

**PAIMI ADVISORY COUNCIL (PAC) Section of the
ANNUAL PROGRAM PERFORMANCE REPORT (PPR)**

STATE	Virginia	FISCAL YEAR 2015
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The Advisory Council Report (ACR), an important component of the PAIMI PPR, is due on January 1. The ACR is submitted either by mail or electronically; however, if submitted electronically, the P&A shall mail to the SAMHSA, Division of Grants Management at least ONE (1) COPY OF THE PAIMI ADVISORY COUNCIL (PAC) REPORT WITH THE ORIGINAL SIGNATURE OF THE PAIMI ADVISORY COUNCIL CHAIR ON THE COVER PAGE. Send the reports to the following addresses:

ELECTRONIC MAIL:

**Virginia.Simmons@SAMHSA.hhs.gov
@SAMHSA.hhs.gov**

REGULAR MAIL

**Virginia.Simmons@SAMHSA.hhs.gov
SAMHSA - Division of
Grants Management
Room 7-1091
1 Choke Cherry Road
Rockville, Maryland 20857**

FOR CERTIFIED MAIL & OVERNIGHT DELIVERY

Send to the above mailing address

BUT CHANGE THE ZIP CODE TO: 20850

Phone: (240) 276-1400

Electronic submissions of the annual PAIMI PPR, including the ACR, should also be sent to the PAIMI Program Coordinator, Karen.Armstrong@samhsa.hhs.gov. If submitted electronically, please ensure that the Division of Grants Management is sent a signed copy of the ACR. Please use the attached glossary and instructions to complete the form. Questions may be directed to Ms. Armstrong, the PAIMI Program Coordinator at (240) 276 1760.

Public reporting burden for the ACR section of the annual PAIMI PPR is estimated to average 10 hours per response. This includes the time needed to review the instructions, to search existing data sources, to gather the data needed, and to complete and review the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to SAMHSA Reports Clearance Officer; Paperwork Reduction Project (0930-0169); OAS, Room 7-1044; 1 Choke Cherry Rd.; Rockville, MD 20857. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0930-0169).

**ANNUAL PAIMI ADVISORY COUNCIL (PAC) SECTION OF THE PAIMI
PROGRAM PERFORMANCE REPORT (PPR)**

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ANNUAL PAIMI ADVISORY COUNCIL (PAC) SECTION OF THE PAIMI PROGRAM PERFORMANCE REPORT (PPR)

SECTION A. GENERAL INFORMATION

Fiscal Year:	2015
State:	Virginia
Name of P&A system:	disAbility Law Center of Virginia
PAC Report Prepared By: Provide the name [Print First, Middle and Last Name] Title of the preparer Phone Number:	Jenny Rebekah Heilborn Disability Rights Advocate / Council Program Coordinator 804-225-2042, disAbility Law Center of Virginia
Name of PAC Chair: [Print First, Middle and Last Name] Provide updated contact information if the PAC Chair is different than the person listed on the most recent PAIMI Application.	Michael Newcomb c/o disAbility Law Center of Virginia 1512 Willow Lawn Drive, Suite 100 Richmond, VA 23230
Telephone Number	804-225-2042
E- Mail Address:	info@dlcv.org
Date Submitted:	
By signing this document, the Chair certifies that this report reflects the consensus of the PAC members.	

SECTION B. PAIMI ADVISORY COUNCIL (PAC)		
*Under Primary ID, select <i>ONLY ONE</i> (1) primary identity for each PAC member position [B.1.b. - B.1.h.] that is mandated per the PAIMI Act & Rules).	Primary Identification	
B.1.a. The TOTAL number of seats on the PAC.	Total	12
B.1.b. Individuals who are recipients/former recipients (R/FR) of mental health services.		4
B.1.c. Family members of individuals who are recipients/former recipients (R/FR) of mental health services.		3
At least one (1) PAC member shall be a B.1.d.		
B.1.d. Family members of a minor child or youth (under 18 years old) who has received or is receiving mental health services.		1
B.1.e. Mental health service providers.		1
B.1.f. Mental health professionals.		1
B.1.g. Attorneys.		1
B.1.h. Individuals from the public knowledgeable about mental illness.		0
B.1.i. Others (please identify by position held).		0
B.1.j. Vacancies as of 9/30. [Identify each vacant position & the date it was vacated]. <small>*A member (non-officer) resigned from the PAIMI Council in August 2015. 88</small>		1*
B.1.k. TOTAL number of PAC members serving on 9/30.	Total	12
B.1.l. Number of PAC members who are either R/FR of MH services or family members of these individuals (count each PAC member only once).		8
B.1.m. Percentage of PAC members who are either R/FR of MH services or family members of these individuals [B.1. k. divided by B.1.l.]		73%
B. 2. REPRESENTATION OF THE CHAIR		
B.2. Is the PAC Chair an individual who has received or is receiving mental health services, or a family member of an individual who has received or is receiving mental health services?	Yes √	No
B. 3. TERMS		
B.3.a. Term of Appointment (Number of years)		4
B.3.b. Maximum Number of Terms a Member May Serve		2
B.3.c. Frequency of Meetings		Quarterly
B.3.d. Number of Meetings Held in the FY [3 is the mandated minimum].		4
B.3. e. Number (%Average) of PAC members present at Meeting.		89%

SECTION C. PAC ETHNICITY & RACIAL DIVERSITY

Please refer to the **GLOSSARY** for definitions. The following information is self-reported or self-identified and uses two separate questions. The data on race and ethnicity are collected SEPARATELY, provision shall be made to report the number of respondents in each category who are Hispanic or Latino. Collection of greater detail is encouraged; however, any collection that uses more detail shall be organized in such a way, that the additional information can be aggregated into these minimum categories for data on race and ethnicity.

C. A. ETHNICITY	Number of PAC Members
C. A. 1. Hispanic or Latino	0
C. A. 2. Not of Hispanic Origin	11
Add C.A.1 & C.A.2., the total should be the same as the one listed in B.1.k. (members serving as of 9/30).	Total 11
C. B. RACE	
C. B. 1. American Indian or Alaska Native	0
C. B. 2. Asian	0
C. B. 3. Black or African American	2
C. B. 4. Native Hawaiian/Other Pacific Islander	0
C. B. 5. White	9
C. B. 6. Two or More Races	0
C.B. 7. = C.B.1 through C.B.6.	Total 11
Members may select as many racial identifications as they want.	
C. C.1. Total Number of PAC member vacancies on September 30.	Total PAC Vacancies 1

SECTION D. GENDER of PAC Members

D.1 MALE 4	D.2 FEMALE 7
D.3. TOTAL 12	

SECTION E. GOVERNING BOARD INFORMATION

E. 1. FOR STATE-OPERATED P&A SYSTEMS ONLY:

E.1.a. Is this a State-operated P&A system?	Yes	No ✓
E.1.b. Does this State-operated system have a Governing Board/Authority authorized by State statute? If the answer is NO, proceed to Section F.	Yes	No
Not applicable.		

E.1.c. If the answer to item E.1.b. is YES, does the PAC Chair sit on the Governing Board/Authority as a full voting member? Not applicable.	Yes	No
E.1.d. If the answer to item E.1.c. is no, briefly explain (e.g., State statute determines Governing Board/Authority composition, etc.). Not applicable.		
E.2. For PRIVATE, NOT- FOR PROFIT P&A SYSTEMS only		
E. 2.a. Does the P&A system have a multi-member Governing Board?	Yes ✓	No
If you answered YES to E.2.a., please answer the questions E.2.b. 1. - 3.		
E.2.b.1 Number of Governing Board members.	Total	10
E.2.b.2. Is the PAC Chair a full voting member of the Governing Board? The PAC Chair is an ex-officio member of the Governing Board. PAC Members have representation on each of the Governing Board Subcommittees and have an equal vote on each committee.	Yes ✓	No
E.2.b.3. If you answered No to E.2.b.2., than explain why the PAC Chair is not a full voting member of the Governing Board as mandated by the PAIMI Rules at 42 CFR 51.22(b)(3). Not applicable.		
E.2.b.4. Do any other PAC members hold seats on the Governing Board? If Yes, how many seats? <u> 0 </u>	Yes	No ✓

SECTION F. PAC ACTIVITIES [See, PAIMI Act - 42 U.S.C. 10805(7)]

F.1. Are P&A program staff invited to attend PAC meetings?	Yes ✓	No
F.1.a. Did any of the invited program staff attend?	Yes ✓	No

F.2.a. If the answer to F.1. is Yes, please identify the positions of staff (e.g., PAIMI Coordinator, Mental health advocate, etc.) who are usually invited to attend.

Executive Director
 Deputy Director(s)
 Council Program Coordinator
 Disability Rights Advocate(s)
 Staff Attorney(s)
 Team Leader(s)
 Administrative Assistant(s)

F.2.b. If the answer to F.1.a. is Yes, please identify the positions of the program staff in attendance (e.g., one advocate, one attorney) and their role at the meetings, e.g., information sharing, etc.

Executive Director: The Executive Director attended all PAC meetings to answer PAC members' questions, most often related to dLCV's quarterly Progress on Objectives, Litigation, and Budget Expenditure Reports. Additionally, the Executive Director provides updates on state and federal legislative activities that have actual or potential ramifications for PAIMI-related programs and stakeholders.

Council Program Coordinator: For Fiscal Year 2015, the Council Program Coordinator attended three of four PAC meetings. With PAC members' input, the Council Program Coordinator facilitated the development of PAC New Member Orientation Manual, PAC Policies and Procedures, and PAC Conflict of Interests Statement. The Council Program Coordinator additionally aided in the creation of meeting agendas, identifying Disability Rights Advocates, Staff Attorneys, Team Leaders, and Deputy Directors most appropriate to facilitate various council trainings and work sessions, and disseminating information about relevant events and educational opportunities. In accordance with PAC members' wishes, the Council Program Coordinator supported the PAC in forming workgroups designed to focus on the following: bylaw revision; strategic input to yearly goals and objectives; and education and outreach to the public. These workgroups are currently focusing on the outcome of these PAC missions to further support dLCV.

Administrative Assistant: An Administrative Assistant attended all PAC meetings to provide administrative support to the PAC as needed. Typically, this involves coordination of packets, attendees, and various fiscal accounting.

Disability Rights Advocate(s), Staff Attorney(s), and Team Leader(s), Deputy Director(s): One or more Disability Rights Advocates, Staff Attorneys, Team Leaders or Deputy Directors attended all PAC meetings to facilitate work sessions and trainings on issues related to the PAIMI Program.

F.2.c. If the answer to F.1. is No, you *MAY* provide a brief explanation.

Not applicable.

F. 3. a. Were governing board members, excluding the PAC Chair, invited to PAC meetings?

Yes ^v	No
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F.3.b. If you answered Yes to F.3.a., which governing board members were invited, for what purpose (e.g., informational, etc.) and did they attend?

Governing Board members are invited to quarterly PAC meetings throughout the year, and attendance rotates among current Governing Board members. Three different board members, including the Board Chair, attended the PAC's Fiscal Year 2015 meetings, allowing council members maximum exposure to the Governing Board's diverse membership and vice versa. Board members have dedicated time on each PAC meeting agenda to greet the council, to update on pertinent Board activities, and to provide other significant agency updates as needed.

F.3.c. Did any of the invited governing board members attend?	Yes √	No
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F.4. Did the PAC work jointly with the governing board to develop the annual PAIMI priorities? [42 CFR 51.23(a)(2)]	Yes √	No
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F.4.a. If Yes, Briefly describe these joint activities.

Based on their professional, academic, and personal experiences, the PAC provided feedback on dLCV's progress towards meeting annual PAIMI priorities and offers recommendations for the development of future PAIMI priorities during each quarterly council meeting. This feedback is also informed by quarterly Progress on Objectives and Litigation Reports, furnished by dLCV, and discussions with dLCV's Executive Director and dLCV staff throughout the fiscal year. In Fiscal Year 2015, dLCV hosted a Governing Board two-day retreat in which three PAC members attended, including the PAC Chair. This retreat provided another opportunity for education, collaboration, and increased communication.

Since both the PAC Chair and a representative from dLCV's Governing Board attended each of the quarterly PAC meetings, the council's recommendations for the development of PAIMI priorities were communicated quickly and easily to the Governing Board. Likewise, the PAC Chair served on dLCV's Governing Board as an ex-officio member and had an opportunity to address board members during quarterly Governing Board meetings. This involvement provided an opportunity to reiterate PAC recommendations related to the development of future PAIMI priorities.

dLCV's Deputy Director for Compliance and Quality Assurance was responsible for staffing the Governing Board's Public Comment and Priorities Committee, which is the primary entity tasked with compiling, distilling, and synthesizing programmatic recommendations received from various PAIMI Program stakeholders throughout the year. Along with Governing Board members, a PAC member served on this committee.

Ultimately, the PAC and Governing Board committee members jointly presented their PAIMI priority recommendations to the full Governing Board for consideration and approval.

SECTION F. PAC ACTIVITIES [See, PAIMI Act - 42 U.S.C. 10805(7)]

F.4. b. If No, PAC's affiliated with private, non-profit P&A systems must provide a brief explanation.

Not applicable.

F.5 Did PAC members attend any in-state or out-of- state trainings or educational presentations related to PAIMI Program activities? [42 CFR 51.27 - payments for PAC and Governing board/authority members by a State P&A system are optional].		
F.5.a. In-State Trainings/Educational Activities.	Yes √	No
<p>If Yes, list each activity by number and provide a brief description of PAC involvement, e.g., Activity 1 – Attendance at local NAMI training.</p> <p>F.5.a. In-State Activity 1: Training facilitated by dLCV Deputy Director of Quality Assurance and Compliance on dLCV’s intake and case selection process, with a specific emphasis on yearly PAIMI Goals and Objectives.</p> <p>F.5.a. In-State Activity 2: Part II of In-State Activity 1: Training facilitated by dLCV Deputy Director of Legal Services and Deputy Director of Quality Assurance and Compliance on intake and case selection process. Part II additionally entailed an emphasis on Goals and Objectives formulation.</p> <p>F.5.a. In-State Activity 3: Training facilitated by dLCV Executive Director on ‘Strategic Planning: The Future of dLCV.’</p> <p>F.5.a. In-State Activity 4: Training facilitated by Unit Manager on Virginia’s Needs and dLCV’s Role in Adult Jails and Correctional Facilities: Past, Current, and Future.</p> <p>F.5.a. In-State Activity 5: Wellness and Recovery Action Plan (WRAP) Training.</p> <p>F.5.a. In-State Activity 6: Consumer Leadership Training (CELT).</p> <p>F.5.a. In-State Activity 7: Crisis Intervention Training (CIT).</p> <p>F.5.a. In-State Activity 8: Peer Support, Whole Health, and Resiliency Training.</p> <p>F.5.a. In-State Activity 9: Peer Specialist Certification.</p>		
F.5.b. Out of State Trainings/Educational Activities.	Yes	No √
<p>If yes, list each activity by number and provide a brief description of PAC involvement, e.g., Activity 1 – Attendance at NDRN annual conference.</p> <p>Not applicable</p>		

F.6. Does the P&A system have established written policies and procedures for reimbursing PAC members for expenses that takes into account the needs of the individual council members, available resources and applicable restrictions on use of grant funds, including the restrictions cited in and the restrictions in 51.31(e) and 51.6(e)? [See, 42 CFR 51.23 (d)(1)].		
F.6.a.1. Yes √	F.6.a.2. No	F.6.a.3. Don't Know.
F.6.b. Brief explanation needed for F.6.a.2. or F.6.a.3. responses.		
Not applicable.		

SECTION F. PAC ACTIVITIES [See, PAIMI Act - 42 U.S.C. 10805(7)]

F.7. If the answer to F.6. was Yes, were PAC members reimbursed for expenses incurred for PAIMI Program related activities, consistent with the P&A system's policies and procedures.

F.7.a.	1. Yes √	2. No	3. Don't Know
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F.7.b. *Brief explanation required for either F.7.a. 2. No or F.7.a. 3. Don't Know responses.

For trainings hosted by P&A staff at quarterly PAIMI Council meetings (In-State Activity 1 – 4, PAC members were reimbursed; for other trainings (In-State Activities 5 – 9), PAC members attended outside of the PAC. Attendance at In-State Activities 5 – 9 were due to personal or professional training experiences and not affiliated with the Council itself. PAC members reported these trainings as part of their personal and professional expertise regarding mental health needs and services.

F. 8. REIMBURSEMENT OF EXPENSES – If PAC member expenses were reimbursed, please complete the following chart. [42 CFR 51.23(d)(1)] . Under the Activity column, list the activity by the number used in above F.5.a. – In-State or F.5.b. – Out-of State. Example: F.5.b. Out of State activity # 1, – 5 PAC members attended the NDRN annual meeting, 2 members reimbursed by the P&A; 2 self-paid, 1 NDRN scholarship.

	b. # ATTENDING	c. P&A	d. SELF	e. OTHER
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F.5.a. In-State Activity 1: Training facilitated by dLCV Deputy Director of Quality Assurance and Compliance on dLCV's intake and case selection process, with a specific emphasis on yearly PAIMI Goals and Objectives.	12	12	0	0
F.5.a. In-State Activity 2: Part II of In-State Activity 1: Training facilitated by dLCV Deputy Director of Legal Services and Deputy Director of Quality Assurance and Compliance on intake and case selection process. Part II additionally entailed an emphasis on Goals and Objectives formulation.	11	11	0	0
F.5.a. In-State Activity 3: Training facilitated by dLCV Executive Director on 'Strategic Planning: The Future of dLCV.'	9	9	0	0
F.5.a. In-State Activity 4: Training facilitated by Unit Manager on Virginia's Needs and dLCV's Role in Adult Jails and Correctional Facilities: Past, Current, and Future.	9	9	0	0
F.5.a. In-State Activity 5: Wellness and Recovery Action Plan (WRAP) Training.	1	1	1	0
F.5.a. In-State Activity 6: Consumer Leadership Training (CELT).	1	1	1	0

F.5.a. In-State Activity 7: Crisis Intervention Training (CIT).	1	1	1	0
F.5.a. In-State Activity 8: Peer Support, Whole Health, and Resiliency Training.	1	1	1	0
F.5.a. In-State Activity 9: Peer Specialist Certification.	1	1	1	0

SECTION F. PAC ACTIVITIES [See PAIMI Act at 10805(7)]

F.9. Did the P&A system provide the PAC with reports, materials, & fiscal data to enable review of the following: [42 CFR 51.23(c)].

F.9.a. Existing program policies, priorities, and performance outcomes.	Yes √	No
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F.9.b. If Yes, were the submissions (of P&A system documents referenced in F.9.a.) made at least annually and (shall) report expenditures for the past two (2) FISCAL YEARS?	Yes √	No
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***F.9.c. If the answer to F.9. a. or F.9.b. is ‘No’, a brief explanation is required.**

Not applicable.

F.9.d. If you answered Yes in F.9.a., did the P&A system documents referenced also <i>INCLUDE THE PROJECTED EXPENSES FOR THE NEXT FISCAL YEAR (FY) IDENTIFIED BY BUDGET CATEGORY</i>, e.g. salary & wages, contracts for services, administrative expenses, including, the amount allotted for training of the PAC, the governing board and staff?	Yes √	No
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F.9.d.1. If No*, a brief explanation is required.

Not applicable.

SECTION F. PAC ACTIVITIES [See, PAIMI Act at 10805(7)]

F.9.e. The PAIMI Rules mandate that members of the public shall be given an opportunity, on an annual basis, to comment on the priorities established by, and the activities of, the P&A system. Procedures for public comment must

provide for notice in a format accessible to individuals with mental illness, including such individuals who are in residential facilities, to family members and representatives of such individuals with disabilities. [42 CFR at 51.24(b)].

F.9.e. Does the P&A have procedures established for public comment?

F.9.e. 1. Yes ✓

F.9.e. 2. No

F.9.e.3. Don't Know

F.9.e.4. * Brief explanation required for F.9.e.2. No or F.9.e.3. Don't know responses.

Not applicable.

F.9.f. Was the PAC provided a copy of these procedures?

F.9.f.1. Yes ✓

F.9.f.2. No

F.9.f.3. Don't Know

F.9.f.4. * A brief explanation is required for F.9.f.2. "No" or F.9.f.3. "Don't know" responses.

Not applicable.

SECTION F. PAC ACTIVITIES [See, PAIMI Act at 10805(7)]

F.9.g. The PAIMI Rules, at 42 CFR 51. 24(b), mandate that the public shall be given an opportunity, on an annual basis, to comment on the priorities established by and the activities of the P&A system. *WAS THE PUBLIC PROVIDED AN OPPORTUNITY FOR PUBLIC COMMENT?*

F.9.g. 1. Yes ✓

F.9.g. 2. No

F.9.g.3. Don't Know

F.9.g 4. If the answer to F.9.g.1. is "Yes", briefly describe activities the P&A system used to obtain public comment

The Fiscal Year 2016 Goals and Focus Areas were adopted by the Governing Board. The process of adoption of Goals and Focus Areas is further explained below.

The dLCV Board and the Public Comment and Priorities Committee led the planning for dLCV's PAIMI Program Goals and Focus Areas. The Public Awareness and Goals Committee was comprised of dLCV Governing Board members, a representative from the PAC, and dLCV's Deputy Director for Compliance and Quality Assurance. This committee was charged with preparing the annual priorities for the full Governing Board's consideration. The committee met in Spring and Summer 2015 to discuss plans for obtaining public input and comment on Fiscal Year 2016 Goals and Focus Areas. The dLCV Governing Board approved and shared these plans with the PAC and with dLCV staff.

dLCV launched a public input survey survey to obtain feedback on the goals and focus areas. From 5/17/15 through 7/24/15 dLCV received 340 responses to our survey. This is an increase from the number of responses in previous years. Twenty-two percent of responses came directly from individuals with disabilities. Twenty-six percent of responses were from parents or guardians. The remaining groups represented included family members, teachers, mental health professionals, and providers.

When it came to the issues most important to respondents, access to quality mental health care services (14 %) comprised the largest and most significant percentage. This was a new survey category added to the survey per the recommendation of the PAC representative on the dLCV Board Public Input and Priorities Committee. Tied for second place includes access to community programs and government services (10 %), housing (10 %), and access to assistive technology and health care (10 %). Following those were: special education (8 %), effective vocational rehabilitation services (7 %), employment rights (7 %), transportation (7 %), abuse and neglect in schools (5 %), access to buildings and community activities (4%), guardianship (4 %), abuse and neglect in the juvenile justice system (3 %), abuse and neglect in jails and prisons (1 %), and voter rights (1%).

dLCV also distributed surveys to the public via mailings and at facilities. dLCV staff, with input from the PAC, public input survey, and past year work experience, also helped to develop Fiscal Year 2016 Goals, Focus Areas, and Objectives. The dLCV Board approved the Fiscal Year 2016 Goals and Focus Areas.

The PAC was actively involved in developing PAIMI-related objectives for dLCV for Fiscal Year 2016. dLCV consults with the PAC about target populations, intervention strategies, and community linkages and resources. dLCV appreciates the PAC being an informed and diligent resource.

F.9.g. 5. *If the answer to F.9.g.2. is “NO”, explain why public comment was not obtained.

Not applicable.

F.9.g. 6. *If the answer to F.9.g.3. is “DON’T KNOW”, please explain (e.g., PAC needs training, etc.)

Not applicable.

F.10. COMPLETION OF THIS SECTION (F.10 a. - e.) IS OPTIONAL; however, if you choose to respond, please describe in the spaces below any other PAC activities, other than mandated PAC membership meetings.

F.10.a. Briefly describe, governing board or PAC committee work

Not applicable.

F.10.b. Briefly describe any training or educational presentations to either constituency groups or the general public.

Not applicable.

SECTION F. PAC ACTIVITIES [See, PAIMI Act – 42 U.S.C.10805(7)]

F.10.d. Briefly describe any special projects (e.g., institutional monitoring).

Not applicable.

F.10.e. Briefly describe any other (e.g., fund raising, public relations, etc.).

Not applicable.

SECTION G. PAC ASSESSMENT OF PAIMI PROGRAM OPERATIONS

G.1. Please provide A NARRATIVE SUMMARY of the PAC'S ASSESSMENT of the PAIMI priorities (goals) and objectives included in the PPR for this Fiscal Year.

Include in the narrative an assessment of the following items:

G.1.a. The PAIMI Priorities (Goals) and Objectives selected.

G.1.b. The activities conducted towards achieving these priorities (goals) and objectives.

G.1.c. The outcomes.

G.1.d. Examples of individual or systemic cases, applicable legislative activities, and participation in State mental health planning activities.

G.1.e. Any recommendations regarding future priorities (goals) and objectives.

Before and during each quarterly council meeting, the PAC reviewed the following reports generated by dLCV: the Progress on Objectives Report, the Litigation Report, and the quarterly Budget Expenditure Reports. These reports provide a detailed accounting of all current PAIMI goals and objectives, the work undertaken by dLCV to achieve these goals and objectives, the outcomes for dLCV's goals and objectives as they became available, and the current resources needed and necessary to complete dLCV's work. The quarterly Budget Expenditure Reports reviewed include both an overview of all grants as well as a PAIMI-specific assessment of current funding. These reports also highlight information from selected individual and systemic PAIMI cases and relevant legislative activities throughout the year.

During Fiscal Year 2015, dLCV had multiple PAIMI objectives related to four overarching goals. These goals were also completed using other funding streams as well. The PAC helped dLCV develop these goals and objectives.

Goal 1: People with disabilities are free from abuse and neglect

The PAC supported dLCV's diligent efforts to ensure people with disabilities are free from abuse and neglect when dLCV staff reviewed, analyzed, and trended critical incident reports, monitored conditions at both child and adult mental health facilities throughout Virginia, and advocated for timely and appropriate mental health services in jails and juvenile detention centers.

Council members encouraged dLCV to continue fulfilling an oversight function for PAIMI-eligible individuals receiving services in institutional settings with a specific emphasis adult jail and correctional facilities.

Goal 2: Children with disabilities receive an appropriate education

The PAC encouraged and supported dLCV's work regarding educational service provision to children and youth especially in private institutions and during transition planning and discharge. dLCV focused specifically on the lack of funding and resources which often prohibited children from residing and attending school in the least restrictive environment.

PAC members worried that largely parents are not informed of their child's rights consistent with Virginia's Department of Education Special Education regulations. The PAC encouraged dLCV to continue its efforts to inform both youth and guardians about their rights through systemic and individual education and advocacy, especially youth in facilities.

Goal 3: People with disabilities have equal access to government services

The PAC supported dLCV's vigilant work to ensure people with mental illness have equal access to government services. During Fiscal Year 2015, dLCV achieved this work primarily through outreach and education of PAIMI-eligible individuals regarding information on their right to vote and to supports for employment on discharge. Additionally, dLCV continued to monitor and respond to legislative efforts to restrict voting and employment support accessibility for PAIMI-eligible individuals and to educate policymakers about the rights of people with mental illness to have equal access to government services.

Goal 4: People with disabilities live in the most appropriate integrated environment

The PAC applauded dLCV's continued goals to aid in timely and appropriate discharge from public and private mental institutions serving children and adults. The PAC was also actively in support of dLCV's identification and efforts to remedy systemic failures associated with children and adults who are dually diagnosed with both a mental health need and a developmental disability.

Additional recommendations regarding future goals and objectives:

Whenever practicable, the PAC supports dLCV's inclusion of peer and peer support network for increased advocacy and education.

SECTION G. PAC ASSESSMENT OF PAIMI PROGRAM OPERATIONS

G.2. OTHER COMMENTS CONCERNING PAIMI SYSTEM OPERATIONS:

Briefly describe any special initiatives, problem solving techniques, or innovative practices that may help other State P&A systems.

The PAC begins every meeting by reading our agency's mission statement and the council's mission statement. The council believes other PACs could benefit from adopting a similar practice, as it offers focus to council-related activities and to serve as an important reminder about dLCV's charge.

G.3. Please list any training & technical assistance needs identified by the PAC.

The PAC identified technical assistance needs regarding the lack of PAIMI funding. At current, the PAC is below bylaw requirements regarding membership. The PAC has one vacant seat. However, the PAC had two provisional members requesting attendance and membership at their August 2015 meeting. Due to the lack of PAIMI funding through the PAIMI Program, the PAC delayed their attendance. These individuals will attend November's meeting in Fiscal Year 2016 (November 2015).

SECTION H. GRIEVANCE PROCEDURES [42 CFR Section 51.25]

Pursuant to the PAIMI Rules at 42 CFR 51.25, the P&A system shall establish procedures to address grievances from: individuals at 42 CFR 51.25(a)(1) – *clients or prospective clients . . . ; and systemic complaints at 42 CFR 51.25(a)(2) – individuals who have received or are receiving mental health services in the state, family members or representatives of such individuals*

H.1. Is the PAC aware of and knowledgeable of the above referenced policies and procedures?	Yes √	No
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H.1.a. If you answered "No" to H.1. provide a brief explanation.

Not applicable.

H.2. The number of grievances filed by PAIMI-eligible clients, including representatives or family-members of such individuals receiving services during this fiscal year.	Total	3
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H.3. The number of grievances filed by prospective PAIMI-eligible clients (those who were not served due to limited PAIMI Program resources or because of non-priority issues).	Total	0
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H.4. Add H.2 & H.3 [42 CFR Section 51.25(a)(1),(2)]	Total	3
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H.5. THE NUMBER OF GRIEVANCES APPEALED TO:

H.5.a. The Governing Board (the PAC Chair of a private, non-profit P&A system should have this information).	Total	1
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H.5.b. The Executive Director	Total	2
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H.5 c. The number of Grievances appealed [H.5.a. + H.5.B = H.5.c.].	Total	3
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H.6. The number of reports sent to the Governing Board AND the PAC (<i>at least one annually</i>) that describe the grievances received, processed, and resolved.	Total	4
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SECTION H. GRIEVANCE PROCEDURES [42 CFR Section 51.25]

H.7. Please identify all individuals, by name & title, responsible for P&A system grievance reviews.

Appeals to the Board are rotated through individual Board Members as necessary.

Colleen Miller, Executive Director

C.W. Tillman, Governing Board President, Governing Board Appeals Committee

Angela Thanyachareon, Governing Board Vice President, Governing Board Appeals Committee

Stephen Dawe, Secretary, Governing Board Appeals Committee

Donald Price, Treasurer, Governing Board Appeals Committee

Michael Newcomb, PAIMI Council Chair, Governing Board Appeals Committee

Maureen Hollowell, Governing Board Appeals Committee

Bryan Lacy, Governing Board Appeals Committee

Kathryn Marks, Governing Board Appeals Committee

Michael Toobin, Governing Board Appeals Committee

Eunice Turkson, Governing Board Appeals Committee

H.8. What is the timetable (in days) used to ensure prompt notification of the grievance procedure process to clients, prospective clients or persons denied representation, and ensure prompt resolution. [42 CFR 51.25(B)(4)]	Days 15
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H.9. Were written responses sent to all grievants?	Yes ✓	No
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H.9.a. *If you answered No, to H.9, briefly explain.		
Not applicable.		

H.10. Was client confidentiality protected? _____. If not, explain below. [42 CFR 51.25(B)(6)]	Yes ✓	No
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H.10.a. *If you answered No, to H.10, briefly explain.	Yes	No
Not applicable.		

GLOSSARY

Closed case - is when the advocate/attorney closes the client record or case file after providing advocacy interventions on behalf of a client, and determining that the client either has no need of further intervention services or that the agency has no other services available to address the issue(s) or complaint(s) for which the case was initially opened.

Grievance Procedures – are policies and procedures developed by the P&A system to ensure that its clients and prospective PAIMI-eligible clients, their family members, or representatives have full access to the system services and that the system is fully compliant with the provisions of the PAIMI Act and Rules.

Information and Referral (I&R) Services - is the provision of brief written or oral information, such as generic information about the P&A, including information about additional programs and resources external to the P&A that relate to the individual's service needs and statutory or constitutional rights as a person with a disability. I &R services are generally of short duration, typically range from a few minutes to an hour, do not involve direct advocacy intervention by staff, and any type of staff follow-up. I&R services may include mailing generic agency information. Individuals receiving I &R services are not counted as PAIMI clients.

Intervention Strategies:

- **Abuse/Neglect Investigations** - a systemic and thorough examination of information, records, evidence and circumstances surrounding an allegation of abuse and neglect. Investigations are undertaken to determine if there is a basis for administrative or legal action on behalf of the client. Investigations require a significant allocation of time to interview witnesses, gather factual information, and to issue a written report of findings.
- **Administrative Remedies** - includes the use of any systems for appeal within an agency or facility, or between agencies, which does not involve adjudication by a court of law.
- **Legal Remedies** - the legal representation of clients in litigation in court processes concerned with rights, grievances, or appeals of such rights or grievances.
- **Legislative/Regulatory Advocacy** activities involve monitoring, evaluating, and commenting upon the development and implementation of Federal, State, and local laws, regulations, plans, budgets, taxes and other actions, which may affect individuals with mental illness. [The PAIMI Rules at 42 FCR at 51.24 mandates that legislative activities shall also be addressed in the development of program priorities].
- **Negotiation/Mediation** - is an informal, non-legal intervention by a PAIMI representative, attorney or case manager used to resolve problems with facility staff or other agency representatives; (does not involve a formal appeal).
- **Short Term Assistance** - Time limited advice and counseling assistance, which may include reviewing information, counseling a client on actions one may take, and assisting the client in preparing letters, documents or making telephone calls to resolve the issue.
- **Technical Assistance** - includes the provision of information, referral or advice to clients by a PAIMI Program representative, attorney, or advocate, (e.g., coaching the client in self-advocacy, explaining service delivery system(s) available to meet needs, dissemination of information and materials to client, etc.). Follow-up is required.

Objectives - are activities undertaken to achieve annual program priorities (goals). All objectives required to have measurable outcomes and the use of numerical targets is encouraged. Each objective must clearly state why the activity was undertaken, who will benefit from the objective (the target population), how the activity will be accomplished, and what is the expected outcome for the activity? Generally, with the exception of litigation, legislative or regulatory activities, objectives shall be attainable within the fiscal reporting period (within one (1) fiscal year).

Open Case - is when a PAIMI-eligible individual with a complaint is accepted as a client by the P&A system. A case record or case file is opened for that individual. System staff maintain all intervention services provided to the client and other information are maintained in this case record/file.

Outreach - is an activity that targets information on PAIMI Program activities to specific populations (e.g., cultural, ethnic and racial minorities, and other underserved or un-served populations, etc. The activity is linked to an objective of a specific annual priority.

PAIMI Clients (for purposes of this report) - are individuals who meet the PAIMI eligibility criteria as defined in the PAIMI Act [42 U.S.C. 10802(4) and its Rules at 42 CFR 51.2 Definitions, who have a complaint, for whom demographic data is collected, and for whom the PAIMI Program, or any of its subcontractors, provides an intervention (as reported under Intervention Strategies in this form).

Priorities (Goals) – are broad general descriptions of short term activities for the P&A system to accomplish within one (1) fiscal year (FY). [The exceptions are generally regulatory, legislative, and litigation activities]. The priorities must be directly related to the purpose of the enabling Federal legislation and the requirements of the Federal-funding agency and consistent with the priorities included in the PAIMI Application for the same FY. [See PAIMI Act at 42 U.S.C. 10801, PAIMI Rules at 42 CFR 51.24 (a) – Program Priorities, and the Children’s Health Act of 2000 at 42 U.S.C. at 290ii-ii-1 and 290jj-jj-2].

Public Awareness Activities - provide general information on disability rights and the purpose and mission of the P&A system. Public awareness activities include public service announcements, newsletters, radio or television, publications in legal journals, web site services, general distribution of agency brochures, etc.

Public Education and Constituency Training - is the dissemination of information to one or more persons through an interactive event, which often promotes a greater understanding of the constitutional or statutory rights of persons with disabilities. Contrasted to Public Awareness Activities, education and training must be specifically targeted to meet the unique need of the group(s) trained.

Racial/Ethnic Background –

The following minimum standards shall be used for all federal administrative reporting and grants reporting or record keeping requirements that include data on race and ethnicity [http://www.whitehouse.gov/omb/fedreg_1997standards/].

CATEGORIES AND DEFINITIONS:

Ethnicity:

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American descent.

Not of Hispanic Origin.

Race:

American Indian or Alaska Native (include tribal affiliation for the Alaska native when possible) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black or African American - A person having origins in any of the Black racial groups of Africa.

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Respondents have the option of selecting one or more racial designations.

Resolution of Complaint/Problem Area – is in a client’s favor when (1) the client is satisfied with the result of the intervention or (2) the expressed wish or stated goal of the client is either fully attained or negotiated to an agreeable outcome, or (3) the violation in the stated case complaint/problem area was remedied.

Systemic Advocacy Activities – are the efforts taken to implement changes in policies and practices of systems that impact persons with mental illness. These "systems" include, but are not limited to, State agencies, various public and private residential care and treatment facilities, and other service providers, etc. [The PAIMI Rules at 42 CFR 51.24 (a) PAIMI Priorities state that systemic activities shall be addressed in the development and implementation of program priorities].