

**Ramsey County Children's Mental Health Collaborative  
MEMBER AGENCY FACT SHEET  
2009**

<b>CORPORATION:</b>
LEGAL CORPORATE NAME:
ADDRESS CORPORATE HEADQUARTERS:
ADDRESS:
WEB SITE:

<b>EXECUTIVE DIRECTOR:</b>
NAME:
ADDRESS:
TELEPHONE:
FAX:
E-MAIL:

<b>AGENCY REPRESENTATIVE TO COLLABORATIVE:</b>
NAME:
ADDRESS:
TELEPHONE:
FAX:
E-MAIL:

<b>ALTERNATE AGENCY REPRESENTATIVE TO COLLABORATIVE:</b>
NAME:
ADDRESS:
TELEPHONE:
FAX: :
E-MAIL:

<b>CORPORATION TYPE:</b>
Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/> Public <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Rule 29 <input type="checkbox"/>

***Ramsey County Children's Mental Health Collaborative has identified six constituency groups within the Collaborative***

**Please check one constituency group that is most representative of your agency:**

<b>RCCMHC CONSTITUENCY GROUPS:</b>			
Communities of Color	<input type="checkbox"/>	Ramsey County Corrections	<input type="checkbox"/>
Parents	<input type="checkbox"/>	Ramsey County Human Services	<input type="checkbox"/>
Providers	<input type="checkbox"/>	Schools	<input type="checkbox"/>

# RAMSEY COUNTY CHILDREN'S MENTAL HEALTH COLLABORATIVE

## Administrative Structure

### I. Commitments to the Ramsey County CMH Collaborative.

The Ramsey County Children's Mental Health Collaborative has developed specific membership requirements which are agreed to in writing by the member agencies. [Letters must be signed by an official within each agency who has authority to make the required commitments.] Such written response qualifies the agency for full participation in the general membership meetings, with the ability to vote and otherwise participate in policy setting, decision making and other relevant business. [See attachment A for current membership list; attachment B for letters of commitment.]

In these written documents, participating agencies agree to adhere to the Collaborative "Rights and Responsibilities" and state in writing 1) member agency expectations of benefit from participation, 2) contributions they can make to the Collaborative, and 3) specific resources [staff, services, or funds] that could be offered to the Collaborative. Membership requires that this letter designate a specific person as an agency's official representative to the Collaborative.

The "Rights and Responsibilities" are listed below.

#### Agency Membership Rights

- a) The right to attend regular Collaborative organizational meeting and have an agency vote in all Collaborative decisions.
- b) The right to participate in Collaborative committees and hold positions as officers within the Collaborative organizational
- c) The right to make referrals of agency clients to the Collaborative.
- d) The right to retain control over your agency funds, staff, and provision of services to clients. [This does not apply to funds or services committed by members to the integrated wraparound fund.]

#### Agency Membership Responsibilities

- a) Agencies agree to provide appropriate staff participation in the Child and Family Community Care Team meetings for the purpose of assessment of client needs, development of a plan of care, provision of agreed-upon services within that plan of care, and periodic review of client progress for all agency clients that are also active in the Collaborative.
- b) Agencies may also be asked to participate in occasional meetings relative to clients with whom they have formerly been active.
- c) Agencies agree to provide needed client information (within the limits of data privacy) for assessment, planning, progress review, and outcome evaluation for any agency clients that are also active in the Collaborative.

## II. Governance Structure.

- a) General Membership Meeting. A general membership meeting will be held monthly. This is the only body empowered to make official decisions for the Ramsey County Children's Mental Health Collaborative. The general membership may delegate its decision making authority to others. Facilitation of the monthly meeting will rotate among member agencies on a monthly basis.

We continue to use the procedures adopted by the Collaborative during the planning year:

### Decision Making

- 1) Test for consensus once. If consensus is not reached with minor revisions of decision proposal, revert to vote.
- 2) 80% approval of those in attendance is needed to pass a decision by vote.
- 3) Decisions are made by attending members as long as quorum is met. If someone misses a meeting they miss the opportunity to vote on agenda items for that meeting.
- 4) Each member agency has one vote; Ramsey county Corrections, Ramsey County Human Services, and Ramsey County Public Health each have a separate vote. Each parent present has one vote, up to a total not to exceed the number of agency members enrolled in the Collaborative.

### Meeting Schedule and Procedures

- 1) Monthly meetings.
  - 2) Meeting agenda and background materials will be mailed or faxed to members at least 3 working days before the meeting.
  - 3) Quorum consists of at least 9 people, including at least one representative each from mental health, Ramsey County Corrections, Ramsey County Human Services, education, community-based non-profits, and parents. Agencies may be represented by proxy to meet the quorum on specific items.
  - 4) Substitutes are OK; absent members are responsible for updating themselves.
  - 5) Drop ins are OK; however they do not have a vote.
  - 6) Multiple representatives from one agency are OK.
- b) Steering Committee. The Collaborative will have a steering committee which will consist of one representative from each standing subcommittee. The steering committee must include at least one representative each from Ramsey County, mental health/social services providers, education, and parents of children with severe emotional disturbance. If the required representation is not available from among the standing committees, then the Collaborative will appoint additional members to the steering committee to meet this requirement.

The steering committee will organize the work of the Collaborative, monitor tasks,

call meetings and provide general oversight of meeting activities. This committee will set the agenda for the general membership meetings and will be responsible for the schedule of facilitators and recorders.

The Collaborative will designate one member of the steering communication with the Department of Human Services or other governmental organizations.

- c) Collaborative Coordinator. The Collaborative Coordinator will be supervised by three designees of the steering committee. One of these three will serve as the lead contact for supervision. Coordinator job duties are outlined in attachment C [Coordinator job description].
- d) Standing Committees. The Ramsey County Children's Mental Health Collaborative will maintain four standing committees:
  - 1) Governance Committee
  - 2) Outcome/Measurement Committee
  - 3) Service Integration Design Committee
  - 4) Financial Policy CommitteeThese committees are charged with ongoing planning for the development of the Collaborative in the 4 respective areas.
- e) Clerical Support. Clerical support will be provided by the member agencies on an annual rotation. Clerical support functions include maintaining Collaborative mailing lists and the monthly publication of the general membership meeting agenda, previous meeting minutes and committee minutes.
- f) Amendments. This document may be amended as needed by a vote of the general membership, following the procedures outlined above.

### **III. Integrated Wraparound Fund.**

- a) Purpose. The members of the Ramsey County Children's Mental Health Collaborative agree to establish a fund to provide flexible wraparound interventions to children and families served by the Collaborative's Child and Family Care Teams. It is the intent of the Collaborative to have funds and services as directly accessible to the Child and Family Care Teams as possible, and to support the timely, creative, and flexible use of these funds and services in improving and/or maintaining the functioning of the children and families served by the Collaborative.
- b) Participation in the Fund. All collaborative member agencies must participate in the integrated wraparound fund. An agency may participate through the commitment of either money or services \*\* There is no minimum commitment. Money or services committed to the wraparound fund will be under the control and administration of the Collaborative.

\*\*Services may be committed by specifying a certain number of hours of a service that can be accessed free of charge by the Child and Family Care Teams. The value of such a commitment will be equal to the dollar value of the hours of service.

- c) Administration of the Fund.

- 1) Fund Policy. The Collaborative will establish and maintain a set of guidelines regarding the types and amounts of expenditures or service authorizations generally allowable under this fund.
- 2) Oversight. The Steering Committee will provide oversight for the wraparound fund. The committee will monitor the activities of the fiscal agent for the fund, and authorize any payments or services from the fund that are outside of the guidelines set by the general membership. The Steering Committee will provide quarterly reports to the General Membership on fund status and exceptions granted.
- 3) Fiscal Agent. The Collaborative will choose a fiscal agent to provide direct management of the fund. Management may include collecting funds committed by member agencies; disbursing funds; maintaining records of fund activities; etc. If possible the fiscal agent should be a Collaborative member agency.
- 4) Authorized Signer. The Collaborative and the fiscal agent will jointly designate an individual to act as the authorized signer for disbursements from the wraparound fund. A sign-off from this individual will be required before any funds or service authorizations can be used by a Care Team. The signer will review all Care Team requests. The signer will be authorized to approve any request falling within the general guidelines. The signer will refer any requests that fall outside of the guidelines to the Steering Committee for review and approval.

**CHILDREN’S MENTAL HEALTH COLLABORATIVE AND  
COORDINATING COUNCIL OF RAMSEY COUNTY  
INTERAGENCY AGREEMENT**

WHEREAS, to be effective in helping children with an emotional or severe emotional disturbance fulfill their potential, it is necessary for all components of the local system of care to work together; and

WHEREAS, the signatories to this Agreement are committed to providing culturally appropriate programs and service to children and families and to preventing children from developing more severe disabilities; and

WHEREAS, the signatories (hereafter known as “member agencies”) desire that a Children’s Mental Health Collaborative and related Coordinating Council be created, its mission being to foster communication, cooperation, collaboration, long range planning and vision building among parents and agencies serving children with an emotional disturbance or severe emotional disturbance; and

WHEREAS, Minnesota Statutes §245.491 to 245.496 encourages creation of a Children’s Mental Health Collaborative and provides a framework around which such a collaborative may be created, and Minnesota Statutes §245.4875 and 245.4876 creates a Local Coordinating Council to facilitate the building of a coordinated service system for families and children affected by emotional disturbance or severe emotional disturbance;

NOW, THEREFORE, in consideration of the foregoing, all undersigned parties do hereby establish a children’s mental health collaborative pursuant to Minnesota Statutes §245.491-496, to be known as the RAMSEY County Children’s Mental Health Collaborative (hereafter known as the “Collaboration”).

**SECTION I. PURPOSE**

The purpose of the Ramsey County Children’s Mental Health Collaborative shall be to provide advice to member agencies and to coordinate and develop mental health services for children, adolescents and their families, including working toward the development of a local system of care in Ramsey County which can achieve the following goals:

- \*\* Successfully sustain / support a child with complex mental health needs in achieving his/her maximum level of functioning.
- \*\* Create an integrated service system for the target population.
- \*\* Provide cost effectiveness/cost containment through implementation of an integrated service system.
- \*\* Strengthen community-based services and nonresidential alternatives.
- \*\* Increase system capacity for prevention and early identification / intervention.
- \*\* Increase access and provide culturally appropriate programs and services.

- \*\* Provide an important decision-making role for parents in the planning of services for their own children; and encourage active parent participation in decision-making and on working committees.

## **SECTION II. MEMBERSHIP**

- A. The Collaborative shall be initially composed of the signatories to this agreement.

After initial formation of the Collaborative, entities not signatories to this Agreement may request membership to the Collaborative. Entities requesting membership in the Ramsey County Collaborative must (a) represent a service component in the Ramsey County system of care for children with emotional disorders and their families; (b) support the purpose of the Collaborative; (c) provide a signatory with appropriate authority; (d) carry out the identified responsibilities and pledge a contribution to the Integrated Fund as explained in Section IV; point 8.

The decision to accept an agency for membership will be made by the general membership of the Collaborative.

- B. Any member agency of the Collaborative may withdraw its membership at any time with advance 30 days written notice to the Collaborative. Any financial contribution made to the Integrated Fund by a withdrawing agency will not be refunded.
- C. Each member agency of the Collaborative will designate one official representative to the Collaborative.

## **SECTION III. AUTHORITY**

The Collaborative may:

1. Submit grant applications on behalf of the Collaborative including program service and budget proposals.
2. Receive and administer grants through the fiscal agent.
3. Conduct and prioritize community needs assessment.
4. Direct the use of funds received by the Collaborative to help children and adolescents with an emotional disturbance or severe emotional disturbance and their families.
5. Fulfill the statutory duties of the Children's Mental Health Local Coordinating Council.
6. Act in an advisory capacity to its member agencies regarding the planning, programming, evaluation and provision of services.

## **SECTION IV. RESPONSIBILITIES OF THE COLLABORATIVE (MEMBER AGENCIES)**

- A. All MEMBER AGENCIES of the Collaborative agree to:
1. Promote a collaborative effort among agencies and staff to achieve culturally appropriate service delivery with the goal of increasing service effectiveness and efficiency.

2. Participate in interagency planning meetings, as appropriate. To the extent permitted by law, all member agencies agree to information sharing in a timely manner for purposes of coordinated assessment, treatment planning and implementation of services and individualized care plans.
3. Assign staff, as appropriate, to participate in Child and Family Care Team staffings and other information-sharing activities to assess and develop plans for children and their families.
4. Jointly plan and provide information and access to training opportunities, when feasible.
5. Develop internal policies and cooperative procedures, as needed, to implement this Agreement.
6. Comply with the Minnesota Data Practices Act (Minnesota Statutes, Chapter 13) and other applicable rules and procedures that relate to the use, security, dissemination, retention and destruction of records; and maintain confidentiality of information that is otherwise exempt as provided by law.
7. Comply with all applicable Statutes relative to the services to be performed by the member agency for the Collaborative.
8. Commit a portion of either funds or service from each agency to the collaborative Integrated Fund by July 1 of each year with financial payment to be received by October 1<sup>st</sup> of that year. These funds or services will come under the control of the Collaborative structure and decision-making process. Once funds are committed, they are non-refundable.
9. As per Minnesota Statute §16B.06, Subdivision 4 (Access to Books and Records), each member agency will agree to make its agency's books and records relating to its performance under this Agreement available to each other agency, and to keep such documentation for three years following termination of this Agreement.
10. Review and ratify the annual budgets, plans and grant applications developed by the Collaborative.
11. To the extent permitted by law, provide outcome and evaluation data as requested by the Collaborative.
12. Each member agency shall indemnify and hold harmless the other member agencies against any loss, damage, liability, claim or expense resulting from injury or death to any person or from damage to any property arising out of such member agency's participation as a member of the collaborative or the performance of services in connection with this Agreement. To the fullest extent permitted by law, each member agency shall only be responsible for any loss, damage, liability, claim or expense to the extent that it is alleged or established that such loss, damage, liability, claim or expense was occasioned by the negligence or willful misconduct of such member agency or its employees or

agents. Each member agency agrees to provide and maintain at all times during which it is a member agency of the Collaborative, general liability insurance with such carriers, and such amounts and with such deductibles as would otherwise be required under a contract for services with Ramsey County, provided, however, that in lieu of providing the general liability insurance coverage provided above, each member agency shall have the right to self-insure the exposures that would otherwise be covered by such insurance, provided that the member agency shall provide each other member agency with the same rights and protections under its self-insurance program as they would otherwise have as an additional insured had if the member agency had maintained the general liability coverage set forth above. No party to which M.S. Chapter 466 applies waives the protections or limits of liability set forth therein.

13. Each member agency agrees to promote a violence-free work environment.
14. Each member agency, if eligible to participate, agrees to comply with the terms of the Ramsey County Collaborative Local Collaborative Time Study (LCTS) Agreement, and the contract between Ramsey County Human Services and the State of Minnesota regarding the LCTS.
15. Each member agency shall have and retain the sole authority over the selection and supervision of its respective staff.

B. ADDITIONAL RESPONSIBILITIES OF RAMSEY COUNTY pursuant to Minnesota Statute 245.4932, Subdivision 1 includes:

1. Accept responsibility as the designated fiscal agency for reporting, claiming and receiving payments, and will expend monies as directed by the Collaborative.
2. Develop and maintain an accounting and financial management system to support all claims for federal reimbursement, including a clear audit trail.
3. Provide technical assistance and resource personnel as provided through contracts and other agreements.

## **SECTION V. GOVERNANCE**

A. General Membership Meeting:

The general membership meeting (“Committee of the Whole”) is the formal decision making body for the Collaborative. The general membership may delegate authority to specific committees.

B. Steering Committee:

The Collaborative will have a steering committee which will consist of one representative from each committee delegated authority by the general membership. The steering committee must include at least one representative each from Ramsey County, mental health/social service providers, education, and one parent of a child with severe emotional disturbance. If the required representations not available from among the

working committees, then the Collaborative will appoint additional members to the steering committee to meet this requirement.

C. Working Committees:

Working committees shall be developed as needed and agreed upon by the general membership, and will report to the general membership.

D. Operating Procedures:

The Committee of the Whole may establish from time to time rules of procedure governing internal matters such as meeting schedules, notices, quorums, voting and rules of order, and such other policies and rules as it may deem advisable and which are not consistent with this Agreement or applicable to law.

E. Relationship of Member Agencies:

The relationship between the member agencies is that of independent entities contracting with each other solely for the purpose of affecting the provisions of this Agreement. None of the member agencies, not any of its respective officers, directors or employees, shall be construed to be an agent, employer or representative of the other. Further, this Agreement shall not be construed to create a partnership, joint venture or like relationship between the parties hereto. The member agencies expressly deny any partnership or joint venture relationship and agree that nothing herein shall be construed as creating a legal entity by virtue of membership in the Collaborative.

## **SECTION VI. AGREEMENT MODIFICATION**

Modification of this Agreement shall be made only by the consent of all member agencies. Modifications shall be made with the same formalities as were followed in this Agreement and shall include a written document setting forth the modifications and signed by all member agencies as amended.

## **SECTION VII. OTHER INTERAGENCY AGREEMENTS**

All member agencies of this Agreement acknowledge that this Agreement does not preclude or pre-empt each of the member agencies from individually entering into an agreement with one or more member agencies to this agreement or other parties outside of this Agreement. Such agreements shall not nullify the force and effect of this Agreement.

## **SECTION VIII. TERMS OF AGREEMENT**

This Agreement shall be in effect as of the date the Agreement is signed by at a minimum membership of one county, one school district or special education cooperative, and one mental health entity, as required in Minnesota Statutes §245.493. The Agreement shall continue in effect unless otherwise modified in writing. All member agencies are bound to this Agreement when signing or when the requirement for minimum agency signature is met, whichever is later.

Any member agency of the Collaborative may withdraw their membership at any time with advance 30 day written notice to the Collaborative, and will then no longer be considered a member agency.

**SECTION IX. DISPOSAL OF SURPLUS FUNDS AND PROPERTY AT TERMINATION**

All property, real and personal, held by or in the name of the Collaborative at the time of termination, shall be distributed by resolution of the Steering Committee in accordance with law and in a manner deemed appropriate to best accomplish the states purpose of the Collaborative.

CHILDREN'S MENTAL HEALTH  
COLLABORATIVE AND  
COORDINATING COUNCIL OF  
RAMSEY COUNTY INTERAGENCY  
AGREEMENT

SIGNATURES OF LEGALLY  
RESPONSIBLE PARTIES TO THIS  
AGREEMENT:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Agency

## Ramsey County Children's Mental Health Collaborative 2009 Integrated Fund Pledge Form of In-Kind Funds or Services

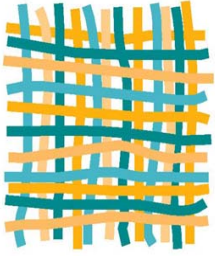
Please complete and email to [rccmhc@rccmhc.org](mailto:rccmhc@rccmhc.org) or fax to 651-312-9051

<b>Organization/Agency:</b>					
<b>Please List All In-kind Services Contributed:</b>					
You can contribute more than one type of service (i.e. 3 Diagnostic Assessments; 5 Family Therapy Sessions, etc.) Please include clarifying or descriptive information if appropriate (i.e. for African American youth only; sessions must all go to same Family; Spanish speaking only; etc.)					
Qty:	Description of Services Contributed:	Clarifying or Descriptive Information for each service:	Unit Types:	Total Units:	Total Estimated Value in Dollars:
1	<b>EXAMPLE:</b> Life Skills: 6 month slot (5 hrs per wk x 26 wks)	Sessions must all go to one youth	Hours	130	5 hrs per wk x 26 x \$35 = \$4,550
1	<b>EXAMPLE:</b> Cash				\$5,000
<b>Contact Person for accessing these service(s):</b>					
<b>Contact Phone:</b>					
<b>Contact Fax:</b>					
<b>Contact Email:</b>					
<b>Preferred Contact Method (check one or both):</b> <input type="checkbox"/> Phone <input type="checkbox"/> Email					

**Make cash contributions payable to: Ramsey County Children's Mental Health Collaborative**

Please keep a copy for your records and return a copy to:

RCCMHC: Ramsey County Children's Mental Health Collaborative  
Bruce Vento Elementary School  
409 Case Avenue  
St. Paul, MN 55130  
Email: [rccmhc@rccmhc.org](mailto:rccmhc@rccmhc.org)



## Ramsey County Children's Mental Health Collaborative

Weaving together parent's voices and systems of care for children's mental health

### 2009 Member Agencies

180 Degrees, Inc.  
Ain Dah Yung (Our Home) Center  
Allina Hospitals & Clinics  
American Indian Family Center  
American Red Cross – Twin Cities Chapter  
Amherst H. Wilder Foundation  
AMICUS  
B Evans & Associates  
Behavioral HealthCare Providers  
Bolder Options  
Community Action Partnership – Head Start  
Comunidades Latinas Unidas En Servicio – CLUES  
Face To Face Health & Counseling  
Generations: Community Support  
Guadalupe Alternative Programs  
Hmong American Partnership  
La Familia Guidance Center, Inc.  
Life Long Mentoring Services, Inc.  
Lifespan of Minnesota  
Metro Social Services, Inc.

Model Cities of St. Paul, Inc.  
Mounds View Public Schools District 621  
North St. Paul / Maplewood / Oakdale Schools District 622  
Northeast Metro ISD 916  
Northwest Youth & Family Services  
Progressive Individual Resources, Inc.  
Ramsey County Community Corrections  
Ramsey County Human Services

Resources for Child Caring  
Roseville Area Schools District 623  
Somali Family & Youth Services  
St. Paul Public Schools District 625  
St. Paul – Ramsey County Department of Public Health  
St. Paul Youth Services  
Thad Wilderson & Associates, PA  
UCare Minnesota  
Volunteers of America - Minnesota  
White Bear Lake Area Community Counseling Center  
White Bear Lake Area Schools District 624