

Subject: CCBHC Criteria for Governance

Requirements

Bulletin Number: DY-1/Governance - 24-1	CCBHC Implementation Bulletin	Effective Date: September 1, 2024
Bulletin Status: New	Subject: CCBHC Governance Criteria	Number of Pages: 4

1. **Programs Affected:** All CCBHC Demonstration participants.
2. **Background and Purpose:** Community Mental Health Centers (CMHC) designated by the Alabama Department of Mental Health (ADMH) as Certified Community Behavioral Health Clinics (CCBHCs) must engage individuals with lived experience in meaningful input in the governance of the CCBHC. ***This implementation bulletin provides guidance to CCBHCs on Alabama’s implementation of the governance requirements.***
3. **SAMHSA CCBHC Criteria Authority**
 - 3.1. SAMHSA CCBHC certification criterion 6.b.1 requires that: “CCBHC governance must be informed by representatives of demographic factors such as geographic area, race, ethnicity, sex, gender identity, disability, age, sexual orientation, and in terms of health and behavioral health needs.”
 - 3.2. SAMHSA CCBHC certification criterion 6.b.1 specifies that the CCBHC will incorporate meaningful participation from individuals with lived experience of mental and/or substance use disorders and their families, and this must include youth.
 - 3.3. SAMHSA defines meaningful participation as: involving a substantial number of people with lived experience and family members of people receiving services or individuals with lived experience in developing initiatives; identifying community needs, goals, and objectives; providing input on service development and CQI processes; and budget development and fiscal decision making.
 - 3.4. Substantial participation can be reflected by one of two options:
 - 3.4.1. Option 1: At least 51% of the CCBHC governing board is comprised of individuals with lived experience of mental and/or substance use disorders and their families.
 - 3.4.2. Option 2: Other means are established to demonstrate meaningful participation of people with lived experience. The CCBHC provides staff support to the individuals involved in any alternate approach that are equivalent to the support given to the governing board.

Under Option 2, individuals with lived experience of mental and/or substance use disorders and family members of people receiving services must have representation in governance that assures input into:

1. Identifying community needs and goals and objectives of the CCBHC.
2. Service development quality improvement, and the activities of the CCBHC
3. Fiscal and budgetary decisions
4. Governance (human resource planning, leadership recruitment and selection, etc...)

Under Option 2, the governing board must establish protocols for incorporating input from individuals with lived experience and family members. Board meeting summaries are shared with those participating in the alternate arrangement and recommendations from the alternate arrangement shall be entered into the formal board record; a member or members of the arrangement established under Option 2 must be invited to board meetings and representatives of the alternate arrangement must have the opportunity to regularly address the board directly, share recommendations directly with the board and have their comments and recommendations recorded in the board minutes. The CCBHC shall provide staff support for posting an annual summary of the recommendations from the alternate arrangement under option 2 of the CCBHC website.

- 3.5. Per certification criterion 6.b.2. if Option 1 is chosen, the CCBHC must demonstrate how they meet the requirement (or show a timeline to do so).
- 3.6. If Option 2 is chosen; states will determine if this approach is successful, and if not, require additional mechanisms that are acceptable. The CCBHC must make available the results of its efforts in terms of outcomes and resulting changes.
- 3.7. Per certification criterion 6.b.3, CCBHCs that are part of a governmental, tribal organization, or part of a larger organization that cannot meet the requirement will specify the reasons it cannot meet the criterion and have an advisory structure and describe other methods for individuals with lived experience to provide meaningful participation as defined in 6.b.1.
- 3.8. Per criterion 6.b.4, members of the governing or advisory boards will be representative of the communities in which the CCBHC's service area is located and will be selected for their expertise in health services, community affairs, local government, finance and accounting, legal affairs, trade unions, faith communities, commercial and industrial concerns or social service agencies within the communities served. No more than 50% of the governing board may derive more than 10% of their annual income from the health care industry.

4. Governance Criteria Requirements

- 4.1. Each CCBHC's Governance Board will be informed by representatives of individuals being served by the CCBHC in terms of demographic factors identified in the CCBHC Needs Assessment.

- 4.2. Each CCBHC will incorporate meaningful participation by adult and youth consumers with mental illness, adults and youth recovering from SUD, and family members of CCBHC consumers.

5. Application of Governance Criteria Requirements

- 5.1. Option 1: 51% of the Board are families, consumers, or people in recovery from mental health and/or substance use conditions.
- 5.2. Option 2: Alabama has the following requirements for a CCBHC selecting Option 2:
 - 5.2.1. A substantial portion of the governing board members meeting the above *and* the CCBHC will be required to create an Advisory Committee. The Advisory Committee will consist of consumers, people in recovery, and family members who provide meaningful input to the Board about the CCBHC's policies, processes, and services.
 - 5.2.2. CCBHCs choosing Option 2 are required to implement documented methods for individuals with lived experience, people in recovery, and family members to provide meaningful input into identifying community needs; goals and objectives of the CCBHC; service development, quality improvement, and the activities of the CCBHC; fiscal and budgetary decisions; and governance.
 - 5.2.3. The Advisory Committee must be comprised of 100% of individuals with lived experience of mental or substance use disorders.
 - 5.2.4. The chairperson or a designee of the Advisory Committee must provide a standing report at the CCBHC Board of Directors meetings. Additionally, Board Minutes must be provided to the Advisory Committee to review, and Advisory Committee Minutes must be provided to the Board.
 - 5.2.5. The CCBHC's governing Board and/or Advisory Committee shall be representative of the individuals being served by the CCBHC in terms of demographic factors, such as geographic area, race, ethnicity, sex, gender identity, disability, age, sexual orientation, and healthcare and BH needs.
 - 5.2.6. Each CCBHC's community needs assessment will determine and inform whether the Board and/or Advisory Committee meets these criteria.
- 5.3. Members of the CCBHC governing board or Advisory Committee will be representative of the communities in which the CCBHC's service area is located and will be selected for their expertise in health services, community affairs local government, finance and accounting, legal affairs, trade unions, faith communities, commercial and industrial concerns or social service agencies within the communities served. No more than 50% of the governing board may derive more than 10% of their annual income from the health care industry.
- 5.4. At the time of the start of the demonstration, ADMH is not certifying organizations that cannot meet the criteria, thus 6.b.3 is not applicable.

6. Determination of Compliance with Governance Criteria

- 6.1. ADMH will determine compliance during the certification process through:
 - 6.1.1. Review of the CCBHC's policy and procedures regarding governing authority;
 - 6.1.2. Governing body bylaws, rules, and regulations;
 - 6.1.3. Governing body minutes;
 - 6.1.4. Membership lists;
 - 6.1.5. Other documentation as needed.

Disclaimer: The information contained in this implementation bulletin is for general information purposes only. For more details on the specific subject area covered in this bulletin, please refer to the Certified Community Behavioral Health Clinic (CCBHC) Certification Updated March 2023.