~~CHAPTER 3 - REGULATIONS PERTAINING TO REGIONAL GOVERNING BOARDS~~

~~001 REGIONAL PLANNING. Each Regional Governing Board shall plan for the provision of community mental health programs within the geographical area assigned to the Region under the Act.~~

~~001.01 The Regional Governing Board shall submit annually to the Department a Regional Plan of Expenditures which sets forth a proposed budget and plan of the programs to be offered in the Region. The annual plan shall include projected program expenses, the allocation of state and federal funds received from the Department, and a projection of other revenues for each community mental health program funded in whole or in part by the Department on forms specified by the Department.~~

~~001.02 The Regional Governing Board shall submit annually to the Department a report summarizing the actual expenditure of funds, revenues received, and the Region's evaluation of programs, on forms specified by the Department.~~

~~001.03 The "Regional Annual Report on Children and Youth" developed by the Regional Advisory Committee shall be submitted to the Department by the Regional Governing Board.~~

~~002 REGIONAL ADVISORY COMMITTEE. Each Regional Governing Board shall appoint a Regional Mental Health Advisory Committee for the purpose of advising the Regional Governing Board on matters relating to community mental health programs provided in the Region.~~

~~002.01 The Regional Advisory Committee shall be representative of the Region and shall include one or more members of the Regional Governing Board; one or more mental health professionals; one or more mental health employee representatives; one or more representatives of mental health organizations or associations; and a majority of the membership must be consumers who do not receive more than one-tenth of their income from the provision of mental health services.~~

~~002.02 Each Regional Governing Board shall furnish the Department with an annual updated list of the names, addresses, and phone numbers of the officers and members of the advisory committee.~~

~~002.03 The Regional Advisory Committee shall meet quarterly.~~

~~002.04 The Regional Governing Board shall develop procedures for soliciting input from the Regional Advisory Committee, including procedures for input into the regional planning process, budget development, contracting, evaluation, and other related areas.~~

~~002.05 The Regional Governing Board shall document the input received from the Regional Advisory Committee.~~

~~002.06 The Regional Advisory Committee shall file a "Regional Annual Report on Children and Youth" with the Regional Governing Board on the quality and quantity of mental health services available to children and youth in the Region. The report shall:~~

~~002.06A Include the community mental health service gaps that exist within the Region.~~

~~002.06B Make recommendations to the Regional Governing Board on the types of community mental health programs needed to fill identified service gaps.~~

~~002.06C Prioritize to the Regional Governing Board the programs needed to fill identified service gaps.~~

~~003 SUBMISSION OF OTHER REPORTS AND/OR DOCUMENTS. The Regional Governing Board shall provide reports, evaluations, plans, and any other documents as deemed necessary by the Department for monitoring and accountability.~~

~~004 REVIEW AND COMMENT. The Regional Governing Board shall review and comment upon funding requests from programs seeking direct funding from the Department which are within the Region.~~

~~005 CONTRACTS. The Regional Governing Board shall enter into written contracts with organizations or individuals providing mental health programs funded in whole or in part by the Department, except for those program(s) run directly by the Regional Governing Board.~~

~~005.01 A current copy of all contracts between organizations and/or individuals providing mental health programs and the Regional Governing Board shall be filed with the Department.~~

~~005.01A A copy of the annual contract(s) shall be filed with the Department within ninety (90) days of signing the contract between the Department and the Region.~~

~~005.01B As these contract(s) are amended, copies of the amendments shall be filed with the Department.~~

~~005.02 The contract between the Region and the organization or individual shall stipulate that the contractor adhere to the regulations and contract requirements of the Department.~~

~~005.03 The Region shall receive written approval from the Department prior to entering into contracts with organization(s) or individual(s) providing mental health programs funded in whole or in part by the Department. The Department approval of the Annual Regional Plan of Expenditure may serve as the written approval for the purposes of this requirement.~~

~~005.04 The Regional Governing Board may place additional requirements in contracts which may include receiving copies of program certification reports.~~

~~006 LOCAL MATCH. The Regional Governing Board shall certify in writing to the Department, on forms issued by the Department, that the required local match funds have been allocated as per the requirements of the Act.~~

~~006.01 The Regional Governing Board shall certify that required local match funds in each Region have been appropriated for expenditure during the fiscal year for which the match has been allocated.~~

~~006.02 The local match dollars are expended for community mental health programs as reported in the Regional Plan of Expenditure.~~

~~006.03 The amounts of local match dollars certified to the Department by the Regional Governing Board and expended during the fiscal year shall appear in the annual audit of the Regional Governing Board.~~

~~007 FEDERAL GRANTS. In making any grant application to the Federal Government, the Regional Governing Board shall submit the proposal to the Department for review and comment prior to formal submission to the Federal Agency.~~

~~008 DISASTER RESPONSE. The Regional Governing Board must have the capacity to respond to the psychosocial needs of disaster victims within the Region's assigned geographic area under the Act.~~

~~008.01 The Regional Governing Board shall have a written plan prepared to meet the disaster generated psychosocial needs for the people residing within the Region.~~

~~008.02 The Region's disaster response must coordinate its disaster preparations and response with the other emergency responders in the Region's assigned geographic area.~~

~~008.03 If the Region has no other organized mental health disaster response capacity, the Region shall work in cooperation with the Department to organize, recruit, and train qualified mental health staff to respond in times of disaster. The mental health staff assigned to serve as part of the disaster response team must have appropriate specialized training in crisis intervention methods.~~

~~009 REGIONAL ADMINISTRATION. The Regional Governing Board shall organize, supervise, and evaluate those duties and responsibilities necessary for regional administration which shall include:~~

~~009.01 Development and implementation of personnel policies and procedures including job descriptions and annual written evaluations of all regional administration staff including the Regional Program Administrator.~~

~~009.02 Development and implementation of financial management policies and procedures sufficient to implement the requirements of chapter four of these regulations.~~

~~009.03 Development and implementation of quality improvement functions designed to assess and improve the governance, management, clinical, support, and other related functions which affect the outcomes of the community mental health programs funded in whole or in part by the Department.~~

~~009.04 The Regional Governing Board shall annually submit a letter to the Department indicating that the Regional Governing Board has satisfied the requirements of this section.~~

~~010 INSPECTIONS. The Regional Governing Boards shall permit inspection of all programmatic and fiscal records and shall allow access for on-site monitoring by authorized representatives of the Department.~~

~~011 REGIONAL COORDINATION. The Regional Governing Board shall organize and supervise the community mental health programs under contract with the Regional Governing Board and funded in whole or in part by the Department.~~

~~011.01 The Regional Governing Board shall organize and supervise the programs in a manner consistent with the state mental health plan, regional planning, the Regional Plan of Expenditures, the Department's contract with the Region, these regulations, as well as other applicable requirements.~~

~~011.02 The Regional Governing Board shall facilitate the coordination of these community mental health programs with other organizations and/or individuals with an interest in serving people with mental illness. The coordination shall include an affiliation agreement which:~~

~~011.02A Is between all the community mental health programs funded in whole or in part by the Department, the Regional Governing Board, and the Department including its facilities, the Hastings, Lincoln, and Norfolk Regional Centers.~~

~~011.02B Is revised as needed and renewed every two years.~~

~~011.02C Requires periodic meetings of decision making representatives of the Regional Governing Board, community mental health programs funded in whole or in part by the Department, Department representatives including the facilities, and other interested parties to address the mental health system related issues.~~

~~012 RECORDS MANAGEMENT. The Region shall maintain fiscal and program records at least five years following the end of the contract period, or until resolution of any audit questions whichever is later.~~

~~013 REGIONAL GOVERNING BOARD MEMBERSHIP. Each Regional Governing Board shall furnish the Department with an annual updated list of the names, addresses, and phone numbers of the officers and members of the Regional Governing Board.~~