur	nit
Budget Unit Number* 9263	Amount Charge \$ 0.00	d to Unit <sup>*</sup>	Expense/GL Code No.* 0
Budget Manager Oshman, Jodel		Secondary Budge Ramirez, Priscilla	t Manager
Provide Rate and Rate Descriptions	s if applicable * (?)		n an
na Project WBS (Work Breakdown Stru na	ucture)* (?)		
Requester Name Singh, Patricia		Submission Date 9/27/2024	
Budget Manager Approval	(S)		0
Approved by <i>Tedel Oshman</i>		Approval Date 9/27/2024	
Procurement Approval			$\overline{\mathbf{O}}$
File Upload (?)			
Approved by Sign		Approval Date	
Contract Owner Approval			Ô
Approved by <i>Kim Kop NMAYEP</i>		Approval Date 10/1/2024	
Contracts Approval			
Approve* <ul> <li>Yes</li> <li>No, reject entire submission</li> <li>Return for correction</li> </ul>			

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Approval Date\* 10/1/2024

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No. of the second s

Contract Section	
Contractor*	
Houston Public Library	
Contract ID #*	
na	
Presented To*	
Resource Committee	
Full Board	
Date Presented*	
10/15/2024	
Parties* (?)	
Houston Public Library and The Harris Center for Men	tal Health and IDD
<ul> <li>Board Approval (Total NTE Amount is \$250,000.00</li> <li>Grant Proposal</li> <li>Revenue</li> <li>SOW-Change Order-Amendment#</li> <li>Other</li> </ul>	
*	
Procurement Method(s)* Check all that Apply	
Competitive Bid	Competitive Proposal
Request for Proposal	Sole Source
Request for Application	Request for Qualification
Request for Quote	Tag-On
Interlocal Not Applicable (If there are no funds required)	Consumer Driven Other
2	
Funding Information *	
Funding Information*	
	Contract Term End Date * (?)
New Contract	Contract Term End Date * (?) 8/31/2025
New Contract Amendment Contract Term Start Date * (?)	8/31/2025
New Contract Amendment Contract Term Start Date * (?) 9/1/2024	8/31/2025

General Revenue (GR)

### 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 \* (?)

The care coordination agreement serves to confirm the mutual understanding of The Harris Center for Mental Health and IDD and the Houston Public Library for the individuals who receive community-based mental health services and/or substance use disorder services from The Harris Center.

#### Contract Owner\*

Kim Kornmayer

#### Previous History of Contracting with Vendor/Contractor\*

Yes No Inknown

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

Yes No Inknown

### Community Partnership\* (?)

Yes No Unknown

Supporting Documentation Upload (?)

### Vendor/Contractor Contact Person Name\* Joy Brade Address\* Street Address 500 McKinney Street Address Line 2 State / Province / Region City Houston ΤХ Postal / Zip Code Country 77002 US Phone Number\* 832 393 1545 Email\*

joy.brade@houstontx.gov

### **Budget Section**

Budget Units and Amounts Charged to each Budget Unit

Budget Unit Number* 9208	Amount Charged \$ 0.00	I to Unit <sup>*</sup>	Expense/GL Code No.* 0
Budget Manager Oshman, Jodel		Secondary Budget Ramirez, Priscilla	Manager
Provide Rate and Rate Description	s if applicable* (?)		
Project WBS (Work Breakdown Str na	ucture) <sup>* (?)</sup>		
Requester Name		Submission Date	
Singh, Patricia		9/24/2024	
Budget Manager Approval	(s)		$\odot$
Approved by			
<i>t</i> 5		Approval Date	
Todel Oshman		9/24/2024	
Procurement Approval			0
File Upload (?)			
Approved by		Approval Date	
Sign			
Contract Owner Approval			$\overline{\mathbf{O}}$
Approved by			
		Approval Date	
Kim KopNMAYEP		9/24/2024	
Contracts Approval			
Approve*			
Yes			
<ul> <li>No, reject entire submission</li> <li>Return for correction</li> </ul>			
Approved by*			
		Approval Date*	
Belinda Stude		10/3/2024	
	THE PARTY AND AND ADDRESS OF THE PARTY OF TH	Contraction of the second second second	

Recutive Contract Sur	nmary
Contract Section	
Contractor* Harris County Veterans Services Department Contract ID #*	
na Presented To*	
<ul> <li>Full Board</li> <li>Date Presented *</li> </ul>	
11/12/2024 Parties* (?)	
Parties * (?) Harris County Veteran's department and The Harris Ce	enter for Mental Health and IDD
Agenda Item Submitted For: * (?) Information Only (Total NTE Amount is Less than \$2 Board Approval (Total NTE Amount is \$250,000.00 of 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)	<ul> <li>Competitive Proposal</li> <li>Sole Source</li> <li>Request for Qualification</li> <li>Tag-On</li> <li>Consumer Driven</li> <li>Other</li> </ul>
Funding Information*	
Contract Term Start Date <sup>* (?)</sup> 9/1/2024	Contract Term End Date * (?) 8/31/2025
If contract is off-cycle, specify the contract term (?) Fiscal Year* (?)	
2025 Funding Source*	
County	

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Personal/Professional Services	Consultant
Consumer Driven Contract	New Contract/Agreement
Memorandum of Understanding	Amendment to Existing Contract
Affiliation or Preceptor	Service/Maintenance
BAA/DUA	IT/Software License Agreement
Pooled Contract	Lease
Renewal of Existing Contract	Other
Justification/Purpose of Contract/Descripti	ion of Services Being Provided * (?)
This is an \$853,600 revenue contract. Harris ( cover all expenditures for the 24/25 Fiscal yea the Harris County Veterans Services Departm	County has funded the CORE Program to ar (County FY). The contract is to extend to
Contract Owner*	
Kim Kornmayer	
Previous History of Contracting with Vende	or/Contractor*
🌒 Yes 🔘 No 🔵 Unknown	
Please add previous contract dates and wh	nat services were provided*
Currently under contract	
Vendor/Contractor a Historically Underutili	zed Business (HUB)* (?)
🔵 Yes 🔘 No 🏾 Unknown	
Community Partnership* (?)	
💿 Yes 🔘 No 🔘 Unknown	
Specify Name*	
Harris County	
Supporting Documentation Upload (?)	
Vendor/Contractor Contact Pers	on
Name*	
Dave Lewis, Harris County Veterans Services	Department
Address*	
Street Address	
2100 Travis Street suite 210	
Address Line 2	
City	State / Province / Region
Houston	TX
Postal / Zip Code	Country
77002-8709	US
Phone Number*	
Phone Number*	
281-876-6600	

	Charged to each Budg		
Budget Unit Number* 9259	Amount Charged to Unit <sup>*</sup> \$ 853,600.00	Expense/GL Code No.* 403024	
Budget Manager Oshman, Jodel	Secondary Ramirez, Pr	Budget Manager scilla	
			00.0000000000000
Provide Rate and Rate Descriptions			
Pursuant to the ILA the Agency will on submit a detailed report and invoice to and approval prior to any monthly draw	the county for review		
Project WBS (Work Breakdown Stru na	icture)* (?)		
Requester Name	Submission	Date	
Singh, Patricia	9/25/2024		
Budget Manager Approval	(S)		0
Approved by			
Jodel Oshman	Approval D	ate	
Joace Oshman	9/27/2024		
Procurement Approval			Ô
File Upload (?)			
Approved by	Approval D	ate	
Sign			
Contract Owner Approval			Ó
Approved by			
Vin Vation and	Approval D	ate	
Kim KOPNMAVER	10/1/2024		
Contracts Approval			
Approve*			
Yes			
<ul> <li>No, reject entire submission</li> <li>Return for correction</li> </ul>			
Approved by *		*	
Belinda Stude	Approval D 10/1/2024	ate "	

### Recentive Contract Summary

### **Contract Section**

### Contractor\*

University of Texas Health Science @ Houston - HCPC

Contract ID #\*

5736

### Presented To\*

- Resource Committee
- Full Board

### Date Presented\*

11/12/2024

### Parties\* (?)

University of Texas Health Science Center @ Houston - HCPC and The Harris Center for Mental Health and IDD Services

#### 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)

### Funding Information\*

New Contract (	Amendment
----------------	-----------

### Contract Term Start Date\* (?) 9/1/2024

Contract Term End Date\* (?) 8/31/2025

Competitive Proposal

Request for Qualification

Sole Source

Consumer Driven

Tag-On

Other

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

### Current Contract Amount\* \$ 47,463,519.00

### Increase Not to Exceed\* \$ 791,779.20

Revised Total Not to Exceed (NTE)* \$ 48,255,298.20	
Fiscal Year* (?)	Amount* (?)
2025	\$ 48,255,298.20
Funding Source* State	
Contract Description / Type* (?)	Consultant
<ul> <li>Personal/Professional Services</li> <li>Consumer Driven Contract</li> <li>Memorandum of Understanding</li> <li>Affiliation or Preceptor</li> <li>BAA/DUA</li> <li>Pooled Contract</li> <li>Renewal of Existing Contract</li> <li>Justification/Purpose of Contract/Description Increased costs: 16 beds at HCPC from county at Contract Owner*</li> <li>Lance Britt</li> <li>Previous History of Contracting with Vendor/O</li> </ul>	<ul> <li>New Contract/Agreement</li> <li>Amendment to Existing Contract</li> <li>Service/Maintenance</li> <li>IT/Software License Agreement</li> <li>Lease</li> <li>Other</li> <li>of Services Being Provided * (?)</li> <li>t new rate \$700 for dates: 10/1/24-8/31/25</li> </ul>
Yes      No      Unknown Please add previous contract dates and what	
09-01-23 to 08-31-24	
Vendor/Contractor a Historically Underutilized	I Business (HUB)* (?)
Community Partnership <sup>* (?)</sup> Yes   No   Unknown	
Supporting Documentation Upload (?)	
RE County Beds HCPC - email of FY25 unit alloc	ations.msg 370KB
Vendor/Contractor Contact Person	0
Name* Daniel Doyle, COO	
Address * Street Address 2800 South Macgregor Way Address Line 2	
City Houston	State / Province / Region TX
Postal / Zip Code 77021	Country USA

### Phone Number\*

713-741-5000

Email\* daniel.doyle@uth.tmc.edu

### **Budget Section**

Budget Units and Amounts	Charged to ea	ach Budget Un	it
Budget Unit Number* 2221	Amount Charged \$ 5,876,500.00		Expense/GL Code No.* 543069
Budget Manager Smith, Janai		Secondary Budget Shelby, Debbie	Manager
Budget Unit Number*	Amount Charged	l to Unit*	Expense/GL Code No.* 543056
2222 Budget Manager Smith, Janai	\$ 4,343,500.00	Secondary Budget Shelby, Debbie	
Budget Unit Number* 2186	Amount Charged \$ 35,224,798.20	l to Unit*	Expense/GL Code No.* 543076
Budget Manager Smith, Janai		Secondary Budget Shelby, Debbie	Manager
Budget Unit Number* 2252	Amount Charged \$ 1,277,500.00	I to Unit <sup>*</sup>	Expense/GL Code No.* 543076
Budget Manager Smith, Janai		Secondary Budget Shelby, Debbie	Manager
Budget Unit Number* 9300	Amount Charged \$ 1,533,000.00	I to Unit <sup>*</sup>	Expense/GL Code No.* 543059
Budget Manager Smith, Janai		Secondary Budget Shelby, Debbie	Manager
Provide Rate and Rate Descriptions	if applicable * (?)		
Project WBS (Work Breakdown Stru 0.00	icture)* (?)		
Requester Name		Submission Date	
<sup>Smith, Janai</sup> Budget Manager Approval(	s)	10/18/2024	$\bigcirc$
Approved by			
Janai Lynnette Smith		Approval Date 10/18/2024	

Approved by		
Anthony Jones	Approval Date 10/18/2024	
Contracts Approval		
Approve*		
Yes		
No, reject entire submission		
Return for correction		
Approved by *		
	Approval Date*	

## 6168 Apartment Furniture RFP

Presented by: Stanley Adams, MBA Chief Financial Officer



## **Request For Proposal – Evaluation Criteria**

Evaluation Category	Relative Weight
Firm Qualifications/Past Performance on Similar Projects	15%
Firm Experience with Non-Profits	10%
Organization and Local Resources	25%
Price	40%
Project Methodology and Schedule	10%
TOTAL	100%

## **Request for Proposal – <u>Proposal</u> Evaluation Scores**

Evaluation Team	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5	Vendor 6	Vendor 7	Vendor 8
Evaluator 1	45	53	45	34	66	54	30	62
Evaluator 2	68	82	52	67	70	60	63	67
Evaluator 3	60	63	54	63	57	60	60	65
Evaluator 4	77	82	40	75	85	90	70	90
Average Evaluation Score	62.5	70	47.75	59.75	69.50	66	55.75	71

The total possible score is 100 points.

## **RFP – Original Pricing**

Items	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5	Vendor 6	Vendor 7	Vendor 8
Seating	\$135,862.94	\$139,512.00	\$170,560.27	\$149,538.48	\$133,057.10	\$135,714.36	\$156,671.74	\$150,633.12
Table	\$51,941.37	\$111,655.54	\$123,556.18	109,000.24	\$109,825.18	\$97,218.34	\$111,060.72	\$107,541.22
Case goods	\$132,724.12	\$99,351.54	\$183,200.02	\$170,441.32	\$127,925.98	\$161,283.46	\$141,974.82	\$153,114.18
Freight	\$8,900.00	\$27,788.44	\$4,442.50	\$29,747.42	\$17,598.04	TBD once order size known	\$31,552.00	\$29,473.76
Labor/ Install	\$26,500.00	\$14,000.00	\$13,475.00	\$14,400.00	\$5,830.00	TBD once order size known	\$23,911.00	\$18,664.84
Total Cost	\$355,928.43	\$392,307.52	\$495,233.97	\$473,127.46	\$394,236.30	\$394,216.16	\$465,170.28	\$459,427.12

## **RFP – BAFO Pricing**

Items	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5	Vendor 6	Vendor 7	Vendor 8
Seating	\$134,826.06	\$127,589.88	Did not submit	Did not submit	\$128,5590.38	Did not submit	Did not submit	Did not submit
Table	\$51,830.78	\$102,461.52	Did not submit	Did not submit	\$107,608.71	Did not submit	Did not submit	Did not submit
Case goods	\$132,112.86	\$90,868.12	Did not submit	Did not submit	\$125,309.40	Did not submit	Did not submit	Did not submit
Freight	\$5,330.14	\$26,538.44	Did not submit	Did not submit	\$17,298.00	Did not submit	Did not submit	Did not submit
Labor/ Install	\$26 <i>,</i> 500.00	\$13,500.00	Did not submit	Did not submit	\$5,830.00	Did not submit	Did not submit	Did not submit
Total Cost	\$350,599.84	\$360,957.96			\$384,605.49			

## **Award Recommendation**

### HARRIS CENTER for Mental Health and IDD

Award Recommendation 6168 Apartment Furniture RFP Project# FY24-0318

The Request for Proposal opened for Furniture for the 6168 Apartment Furniture on Wednesday, October 2, 2024, at 11:00 A.M.

The Project Team consisted of the following members: James Blunt, Buyer II, Sharon Brauner, Purchasing Manager, Evelyn Locklin, Senior Director PES and Residential Programs, Keena Pace, Chief Operating Officer, Stanley Adams, Chief Financial Officer, Karen Hurst, Interim Director for Facility Services, Edgar Barron and Abby Van Lammeren with MStrategic.

Two thousand eight hundred twenty-four (2824) vendors were identified in this area of interest by our procurement software, Bonfire. Thirty-nine (39) vendors were identified from buyer research and previous vendor list were also contacted. The specifications were posted on four (4) local newspapers, The Harris Center's web site, the State of Texas Electronic State Business Daily website, Women's Business Enterprise Alliance (WBEA), Houston Minority Supplier Development Council (HMSDC), and Houston Business Journal.

Received eight (8) responses. Eight (8) responses were deemed responsive and evaluated by the project team. After review of the Proposals, a Best and Final Offer (BAFO) was requested of the eight (8) responsive vendors. Three (3) vendors submitted a BAFO.

#### Recommended Vendor:

Facility Interiors

The team members rated each response using a qualitative approach. Based on the project team's evaluation of responses received, it is recommended Facility Interiors be selected based on pricing, furniture selection and ability to meet the Agency's deadline. When vendor was requested to provide their best and final offer, Facility Interior reduced their original proposal price by \$31,349.36.

The contract shall commence with a tentative award date, and shall remain in effect unless terminated, cancelled or extended for 1 year.

The total NTE (Not to Exceed) for the contract is \$360,957.96. Funding source is Unit# 1126, FS Infrastructure Project and GL Code# 900040, Building Remodel.

Submitted By: James Bluart James Bluart James Blunt, C.P.M. Buyer II Recommended By: DocuSigned by:

Sharon Brauner

Sharon Brauner, C.P.M., A.P.P. Purchasing Manager

Starley adams

Stanley Adams, MBA Chief Financial Officer



### Authorization to increase the FY25 Open PO to pay for two additional parkers at NPC -Admin Employee Surface Parking at the Texas Medical Center

The Harris Center's Purchasing Department is requesting approval to increase the Open PO to cover two (2) two new staff parking fees in the amount of \$422.00.

September 2024 Board approved: \$249,300.00 Increase: \$422.00 New NTE: \$249,722.00

Vendor	Service Description	FY 2025 Board Approved NTE SAmount	Increase	Comments
Texas Medical Center/LAZ	NPC Employee Parking Fees	\$249,300	\$422.00	Funds are required to cover Two (2) new parkers-HR Trainers-Expense for unit: 1108

### Submitted By:

DocuSigned by: Sharon Brauner

Sharon Brauner, C.P.M., A.P.P. Purchasing Manager

### **Recommended By:**

-DocuSigned by: Mina Cook

5163F40913774C8 Nina M. Cook, MBA, CTCM, CTCD Director of Purchasing

DocuSigned by: Stanley adams

E758EDD6BGF04D Stanley Adams, MBA

Chief Financial Officer DocuSigned by:

Wayne Young, MBA, LPC, FACHE Chief Executive Officer

Status Pending PolicyStat ID 1	6516903			
	Origination	10/2005	Owner	Stanley Adams
<b>O P The HADDIS</b>	Last Approved	N/A	Area	Fiscal Management
Mental Health and IDD	Effective	Upon Approval	Document Type	Agency Policy
Transforming Lives	Last Revised	10/2023		
	Next Review	1 year after approval		

### FM.A.1 Adding and Receiving Equipment

## 1. PURPOSE:

To uphold appropriate processes and accurately account for all capital items and controlled assets in conformity with sound accounting and financial controls.

## 2. POLICY:

All The Harris Center for Mental Health and IDD supervisors are accountable for the use and reasonable care of all Capital Items and Controlled Assets assigned to them, assigned to the staff under their authority, and/or located on the premises in which their operations reside. Therefore, it is necessary to properly record and account for all Capital Items and Controlled Assets, including any new Capital Items and Controlled Assets added to their organizational area.

## **3. APPLICABILITY/SCOPE:**

The Harris Center for Mental Health and IDD

## 4. DEFINITIONS:

**Capital Item:** Equipment, furniture, vehicles & computer related equipment with a historical cost of \$5,000 or greater.

**Controlled asset:** a capital asset that has a value less than the capitalization threshold established for that asset type with a high-risk nature, that is, equipment with a historical cost between \$500 and \$4,999.99 and classified as one of the following:

- Computer, Desktop
- Laptop Computers
- Smartphones, Tablets & Other Handheld Devices
- Data Projectors
- TV's, Video Players/Recorders
- Sound Systems and Other Audio Equipment
- · Camera Portable Digital, SLR

## **5. PROCEDURES:**

FM.B.1 Adding and Receiving Equipment

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

- CARF: Section 1. Subsection F.6.a., Financial Planning and Management References: Rules/ Regulations/Standards
- Property Accounting, Texas Government Code §§403.272-403.277
- Generally Accepted Accounting Procedures (GAAP)
- Texas Grant Management Standards (TxGMS)

### **Approval Signatures**

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	10/2024
Legal Review	Kendra Thomas: Counsel	09/2024
Department Review	Stanley Adams	09/2024
Initial Assignment	Stanley Adams	09/2024

Status Pending PolicyStat ID 1	6516902			
	Origination	10/2015	Owner	Stanley Adams
<b>SP</b> HARRIS	Last Approved	N/A	Area	Fiscal Management
Mental Health and IDD	Effective	Upon Approval	Document Type	Agency Policy
Transforming Lives	Last Revised	10/2023		
	Next Review	1 year after approval		

### FM.A.3 Asset Tracking and Depreciation

## 1. PURPOSE:

To uphold appropriate processes and accurately account for all capital items and controlled assets in conformity with sound accounting and financial controls.

## 2. POLICY:

It is the policy of The Harris Center for Mental Health and IDD to conform with the Government Accounting Standards Board and report Center Property Plant and Equipment through the Comprehensive Annual Financial Report.

## **3. APPLICABILITY/SCOPE:**

The Harris Center for Mental Health and IDD

## 4. RELATED POLICIES/FORMS:

Policies	Reference
Reporting Burglaries or Thefts	
Adding and Receiving Equipment	
Disposal of Fixed Assets	
Forms	Reference
Request to Add Property	
Request to Transfer Property	

Request to Surplus Property	
Request for Property Disposal	

## 5. PROCEDURES:

FM.B.3 Asset Tracking and Depreciation

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

- Property Accounting, Texas Government Code §§403.272-403.277
- Generally Accepted Accounting Principles (GAAP)
- Texas Grant Management Standards (TxGMS)
- · CARF: Section 1. Subsection F.6.a., Financial Planning and Management

### **Approval Signatures**

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	10/2024
Legal Review	Kendra Thomas: Counsel	09/2024
Department Review	Stanley Adams	09/2024
Initial Assignment	Stanley Adams	09/2024

Status Pending PolicyStat ID 16	691856			
<b>BR</b> The HARRIS CENTER for Mental Health and IDD Transforming Lives	Origination Last Approved Effective Last Revised	10/2020 N/A Upon Approval 11/2022	Owner Area Document Type	Kendra Thomas: Counsel Leadership Agency Policy
	Next Review	1 year after approval		

### LD.A.2 Business Associate and Subcontractor Policy

## **1. PURPOSE:**

The purpose of this policy is to ensure The Harris Center executes Business Associate agreements in compliance with the relevant provisions of Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended, to establish the permitted and required uses and disclosures of Protected Health Information).

## 2. POLICY:

It is the policy of The Harris Center to enter into business associate agreements in compliance with the relevant provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), as amended. The Business Associate agreements shall comply with the federal requirements.

The contracts shall establish the permitted and required uses and disclosures of Protected Health Information by the business associate. The contract may not authorize the business associate to use or further disclose the information in a manner that would violate the requirements of HIPAA, if done by the Harris Center, except that:

- The contract may permit the business associate to use and disclose protected health information for the proper management and administration of the business associate as provided by HIPAA
- · To carry out the legal responsibilities of the business associate; and
- The contract may permit the business associate to provide data aggregation services related to the Harris Center's operations.

A covered entity may disclose Protected Health Information to a business associate and may allow a

business associate to create, receive, maintain, or transmit Protected Health Information on its behalf, if the covered entity obtains satisfactory assurances that the business associate will appropriately safeguard the information. A covered entity is not required to obtain such satisfactory assurances from a business associate that is a subcontractor. A business associate may disclose Protected Health Information to a business associate that is a subcontractor and may allow the subcontractor to create, receive, maintain, or transmit Protected Health Information on its behalf, if the business associate obtains satisfactory assurances, that the subcontractor will appropriately safeguard the information.

The Business Associate must sign a Business Associate Agreement prior to the disclosure of protected health information on behalf of The Harris Center and must document the satisfactory assurances.

A covered entity is not in compliance, if the covered entity knew of a pattern of activity or practice of the Business Associate that constituted a material breach or violation of the business associate's obligation under the contract or other arrangement, unless the covered entity took reasonable steps to cure the breach or end the violation, as applicable, and, if such steps were unsuccessful, terminated the contract or arrangement, if feasible. A covered entity is not in compliance, if the covered entity knew of a pattern of activity or practice of a subcontractor that constituted a material breach or violation of the subcontractor's obligation under the contract or other arrangement, unless the covered entity took reasonable steps to cure the breach or end the violation, as applicable, and a material breach or violation of the subcontractor's obligation under the contract or other arrangement, unless the covered entity took reasonable steps to cure the breach or end the violation, as applicable, and pattern of the subcontractor's obligation under the contract or other arrangement, unless the covered entity took reasonable steps to cure the breach or end the violation, as applicable, and, if such steps were unsuccessful, terminated the contract or arrangement, if feasible.

If a Business Associate discovers a breach, the breaching party will have the opportunity to cure the breach or end the violation. If the breaching party does not cure the breach or end the violation within a reasonable time frame, or if a material term of the agreement has been breached and a cure is not possible, the non-breaching party may terminate the agreement, upon written notice to the breaching party. A business associate is not in compliance with the federal standards, if the business associate knew of a pattern of activity or practice of a subcontractor that constituted a material breach or violation of the subcontractor's obligation under the contract or other arrangement, unless the business associate took reasonable steps to cure the breach or end the violation, as applicable, and if such steps were unsuccessful, terminated the contract or arrangement, if feasible.

## **3. PROCEDURES:**

**Business Associate** 

## 4. APPLICABILITY/SCOPE:

All Harris Center programs, employees, volunteers, interns, contractors, subcontractors and business associates.

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

**Business Associate Agreement** 

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

Health Insurance Portability and Accountability Act of 1996,45 C.F.R. Parts 160 and 164

### **Approval Signatures**

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	10/2024
Legal Review	Kendra Thomas: Counsel	09/2024
Initial Assignment	Kendra Thomas: Counsel	09/2024

Status Pending PolicyStat ID	16691858			
<b>See The HARRIS</b> <b>CENTER</b> for <b>Mental Health and IDD</b> Transforming Lives	Origination Last Approved Effective Last Revised Next Review	07/1992 N/A Upon Approval 11/2022 1 year after approval	Owner Area Document Type	Kendra Thomas: Counsel Leadership Agency Policy

### LD.A.3 Communication with the Media and Other Entities

## 1. PURPOSE:

To ensure all staff within The Harris Center for Mental Health and IDD communicates accurately, effectively, and consistently to all media sources to support the organization's mission and strategic plan.

## 2. POLICY:

The Communications Department is the primary and official liaison to the media and shall be responsible for approving and coordinating the communication of The Harris Center information to the media and other entities. All staff should contact the Communications department for matters related to media contacts, crisis incidents, and general procedures regarding relations with the media.

Any information regarding an individual's identity and treatment is confidential and shall only be released in accordance with The Harris Center policies and procedures, along with state and federal laws and regulations. It is the policy of The Harris Center to comply with the Texas Public Information Act.

## **3. APPLICABILITY/SCOPE:**

All Harris Center staff must adhere to this policy when acting on behalf of The Harris Center. No employee is authorized to speak "off the record" on behalf of The Harris Center.

## 4. PROCEDURES: 5. RELATED POLICIES/FORMS (for reference

## only):

- · Media consent form
- Consent for release of confidential information

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

• CARF Standard: Risk Management 1.G.3. Written procedures regarding communications, including media relations and social media.

### **Approval Signatures**

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	10/2024
Legal Review	Kendra Thomas: Counsel	09/2024
Initial Assignment	Kendra Thomas: Counsel	09/2024

Status Pending PolicyStat ID 1	6691846			
	Origination	10/2000	Owner	Rita Alford: Dir
<b>SP</b> HARRIS	Last Approved	N/A	Area	Information Management
Mental Health and IDD	Effective	Upon Approval	Document Type	Agency Policy
Transforming Lives	Last Revised	10/2023		
	Next Review	1 year after approval		

#### HIM.EHR.A.7 Faxing & Emailing Patient Identifying Information

### 1. PURPOSE:

The Harris Center will protect the confidentiality and privacy of patient/individual identifying information and safeguard such information against impermissible disclosure when faxing and emailing patient/ individual identifying information.

## 2. POLICY:

It is the policy of The Harris Center to ensure that staff protect all patient health information during all electronic communication.

## **3. APPLICABILITY/SCOPE:**

This policy applies to all departments, divisions, facilities and/or programs within The Harris Center.

## 4. PROCEDURES:

HIM.EHR.B.7 Faxing & Emailing Patient Identifying Information

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

Policy and Procedures	References
Confidentiality and Disclosure of Patient Identifying Information	HIM.EHR.A.3

**Incident Reporting** 

EM.A.4

Patient Information Facsimile Cover Sheet

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

- Health Insurance Portability and Accountability Act, 45 CFR Part 164
- Confidentiality of Substance Use Disorder Patient Records, 42 CFR Part 2, Subpart B
- Physician-Patient Communication, Tex. Occupation Code Ch. 159
- Medical Records Privacy, Tex. Health and Safety Code Ch. 181
- Mental Health Records, Tex. Health and Safety Code Ch. 611

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	10/2024
Legal Review	Kendra Thomas: Counsel	10/2024
Department Review	Mustafa Cochinwala: Dir	09/2024
Initial Assignment	Rita Alford: Dir	09/2024

Status Pending PolicyStat ID 16	6691853			
<b>OO</b> The	Origination Last Approved	10/2023 N/A	Owner Area	Evanthe Collins: Dir ByLaws
HARRIS CENTER for Mental Health and IDD	Effective	Upon Approval	Document Type	Bylaws
Transforming Lives	Last Revised	10/2023		
	Next Review	1 year after approval		

#### **BYL.3 IDD-PAC Bylaws**

#### SECTION V: POLICIES PERTAINING TO THE HARRIS CENTER ADVISORY COUNCILS

#### 1.00 Bylaws of The Harris Center Advisory Council

(Approved MHMRA Board of Trustees: March 18, 1976)
(Revised MHMRA Board of Trustees: February 15, 1979)
(Revised MHMRA Board of Trustees: January 13, 1982)
(Revised MHMRA Board of Trustees: February 14, 1985)
(Revised MHMRA Board of Trustees: January 21, 1987)
(Revised MHMRA Board of Trustees: March 14, 1989)
(Revised MHMRA Board of Trustees: November 28, 1990)
(Revised MHMRA Board of Trustees: March 27, 1991)
(Revised MHMRA Board of Trustees: April 28, 1992)
(Revised MHMRA Board of Trustees: March 22, 1994
(Revised MHMRA Board of Trustees: December 20, 1994)
(Revised MHMRA Board of Trustees: May 23, 1995)
(Revised MHMRA Board of Trustees: March 25, 1997)

(Revised MHMRA Board of Trustees: December 23, 1997

(Revised MHMRA Board of Trustees: July 21, 1998)

(Revised MHMRA Board of Trustees: August 25, 1998)

(Revised MHMRA Board of Trustees: December 19,2006)

(Revised MHMRA Board of Trustees: May 27, 2008)

#### 1.01 Purposes

- A. The primary purpose of the Advisory Councils of The Harris Center shall be to advise The Harris Center Board of Trustees on all matters (including planning) relative to the provision of mental health and intellectual and developmental disabilities services and supports to the residents of Harris County.
- B. Other purposes of the Advisory Councils are as follows:
  - 1. Gather information related to existing and/or needed services, identify problem areas with regard to consumer services and supports and/or systemic issues, receive input from the community, and reflect this information to the Board of Trustees and to the Chief Executive Officer.
  - 2. Ensure that the viewpoint(s) of the primary (consumer) and secondary (family member) stakeholders is/are communicated to the Board of Trustees and the Chief Executive Officer.

#### 1.02 Responsibilities

Advisory Councils are charged with the following responsibilities:

- A. Make recommendations on specific service needs, planning, and implementation of priorities. Participation in the annual and strategic planning processes of the Agency will be a major responsibility of the Advisory Councils. Any recommendations duly adopted by an Advisory Council will be carried by the Board liaison or his/her designee to the appropriate Board Committee at the next regularly scheduled meeting of the appropriate committee following approval of the minutes of the Council meeting in which the recommendations are set forth. The Board Committee will review the recommendations for subsequent presentation to the Board. The Advisory Councils should receive, review, and comment on, reports from staff regarding plan implementation.
- B. Serving as a vital communications link between The Harris Center and the community. To accomplish this, following the approval by the council of the minutes in which recommendations are recorded, the approved minutes of each Advisory Council will be placed in each Board member's information packet prior to the next Board meeting. The approved minutes of each The Harris Center Board meeting without attachments will be distributed to all Advisory Council members at the next regularly scheduled council meeting.
- C. Establish a variety of action task forces to advise on specific issues and problems.
- D. Respond to special charges as assigned or requested by the Board of Trustees or Chief Executive Officer from time to time.

- E. Establish lines of formal and informal communication among public and private agencies and organizations dealing with issues relating to adults and children with mental illness and intellectual and developmental disabilities.
- F. The Medical Advisory Council shall be responsible for informing <u>The Harris Center</u> Board of Trustees of the Agency's compliance with all standards which relate to psychiatric and/or medical care as outlined in the Rules of the Commissioner of the Texas Health & Human Services Commission. (Approved MHMRA Board of Trustees: July 21,1977)

#### 1.03 Composition

- A. A Medical Advisory Council, Adult Mental Health Council, Child and Adolescent Mental Health Council, and Intellectual and Developmental Disabilities Planning Advisory Council shall be established. Other councils may also be created at the discretion of The Harris Center Board of Trustees.
- B. Appointments of members should include a broad representation from the community including consumer and family members, representatives from organizations and agencies, and interested individuals. New appointments to Advisory Councils shall be considered by The Harris Center Board of Trustees Program Committee prior to consideration by the Board. Persons serving as representatives of Board-approved organizations are subject to Board approval. Persons filling Consumer, Family, or Interested Citizen slots will be selected by the Board from nominees recommended by the Program Committee. Candidates for consumer, family, or interested citizen "slots" may be nominated by themselves, organizations or agencies, providers, or Board members. The nomination shall be on a Board approved form which provides sufficient information to make appropriate selections to assure balanced representation. Organizations may be proposed for the Board approved list by submitting a request to the Board Program Committee.
  - 1. Prior to consideration of an appointment to any of the Advisory Councils, the Program Committee will forward the nominee's application to the appropriate Advisory Council for review and comment.
  - 2. Each Advisory Council shall establish its process for review of prospective nominees and input to the Program Committee for consideration of the application.
  - 3. The Advisory Council review process of prospective nominees will have thirty (30) days to provide input to the Program Committee prior to its formal consideration of a nominee.
- C. The terms of individuals representing Board approved organizations shall be at the pleasure of Board approved organization, subject to Board of Trustees review and approval. Organizational representatives shall remain on the Councils until such time as the organization replaces them or they resign. The terms of consumer, family member, or interested citizen members shall be for three year period or until successors are appointed. Appointments made to fill unexpired terms shall be for the period of the unexpired term, or until a successor is appointed. Members shall serve no more than two (2) consecutive terms and may be eligible for reappointment one (1) year after the expiration of their two (2) consecutive terms. Honorary members remain on the Councils as nonvoting members. All council positions will be filled within 90 days of the vacancy.
- D. Proposed Advisory Council members shall, upon nomination and before appointment, certify in

writing that they have read and will be guided by the Code of Ethics of The Harris Center. In addition, the proposed council member shall agree to reveal any potential conflict of interest in any issue before the Advisory Council prior to participating in the discussion of that issue. Membership on The Harris Center Advisory Council shall not include Agency Employees or their immediate families, members of the Agency's Public Responsibility Committee, or members of other committees or organizations whose membership eligibility precludes existing affiliation with the Agency.

- E. Specific composition of the:
  - 1. Adult MH Advisory Council:
    - a. Fifteen (15) slots for Board-approved organizations and interested citizens.
    - b. Fifteen (15) slots for Board-appointed consumers, family members, composed of:
      - Six (6) slots dedicated to consumer representatives of the Consumer Advisory Council of the AMH Division who are actively receiving services and/or supports from the Agency;
      - II. Four (4) slots dedicated to persons (priority population) who are past or present consumers of mental health services; and,
      - III. Five (5) slots dedicated to family members of persons that are past or present consumers of mental health services (priority population).
  - 2. Children's Mental Health Advisory Council
    - a. The Children's Management Team Agencies of the Children's Mental Health Plan shall be Board approved organizations on the Children's MH Advisory Council.
    - b. Four (4) slots dedicated to family members of persons receiving services and/or supports from the Child and Adolescent Services Division
  - 3. Intellectual and Developmental Disabilities Planning Advisory Council
    - a. The council shall be comprised of at least nine (9) members with a maximum of thirty (30) members.
    - b. Membership shall either be Organizational or Advocate Memberships.
    - c. At least 50% of the members on the Council shall be a person with intellectual and/or developmental disabilities or a family member of a person with intellectual and/or developmental disabilities.
    - d. Not less than one (1) member will be dedicated to a person with intellectual and/or developmental disabilities.
    - e. Members shall reside in Harris County.

#### 1.04 Officers

A. Each Council shall elect its own Chairperson, Vice Chairperson, and Secretary at the annual meeting and assume office at the next Council meeting.

- B. The Chairperson shall preside at all meetings, be an ex-officio member of all committees except the Nominating Committee, call special meetings as needed, and appoint special committees and/or task force groups and their chairpersons.
- C. The Vice Chairperson shall be an assistant to the Chairperson and assume the duties of the Chairperson in his/her absence. In the event of the resignation of the Chairperson, the Vice Chairperson shall assume the duties of the Chair until a replacement is elected by the Council.
- D. The Secretary shall keep the minutes of the meetings and maintain a file of essential records. The Secretary of each Council shall record member attendance and bring attendance compliance issues to the attention of the Board Program Committee.
- E. Officers shall serve for a three-year period.

#### 1.05 Meetings

- A. Councils shall meet on a designated date at least quarterly unless otherwise determined by individual Councils or requested by the Board of Trustees. Special meetings may be called at the discretion of the Chairperson with a minimum of seventy-two (72) hours' notice to all members.
- B. The last regular meeting before the end of the fiscal year shall be known as the Annual Meeting and shall be for the purpose of electing new officers, receiving reports of officers and committees, and for other business that may arise.
- C. Meetings of all Advisory Councils are open sessions. Attendance and participation by the public is encouraged; however, only duly appointed members may vote. Each Advisory Council meeting shall provide an opportunity for public comment.
- D. Committee meetings may be called at the discretion of the chairpersons of those committees.
- E. Each council shall determine the requirements for constituting a quorum; however, in no case shall a quorum be established at less than twenty-five percent (25%) of current members.
- F. Unexcused absences by an individual or organization representative of a council for three (3) consecutive general meetings shall be considered a resignation unless a request for review is brought to the attention of the chairperson before the next meeting. Each Advisory Council shall establish a process to engage members who have attendance problems and provide an opportunity for reinstatement after an automatic resignation prior to the next meeting of the Board Program Committee. Each Advisory Council shall notify the member of his/her automatic resignation in writing prior to the next regular meeting of the Advisory Council.
- G. An organization that does not appoint a representative to a Council within six (6) months of initial The Harris Center Board approval or at the end of six (6) months following the vacancy

by its representative shall be considered to have resigned its organizational membership on the designated council unless a request to review is brought to the Board Program Committee.

- H. Absentee or proxy voting shall not be allowed for any member.
- I. General meetings shall follow the standard agenda as prescribed by the Board. The detailed agenda for each meeting shall be prepared jointly by a Board member, the assigned staff member, and the Chairperson of the Council.
  - 1. Standard Agenda shall consist of:
    - a. Call to Order
    - b. Minutes of Previous Meeting
    - c. Public Comments (three-minute time limit)
    - d. Educational presentation
    - e. Old Business
    - f. New Business
    - g. Consideration of communications, advice and recommendations from public and private agencies and organizations.
    - h. Report from the Board Liaison and consideration of Board requests for advice concerning service needs and/or implementation of priorities.
    - i. Set date for next meeting and adjourn.

#### 1.06 Committees

Standing and special committees shall be created by the council as needed. Members shall be appointed by the council chairperson. Chairpersons of standing committees shall be appointed by the council chairperson subject to approval by a vote of the council at a general meeting.

#### 1.07 Amendment of Bylaws

These bylaws apply to all Advisory Councils of The Harris Center for Mental Health and Intellectual and Developmental Disabilities, unless otherwise stated. Advisory Councils desiring to make a change in the bylaws should submit the requested change, in writing, to The Harris Center Board of Trustees through the Board Program Committee.

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending

CEO Approval	Wayne Young: Exec	10/2024
Legal Review	Kendra Thomas: Counsel	09/2024
Departmental Review	Keena Pace: Exec	09/2024
Initial Assignment	Evanthe Collins: Dir	09/2024

Status Pending PolicyStat ID 16	360600			
<b>Security of the Harrison of t</b>	Origination Last Approved Effective Last Revised Next Review	09/2015 N/A Upon Approval 10/2023 1 year after approval	Owner Area Document Type	Kia Walker: Chief Nursing Officer Medical Services Agency Policy

#### **MED.NUR.A.2 Medication Administration**

### 1. PURPOSE:

The purpose of the policy is to describe the medication administration practices provided by The Harris Center for Mental Health and IDD.

## 2. POLICY:

All nurses employed with or contracted by the Harris Center who administer medications must do so according to their licensing boards. Non-licensed staff who administer or supervise the self-administration of medications **(SSAM)** must meet the education/training requirements and standards. Medications will be administered only upon the specific order of authorized prescribers in Mental Health and IDD Programs. Psychoactive Medications will only be administered when the patient or Legally Authorized Representative (LAR) has provided written consent except during a psychiatric or medical emergency. Programs not providing nursing services will be excluded from any type of medication administration.

## **3. APPLICABILITY/SCOPE:**

This policy applies to all units, programs, and services of the Harris Center where medications are prescribed and administered by licensed practitioners and staff who have been trained and found the be competent and to all units and programs that provide supervision of medication self-administration or medication administration by non-licensed staff.

## 4. RELATED POLICIES/FORMS (for reference

## only):

Pharmacy and Unit Medication/ Drug Inventory

#### 5. PROCEDURES:

- Medication Administration and Documentation Procedure
- CPEP Medication Administration Procedure
- CPEP Medication Education Procedure
- Supervision of Self-Administration of Medications (SSAM)
- Medication Administration in Outpatient Clinics
- IDD Medication Administration
- MED 11A Pharmacy and Unit Medication/ Drug Inventory

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

- Administration of Medication for Clients with Intellectual and Developmental Disabilities, Tex. Human Resources Code Chapter 161, Subchapter D-I
- Administration of Medication to Patient under Court Order for Mental Health Services, Tex. Health & Safety Code Ch. 574, Subchapter G
- Rights of Persons with an Intellectual Disability, Tex. Health & Safety Code Ch. 592, Subchapter F
- RN Delegation to Unlicensed Personnel and Tasks Not Requiring Delegation in Independent Living Environments for Clients with Stable & Predictable Conditions, 22 Tex. Admin. Code Chapter 225
- Consent to Treatment with Psychoactive Medication-Mental Health Services, 25 Texas Administrative Code Ch. 414, Subchapter I.
- Mental Health Community Services Standards- Standards of Care-Medication Services, 26 Texas Administrative Code §301.355
- Role and Responsibilities of a Local Authority-Health Safety and Rights, 40 Tex. Admin. Code §2.313

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending

CEO Approval	Wayne Young: Exec	10/2024
Final Legal Review	Kendra Thomas: Counsel	09/2024
Department Review	Luming Li: Chief Medical Ofcr (1101 1817)	08/2024
Initial Assignment	Kia Walker: Chief Nursing Officer	08/2024

Status Pending PolicyStat ID 1	6214790			
	Origination	05/1998	Owner	Rita Alford: Dir
<b>O</b> <b>D</b> <b>D</b> <b>D</b> <b>D</b> <b>D</b> <b>D</b> <b>D</b> <b>D</b> <b>D</b> <b>D</b>	Last Approved	N/A	Area	Information Management
Mental Health and IDD	Effective	Upon Approval	Document Type	Agency Policy
Transforming Lives	Last Revised	09/2023		
	Next Review	1 year after approval		

#### HIM.EHR.A.9 Patient/Individual Records Administration

#### 1. PURPOSE:

An adequate and accurate medical record must be maintained for each patient/individual receiving service from The Harris Center. Throughout each Division, patient/individual records (electronic or paper-based) must be uniformly organized so that information can be located quickly and easily.

### 2. POLICY:

It is the policy of The Harris Center that the medical record, as a legal document, must also be completely accurate and true, containing all information pertinent to the services received by the patient/ individual. All direct care staff will be responsible for documenting and authenticating the care rendered to patients/individuals in accordance with professional standards of documentation and specifically mandated regulatory, legal, and/or accrediting standards.

## **3. APPLICABILITY/SCOPE:**

This policy will be used by all employees, contractors, interns, and volunteers within The Harris Center.

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

**Policies and Procedures** 

Agency Abbreviation List

Confidentiality and Disclosure of Patient/ Individual Health Information

Retention of Patient/Individual Records

Content of Patient/Individual Records

Correcting Documentation and Coding Errors

Information Security Policy

### 5. PROCEDURES:

Patient/Individual Records Administration

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

Medical Records System, 26 Tex. Admin. Code §301.329 Medical Records, 22 Tex. Admin. Code Ch.165 Psychological Records, Test Data, & Test Materials, 22 Tex. Admin. Code §465.22

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	10/2024
Legal Review	Kendra Thomas: Counsel	10/2024
Department Review	Mustafa Cochinwala: Dir	09/2024
Initial Assignment	Rita Alford: Dir	09/2024

Status Pending PolicyStat ID 16	352061			
	Origination	02/1992	Owner	Keena Pace: Exec
<b>OO</b> <sup>The</sup>	Last Approved	N/A	Area	Assessment, Care & Continuity
Mental Health and IDD	Effective	Upon Approval	Document Type	Agency Policy
Transforming Lives	Last Revised	10/2023		
	Next Review	1 year after approval		

#### ACC.A.9 Return to In-Patient Care of Furloughed Patient

#### 1. PURPOSE:

The purpose of this policy is ensure The Harris Center complies with current state laws regarding furlough of patient receiving inpatient treatment pursuant to a temporary or extended commitment.

### 2. POLICY:

It is the policy of a The Harris Center to comply with all requirements and special conditions associated with patients released on furlough.

## **3. APPLICABILITY/SCOPE**

This policy applies to all Harris Center staff.

### **4. PROCEDURES**

ACC.B.9 - Return to In-Patient Care of Furloughed Patient

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

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

CARF: Section 3. Subsection J., Inpatient Treatment Texas Mental Health Code, Texas Health & Safety Code Chapter 574

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	09/2024
Legal Review	Kendra Thomas: Counsel	08/2024
Departmental Review	Keena Pace: Exec	08/2024
Initial Assignment	Keena Pace: Exec	08/2024

Status Pending PolicyStat ID 16	136702			
	Origination	02/2019	Owner	Keena Pace: Exec
<b>O D The UADDIC</b>	Last Approved	N/A	Area	Assessment, Care & Continuity
Mental Health and IDD	Effective	Upon Approval	Document Type	Agency Policy
Transforming Lives	Last Revised	08/2023		
	Next Review	1 year after approval		

#### ACC.A.4 Screening and Assessment for Mental Health, Substance Use and Intellectual and Development Disabilities (IDD) Services

## 1. PURPOSE:

The purpose of the admission policy is to have a uniform method and efficient procedure for admitting clients into services and to identify individual needs to plan the most appropriate intervention.

## 2. POLICY:

It is the policy all individuals seeking The Harris Center For Mental Health and IDD (The Harris Center) services will be evaluated by credentialed and knowledgeable staff able to assess the specific needs of the persons served, trained in the use of applicable tools, tests or instruments prior to administration and be able to communicate with clients. THE HARRIS CENTER strictly prohibits and does not discriminate against individuals accessing or receiving treatment services at THE HARRIS CENTER because of race, color, religion, creed, national origin, ethnicity, sex (including gender, pregnancy, sexual orientation, and gender identity), age, disability, citizenship, genetic information or any other characteristic protected under applicable federal, state, or local law. Individuals will be evaluated through a screening and assessment process designed to maximize opportunities for the client to gain access to The Harris Center programs and services. If the client's needs are beyond the scope of services offered by The Harris Center, the client will be referred to an agency that can address the individual needs. Services will not be denied to individuals based on their ability to pay. The Harris Center encourages the involvement and participation of family, significant others, and caregivers in the recovery process. Services are subject to all state standards for the provision of both voluntary and court-ordered services.

### **3. APPLICABILITY/SCOPE:**

This applies to all The Harris Center Programs/Units providing services.

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

- Demographic Form
- Intake Questionnaire Form
- Intake Assessment Form
- Risk Assessment Form
- Fee Assessment Form
- Consumer Benefits Screening Form
- · Uniform Assessment/Diagnostic Interview/Diagnostic Form
- Informed Consent, Notification of Client Rights, Notification of Right to Appeal a Decision Form
- Deny or Involuntarily Terminate Services, Authorization for Release of Information (if needed), Telemedicine Consent, client orientation Form
- Voter Registration Application Form
- Additional SUD Forms:
  - Screening Form/ SUD Screening Form
  - SUD Consent and Orientation Form
  - Initial Discharge Form
- Additional IDD Forms:
  - ICAP
  - Explanation of MR Services and Supports
  - Initial Identification of Preferences
  - HCS Interest List
  - Service Coordination Assessment
  - IDD Supplemental Diagnosis

## 5. PROCEDURES:

Screening and Assessment for Mental Health, Substance Use and Intellectual and Development Disabilities (IDD) Services

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

- Mental Health Community Services Standards, 26 Tex. Admin. Code Ch. 301, Subchapter G
- Behavioral Health Delivery System, 26 Tex. Admin. Code Chapter 306
- Role and Responsibilities of a Local Authority, 40 Tex. Admin. Code Ch. 2, Subchapter G
- Standards of Care, 25 Tex. Admin. Code Ch. 448

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	10/2024
Legal Review	Kendra Thomas: Counsel	09/2024
Departmental Review	Keena Pace: Exec	08/2024
Initial Assignment	Keena Pace: Exec	07/2024

Status Pending PolicyStat ID 1	5738307			
	Origination	10/2020	Owner	Toby Hicks
<b>OP</b> <sup>The</sup> <b>LADDIS</b>	Last Approved	N/A	Area	Human Resources
Mental Health and IDD	Effective	Upon Approval	Document Type	Agency Policy
Transforming Lives	Last Revised	06/2023		
	Next Review	1 year after approval		

#### HR.A.23 Student Internship Program

### 1. PURPOSE:

To establish guidelines for recruitment, selection, assignment, evaluation, and separation of The Harris Center for Mental Health and Intellectual Developmental Disabilities (The Harris Center) student interns. The Harris Center student interns are individuals pursuing a higher level of education through practicum, internship, or field experience by providing service to the agency and do not receive compensation in return.

## 2. POLICY:

The Harris Center for Mental Health and IDD will provide students of various disciplines the opportunity to enhance their educational experience through field experience, internship, or practicum within the agency. The agency will coordinate with accredited schools and universities in providing such placement within the administrative and clinical programs. These experiences should be beneficial to the students, the people we serve, and the agency.

## **3. APPLICABILITY/SCOPE:**

This policy applies to all staff employed by The Harris Center and all students who are completing field placements/internships at The Harris Center.

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

Drug Alcohol Testing Pre-Employment

## 5. PROCEDURES:6. REFERENCES: RULES/REGULATIONS/ STANDARDS:

- The Harris Center's Policy and Procedures
- The Harris Center Employee Handbook

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	10/2024
Legal Review	Kendra Thomas: Counsel	09/2024
Department Review	Joseph Gorczyca	07/2024
Initial Assignment	Toby Hicks	07/2024

Status Pending PolicyStat ID 16	691860			
<b>Security</b> The HARRIS CENTER for Mental Health and IDD Transforming Lives	Origination Last Approved Effective Last Revised Next Review	08/2019 N/A Upon Approval 11/2022 1 year after approval	Owner Area Document Type	Kendra Thomas: Counsel Leadership Agency Policy

#### LD.A.8 Subpoenas

## 1. PURPOSE:

To ensure all staff of The Harris Center for Mental Health and Intellectual and Developmental Disability (The Harris Center) properly respond and meet deadlines to comply with legal obligations with respect to subpoenas.

## 2. POLICY:

It is the policy of The Harris Center to comply and timely respond to subpoenas to avoid any delay in the legal proceedings while protecting the legal rights of The Harris Center, its staff and persons served.

The Harris Center's Legal Services Department/General Counsel Office is administratively responsible for all legal matters related to The Harris Center, including management of litigation. A person who is served with a subpoena related to behavioral healthcare services provided to persons served or any business conducted by The Harris Center must immediately notify the Legal Services Department. The subpoena and any accompanying documents shall be immediately forwarded to The Legal Services Department to review and ensure the subpoena is proper and meets legal requirements, to avoid delay and to protect the interests of The Harris Center, staff/volunteers/interns/contractors and persons served.

## **3. APPLICABILITY/SCOPE:**

All Harris Center Staff, contractors, volunteers and interns.

#### 4. PROCEDURES:

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

N/A

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

- Subpoenas, TEX. R. av. P. 176
- · Subpoena & Attachment, Tex. Code Crim. Proc. Ann. Art 24
- Subpoena, FED. R. CRIM. P. 17.
- Subpoena, FED. R. av. P. 45.
- Confidentiality of Substance Use Disorder Patient Records, 42 C.F.R. §§ 2.13; 2.61 2.67
- Health Insurance Portability and Accountability Act of 1996,45 C.F.R. §§ 160.314; 160.520; 164.512 CARF: Section 1. Subsection E.2., Legal Requirements

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	10/2024
Legal Review	Kendra Thomas: Counsel	09/2024
Initial Assignment	Kendra Thomas: Counsel	09/2024



#### MED.PHA.A.41 Pharmacy Medication Therapy Management (MTM) and Outcomes Policy

#### 1. PURPOSE:

This Policy outlines the requirements for MTM services in Outcomes®programs by all Pharmacy employees of the The Harris Center including ex-terns, interns and pharmacy students

## 2. POLICY:

It is the Policy of the Harris Center Pharmacies to continually enhance and the quality and safety of patient care at The Harris Center through a systematic and collaborative approach that supports the ongoing evaluation of The Harris Center's patient care processes and services as defined by the Texas State Board of Pharmacy, the United States Drug Enforcement Agency and all other Pharmacy Entities.

This Policy outlines that all Pharmacy employees of the The Harris Center including ex-terns, interns and pharmacy students will provide Medication Therapy Management (MTM) services using the Agency approved MTM outcomes program.

## **3. APPLICABILITY/SCOPE:**

All Harris Center Pharmacy Staff including externs, interns and pharmacy students

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

Pharmacy Staff Training

## 5. PROCEDURE:

Pharmacy Medication Therapy Management (MTM) and Outcomes Procedure

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

The Centers for Medicare & Medicaid Services (CMS) mandate that plan sponsors administering a Medicare Advantage program or Medicare Part D prescription drug plan implement an effective compliance program that meets the regulatory requirements set forth in 42 C.F.R. §422.503(b)(4)(vi) and 42 C.F.R. §423.504(b)(4)(vi).

21st Century Communications and Video Accessibility Act (CVAA):

Americans with Disabilities Act (ADA): SUBCHAPTER II PUBLIC SERVICES, PART A

Prohibition Against Discrimination and Other Generally Applicable Provisions

Federal Communications Commission (FCC):

Standards for MTM provider communications and marketing (§ 423.2268)

42 C.F.R. §423.153(d)

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO/Board Approval	Wayne Young: Exec	10/2024
Legal 2nd Review	Kendra Thomas: Counsel	09/2024
Pharmacy &Therapeutic Committee	Holly Cumbie: RPh	08/2024
Pharmacy Department Review	Tanya White: Mgr	08/2024
Legal 1st Review	Obiajulu Enaohwo	08/2024
CMO Review	Luming Li: Chief Medical Ofcr (1101 1817)	08/2024
Initial	Tanya White: Mgr	08/2024

Status Pending PolicyStat ID 15	5841763			
	Origination Last	N/A N/A	Owner	Veronica Billings: Security Manager
<b>B</b> <b>HARRIS</b> <b>CENTER</b> for <b>Mental Health and IDD</b> Transforming Lives	Approved Effective Last Revised	ive Upon Approval [	Area Document Type	Environmental Management Agency Policy
	Next Review	1 year after approval		

#### EM.A.16 Safety and Security Escort: Employee and Consumer

#### 1. PURPOSE:

The purpose of this policy is to establish the procedure for Safety-Security Associate when conducting escorts on The Harris Center's property.

### 2. POLICY:

The Harris Center Security Department shall provide escort services when requested by employee and/ or directed by clinical personnel to remove consumers for behaviors that disrupt and impede operational objective.

All reasonable efforts will be made to provide escorts to all visitors and staff requesting this service. Escorts will be provided on a prioritized list with other outstanding security issues needed to be executed at the time of the request.

The Director of Security will determine the reasonable distance for all escorts. The reasonable distance will include all the facilities and designated parking areas being used by employees, consumers, visitors, and contractors.

## **3. APPLICABILITY/SCOPE:**

This policy applies to all Employees, Visitors, Consumers and Contractors.

## 4. RELATED POLICIES/FORMS (for reference

### only):

### 5. PROCEDURE:

EM.B.16 Safety and Security Escort: Employee and Consumer

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

N/A

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	10/2024
Legal Review	Kendra Thomas: Counsel	09/2024
Initial Assignment	Veronica Billings: Security Manager	08/2024

Status Pending PolicyStat ID 16	573984			
<b>Security</b> The HARRIS CENTER for Mental Health and IDD Transforming Lives	Origination Last Approved Effective Last Revised Next Review	08/2019 N/A Upon Approval 09/2024 1 year after approval	Owner Area Document Type	Eunice Davis: Dir Environmental Management Agency Plan

#### **EM.P.6 Accessibility Plan**

### **Accessibility Plan**

The philosophy of The Harris Center for Mental Health and IDD (The Harris Center) and its Board, is that all people should have access to services, programs, and activities in which they have an interest. Consistent with that philosophy, the Board of Trustees and staff of The Harris Center adopt the following, which we will review and modify as appropriate annually.

The purpose of this Accessibility Plan is to promote accessibility and remove barriers. The Harris Center addresses accessibility concerns to enhance the quality of life for those served in our programs and services, implement nondiscriminatory employment practices, meet legal and regulatory requirements, and meet the expectations of stakeholders in the area of accessibility. This report and improvement plan is meant to enhance access to programs, services, facilities, and the community.

Because we feel persons with disabilities face a variety of challenges, we have prioritized attitudinal, architectural, communication, employment, transportation, environmental, and financial barriers as those that we want to impact in a positive manner.

**ATTITUDINAL**: Staff and board members will continuously involve themselves in training related to the abilities and limitations of persons with disabilities while learning to enhance their strengths and minimize the impact of their limitations. Attitudinal barriers may include the terminology and language that the organization uses in its literature or when it communicates with individuals with disabilities, other stakeholders and the public, how individuals with disabilities are viewed and treated by the organization, their families, and the community, whether or not client input is solicited and used, whether or not the eligibility criteria of the organization screens out individuals with specific types of disabilities. Our existing policies on Consumer/Patient Rights and the involvement of consumers in the development of their individual plans will help support this effort. We will continue the use of Patent Satisfaction

#### Surveys for input.

**ARCHITECTURAL**: Although the primary responsibility for evaluating and removing barriers to consumer access rests with Facility Services, with the support of Risk Management and Safety Committees, all staff members are charged with this responsibility. Safety Officers (and managers), as part of their quarterly self-inspections, are also evaluating any barriers that might cause our buildings, grounds, vehicles, etc., to be inaccessible to persons served. Plans for corrective action are reviewed by VPs, Directors/Practice Managers, Risk Management, and Director of Facility Services, with implementation occurring as soon as practical and as monies are identified in the budget. Budgeting for this activity will be a continuous effort. Transitional plans will be developed for each barrier identified.

**COMMUNICATION:** Recognizing our communication is essential in achieving our mission, our organization will continue to make communication training available to our staff and members of the board. We will continue to address these barriers by making presentations at local business, civic, religious, political, and other groups as appropriate in order to enhance the communication issues for persons served. We have over 300 staff members who can translate, as well as full-time interpreters for persons whose primary language is not English. We also have contracts with multiple vendors to provide services to persons with hearing impairments and for other persons who speak foreign languages. We will continue to expand the contractors to ensure availability for language needs.

The Communication Department is updating The Harris Center website to include closed captions for the videos posted and is looking at ways to enhance communications to those we serve.

**EMPLOYMENT:** One important aspect of our organization, consistent with our goal of maximizing selfsufficiency, is the eventual employment of the persons that we serve. Employment provides individuals with meaningful daily activities so they feel productive, useful, and successful. Employment is a fundamental part of life for people with and without disabilities. It provides a sense of purpose, shaping who we are and how we fit into our community. Meaningful work has also been associated with positive physical and mental health benefits and is a part of building a healthy lifestyle as a contributing member of society. Because it is so essential to people's economic self-sufficiency, as well as self-esteem and well-being, people with disabilities and older adults with chronic conditions who want to work should be provided the opportunity and support to work competitively within the general workforce in their pursuit of health, wealth, and happiness. All individuals, regardless of disability and age, can work – and work optimally with opportunity, training, and support that build on each person's strengths and interests. Individually tailored and preference-based job development, training, and support should recognize each person's employability and potential contributions to the labor market.

The Harris Center recognizes the Americans with Disabilities Act (ADAA) and its policies prohibit discrimination in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities. The Harris Center reviews and updates policies as needed.

**TRANSPORTATION**: Every effort will be made to increase the chances of success for our consumers by helping to identify and remove transportation barriers that exist for those we serve. Regarding current agency vehicles:

- · will try to make them accessible to our consumers;
- · purchase accessible vehicles; or
- utilize qualified vendors to provide accessible transportation services.

Staff will collaborate with local transportation services, such as the Metro System, and will act as advocates for persons with disabilities to encourage the continued expansion of accessible public transportation options.

**ENVIRONMENTAL**: Recognizing environmental factors can have a profound effect on the individuals we serve as well as agency staff, our organization will continue to ensure all area community service sites are free from environmental barriers. Such barriers as insufficient lighting, equipment, and hazards will be assessed, and a plan of action will be developed if needed, in regularly scheduled Facility Services departmental meetings. Upon discovering a barrier exists, a corrective action plan will be developed. Implementation of this plan will occur as soon as practical and as monies are identified in the budget. As with architectural barriers, budgeting for this activity will be a continuous effort.

Although the organization does not conduct a formal assessment in this area, staff are aware of the need to accommodate reasonable requests in this area. Examples of general environmental adaptations include light alarms for individuals with hearing impairment, hearing protection, climate control, vehicle modifications such as seat belt extenders and lifts, ergonomic accommodations such as chairs, tables, and computer screens, and other modifications such as revised work schedules that have been made to meet requests.

**MEDICAL DIAGNOSTIC EQUIPMENT:** Medical diagnostic equipment, such as examination tables, examination chairs, weight scales, and x-ray machines, shall adhere to accessibility standards to ensure patients with disabilities have access to services and programs at the Harris Center. The Harris Center cannot deny health care services to a patient with a disability that the organization would otherwise provide because they lack accessible medical diagnostic equipment.

**FINANCIAL**: Staff and board members of The Harris Center understand the importance of finances and the direct impact finances have on agency personnel, individuals served, and the community at large. The Harris Center will strive to maintain sufficient funds for each and every program of the agency. The organization also pledges to educate at local levels and state levels regarding the need for increased funds. In the event that financial barriers do occur, such as insufficient funding within a program, the Executive Leadership will meet to evaluate the best possible options to support the needs of those being served.

#### Assessment and Work Plan

The agency will use the Accessibility Plan Review Tool to assist in the creation of an agency wide detailed work plan.

The Accessibility Plan will aid in the removal of barriers that limit access to programs and services and will provide a detailed outline of the steps to remove the barriers and necessary steps to achieve a barrier-free environment. If the time period for achieving compliance is to be longer than one year, the work plan will identify interim steps to provide program access. The work plan will identify person(s) responsible for implementing the plan.

The Harris Center will create an annual report. This report will include progress made in the removal of identified barriers and areas needing improvement. Copies of the Accessibility Plan will be made available upon request to clients, employees, stakeholders, and the public. Alternative formats will be available upon request.

Step Description	Approver	Date
Management of Board Approval	Christopher Webb: Audit	Pending
CEO Approval	Wayne Young: Exec	10/2024
2nd Legal Review	Kendra Thomas: Counsel	09/2024
1st Legal Review	Obiajulu Enaohwo	09/2024
Initial Assignment	Eunice Davis: Dir	09/2024