



**MECKLENBURG COUNTY**  
**Area Mental Health, Developmental Disabilities and**  
**Substance Abuse Services**  
June 13, 2011

***PROVIDER HOT SHEET***

- ⇒ **FY11 Operations Manual** - The Operations Manual for 2011-2012 is now posted on the AMH website at the following link:  
<http://charmeck.org/mecklenburg/county/AreaMentalHealth/ForProviders/Pages/ProviderDocuments.aspx>.  
**This manual is a binding part of Agreements and Contracts between the Mecklenburg LME and providers of Medicaid and State Funded services.** The intent of this manual is to provide the references and sources providers need to meet the requirements of Memorandums of Agreement and Contracts between Mecklenburg LME and provider agencies. Providers are strongly encouraged to share this resource with their staff to ensure that they are aware of the information that it contains.
- ⇒ The LME will administer the Provider Cultural Competence Survey 2011 at InfoShare on July 6th, 2011. The survey is required as a means of complying with Title VI of the Civil Rights Act of 1964. Data from the survey will increase our capacity to serve non-English speaking consumers. Providers with the capacity to work with LEP consumers will be given to MeckLINK for appropriate referrals. **Each provider should review and complete the survey from the link below and bring it to InfoShare or review the survey at the link below and have your agency representative complete it at InfoShare.** The survey will be collected or issued upon check-in. Provider response will be recorded. Thank you for your cooperation in serving all consumers.  
<http://charmeck.org/mecklenburg/county/AreaMentalHealth/ForProviders/Provider%20Library2/Provider%20Cultural%20Competence%20Survey%202011.pdf>
- ⇒ **Targeted Case Management I/DD** - North Carolina Division of Medical Assistance has issued an updated Clinical coverage policy for [Intellectual and Developmental Disabilities Targeted Case Management](#) effective June 1, 2011. The policy is located at the following link <http://www.ncdhhs.gov/dma/mp/8N.pdf>.
- ⇒ **DHHS Records Retention and Disposition Schedule for Grants.** The DHHS Controller's Office updates and distributes to the Department's subrecipients and certain other entities semi-annually the items described on the attached Memorandum.
- ⇒ **FY 2012 IPRS Services Benefit Plan** - The benefit plans are now available at <http://charmeck.org/mecklenburg/county/AreaMentalHealth/ForProviders/Pages/ProviderDocuments.aspx>.
- ⇒ **FREE Seeking Safety Training June 21 and 22, 2011, at the Police-Fire Training Academy.** This event on this evidence-based model for treating trauma and/or SA issues) is offered by Operation Recovery: Jail Diversion Trauma Recovery-Priority to Veterans, charged by SAMHSA to **increase the capacity of local providers and clinicians to treat and identify trauma.** With the large numbers of trauma-impacted veterans expected to return to our region over the summer, growing numbers of victims of domestic violence and disasters—both natural and terrorist related--trauma is impacting our communities in often unseen ways. Free CEUs offered from NCSAPPB. CEUs thru UNCC will be available for nominal fee to include up to 10.5 credits hrs. All participants must register at the following link: [www.ncoperationrecovery.org](http://www.ncoperationrecovery.org) Please see attached flyer for additional information.
- ⇒ Your single point of contact for all suggestions, input, feedback, questions and concerns regarding the Hot Sheet should be directed to Jill Scott, AMH Information/Education Coordinator at

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[Jill.Dineen-Scott@MecklenburgCountyNC.gov](mailto:Jill.Dineen-Scott@MecklenburgCountyNC.gov).

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**CLINICAL CORNER**

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⇒ The ban of K-2 and MPDV goes into effect June 1! These synthetic drugs mimic already illegal drugs (such as marijuana and cocaine) but often have even worse side effects. They are often called “incense” or “bath salts” and labeled not for human consumption. Sale and manufacture will be a felony. Possession will be a misdemeanor or felony, depending on the amount.

Here is a related press release link: [http://www.ncdhhs.gov/pressrel/2011/2011-03-22-synth\\_marijuana.htm](http://www.ncdhhs.gov/pressrel/2011/2011-03-22-synth_marijuana.htm)

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**PROVIDER COUNCIL REMINDERS AND UPDATES**

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⇒ **Provider Council Sub-Committees** – Three standing subcommittees have been formed by the Provider Council. If you are interested or want more information, please contact the committee chairs. The four committees are:

○ **Training and Development Committee**

- ◆ Trasha Black (Co-Chair), Genesis Project, [tblack@genesisproject1.org](mailto:tblack@genesisproject1.org), 704-596-0505
- ◆ Angela R. Simmons (Co-Chair), The Right Choice MWM, 704-537-3650 x1105, [angela@trcmwm.com](mailto:angela@trcmwm.com).

> The next scheduled meeting is **Wednesday, June 15, 2011 at 9 AM** in the Carlton Watkins Center Multipurpose room.

○ **Provider Relations Sub-Committee**

- ◆ Kira Wilson (Co-Chair), The Arc of NC, 704-568-0112, [kwilson@arcnc.org](mailto:kwilson@arcnc.org)
- ◆ Tim R. Holland (Co-chair) Person Centered Partnerships, 704-319-7609, [Tim.Holland@pcpartnerships.org](mailto:Tim.Holland@pcpartnerships.org)

> The next scheduled meeting is **Wednesday, June 15, 2011 at 1:30 PM** in the Carlton Watkins Center Multipurpose room.

○ **Provider Outreach Sub-Committee** – The general purpose of which is to establish mechanisms for the Provider Council to connect with new providers, to provide them basic resource information and to introduce them to the Provider Council.

- ◆ Miranda Little (Co-Chair), Family Preservation Services, Inc., 704-344-0491, [MLittle@fpsc.com](mailto:MLittle@fpsc.com)
- ◆ > The next meeting will be on **Wednesday, Jun 15, 2011 at 12 PM** in the Carlton Watkins Center Multipurpose room.

○ **Quality Improvement Sub-Committee** - The general purpose of this committee is to collectively organize a sound quality approach to delivery of clinical service as well as general standards for quality for MH/SA/DD providers.

- ◆ Angela Bunting (Co-Chair), BWB Connections, 704-595-5553 [Angela.Bunting@connectionsbw.com](mailto:Angela.Bunting@connectionsbw.com)
- ◆ Sonyia Richardson (Co-Chair), Another Level Counseling & Consultation, 704-548-5298 [srichardson@anotherlevels.com](mailto:srichardson@anotherlevels.com)

◆ > The next meeting will be on **Wednesday, June 15, 2011 at 10:30 AM** in the Carlton Watkins Center Multipurpose room.

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**EDUCATION AND TRAINING OPPORTUNITIES**

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⇒ **Operation Recovery Jail Diversion Trauma Recovery**-Priority to Veterans has been charged by SAMHSA to **increase the capacity of local providers and instructors to treat and identify trauma and to educate future generations of providers and public servants about trauma**—especially in light of the large numbers of trauma-impacted veterans we expect to return to our region over the summer. With the growing numbers of victims of domestic violence combat and disasters—both natural and terrorist

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related, trauma is impacting our communities in often unseen ways. All participants must register. THIS IS NOT JUST FOR CLINICIANS! Please see attached flyer for additional information.

- ⇒ **MeckCARES Training Institute** offers a full range of high-quality classroom and now [online courses](#) that meet state service definitions and requirements and will empower you to improve outcomes for youth and families.
- Learn about System of Care principles and practices
  - See how Child and Family Teams should operate
  - Gain knowledge, power and respect to strengthen families and improve lives

Register Today! <http://charmeck.org/mecklenburg/county/MeckCARES/training/Pages/default.aspx>

- ⇒ **Mecklenburg's PROMISE Recovery and Crisis Training Calendar.** MeckPromise is offering free Wellness, Recovery & Crisis Education classes for consumers and providers at our new location 1041 Hawthorne Lane, Charlotte, NC 28205. Please feel free to drop by and see what we've got going on! For more information on our classes please call the main number at 980-321-4021 or John Cunningham at 980-321-4025 or via email at [jcunningham@meckpromise.com](mailto:jcunningham@meckpromise.com) to request a current calendar.

- ⇒ **The Mecklenburg County Provider Council** has developed a comprehensive Training Calendar designed to serve as a one-stop location to view training events occurring in Mecklenburg County that are supported or sponsored by the provider community, the LME, AHEC or other entities. Following is a link to submit training events: <http://www.meckpromise.com/node/75>. To view training events, click on the following link: <http://www.meckpromise.com/mptc>

- ⇒ **The LME Monthly AMH Training Calendar** is posted on-line at the following link:  
<http://charmeck.org/mecklenburg/county/AreaMentalHealth/ForProviders/Pages/ProviderTraining.aspx>

- ⇒ **TIP – Training in Innovation and Practice** –The NC Council of Community Programs and the Administrative Services Organization, a group of providers, continue to offer training to help providers adapt to changing circumstances. For a list of currently scheduled training events and to register, go to [www.nc-council.org](http://www.nc-council.org).

- ⇒ **Mental Health Association** offers various training opportunities to include QPR (Question, Persuade, and Refer) suicide prevention training. Please visit website <http://mhacentralcarolinas.org> or call 704-365-3454 for more information.

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**WEB RESOURCES**

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- ⇒ [NC Division of MH/DD/SAS](#)
- ⇒ [NC Division of MH/DD/SAS Provider Endorsement Information](#)
- ⇒ [NC Division of MH/DD/SAS Implementation Updates](#)
- ⇒ [Mecklenburg AMH](#)
- ⇒ [AMH Best Practices Committees and Schedule](#)
- ⇒ [AMH Hot Sheet Archive](#)
- ⇒ [AMH Provider Document Library](#)



North Carolina Department of Health and Human Services  
Office of the Controller

Beverly Eaves Perdue, Governor  
Lanier M. Cansler, Secretary

Laketha M. Miller, Controller  
(919) 733-0169

MAILING ADDRESS:  
2019 Mail Service Center  
Raleigh, NC 27699-2019

LOCATION:  
1050 Umstead Drive  
Raleigh, NC

May 20, 2011

**MEMORANDUM #2011-14**

**TO:** County Managers  
County Finance Officers  
Local Department of Social Services Directors  
Local Management Entity, Area Authority and County Program Directors  
LME and Area Program Finance Officers  
Local Health Department Directors  
District Health Department Directors  
District Health Department Finance Officers  
Councils of Government Executive Directors  
Councils of Government Finance Officers

**FROM:** Laketha M. Miller *Laketha M. Miller*

**SUBJECT:** DHHS Records Retention and Disposition Schedule for Grants

Semiannually, the North Carolina Department of Health and Human Services Controller's Office issues the DHHS Records Retention and Disposition Schedule for Grants, which provides **by funding source and State fiscal year** the earliest date that records for the funding source may be destroyed. This retention schedule is governed by Federal regulations found at 7 CFR 3016.42, 7 CFR 3019.53, 45 CFR 74.53 and 45 CFR 92.42 and State regulations found at 09 NCAC 03M .0703 (4). All financial and programmatic records, supporting documents, statistical records, and all other records pertinent to a Federal award must be retained in accordance with this schedule. All State and local government agencies, nongovernmental entities and their subrecipients, including applicable vendors, that administer programs funded by Federal sources passed through the North Carolina Department of Health and Human Services and its divisions and offices ("DHHS") are expected to maintain compliance with both the DHHS Records Retention and Disposition Schedule for Grants and any agency-specific programmatic record retention requirements.

**The DHHS Records Retention and Disposition Schedule for Grants has been updated through March 31, 2011, and supersedes previously approved applicable schedules. Grant records with a purge date (i.e. any date appearing in column three of the schedule) more than two years prior to the Schedule's posting date have been removed. Additionally, the updated Schedule includes adjustments to purge dates for Temporary Assistance for Needy Families (TANF) grants. The records retention period for the TANF program, also known as the Work First program, changed**

**from five years to a retention period of ten years. The Work First program automatically provides Medical Assistance benefits to recipients of Work First. Recipients of Work First benefits are tied to eligibility for the DHHS/Division of Medical Assistance programs, which require a ten year retention period. As a result, the Work First program should adhere to the more restrictive retention period. All financial and programmatic records as well as all supporting documentation for the Work First program must be retained for a period of ten years.**

**The Memorandum, Background and updated Schedule for records retention are available on the DHHS Office of the Controller's website and can be accessed at the following Internet address: <http://www.ncdhhs.gov/control/>. At this web address, page down and select the 7<sup>th</sup> bullet under "Letters/reports/forms for ALL Agencies".**

Please notify all employees and all contractors who are or will be involved in the records retention and disposition process that the updated Memorandum and Schedule have been posted along with the related Background pages.

Please ensure that all users of this information go to our web page to print this Memorandum, the Background and the Schedule.

If you have questions relating to the above, please contact either Don McLamb at (919) 855-3743 or by e-mail at [Don.McLamb@dhhs.nc.gov](mailto:Don.McLamb@dhhs.nc.gov), or Leigh Ann Kerr at (919) 855-3738 or by e-mail at [LeighAnn.Kerr@dhhs.nc.gov](mailto:LeighAnn.Kerr@dhhs.nc.gov). Thank you in advance for your continued cooperation and assistance.

LMM/lck/dmcl

|     |                             |   |
|-----|-----------------------------|---|
| cc: | Secretary Lanier M. Cansler | Division Records Officers                         |
|     | Executive Committee         | DHHS Controller's Office Section Chiefs           |
|     | Division/Office Directors   | Becky McGee-Lankford, Dept. of Cultural Resources |
|     | Division Budget Officers    | James Burke, Local Government Commission          |

Filename: "Records-Retention-Memorandum-March-2011.doc"



# FREE TRAINING REGISTER NOW!

**JUNE 21 & 22, 2011**

Mecklenburg County Police and Fire Training Academy



**Operation Recovery: Jail Diversion Trauma Recovery- Priority to Veterans, SAMHSA and Mecklenburg County Provided Services Organization invites you to attend a FREE TRAINING in an evidenced-based treatment model for Trauma and Substance Abuse proven to work! CEUs available. Why FREE TRAINING? Because one of Operation Recovery missions as a SAMHSA grant recipient is to increase the capacity of providers in the state who can *identify & treat trauma*. REGISTER ONLINE HERE:**

<http://www.ncoperationrecovery.org/>

MPC  
Mecklenburg Provider Council

*Presents*



## ***Motivational Interviewing***

**June 23, 2011 8:30-4:30pm**

**June 25, 2011 8:30-4:30pm**

### **MINT Certified Trainer Tony Beatty**



**Tony Beatty is a certified MINT trainer. He is a Program Administrator with Mecklenburg County Area Mental Health. He has served over 20 years as a substance abuse counselor.**

**Location: Charlotte, NC**

**REGISTRATION:** Register online: [www.genesisproject1.org](http://www.genesisproject1.org) (Registration fees will be payable via Paypal)

**\*Total training hours:** 12 hours

**Cost:** \$75 per person

**For more information on this Motivational Interviewing Training, please contact Lisa Davis, Training Director at Genesis Project 1, Inc. (704.596.0505)[[ldavis@genesisproject1.org](mailto:ldavis@genesisproject1.org)]**

**TRAINING REGISTRATION FORM**

