



THE ADVISORY COUNCIL REPORT (ACR)

NACHAMA WILKER and Ian
Watlington, NDRN; Lisa Stallworth,
SAMHSA

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GOALS & OBJECTIVES

By the end of this webinar, you should be able to:

- Explain the requirements and purpose of Advisory Council Report (ACR)
- Be familiar with the steps involved in completing the ACR
- Recognize the expectations for PAIMI AC and that of staff liaison with regard to completing the ACR



ADVISORY COUNCIL REPORT (ACR) PURPOSE



STATUTORY REQUIREMENT 42 U.S.C. § 10805 (A) (7)

- Prepare and transmit a report describing the activities, accomplishments, and expenditures of the system during the most recently completed fiscal year,
- Include a section prepared by the advisory council that describes the activities of the council and its assessment of the operations of the system;



FEDERAL COMPLIANCE AND REPORTING

- ACR part of the Program Performance Report (PPR)
- Accountability for use of federal funds to meet program mandates
- Formal communication mechanism with program offices
- Informs compliance monitoring
- Opportunity to explain unmet goals



BEYOND FEDERAL COMPLIANCE

- Internal accountability tool – esp. PAC PPR
- Diagnostic tool to examine local needs and activities
- Tell the story of the P&A, and in the case, the PAIMI Program's work



PAIMI FUNDING OPPORTUNITY ANNOUNCEMENT

Each P&A system shall establish an advisory council to:

- (1) provide independent advice and recommendations to the P&A system;
- (2) work jointly with the governing authority in the development of policies and the annual priorities (goals) and objectives; and
- (3) submit a section of the P&A system's annual report, as required under 42 CFR 51.8. The annual report should include the advisory council's independent assessment of the PAIMI Program administered by the P&A system.



ADVISORY COUNCIL REPORT § 51.8

The ACR is the PAIMI Advisory's Council's (PAC) independent assessment of their protection and advocacy system's for the previous fiscal year.

The ACR must be prepared by the PAC and signed and dated by the PAC Chairperson.

Revised Language for FY 2021



KEY POINTS ABOUT ACR

- The ACR is part of the PAIMI program general reporting process in the Program Performance Report known as the PPR
- The ACR is an opportunity for the Council to give its own, independent evaluation of the P&A PAIMI program
- The ACR is where the PAC can record its activities from the previous fiscal year



ROLES OF THE PAIMI STAFF AND PAC MEMBERS



ROLE OF THE PAC

- Take the lead to analyze the data and provide your independent assessment of the PAIMI program activities of previous year.
- PAC is the driver of the analysis and what goes in the report. You prepare the report even if staff actually fills out the on-line forms.
- PAC's role in providing this analysis should be reflected in the minutes of the meeting.



ROLE OF PAC LIAISON

- Provide support to the PAC's efforts to gather appropriate information in order to do the evaluation and complete the ACR form.
- Provide data and information about what the program did
- Staff the meeting and may take minutes.
- Write up PAC input and analysis and give it to PAC to review playing a clearly support role



ACR SECTIONS



SECTION A: GENERAL INFORMATION

- Preparer of the Report – Should be a member of the PAC even if P&A staff actually filled in the information provided by the PAC



SECTION B: PAIMI AC COMPOSITION

Section B1.d – The PAC must have at least one individual who represents the following categories (**Any one person can not represent multiple required positions**) :

- Individuals who are recipients/former recipients of mental health services
- Family members of individuals who are recipients or former recipients of mental health services
- Family member of minor child or youth (under 18 yrs old) who has or is receiving mental health services
- Mental health service provider
- Mental health professional
- Attorney
- Individuals from the public knowledgeable about mental illness



SECTION F: PAC ACTIVITIES AND TRAINING

- PAC should have sufficient time and support to document its activities and trainings ideally reflected in minutes in some way.
- Trainings should be related to significant mental illness, the work of the PAIMI program or the PAC
- ACR should record the activities of the PAC in advising the P&A of the needs of people with mental health conditions in priority-setting activities



SECTION F.9 - PAC ACTIVITIES FISCAL

- P&A provide reports, materials and financial information to enable PAC to review PAIMI program activities – priorities, performance outcomes, program policies
- Documents reviewed annually – including procedures for public comment in priorities including those in residential facilities
- Expenditures for past two years
- Projected expenses for next fiscal year by budget category – salary and wages, contracts for services, administrative expenses, training for the PAC, governing body and staff



SECTION G: PAC ASSESSMENT OF PAIMI PROGRAM OPERATIONS

This is the section to provide independent assessment of PAIMI program (how you do think the P&A did with regard to) :

- Goals and Priorities
- Activities conducted towards achieving the goals and priorities
- Outcomes
- Examples of individual or systemic cases, applicable legislative activities and participation in state mental health planning activities
- Recommendations regarding future priorities
- Identify special initiatives, problem solving techniques or innovative practices
- PAC training and/or technical assistance needs



IT IS TIME FOR Q&A



THANKS FOR COMING...AND HAPPY REPORTING!

Need assistance? Please contact NDRN or SAMHSA

Ian Watlington

Ian.Watlington@ndrn.org

Lisa Stallworth, SAMHSA

Lisa.Stallworth@samhsa.hhs.gov





National Disability Rights Network
820 First Street NE, Suite 740
Washington, DC 20002
Tel. 202-408-9514 ♦ TTY: 202-408-9521
www.ndrn.org