

TITLE: THE CENTER'S LOCAL PLAN

PURPOSE: To strengthen outcomes for persons with mental disabilities and to plan for identifying service gaps, the Center will develop a two-year Local Plan with input received from consumers, family members, community stakeholders, advisory committees, and other community entities. This policy supersedes Board Policy 2.02.

[Key Words: Board of Trustees, Local Plan, Mission Statement, Network Advisory Committee (NAC), Planning Advisory Committee (PAC), TDMHMR Performance Contract, Needs Assessment, Focus Groups, Public Forums]

POLICY STATEMENT:

In developing the Local Plan, The Center for Health Care Services, as the Local Mental Health and Mental Retardation Authority and provider of Substance Abuse Services, will make every effort to seek input from consumers, family members, community stakeholders, advisory committees, and other community entities about current services and unmet needs within our community.

POLICY ELABORATION:

I. GUIDING PRINCIPLES

- A. Local planning helps clarify the Center's purpose, direction, goals and objectives, develops a stronger public identity, guides budget preparation, and establishes a basis for measuring success. It also will lead to priority-based allocation of fiscal, human, technological, capital, and other resources.

- B. Local planning relies on careful consideration of the Center's capabilities and the community's needs.

II. TIMELINES

- A. Beginning with every odd-numbered year, the Center will begin a two-year cycle for the development of a Local Plan from input received from consumers, family members, community stakeholders, planning and advisory committees and other community entities. This input will identify:
 - 1. The community's needs in the mental health, mental retardation, and substance abuse service areas, and
 - 2. The gaps existing in those service areas that present barriers in meeting those identified needs.
- B. Center staff shall develop timelines to ensure sufficient time for local planning activities including focus groups, surveys, public hearings, and individual contacts. Center staff shall ensure that the timelines will afford maximum opportunity for public input, staff analysis, development and refinement of the plan, Board review and approval, and forwarding the plan to the Texas Department of Mental Health and Mental Retardation for approval within the time constraints set out in the TDMHMR Performance Contract.
- C. Participants in the local planning process will include consumers, family members, advocacy organizations, other providers, other health and human service agencies, local law enforcement, local government,

school personnel, housing agency staff, other community agencies, other interested citizens, and the staff of the state facilities serving the local service area.

III. LOCAL PLAN NEEDS ASSESSMENT

- A. The Local Plan shall require an assessment of the community's needs and priorities related to services for persons with mental illness, persons with mental retardation and persons with substance abuse and shall identify the following:
1. The role of the Local Authority in addressing the community's needs and priorities,
 2. The services needed from the state facilities,
 3. A description of the population to be served,
 4. Performance target estimates,
 5. Resource constraints,
 6. A description of the Local Authority's planned resource development activities, and
 7. Any other elements required by TDMHMR.
- B. The needs assessment shall include a description of collaboration and cooperation between the Center, as the Local Authority and facilities that provide services to the residents of the local service area, and a description of interagency collaborative efforts addressing the needs of persons with mental illness, mental retardation, and

substance abuse, including efforts that link the public and private sectors.

- C. The Board of Trustees, upon the recommendation of the Center's Executive Management staff, may elect to contract for a comprehensive needs assessment.

IV. LOCAL PLAN CONTENT OVERVIEW

- A. The Local Plan shall contain a Vision, Mission, and Philosophy Statement that presents the reason for the Center's existence, the "ideal" state the Center aspires to achieve and the beliefs that determine how the Center will reach its "ideal" state.
- B. The Local Plan shall explain the procedures used in creating the plan, the entities involved in its creation, and how the plan will be implemented, monitored, and evaluated.
- C. The Local Plan shall define the Center's mission and goals and objectives sought, and shall include an external/internal assessment of the evaluation of key factors that influence the success of the Center in achieving its mission and goals.
- D. The Local Plan shall provide a description of the people served, identifying and describing the Center's consumers.
- E. The Local Plan shall address the Local Authority's assurance of services and support for the Center's consumer priority population and may also address the

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assurance of services and support for the non-priority population.

REFERENCES/BIBLIOGRAPHY: TDMHMR Performance Contract

OFFICE OF PRIMARY RESPONSIBILITY: Executive Director