

**KARUK TRIBE**  
**HEALTH BOARD MEETING AGENDA**  
Thursday, July 14, 2016 **3 PM**, Yreka, CA

**A) CALL MEETING TO ORDER – PRAYER - ROLL CALL**

**AA) HEALTH MISSION STATEMENT**

The mission of the Karuk Tribal Health Program is to provide quality healthcare for Native Americans, and other people living in the communities we serve as resources allow. Our purpose is to appropriately assess or reassess conditions of illness, disease, or pain, provide culturally appropriate educational, preventative, and therapeutic services in an environment of continuous quality improvement.

**CH) APPROVAL OF THE AGENDA**

**EE) CONSENT CALENDAR**

**F) APPROVAL OF THE MINUTES** (June 9, 2016)

**H) GUESTS** (Ten Minutes Each)

1. Eric Cutright, IT Director
2. Laura Olivas, Controller

**I) OLD BUSINESS** (Five Minutes Each)

- 1.

**II) DIRECTOR REPORTS** (Ten Minutes Each)

1. Vickie Walden, Dental Office Manager (written report)
2. Lessie Aubrey, Grants, Compliance, Accreditation Manager (written report)
3. Patricia White, RPMS Site Manager (written report)
4. Josh Stanshaw, Project Manager (written report)
5. Pat Hobbs, Children & Family Services (written report)
6. Annie Smith, PHN

**K) REQUESTS** (Five Minutes Each)

- 1.

**M) INFORMATIONAL** (Five Minutes Each)

- 1.

**M) CLOSED SESSION** (Five Minutes Each)

1. CHS (dinner break)
2. Lou Tiraterra

3. Vickie Simmons
4. Tanya Busby
5. Laura Olivas
6. Fatima Abbas
7. Barbara Snider
8. Tribal Council Members

**N) SET DATE FOR NEXT MEETING (Thursday, August 11, 2016 at 3 PM in Yreka, CA.**

**OO) ADJOURN**

**Karuk Tribe – Health Board Meeting  
June 9, 2016 – Meeting Minutes**

**Meeting called to order at 3pm by Chairman Attebery.**

**Present:**

Russell “Buster” Attebery, Chairman  
Robert Super, Vice-Chairman  
Michael Thom, Secretary/Treasurer  
Elsa Goodwin, Member at Large  
Renee Stauffer, Member at Large  
Josh Saxon, Member at Large  
Alvis “Bud” Johnson, Member at Large  
Charron “Sonny” Davis, Member at Large  
Arch Super, Member at Large (late)

**Absent:**

None.

**Agenda:**

Elsa Goodwin moved and Sonny Davis seconded to approve the agenda with changes, 8 haa, 0 puuhara, 0 pupitihara.

**Consent Calendar:**

None at this time.

**Minutes from May 12, 2016:**

Arch Super moved and Bud Johnson seconded to approve the minutes of May 12, 2016, 7 haa, 0 puuhara, 1 pupitihara (Elsa Goodwin).

**Guests:**

**1.) Jaclyn Ownsbey, Grant Writer:**

Jaclyn is present to seek approval of the ICDBG grant for 2016. She provided a copy for the Council to review.

Josh Saxon moved and Renee Stauffer seconded to approve resolution 16-R-088, 8 haa, 0 puuhara, 0 pupitihara.

Jaclyn then sought approval of resolution 16-R-091 naming Pat Hobbs as the Administrator of the AOD program. It was previously Lessie but it is now Pat.

Arch Super moved and Renee Stauffer seconded to approve resolution 16-R-091, 8 haa, 0 puuhara, 0 pupitihara.

**2.) Debbie Bickford, Outreach:**

Debbie is present to seek approval of a fair booth again this year. She is working with Susanna Greeno and Annie Smith. She is doing a theme of “being a healthy kid is a choice.” She provided contract 16-C-076. She is requesting assistance at the Fair Booth. She would like to approve 20 hours of assistance either by volunteers or other employees to assist. She will not be providing healthy snacks due to the food handler’s certificate requirement. Last year she worked for

majority of the fair but that is a lot of time for one person. Debbie has sought other employees to seek assistance but she would like them to not have to take leave.

Renee Stauffer moved and Robert Super seconded to approve contract 16-C-076, 8 haa, 0 puuhara, 0 pupitihara.

She then provided some updates on her programs. She updated the Council on Medicare Part D. She provided an update on just the 65 year olds, which are Tribal Members. Debbie would like to send a letter out to patients that will allow for updated information to be shared and she can check on their coverage. With deadlines and information sharing the Tribe can begin coverage for those individuals. She is looking for authorization to send out the letter.

Consensus: to approve the letter to patients.

She then updated the Council on the Happy Camp obstacle course. She commented that the blackberry brush removal was needed and she had budgeted \$25,000 for removal. She commented that moving the course location near the Happy Camp Elementary school may be accessed and she will be asking the Happy Camp Community Services District. With remaining funds she will be providing some equipment to the High School as well which will create more use.

Elsa updated that the equipment will be given to the community services district and they will be required to maintain it, which may be a better option for the Tribe. Debbie reported that the funding must be spent by the end of September.

**3.) Eric Cutright, IT Director:**

Eric has two action items. The first one is agreement 16-A-063 for an application to Humboldt County for an encroachment permit for the broadband project. There is no cost associated in the agreement but there may be costs at a later time if so, he will bring that information back to the Council.

Josh Saxon moved and Elsa Goodwin seconded to approve agreement 16-A-063, 8 haa, 0 puuhara, 0 pupitihara.

He then sought approval of agreement 16-A-064 with BLM for the Tribe crossing BLM property for the broadband project.

Arch Super moved and Robert Super seconded to approve agreement 16-A-064, 8 haa, 0 puuhara, 0 pupitihara.

**4.) Dora Bernal, HR Director:**

Dora is present to seek approval of contract 16-C-072 with Dr. Michael Lennon. He will be covering the facility in Happy Camp for the month of July. It was discussed to provide a home in KTHA for the provider rather than paying rent for him while he is here for 30 days.

**5.) Pricilla Stark, Head Start Director:**

Pricilla is present to seek approval of transportation procedures. The program has been in DRS since 2014, so the Office of Head Start is requesting the procedures to be approved as well. The KCDC Board approved the procedures as well.

Arch Super moved and Robert Super seconded to approve the transportation policies for the Head Start program, 8 haa, 0 puuhara, 0 pupitihara.

**6.) Laura Olivas, Controller:**

Laura is present to seek approval of the HRSA grant. It has already been submitted but it is now being presented to be accepted.

Arch Super moved and Renee Stauffer seconded to approve 16-R-085 resolution, 8 haa, 0 puuhara, 0 pupitihara.

She then explained that the Plumas County grant provided a corrective action plan. The funding is received from HRSA and then passed through to the Tribe.

**Director Reports:**

**1.) Josh Stanshaw, Project Manager:**

Josh provided his written report and the recruitment and retention information that was asked of him to work on with HR.

He reported that Pat Hobbs and another employee have moved into the new facility. Pat is working on blinds for Kareena Walters. Angela and the other AOD employees will be moving into the facility in July. As soon as the certification is received they will continue moves into the facility.

He did report that the HVAC system in the Yreka Clinic is having issues. The dental program and health program are having issues with patient care due to the HVAC. He had a discussion with Raymac about the issue. It was reported that the duct work is causing the issue. He advised the Council of the ongoing issue and needed replacement of an estimated \$150,000 - \$200,000 for repairs.

Robert asked if Josh spoke to Fred about this issue. Robert commented that the funding was identified and different options evaluated, so Robert referred Josh to discuss this issue with Fred.

He also noted that back in February or March he was asked to attend the Siskiyou Collaborative Meeting at Fairchild. He has since been asked to join a committee on identifying barriers to healthcare. This is a combination of the healthcare collaborative. Robert asked if he has a letter of intent. Pat commented that she was formally on the committee but she doesn't have the time. The Council will discuss this in closed session.

Josh then updated the Council on his research to his task of recruitment and retention. He noted that he found some websites that may be beneficial for advertising and either at low cost or minimal cost.

Josh commented that he drafted a flyer for advertising. He noted that the draft flyers could provide emailed information right away to interested persons. Buster asked about changes to the brochure. Josh commented that yes, after Raul left he was tasked with edits to that original brochure, but the Council may want to view it again.

Robert inquired about the electronic record project. He noted that that was tabled due to the priority of the clinic move. Josh will get back to this project. He was assigned to review HIPPA processes because the Office of Civil Rights has determined that they will do more audits throughout the nation. Josh noted that hiring a consultant would be best to do an internal audit,

rather than staff doing it. His next step would be to contact possible consultants. Patti noted that she has done this type of audit through Indian Health Services, in which they paid for it. Josh will contact a consultant that will work on a possible mock survey.

Michael Thom moved and Arch Super seconded to approve Josh's report, 8 haa, 0 puuhara, 0 pupitihara.

**2.) Pat Hobbs, Children and Family Services:**

Pat started her report by thanking the Council for the new facility and office space. She asked her Orleans staff to introduce themselves.

Ella Kane introduced herself and provided her background. She is pursuing her LCSW. She is excited to be here and serve her own people. Ella will focus on children only at this time. The Council welcomed her back. Journey Wilder introduced herself as a Social Services Assistant. The Counselor, Graciella is employed in Orleans and she is getting to know people in the area. She just graduated in May and she is excited to do some great work in the community. Pat then went on to seek approval of a contract for janitorial services for the new office. There was one bid with Nean's Cleaning and it was selected. Pat had to assist in the bidding process because it was difficult for the company to understand the process. Josh advised to forward those referrals to KCDC as it is in the mission to help Tribal Members with their business documents. Josh noted that there could have been further negotiations with this contractor. He would like to counter that cleaning for common areas are every day and light cleaning 2 or 3 days a week. Michael noted that the correct "scope of work" should be advertised for everyone. The scope of work was released and this was the only bidder. The estimate is provided but a contract is not drafted up. This will be drafted and sent to the Tribal Council electronically for a phone vote.

She then sought approval of a contract for Trauma Informed Care onsite training. She would like to have staff attend. She believes that this being open to employees of different entities of the Tribe may be beneficial. Josh explained the contracting process for Pat. Pat will send the scopes of work to Barbara and she will insert them into the contracting template or attempt to assist Pat, if she needs it.

Josh Saxon moved and Michael Thom seconded to approve a VISA Card, Graciella Haas \$2,500, 8 haa, 0 puuhara, 0 pupitihara.

She thanked the Council that attended the adoption ceremony. It was thoughtful to support the family and they appreciated the support.

Arch Super moved and Sonny Davis seconded to approve Pat's report, 8 haa, 0 puuhara, 0 pupitihara.

**3.) Vickie Walden, Dental Manager:**

Vickie is not present, written report provided.

Josh Saxon moved and Michael Thom seconded to approve Vickie's report, 8 haa, 0 puuhara, 0 pupitihara.

**4.) Lessie Aubrey, Interim Health CEO:**

Lessie first sought approval of a support letter request from CRIHB, which is similar to a youth leadership council. She provided a copy on the Tribes letterhead. Josh would like to reference the Tribes Youth Council as the Tribe has one.

Elsa Goodwin moved and Renee Stauffer seconded to approve the CRIHB support letter, 8 haa, 0 puuhara, 0 pupitihara.

She then went on to note that the FTCA application was due and she had to finally lock herself in the office to complete it. She announced that it was approved.

She provided the 6 months of meetings for the health program and the Board. It doesn't require approval but is provided as informational.

She then sought approval of agreement 16-A-057 with Dominican University of California. This will provide preceptorship services to PA students in our facilities. The school will take care of the housing as well.

Arch Super moved and Elsa Goodwin seconded to approve agreement 16-A-057, 7 haa, 0 puuhara, 1 pupitihara (Josh Saxon).

Lessie then commented that Siskiyou Partnership would like to provide another six months of funding under agreement 15-A-057 (1) for TeleHealth.

Elsa Goodwin moved and Renee Stauffer seconded to approve agreement 15-A-057(1), 8 haa, 0 puuhara, 0 pupitihara.

The HRSA changed their site visit to the 27-30 of June. Michael asked what days they should be available for the site review. The agenda for HRSA has not arrived yet.

Robert Super moved and Bud Johnson seconded to approve Lessie's report, 8 haa, 0 puuhara, 0 pupitihara.

**5.) Patti White, RPMS Site Manager:**

Patti is present to provide an update to her report. She noted that an upgrade to the Dentrix Enterprise system requires approval. When there are updates the Dental Director signs it, in the absence Buster has to sign it.

Josh Saxon moved and Robert Super seconded to approve Dentrix upgrade and Buster will sign in place of the dental director, 8 haa, 0 puuhara, 0 pupitihara.

She reported that the patient visits were down over 170 visits. She is unsure why but it is noteworthy.

The Blue Shield Foundation grant will be drafted to include a report to Blue Shield and Eric will be identifying spending that funding by the end of September.

She noted that only 50% of employees responded to the training. 100% of health employees have completed their training. Health is required for the training however Administration is approved each year by the Council. She has no authority over Administration to enforce this requirement. The Council will let Patti know how to proceed.

The Tribal Reunion health fair will have some computer access for individual patient information.

Elsa Goodwin moved and Robert Super seconded to approve Patti's report, 8 haa, 0 puuhara, 0 pupitihara.

**Closed Session:**

Michael Thom moved and Bud Johnson seconded to approve resolution 16-R-090, 7 haa, 0 puuhara, 1 pupitihara (Arch Super).

Josh Saxon moved and Renee Stauffer seconded to uphold CHS denial and pay for case for #273, 8 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Robert Super seconded to provide an 8% pay increase for clinical supervisory duties, 8 haa, 0 puuhara, 0 pupitihara effective when the revised position description is approved.

Arch Super moved and Bud Johnson seconded to approve contract 16-C-075 with CGI Technical Services Inc., 8 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Josh Saxon seconded to approve contract 16-C-072 with changes, 8 haa, 0 puuhara, 0 pupitihara.

Josh Saxon motioned and Bud Johnson seconded to rescind motor racing on the Tribes property for the reunion, 8 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Josh Saxon seconded to approve the revised Admissions/Loan Specialist, 8 haa, 0 puuhara, 0 pupitihara.

Josh Saxon moved and Bud Johnson seconded to approve agreement 16-A-006 with Opportunity Healthcare, 8 haa, 0 puuhara, 0 pupitihara.

Josh Saxon moved and Sonny Davis seconded to provide \$50 to the Family Resource Center Kids Day Fair, 7 haa, 0 puuhara, 1 pupitihara (Elsa Goodwin).

Josh Saxon moved and Michael Thom seconded to approve \$75 ad fee for Big Foot Days advertising, 8 haa, 0 puuhara, 0 pupitihara.

Josh Saxon moved and Sonny Davis seconded to approve travel for Verna Reece to Redding CA for the Basketweavers Gathering, 6 haa, 1 puuhara (Michael Thom), 1 pupitihara (Arch Super).

Renee Stauffer moved and Josh Saxon seconded to approve hiring the Health CEO for June 27<sup>th</sup> with introduction to staff to work cooperatively with her, 8 haa, 0 puuhara, 0 pupitihara.

Informational: little to no response to the "wish list" from providers.

Josh Saxon moved and Renee Stauffer seconded to approve Laura's financial report, 8 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Bud Johnson seconded to approve the intern program application, 8 haa, 0 puuhara, 0 pupitihara.



Self-Governance position description – Elsa likes to have the facilitation to coordination. Renee Stauffer moved and Robert Super seconded to approve the Self-Governance Director position description with change, 7 haa, 0 puuhara, 1 pupitihara (Sonny Davis).

Informational: Barbara will contact the Yurok Tribal secretary to confirm dates for a meeting.

Consensus: Clinic Managers will rotate each Health Board Meeting for reporting.

**Next Meeting:** July 14, 2016 at 3pm in Yreka.

**Respectfully Submitted,**

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**Russell “Buster” Attebery, Chairman**

**Recording Secretary, Barbara Snider**

**Meeting adjourned at 9:25pm.**

# Karuk Tribe



## Karuk Tribal Health Board Report For Meeting Date July 14, 2016

### 1. **Training and Staff Schedules:**

- a. Susan Beatty RDA Dental Code Analysts/Registration & Visit Entry Clerk is attending a Training on ABC's of Quality Improvement, in Redding CA on July 18 and 19, 2016. This training is hosted by Partnership Health Plan of California, North Coast Clinics Network, and HANC (Health Alliances of Northern California).

### 2. **HC Dental Provider Leave Schedule:** Dr. Brassea will be out of the office: July 8 from 12 to 5 pm; July 18; July 27 & 28 out for Root Canal Training; August 1, 3, 4, 5, and 8<sup>th</sup>; August 31, September 1, 2 ; 6, 7, 8, 9<sup>th</sup> and 15; 16, 19, AND 26- 30; and October 3-10.

- i. Due to the providers work and leave schedules there will be no dental providers in Happy Camp on the following days (schedule is subject to change as needed):
  1. Afternoon of Friday July 8<sup>th</sup>.
  2. July 18, 27, 28, and 29
  3. August 1, 3, 4, 8, and 31
  4. September 1, 2, 6, 7, 8, 15, 19, 26, 28, and 29
  5. October 3, 5, 6, 7, and 10

### 3. **Orleans Dental Screening Clinic** – The Hygienist will be holding a clinic in Orleans on September 15, 2016. Babbie notified Nikki that all the appointments have been filled for that day.

### 4. **Old Business**

#### a. **Dental Vacancies** –

- i. **Yreka Clinic Dentist vacancy** is being filled with a locum dentist, Dr. Donald Lovett DDS. He started on July 5 and will be with us through September, and then previous employee Dr. Robert Millington DDS will be re-joining our staff in November or December 2016.
- ii. **Dental Director Vacancy:** We have a dentist interested in this position. The Chairman, Vice-Chairman, Dora and I talked with a Dr. Li whom is interested in the Dental Director position; he will be in contact with Dora to schedule a visit at the Yreka Dental Clinic sometime around July 14, 2016.
- iii. **Other vacancies:** Still searching for Yreka Dental Hygienist and Dental assistants for both clinics.

- b. **Work in progress - Dentrrix/Dental Electronic Dental Record** –. The Dentrrix upgrade to Dentrrix Enterprise 8.0.7 is scheduled for July 12, 2016. The system will be shut down at 11 am and it will take about 2 hours to complete the upgrade process.

### 5. **Vickie Walden's Report**

- a. **Dental Visit entries/billing:** No issues at this time.

- b. **Dental Joint Staff Meeting** –Cancelled the June 23 meeting due to a back log of dental patient care and dental emergencies that needed to be seen.

- c. **Work in Progress** - Create new dental peer review forms using the draft forms and recommendations from Dr. Millington. Then set up quarterly dates for conducting the chart reviews.
  - d. **New Project- Eric and Jaclyn are looking at HRSA Grant 16 191 for Health IT.** Jaclyn has confirmed that this grant can be used to upgrade to Dental Digital X-rays
6. **Annual Preventive Maintenance Checks:** In May of this year we started doing our first routine annual dental equipment preventive maintenance checks and repairs. We plan on scheduling these, preventative checks every year around May, to prevent any major equipment break downs.
7. **HRSA Site Review:** HRSA site review went well and I really do appreciate all the hard work the staff has done to maintain this grant.
8. **Budgets:** No budget concerns at this time.

Report respectfully submitted by Vickie Walden RDA on July 7, 2016



Treat the earth well.  
It was not given to you by your parents;  
it was loaned to you by your children.  
We do not inherit the Earth from our Ancestors;  
we borrow it from our Children.

Ancient Indian Proverb

Manager of Grants, Compliance and Accreditation

Board Report

July 14, 2016

Lessie Aubrey, Manager

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HRSA Site Visit

As you already know, the Karuk Tribal Health and Human Service Program did well. Compared to other Site Visits, HRSA said we were below average in the corrections we need to make. We were 3, and the average is usually 6 or 7. I really appreciate all my staff members for their help and professional answers to the reviewers. I'm thankful it is completed.

CQI Report –Vickie Simmons gave her report on Immunizations. This is based on a calendar year and we are at 35.7%. We have not met our goal of 1% increase in 2016, but did so in 2015.

Today July 7, 2016, I am returning to my position as the Manager of Grants, Compliance and Accreditation. I am no longer the Interim or acting CEO. Best wishes to Kori.

It's nice to have Dr. Lennon back for a month. He is really a good and kind physician.

Chelsea will be welcomed back whenever that day comes; she did a wonderful job here and is missed by patients and staff.

Thank you for inviting me to lunch with you in Crescent City and thank you for your kind words.

I assume that I am no longer required to travel to the Yreka and Orleans clinics each week. Please verify.

Several of us have signed up for the Training entitled "the ABC's of Quality Improvement" in Redding on July 19, 2016. It will be a good refresher for me and will help Charleen Deala and Susan Beatty with their CQI Reports.

The Greeley Company is offering an excellent conference to be held in San Antonio Texas Oct 6-9, 2016. The major topics are attached. May I get permission for two who are not designated yet?



## **Physician and Hospital Leadership Seminars October 6–9, La Cantera Hill Country Resort, San Antonio, TX**

### **MEDICAL EXECUTIVE COMMITTEE INSTITUTE: THE ESSENTIAL TRAINING FOR ALL PHYSICIAN LEADERS**

Thousands of physicians have completed this course, preparing them to assume such leadership positions as department chair, medical director, credentials or quality committee member, medical staff officer, and MEC member. Because new leadership challenges abound, many hospitals make it standard practice to enroll current and future leaders in this program annually; in fact, one client recommended: "Hospitals should make this seminar mandatory for any and all MEC members." (See p. 7 for more information.)

### **TRAINING PHYSICIANS TO LEAD CLINICAL TRANSFORMATION: ACHIEVE BREAKTHROUGH IMPROVEMENTS IN QUALITY WHILE REDUCING COSTS**

All of today's solutions to improve quality and reduce costs make only incremental changes. They don't tackle the fundamentals that must change to make healthcare sustainable. That will require CLINICAL TRANSFORMATION, which cannot be achieved without trained, effective physician leaders. **Training Physicians to Lead Clinical Transformation** goes beyond buzzwords to teach participants the critical skills necessary to achieve physician engagement and breakthrough improvements in quality while reducing costs. (See p. 11 for more information.)

### **PEER REVIEW BOOT CAMP: PERFORMANCE IMPROVEMENT-DRIVEN PEER REVIEW**

The medical staff often views peer review as punitive, when it can actually be a positive force for physician improvement. **Peer Review Boot Camp** offers practical, in-depth training for physicians recently appointed to peer review positions, existing peer review leaders who seek new ideas on how to improve their case review and OPPE/FPPE methods, and staff who support peer review. Taught by experienced physician leaders from the practitioner's perspective, Peer Review Boot Camp's format features a varied curriculum of group exercises, clinical case reviews, and case studies, with time for small group discussions and segments on ambulatory and ACO settings. (See p. 16 for more information.)

### **THE CREDENTIALING SOLUTION: BEST PRACTICES FOR SOLVING TODAY'S CREDENTIALING AND PRIVILEGING CHALLENGES**

Presented and facilitated by nationally renown credentialing experts, this course will provide credentials committee chairs and members, physician leaders, and medical services professionals with the skills and knowledge necessary to design a credentialing and privileging program that protects patients, is fair to physicians and clinicians, incorporates integrated solutions, and complies with accreditation and regulatory requirements. (See p. 20 for more information.)

## **Retreat Program – October 8–9**

### **ADVANCED PHYSICIAN LEADERSHIP RETREAT: NEW ROLES. NEW CHALLENGES. NEW SKILLS.**

Physician leaders today need new skills and knowledge to be effective. From serving as medical staff officers, department chairs, and medical directors to leading service lines, physician-management dyads, ACOs and more, physicians must both lead and collaborate with others in tackling critical operational and business challenges. The **Advanced Physician Leadership Retreat** trains participants in many fundamental tools for being an effective leader in the new organizational models of today. This hands-on retreat employs case-based learning, discussion, and skill-building to prepare participants to take on the toughest and most complex real-world challenges they'll face.

(See p. 24 for more information.)

**RPMS**  
**Karuk Tribal Health and Human Services Program**  
**Health Board Meeting-Yreka**  
**July 14, 2016**  
**Patricia White, RPMS Site Manager**



**Workload reports**

Below is the May 2016 Operations Summary and Tribal Statistics. In May there were 1,613 ambulatory visits/encounters in all locations. This was a decrease of 372 visits from April 2016. Happy Camp was down by 119 visits, Orleans was up by 9 visits, and Yreka was down by 262 visits. Contributing to the difference were provider time off/out of office and then 4 day weekend at the end of the month. 636 of these visits were for Native American patients (40%).

**Activities / Meetings / Conference Calls / Training June 2016**

- 06/07 – Dentrax 8.0.7 upgrade refresher training. The training is for the upcoming Dentrax upgrade and covered the changes to the program. .
- 06/09 – Health Board Meeting-Orleans, CA
- 06/16 – RPMS/EHR Office Hours IHS
- 06/21 – ED/CEO Conference Call
- 06/22 – HRSA Pre Site Visit Conference Call with Charles Brucklier, Project Officer
- 06/23 – Tribal Reunion
- 06/27-29 – HRSA Site Visit

**Projects /Tasks**

- **2016 HIPAA Training** - Last month I asked the Health Board if you wanted me to pursue having all the non-health users complete the training. I have not heard back on your decision. At the time of this writing, 100% of all Health Users have completed this year's training. 93 out of 174 of all other Tribal staff have completed the 2016 training (54%). The deadline set for other Tribal users was May 31<sup>st</sup>.
- **EHR Patch 18**-On June 2, 2016 Dale and I worked with Michelle Martinez CAO/IHS to install this patch. We did this patch after hours and all went smoothly. The patch updated the problem list in EHR, updated ICD-10, and other problem fixes. No issues reported after install.
- **Dentrax upgrade**-Dentrax version 8.0.7 is scheduled for July 12, 2016 with Henry Schein Technical support. I have coordinated this with Henry Schein and Vickie Walden to allow for as little downtime as possible. We must do this task during the day to fit Henry Schein's schedule. The Dental EDR will be down for approximately 2½ hours during the install (11:30am to 2:00pm). This will not stop clinics from seeing patients only doing the data entry of the patient visit.
- **Blue Shield Grant Report**-The Annual Blue Shield Report on use of funds For 2015-2016 grant year was submitted to Blue Shield on June 24, 2016 and accepted. This past year KTHHSP received \$10,500 from Blue Shield. The money has not been spent yet but will need to be used by August 31, 2016. The money is going to be used to provide data backup in Yreka and Orleans. Eric Cutright is overseeing this project:

"The Karuk Tribe Health and Human Services Program operates medical, dental and behavioral health clinics in 3 communities at 6 offices. All of the remote health program offices connect back to the main health office for access to electronic health records. However, some of the remote offices do not have a reliable data backup for HIPAA data that is maintained locally. The Karuk Tribe will use the Blue Shield Foundation funds to implement offsite data backup services at the remote health offices.

The Technology used for data backup at the Karuk remote health offices will be high capacity storage hard drives connected to the existing data servers in the offices. Using a software package called Acronis Backup, the HIPAA data and other important information will be transmitted from one remote office to another remote office, and then backed up on the storage hard drives. This way each office receives secure data backup at an offsite location. The high speed intranet connections between the remote offices are HIPAA compliant.

Having an offsite data backup protects both the clinic workers and patients in case of emergency. In the case of a physical malfunction, a hacker attack, or even a building fire, the important patient information is saved and can be restored once the crisis is resolved. Clinic staff are also protected from more mundane issues such as accidentally deleting an important file, or the ability to recover information from employees who no longer work at the agency.

Without data backup, patient information can be lost during emergency situations or equipment malfunction. Implementing this system will greatly increase the reliability, stability and availability of important information maintained at the Karuk medical, dental and behavioral health offices."

Blue Shield expects the application for the next round of funding to be due in August.

- **HRSA Site Visit-** June 27-29, 2016 - For the site visit I provided the Uniform Data Systems (UDS) data for the past 3 years. I supplied a copy of our 2015 UDS Report and download the comparison data to previous years per the auditor's request. Any other data that was needed I ran and supplied to staff for their parts.
- **Tribal Reunion** – Jodi Henderson and I set up a booth at the front of modular building to enroll patients in the Personal Health Record (PHR). The PHR gives patient access to their health information. We only enrolled a few patients that day, but handed out a lot of brochures on how they could enroll from their home computers. We explained to visitors that were not our patients how they might contact their doctors to get similar access from them, since most health facilities now have programs for this.

**RPMS Budget: June 30, 2016**

<b>Program</b>	<b>RPMS</b>
<b>Budget Code</b>	<b>3000-75</b>
<b>Program Year</b>	<b>2015-2016</b>
<b>Appropriation</b>	<b>\$234,558.49</b>
<b>Expenses year to date</b>	<b>154,758.25</b>
<b>Unencumbered Balance</b>	<b>79800.24</b>
<b>Percent used</b>	<b>65.98%</b>

Respectfully Submitted,

Patricia C White,  
RPMS Site Manager

OPERATIONS SUMMARY  
KARUK TRB HP Service Unit FOR MAY 2016  
Prepared for July 1,-2016  
Health Board Meeting, Yreka, CA

(Note: In parentheses following each statistic is the percent increase or decrease from the same time period in the previous year. '\*\*' indicates no data is present for one of the two time periods.)

**PATIENT REGISTRATION**

There are 19,842 (+3.7) living patients registered at this SU. This number does not represent the 'Active User Population' which is found elsewhere in PCC Reports. There were 51 (-7.3) new patients, 0 (\*\*) births, and 3 (-25.0) death(s) during this period. Data is based on the Patient Registration File.

**THIRD PARTY ELIGIBILITY**

There were 3,018 (+0.1) patients enrolled in Medicare Part A and 2,859 (-0.2) patients enrolled in Part B at the end of this time period.

There were 181 (+20.7) patients enrolled in Medicare Part D.

There were also 7,829 (+3.8) patients enrolled in Medicaid and 7,025 (+3.2) patients with an active private insurance policy as of that date.

**CONTRACT HEALTH SERVICES**

Total CHS expenditures (obligations adjusted by payments) for this period were 52,586.87 (+27.9). The number and dollar amount of authorizations by type were:

57 - DENTAL	12	10455
64 - NON-HOSPITAL SERVICE	1004	42131.87

**DIRECT INPATIENT**

[NO DIRECT INPATIENT DATA TO REPORT]

**AMBULATORY CARE VISITS**

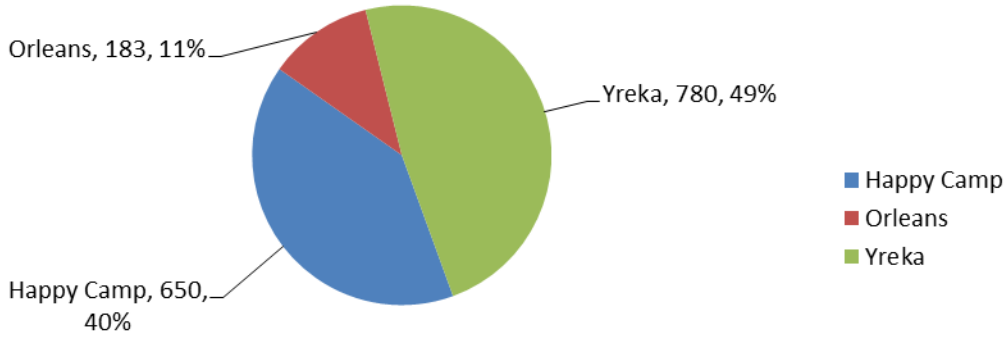
There were a total of 1,613 ambulatory visits (-10.2) during the period for all visit types except CHS.

They are broken down below by Type, Location, Service Category, Clinic, Provider Discipline and leading Diagnoses. These do not equate to 'official' APC Visits which are identified in other PCC Reports.

By Type:			
TRIBE-638 PROGRAM	1,613		(-10.2)
By Location:			
YREKA	780		(-21.5)
KARUK COMMUNITY HEALTH CLINIC	650		(-11.7)
ORLEANS	183		(+173.1)



## Visits by Location May 2016



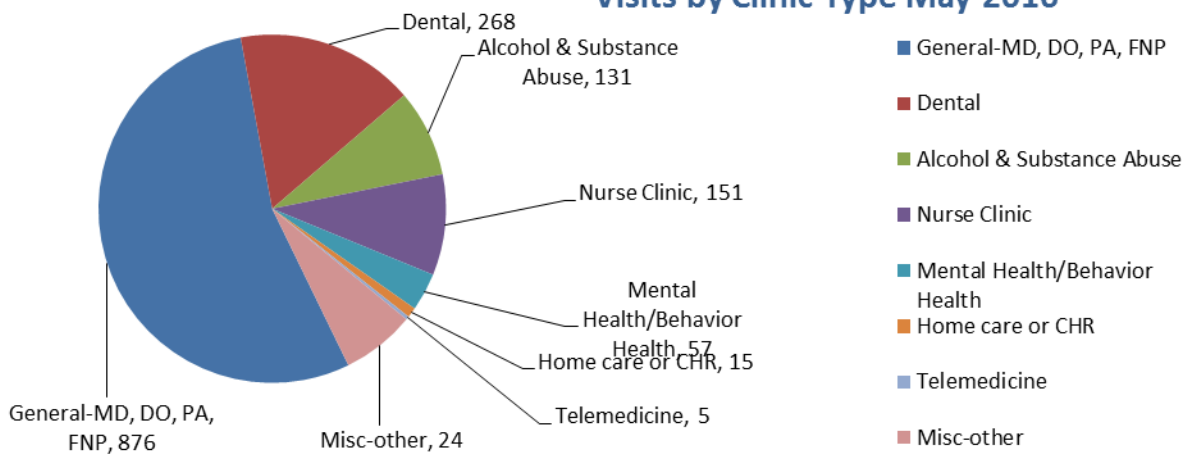
**By Service Category:**

AMBULATORY	1,586	(-10.0)
TELECOMMUNICATIONS	27	(-20.6)

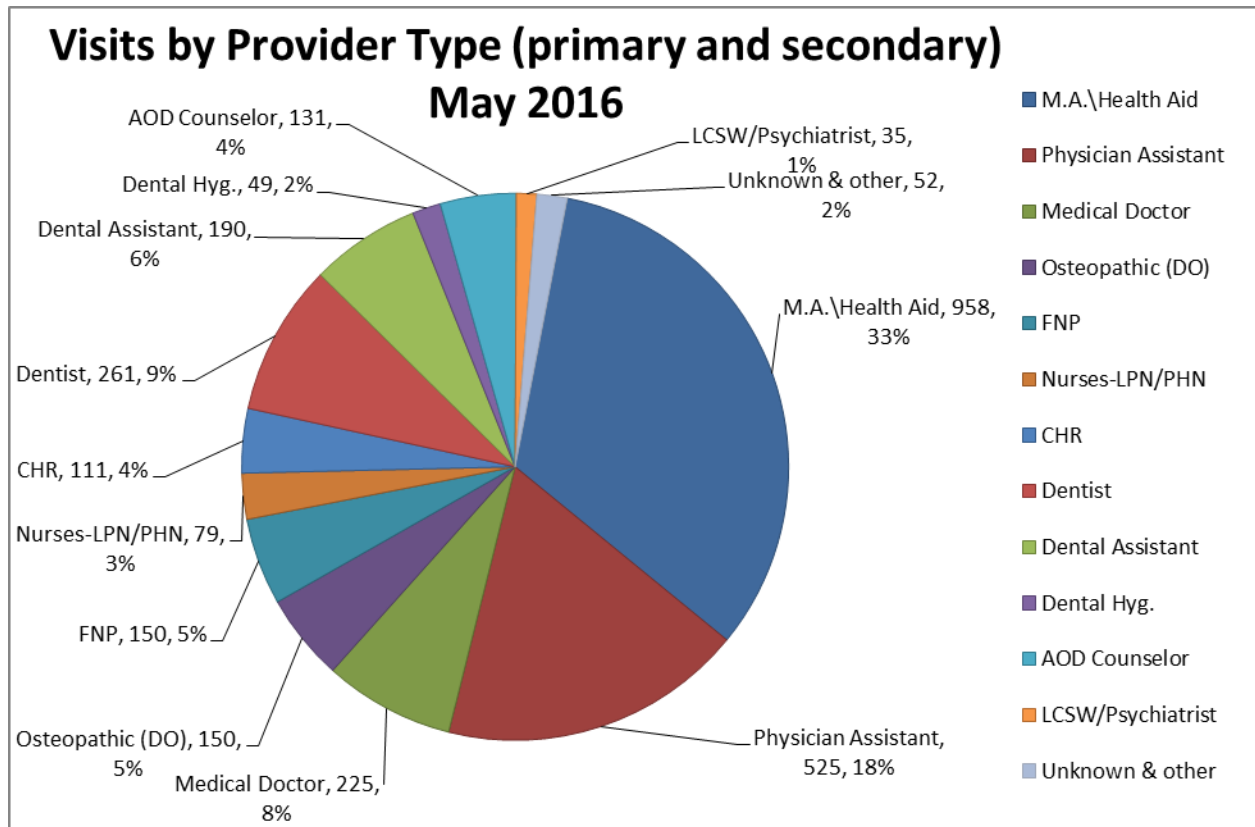
**By Clinic Type:**

GENERAL	876	(-2.0)
DENTAL	268	(-37.5)
NURSE CLINIC	151	(+93.6)
ALCOHOL AND SUBSTANCE	131	(+7.4)
OTHER	96	(-2.0)
BEHAVIORAL HEALTH	35	(-36.4)
MENTAL HEALTH (PSYCHIATRY)	22	(-42.1)
HOME CARE	15	(-69.4)
CHART REV/REC MOD	14	(+180.0)
TELEMEDICINE	3	(-85.0)
TELEBEHAVIORAL HEALTH	2	(+100.0)

## Visits by Clinic Type May 2016



By Provider Type (Primary and Secondary Providers):		
MEDICAL ASSISTANT	828	(+19.5)
PHYSICIAN ASSISTANT	525	(-12.5)
DENTIST	261	(-37.3)
MD	225	(-43.5)
DENTAL ASSISTANT	190	(-34.7)
NURSE PRACTITIONER	150	(+1,566.7)
OSTEOPATHIC MEDICINE	150	(+14,900.0)
ALCOHOLISM/SUB ABUSE COUNSELOR	131	(+7.4)
HEALTH AIDE	130	(-39.8)
COMMUNITY HEALTH REP	111	(-24.5)
LICENSED PRACTICAL NURSE	79	(-46.6)
UNKNOWN	51	(+1,600.0)
DENTAL HYGIENIST	49	(-47.3)
LICENSED CLINICAL SOCIAL WORK	35	(-56.3)
OTHER	1	(**)



The ten leading purposes of ambulatory visits by individual ICD Code are listed below. Both primary and secondary diagnoses are included in the counts.

By ICD Diagnosis		
1). Other specified counseling	183	(**)
2). Encounter for dental exam and clean	93	(**)
3). Uncoded diagnosis	86	(**)
4). Low back pain	71	(**)
5). Essential (primary) hypertension	70	(**)
6). Type 2 diabetes mellitus without co	68	(**)
7). Encounter for screening for diabetes	58	(**)
8). Other chronic pain	54	(**)
9). Encounter for immunization	50	(**)
10). Encounter for therapeutic drug level	44	(**)

**CHART REVIEWS**

There were 981 (-6.0) chart reviews performed during this time period.

**INJURIES**

There were 78 visits for injuries (+6.8) reported during this period. Of these, 16 were new injuries (-20.0). The five leading causes were:

- 1). Fall on same level, unspecified, in 1 (\*\*)
- 2). Bitten by dog, initial encounter 1 (\*\*)
- 3). Bitten by cat, initial encounter 1 (\*\*)
- 4). Exposure to other specified factors 1 (\*\*)

**EMERGENCY ROOM**

[NO EMERGENCY ROOM VISITS TO REPORT]

**DENTAL**

There were 222 patients (-39.7) seen for Dental Care. They accounted for 268 visits (-37.5). The seven leading service categories were:

- 1). PATIENT REVISIT 174 (-43.1)
- 2). HYPERTENSION SCREENING 121 (-18.2)
- 3). INTRAORAL - PERIAPICAL EACH ADDITIO 78 (-47.7)
- 4). INTRAORAL - PERIAPICAL FIRST RADIOG 74 (-44.4)
- 5). FIRST VISIT OF FISCAL YEAR 73 (-29.8)
- 6). LIMITED ORAL EVALUATION - PROBLEM F 65 (+16.1)
- 7). LOCAL ANESTHESIA IN CONJUNCTION WIT 63 (-32.3)

**IN-HOSPITAL VISITS**

[NO IN-HOSPITAL VISITS TO REPORT]

**PHARMACY**

There were 1,862 new prescriptions (+5.0) and 0 refills (\*\*) during this period.

**Tribal Statistics  
May 2016**

	Registered Indian Patients May	Indian Patients Receiving Services May	APC Visits by Indian Patients May
Karuk	2120	376	381
Descendants residing in CA	1914	190	166
All other Tribes	2258	99	89
<b>Total</b>	<b>6292</b>	<b>665</b>	<b>636</b>

# Health Board Report

14 July 2016

Joshua Stanshaw: Project Manager

## Child and Family Services Move

**Description & Objective(s):** This project entails moving Mental/Behavioral Health, AOD, and Child Social Work to the Beverly Manor building adjacent to the Yreka Medical Clinic. Moving these programs will provide the following benefits: 1) Improve CFS client confidentiality; 2) Provide room for CFS programs to operate efficiently and room for expansion; 3) Provide more office space for Yreka Clinic staff

**Task(s) Completed:** 1) AOD program received certification and has moved.

**Tasks(s) Scheduled:** 1) Monitor program and assist with adjustments/changes as needed 2) HRSA change in scope to include new site 3) Plan with CEO for office arrangements in Yreka Clinic

**Anticipated Project Barriers:** 1) Placement of staff currently in Yreka Clinic; 2) Placement of Public Health Nurse/Outreach group (placing Outreach back into the Yreka Clinic does not help alleviate the existing space constraints for the clinic staff);

## Paper Record Conversion (No Changes)

**Description & Objective(s):** There are extensive hard/paper medical and dental records stored in various locations at the three clinic sites. Digitizing these paper records and importing them into the existing Electronic Health Records (EHR) will provide the following benefits: 1) allow for better utilization of office spaces within clinic locations (paper records take up physical space) 2) Improve the security of Protected Health Information (PHI) 3) Improve provider access to historical data.

**Task(s) Completed:** 1) Completed estimated budget for conversion of records at Orleans clinic (attached); 2) Completed Orleans site visit

**Tasks(s) Scheduled:** 1) Determine method/scope of record conversion; 2) Work with IT and Medical/Dental staff to determine best course of storage/access for digitized records

**Anticipated Project Barriers:** 1) Cost: this project will have considerable cost associated with preparing, scanning, and integrating the files 2) Policy/Legal Requirements: Current internal policy dictates that all records are to be maintained. This creates an excess of records to be converted (increasing costs). Should policy be changed legal issues will need to be resolved in the storage/destruction of records not converted.

## OCR HIPAA Internal Audit

**Description & Objective(s):** The Office of Civil Rights (OCR) has started a pilot program in conducting audits of Entities and Business Associates to ensure compliance with HIPAA and HITEC ACT protocols. The audits have entered into a second phase. In an effort to ensure compliance with these protocols and be ready for a possible audit it has been recommended by Lessie Aubrey and Fatima Abbas that KTHHSP perform an internal audit.

**Task(s) Completed:** 1) Contacted 3 different contractors to gather information and estimated cost

**Tasks(s) Scheduled:** 1) Follow up with contractors regarding costs for audit 2) Present Health Board with projected costs of hiring contractors

**Anticipated Project Barriers:** 1) Cost



Joshua Stanshaw, Project Manager, [jstanshaw@karuk.us](mailto:jstanshaw@karuk.us)

**Karuk Child and Family Services  
Health Board Report  
Patricia Hobbs LCSW  
July 2016**

**Action Items:**

Approval for out of state travel: Angela Baxter will be available to discuss training if there are questions.

Ella Kane – Oklahoma  
Kareena Walter – New Mexico  
Cheryl Bearchild – New Mexico  
Paul Janke – New Mexico

Authorization for Registration Fee for Honoring Children, Mending the Circle/TFCBT for Ella Kane per tribal counsel, Fatima Abbas recommendation.

**General Updates and Information:**

Child and Family Services has moved in to the Shasta Building at 1515 S Oregon Street, Yreka.

**Child Welfare Services:**

We have offered the Happy Camp Child Welfare Social Worker position to a candidate and my understanding is that the individual has accepted.

**Substance Abuse Program**

The Substance Abuse counselor position in Happy Camp remains open. Angela Baxter and Cheryl Bearchild are both continuing with groups and individual treatment in Happy Camp and Orleans. See report attached. Angela and Paul Janke are sharing the Orleans case load.

**Mental Health**

An individual has accepted the Mental Health Intern position in Happy Camp. This candidate is planning to live in the community.

**Administration for Children and Families Tribal TANF Child Welfare Coordination Grant**

Submitted continuing grant application On 7/1/2016.

**Title IVB, Subpart I and II**

Submitted intention to accept grant awards for FY 2016

Submitted Tribal Child and Family Services Plan/Annual Progress and Services Report for FY 2016.

Respectfully submitted,



Patricia Hobbs LCSW  
Director – Child and Family Services

ACTIVITY REPORT FOR ALL PROGRAMS (MH,SS,CD,OTHER) PROGRAM

RECORD DATES: JUN 01, 2016 TO JUN 30, 2016

# PATS is the total number of unique, identifiable patients when a patient name was entered on the record. # served is a tally of the number served data value.

	# RECS	ACT TIME (hrs)	# PATS	# SERVED
-----				
AREA: CALIFORNIA TRIBE/638				
SERVICE UNIT: KARUK TRB HP				
FACILITY: YREKA				
PROVIDER: BAXTER, ANGELA V (ALCOHOLISM/SUB ABUSE COUNSELOR)				
12-ASSESSMENT/EVALUATION-PATI	4	4.0	4	4
13-INDIVIDUAL TREATMENT/COUNS	5	1.8	3	5
22-CASE MANAGEMENT-PATIENT PR	1	0.3	1	1
28-DISCHARGE PLANNING-PATIENT	13	2.6	13	13
31-CASE MANAGEMENT-PATIENT NO	8	1.7	7	8
91-GROUP TREATMENT	65	18.3	30	65
	=====	=====	=====	=====
PROVIDER TOTAL:	96	28.6	58	96
PROVIDER: BEARCHILD, CHERYL R (ALCOHOLISM/SUB ABUSE COUNSELOR)				
12-ASSESSMENT/EVALUATION-PATI	2	3.5	2	2
13-INDIVIDUAL TREATMENT/COUNS	12	9.3	6	12
31-CASE MANAGEMENT-PATIENT NO	7	3.2	7	7
91-GROUP TREATMENT	68	19.3	24	68
	=====	=====	=====	=====
PROVIDER TOTAL:	89	35.2	39	89
PROVIDER: HOBBS, PATRICIA (LICENSED CLINICAL SOCIAL WORK)				
12-ASSESSMENT/EVALUATION-PATI	1	0.3	1	1
56-RECORDS/DOCUMENTATION	2	0.2	2	2
	=====	=====	=====	=====
PROVIDER TOTAL:	3	0.5	3	3
PROVIDER: JANKE, PAUL (ALCOHOLISM/SUB ABUSE COUNSELOR)				
12-ASSESSMENT/EVALUATION-PATI	2	2.0	2	2
13-INDIVIDUAL TREATMENT/COUNS	6	5.0	5	6
91-GROUP TREATMENT	124	28.4	19	124
	=====	=====	=====	=====
PROVIDER TOTAL:	132	35.4	26	132
PROVIDER: KINNEY, BENTON (PHYSICIAN ASSISTANT)				
99-INDIVIDUAL BH EHR VISIT	24	0.0	20	24
	=====	=====	=====	=====
PROVIDER TOTAL:	24	0.0	20	24
PROVIDER: WALTER, KAREENA (LICENSED CLINICAL SOCIAL WORK)				
12-ASSESSMENT/EVALUATION-PATI	10	14.4	7	10
13-INDIVIDUAL TREATMENT/COUNS	8	9.0	6	8
35-COLLABORATION	1	0.3	1	1
56-RECORDS/DOCUMENTATION	4	0.7	4	4
99-INDIVIDUAL BH EHR VISIT	8	10.6	4	8
	=====	=====	=====	=====
PROVIDER TOTAL:	31	35.0	22	31

PH

JUL 07, 2016 Page 2

ACTIVITY REPORT FOR ALL PROGRAMS (MH,SS,CD,OTHER) PROGRAM

RECORD DATES: JUN 01, 2016 TO JUN 30, 2016

# PATS is the total number of unique, identifiable patients when a patient name was entered on the record. # served is a tally of the number served data value.

	# RECS	ACT TIME (hrs)	# PATS	# SERVED
-----				
PROVIDER: HOBBS,PATRICIA (LICENSED CLINICAL SOCIAL WORK)				
13-INDIVIDUAL TREATMENT/COUNS	1	0.5	1	1
56-RECORDS/DOCUMENTATION	2	0.2	2	2
	=====	=====	=====	=====
PROVIDER TOTAL:	3	0.7	3	3
	=====	=====	=====	=====
FACILITY TOTAL:	3	0.7	3	3
FACILITY: KARUK COMMUNITY HEALTH CLINIC				
PROVIDER: BEARCHILD,CHERYL R (ALCOHOLISM/SUB ABUSE COUNSELOR)				
12-ASSESSMENT/EVALUATION-PATI	3	3.0	2	3
13-INDIVIDUAL TREATMENT/COUNS	3	2.0	3	3
31-CASE MANAGEMENT-PATIENT NO	1	0.5	1	1
91-GROUP TREATMENT	56	24.5	14	56
	=====	=====	=====	=====
PROVIDER TOTAL:	63	30.0	20	63
PROVIDER: HOBBS,PATRICIA (LICENSED CLINICAL SOCIAL WORK)				
13-INDIVIDUAL TREATMENT/COUNS	1	1.0	1	1
56-RECORDS/DOCUMENTATION	1	0.1	1	1
99-INDIVIDUAL BH EHR VISIT	2	2.0	1	2
	=====	=====	=====	=====
PROVIDER TOTAL:	4	3.1	3	4
PROVIDER: KINNEY,BENTON (PHYSICIAN ASSISTANT)				
99-INDIVIDUAL BH EHR VISIT	1	0.0	1	1
	=====	=====	=====	=====
PROVIDER TOTAL:	1	0.0	1	1
PROVIDER: WALTER,KAREENA (LICENSED CLINICAL SOCIAL WORK)				
12-ASSESSMENT/EVALUATION-PATI	5	6.8	4	5
13-INDIVIDUAL TREATMENT/COUNS	20	20.5	13	20
35-COLLABORATION	3	4.1	3	3
56-RECORDS/DOCUMENTATION	10	1.9	10	10
99-INDIVIDUAL BH EHR VISIT	12	15.5	6	12
	=====	=====	=====	=====
PROVIDER TOTAL:	50	48.8	36	50
	=====	=====	=====	=====
FACILITY TOTAL:	118	81.8	60	118
	=====	=====	=====	=====
SU TOTAL:	496	217.1	231	496
	=====	=====	=====	=====
AREA TOTAL:	496	217.1	231	496

FACILITY TOTAL:

=====

375

=====

134.6

=====

168

=====

375

FACILITY: ORLEANS



KARUK TRIBE

Travel Advance/Reimbursement Request

Employees Name: Karuna Walter Nesu Destination: Santa Fe, New Mexico
Departure Date: July 31 Time: AM Return Date: Aug 6 Time: NOON
Program Charged: Karuk Child & Family Services Account:
Description & Purpose of Travel: 20 CEU's offered for licensure
"Integrating Spirituality, Mindfulness & Compassion in MA/9
Addiction's!"

\*\* CHECK ITEMS NEEDED \*\*

Table with columns: ADVANCE, RECEIPTS, DUE TO FROM. Row 1: PERDIEM: 11 (?) X \$ -

No. of Quarters Rate July 31-Aug 4 Noon Single

Table with columns: ADVANCE, RECEIPTS, DUE TO FROM. Row 1: LODGING: 6 X \$ 149.00

No. of Nights Rate (I will pay for 2 nights) Aug 4 & 5th MUST mention "OS Journal Training groupcode 5261"

Check this box if you DO NOT have a Tribal Credit Card or Personal Credit/Debit Card. (Needed to determine lodging deposit)

Table with columns: ADVANCE, RECEIPTS, DUE TO FROM. Row 1: MILEAGE: X

No. of Miles

Tribal Vehicle Personal Vehicle

FROM: TO:

OTHER:

- Registration 465. Submitted Yes No
Airfare: (If yes, which airport?)
Baggage
Shuttle/Taxi/Tolls: 55, Round Trip
Gasoline:
Parking:
Other:

Table with columns: ADVANCE, RECEIPTS, DUE TO FROM. Rows for Registration, Airfare, Baggage, Shuttle/Taxi/Tolls, Gasoline, Parking, Other, TOTAL.

I certify that the estimated costs are reasonable and needed to conduct program activities. In the event I fail to complete this travel or if I terminate employment, I authorize the Karuk Tribe to deduct actual costs of this travel from any monies due me at termination of employment. I also certify that any travel for which I have requested an advance/reimbursement was completed as outlined above. I authorize the Karuk Tribe to deduct from my payroll check any part of this advance not substantiated by original receipts within 10 business days of my return from this trip.

Traveler: Karuna Walter Nesu Date: 7/6/14

\*\*\* TRAVEL WILL NOT BE PROCESSED WITHOUT THIS SECTION COMPLETED \*\*\*

Is this travel reimbursable by another agency? Yes No
If yes, which agency?
Contract modification required? Yes No

\*\*\* MANDATORY AUTHORIZATIONS \*\*\*

Supervisor Approval: [Signature] Date: 7/6/14
Program Director (if different):
Tribal Chairman Approval:

KARUK TRIBE

Travel Advance/Reimbursement Request

Employees Name: Cheryl Bearchild Destination: Santa Fe, NH Training  
 Departure Date: 7-31-16 Time: 8:00 AM Return Date: 8/4/16 Time: 5:00 PM  
 Program Charged: 3400-19 Account:  
 Description & Purpose of Travel: US Journal Training & Continuing Education

\*\* CHECK ITEMS NEEDED \*\*

	ADVANCE	RECEIPTS	DUE TO FROM
<input checked="" type="checkbox"/> PERDIEM: <u>5</u> X \$ -	\$ -		
No. of Quarters	Rate		

<input checked="" type="checkbox"/> LODGING: <u>4</u> X \$ -			
No. of Nights	Rate		

Check this box if you DO NOT have a Tribal Credit Card or Personal Credit/Debit Card. (Needed to determine lodging deposit)

<input checked="" type="checkbox"/> MILEAGE: X			
No. of Miles			

Tribal Vehicle  Personal Vehicle  With Paul Janke  
 FROM: 495KA TO: MEDFORD

OTHER:

<input checked="" type="checkbox"/> Registration Submitted Yes <input type="checkbox"/> No <input type="checkbox"/>	\$ <u>465</u> -		
<input checked="" type="checkbox"/> Airfare: (If yes, which airport?) <u>Albuquerque, NM</u>	\$ -		
<input checked="" type="checkbox"/> Baggage	\$ -		
<input checked="" type="checkbox"/> Shuttle/Taxi/Tolls:	\$ -		
<input type="checkbox"/> Gasoline:	\$ -		
<input type="checkbox"/> Parking:	\$ -		
<input type="checkbox"/> Other:	\$ -		
<b>TOTAL:</b>	\$ -		

I certify that the estimated costs are reasonable and needed to conduct program activities. In the event I fail to complete this travel or if I terminate employment, I authorize the Karuk Tribe to deduct actual costs of this travel from any monies due me at termination of employment. I also certify that any travel for which I have requested an advance/reimbursement was completed as outlined above.

**I authorize the Karuk Tribe to deduct from my payroll check any part of this advance not substantiated by original receipts within 10 business days of my return from this trip.**

Traveler: Cheryl R. Bearchild Date: 7/16/16

\*\*\* TRAVEL WILL NOT BE PROCESSED WITHOUT THIS SECTION COMPLETED \*\*\*

Is this travel reimbursable by another agency? Yes  No   
 If yes, which agency? \_\_\_\_\_  
 Contract modification required? Yes  No

\*\*\* MANDATORY AUTHORIZATIONS \*\*\*

Supervisor Approval: [Signature] Date: 7/16/16  
 Program Director (if different): [Signature] Date: 7/17/16  
 Tribal Chairman Approval: \_\_\_\_\_ Date: \_\_\_\_\_

KARUK TRIBE

Travel Advance/Reimbursement Request

Employees Name: PAUL JANKE Destination: SANTA FE N.M TRAINING  
 Departure Date: 7/31/16 Time: 8 AM Return Date: 8/4/16 Time: 5 PM  
 Program Charged: 3400-19 Account:  
 Description & Purpose of Travel: U.S. JOURNAL TRAINING CONTINUING EDUCATION

\*\* CHECK ITEMS NEEDED \*\*

	ADVANCE	RECEIPTS	DUE TO FROM
<input checked="" type="checkbox"/> PERDIEM: <u>5</u> X \$ <u>-</u>	\$ <u>-</u>		

No. of Quarters Rate

<input checked="" type="checkbox"/> LODGING: <u>4</u> X \$ <u>-</u>			
---	--	--	--

No. of Nights Rate

Check this box if you DO NOT have a Tribal Credit Card or Personal Credit/Debit Card. (Needed to determine lodging deposit)

<input checked="" type="checkbox"/> MILEAGE: <u>X</u>			
---	--	--	--

No. of Miles

Tribal Vehicle  Personal Vehicle

WITH CHERYL BEARCHILD  
 FROM: LUREKA TO: MEDFORD

OTHER:

<input checked="" type="checkbox"/> Registration Submitted Yes <input type="checkbox"/> No <input type="checkbox"/>	\$ <u>465</u> -		
---	-----------------	--	--

<input checked="" type="checkbox"/> Airfare: (If yes, which airport?) <u>ALBUQUERQUE</u>	\$ -		
<input checked="" type="checkbox"/> Baggage	\$ -		
<input checked="" type="checkbox"/> Shuttle/Taxi/Tolls:	\$ -		
<input type="checkbox"/> Gasoline:	\$ -		
<input type="checkbox"/> Parking:	\$ -		
<input type="checkbox"/> Other:	\$ -		

<b>TOTAL:</b>	\$ <u>-</u>		
---------------	-------------	--	--

I certify that the estimated costs are reasonable and needed to conduct program activities. In the event I fail to complete this travel or if I terminate employment, I authorize the Karuk Tribe to deduct actual costs of this travel from any monies due me at termination of employment. I also certify that any travel for which I have requested an advance/reimbursement was completed as outlined above  
**I authorize the Karuk Tribe to deduct from my payroll check any part of this advance not substantiated by original receipts within 10 business days of my return from this trip.**

Traveler: Janke Date: 7/6/16

\*\*\* TRAVEL WILL NOT BE PROCESSED WITHOUT THIS SECTION COMPLETED \*\*\*

Is this travel reimbursable by another agency? Yes  No   
 If yes, which agency? \_\_\_\_\_  
 Contract modification required? Yes  No

\*\*\* MANDATORY AUTHORIZATIONS \*\*\*

Supervisor Approval: Angela Benz Date: 7/6/16  
 Program Director (if different): Andrew / VM Date: 7/7/16  
 Tribal Chairman Approval: \_\_\_\_\_ Date: \_\_\_\_\_



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## 27th Santa Fe Conference Integrating Spirituality, Mindfulness and Compassion in Mental Health and Addictions - Santa Fe

August 1 - 3, 2016  
Santa, Fe

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[Details](#)

[Hotel & Travel](#)

[Faculty](#)

[Agenda](#)

[Sponsors/Exhibitors](#)

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### PROGRAM FOCUS:

After an absence of several years, The 27th Santa Fe Conference—Integrating Spirituality, Mindfulness and Compassion in Mental Health and Addictions returns to its original home. It offers a unique opportunity to join exceptional speakers and trainers in an intensive study and discussion of those impacted by a range of behaviors and mental health issues. Pathways to wellness and personal growth will also be explored. We will identify effective and innovative intervention strategies through in-depth analysis of disruptive, compulsive and addictive behaviors. Traditional as well as alternative counseling and therapeutic topics will be addressed. Woven throughout will be an examination of the quest for personal meaning and various paths of spirituality.

### SPECIAL FOCUS ON:

Trauma Treatment  
Mindfulness  
and Psychotherapy  
Spirituality in  
Treatment and Recovery  
Brain Science and  
Addictions  
Treating Anxiety  
Experiential and Expressive  
Therapies

### Topics Include:

Trauma Treatment  
Mindfulness and Psychotherapy

Co-Sponsor



### USJT Conferences

27th Santa Fe Conference Integrating Spirituality, Mindfulness and Compassion in Mental Health and Addictions - Santa Fe

August 1 - 3, 2016  
Santa, Fe

Early registration rates expire June 30, 2016 at 12:00am EST

[View Details](#)

22nd National Counseling Skills Conference - Dallas

7th Annual Western Conference on Behavioral Health and Addictive Disorders

2016 Conference Schedule

### Share this conference

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16

Due to technical difficulties resulting from the recent upgrade to Internet Explorer v. 11.0 by Microsoft you may be unable to utilize the full functionality of this site. If you are having difficulties, please utilize Chrome or Firefox for full access to the site. We are sorry for the inconvenience and are awaiting a solution from Microsoft.

KARUK TRIBE

Travel Advance/Reimbursement Request

Employees Name: Ella Kane Destination: Oklahoma City, OK
Departure Date: 7/31/2016 Time: 8:00 AM Return Date: 8/5/2016 Time: 5:00 PM
Program Charged: Child and Family Services Account:
Description & Purpose of Travel: Project Making Medicine TF-CBT Training

\*\* CHECK ITEMS NEEDED \*\*

Table with columns: ADVANCE, RECEIPTS, DUE TO FROM. Row 1: PERDIEM: X \$ -

No. of Quarters Rate

Table with columns: ADVANCE, RECEIPTS, DUE TO FROM. Row 1: LODGING: 5 x \$149 -

No. of Nights Rate

Check this box if you DO NOT have a Tribal Credit Card or Personal Credit/Debit Card. (Needed to determine lodging deposit)

Table with columns: ADVANCE, RECEIPTS, DUE TO FROM. Row 1: MILEAGE: 545.6 m. X -

No. of Miles

Tribal Vehicle Personal Vehicle

FROM: Hoopa, CA TO: Sacramento, CA (Round

OTHER:

- Registration Submitted Yes No
Airfare: (If yes, which airport?) Sacramento
Baggage
Shuttle/Taxi/Tolls:
Gasoline:
Parking:
Other:

Table with columns: ADVANCE, RECEIPTS, DUE TO FROM. Rows for registration, airfare, baggage, shuttle, gasoline, parking, other.

TOTAL:

I certify that the estimated costs are reasonable and needed to conduct program activities. In the event I fail to complete this travel or if I terminate employment, I authorize the Karuk Tribe to deduct actual costs of this travel from any monies due me at termination of employment. I also certify that any travel for which I have requested an advance/reimbursement was completed as outlined above. I authorize the Karuk Tribe to deduct from my payroll check any part of this advance not substantiated by original receipts within 10 business days of my return from this trip.

Traveler: [Signature] Date: 8/30/16

\*\*\* TRAVEL WILL NOT BE PROCESSED WITHOUT THIS SECTION COMPLETED \*\*\*

Is this travel reimbursable by another agency? Yes No
If yes, which agency?
Contract modification required? Yes No

\*\*\* MANDATORY AUTHORIZATIONS \*\*\*

Supervisor Approval: [Signature] Date: 7/5/16
Program Director (if different):
Tribal Chairman Approval:

## Registration Fee Information

Honoring Children, Mending the Circle  
(Cultural Enhancement of Trauma Focused Cognitive Behavior Therapy)

The Indian Country Child Trauma Center (ICCTC) offers clinical training in the treatment of child trauma. To better serve American Indian and Alaska Native children, the ICCTC provides a 6-12 month training opportunity for clinicians in Indian Country to be trained, provided with weekly phone case consultation, assistance with implementation of an evidenced based-culturally enhanced clinical treatment (Honoring Children, Mending the Circle/TFCBT), and advanced training in the model.

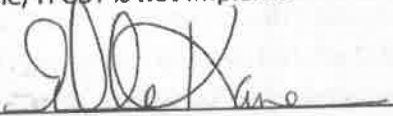
When the Honoring Children, Mending the Circle/TFCBT is implemented by the clinician and supported by the agency, within 60 days of the 4-day training session and the clinician is participating in weekly phone consultation calls, there is **NO** registration fees.

However, the implementation of Honoring Children, Mending the Circle/TFCBT is **NOT** implemented within 60 days of the 4-day training (OUHSC campus on site), an invoice for reimbursement of the training will be submitted to the clinician/agency. A \$4000 registration fee will be required for reimbursement of time and training efforts.

Please acknowledge the following statements:

I understand that no registration fee is required when the Honoring Children, Mending the Circle/TFCBT is implemented within 60 days of attending the 4-day training.

I understand that a \$4000 registration fee is required when the Honoring Children, Mending the Circle/TFCBT is **not** implemented within 60 days of attending the on-site 4-day training.

  
\_\_\_\_\_  
Signature of Applicant

7/16/16  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant's Supervisor

\_\_\_\_\_  
Date



# Indian Country Child Trauma Center

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## The Honoring Children Series

### Evidence Based Interventions for Culturally Appropriate Treatment for American Indian/Alaska Native Children

The Indian Country Child Trauma Center offers a training program to provide specialized training to mental health and behavior professionals working in Indian Country. The training in the Honoring Children Series are specific to Native populations and the characteristics of tribal people.

**☛ Honoring Children, Making Relatives - Cultural adaptation of Parent Child Interaction Therapy.**

Honoring Children, Making Relatives incorporates American Indian and Alaskan Native philosophies into the basic concepts of P Interaction Therapy. Included in the curriculum are the issues of implementation and dissemination of evidence-based interven and/or isolated tribal communities with limited licensed professionals. Procedures are in place for assisting, measuring and mor acquisition and treatment fidelity for rural/isolated or reservation based therapist-trainees. Online video consultation is used in real time coaching sessions to overcome the issue of distance and time constraints. This treatment is appropriate for children b 3 to 7 years of age.

**☛ Honoring Children, Mending the Circle - Cultural adaptation of Trauma Focused Cognitive Behavior Therapy**

This model combines trauma-sensitive interventions with elements of cognitive behavioral therapy into a treatment designed to unique needs of children with Post-Traumatic Stress Disorder and other problems related to traumatic life experiences. It is app types of trauma and for children up to the age of 18.

**☛ Honoring Children, Respectful Ways - Cultural adaptation of Treatment for Children with Sexual Behavior Problem**

This therapy is appropriate for children between the ages of 3-12 years of age who have experienced traumas of sexual abuse, and violence in the family. Inappropriate sexual behaviors of AI/AN children and youth can have wide ranging impact on not or also can significantly affect the family, the extended family, and the community, and can result in serious negative social conse

**☛ Honoring Children, Honoring the Future - American Indian Life Skills Development Curriculum, a suicide prevention curr and high school students. It was the only evidence-based suicide prevention program in Indian Country that has been recogniz Department of Health and Human Services in 2005 as a SAMHSA program of excellence. ICCTC has assisted the author to mod for middle schools students and Boys and Girls Clubs in Indian Country.**



**Indian Country Child Trauma Center**  
Center on Child Abuse and Neglect  
Native American Programs  
940 N.E. 13th Street, Nicholson Tower, 4N, 4900  
Oklahoma City, OK 73104

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*Aug 1-3, 2016 Santa, Fe*

[22nd National Counseling Skills Conference - Dallas](#)  
*Sep 22-24, 2016 Dallas, TX*

[7th Annual Western Conference on Behavioral Health and Addictive Disorders](#)  
*Oct 24-26, 2016 Newport Beach, California*

[2016 Conference Schedule](#)

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## 27th Santa Fe Conference Integrating Spirituality, Mindfulness and Compassion in Mental Health and Addictions - Santa Fe

August 1 - 3, 2016  
Santa, Fe

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- [Hotel & Travel](#)
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### Join us in Santa Fe!

Santa Fe, New Mexico is a magical, exuberant journey at any time of year. A place of incredible natural beauty and a colorful, multi-cultural heritage. Nestled in the Sangre de Cristo Mountains, it is truly a place of spirituality and magic. It is the "Land of Enchantment." Santa Fe's galleries, museums, historic architecture, shopping, and world class cuisine make it the premier visitor destination of the Southwest. Take a walking tour through historic areas, attend the world-renown Santa Fe Opera or come a little early and take in the Spanish Market. For more information go to the Santa Fe Visitors Bureau at [www.santafe.org](http://www.santafe.org).

#### Conference Site:

Eldorado Hotel  
309 W. San Francisco St.  
Santa Fe, New Mexico 87501  
Phone (505) 988-4455 or (800) 955-4455

Eldorado Hotel & Spa will be the conference site. It is located footsteps from Santa Fe's historic Plaza, famous for its pueblo style Spanish architecture, handcrafted furnishings and original art. For guests, Eldorado means a memorable visit graced by the art of hospitality. Eldorado is home to Nidah Spa, a Native American word for "your life" with treatments that blend time-honored traditions of harmony, growth and balance. This hotel is a favorite of visitors and locals alike, directly across the street from the Georgia O'Keefe Museum and just steps from many other museums, galleries, shops and restaurants.

US Journal has reserved a block of rooms for registrants until June 30, 2016. There is a strong possibility that the room block will fill prior to that date. Eldorado room rates are \$149 single/double plus tax. To receive the conference rate mention group name **US Journal Training, Inc. and mention group code 5261**. A deposit equal to one night's stay, including tax, is required to hold each individual's reservation. Please be aware of hotel cancellation policy. Alternate Lodging Santa Fe has a wide selection of lodging choices from hotels to quaint Bed & Breakfasts. For more options visit the Santa Fe Visitors Bureau at [www.santafe.org](http://www.santafe.org).

#### Co-Sponsor



#### USJT Conferences

27th Santa Fe Conference Integrating Spirituality, Mindfulness and Compassion in Mental Health and Addictions - Santa Fe

August 1 - 3, 2016  
Santa, Fe

Early registration rates expire June 30, 2016 at 12:00am EST

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22nd National Counseling Skills Conference - Dallas

7th Annual Western Conference on Behavioral Health and Addictive Disorders

[2016 Conference Schedule](#)

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Karuk Substance Abuse Program  
Monthly Report for APRIL & MAY 2016

AOD	Total Number of client for each area
Yreka	28
Happy	5
Orleans	2

Total Number of AOD clients <b>35</b>
---------------------------------------

BIP	Total Number of client for each area
Yreka	14 Men 3 women
Happy	2 Men
Orleans	1 Women

Total Number of BIP clients <b>20</b>
---------------------------------------

DUI	Total Number of client for each area
Yreka	3
Happy Camp	5

Total Number of DUI clients <b>9</b>
--------------------------------------

**Barriers**

Not having a full time counselor in Happy Camp continues to be a barrier to providing services in Happy Camp and Orleans. . Cheryl is providing services in Happy Camp on Tuesdays and Thursdays. Due to having two clients in Orleans I will be using tele health two week in a row and then traveling to Orleans on the third week.

**New Information**

I am working with housing to possibly getting a men's sober living house established.

**Old Information**

None at this time

**Successes**

We successfully admitted 6 clients into residential treatment. Two out of the six clients left treatment early. Also, two clients completed residential treatment and are attending groups at KSAP. Two DUI clients completed their program.

**Changes**

Thank you for allowing me to be of service,

Angela Baxter BA, CADC II

\*\*\*\*\* CONFIDENTIAL PATIENT INFORMATION \*\*\*\*\*

AVB

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ACTIVITY REPORT FOR CHEMICAL DEPENDENCY or A/SA PROGRAM

RECORD DATES: JUN 01, 2016 TO JUN 30, 2016

# PATS is the total number of unique, identifiable patients when a patient name was entered on the record. # served is a tally of the number served data value.

	# RECS	ACT TIME (hrs)	# PATS	# SERVED
-----				
AREA: CALIFORNIA TRIBE/638				
SERVICE UNIT: KARUK TRB HP				
FACILITY: YREKA				
PROVIDER: BAXTER, ANGELA V (ALCOHOLISM/SUB ABUSE COUNSELOR)				
12-ASSESSMENT/EVALUATION-PATI	4	4.0	4	4
13-INDIVIDUAL TREATMENT/COUNS	5	1.8	3	5
22-CASE MANAGEMENT-PATIENT PR	1	0.3	1	1
28-DISCHARGE PLANNING-PATIENT	13	2.6	13	13
31-CASE MANAGEMENT-PATIENT NO	8	1.7	7	8
91-GROUP TREATMENT	65	18.3	30	65
	=====	=====	=====	=====
PROVIDER TOTAL:	96	28.6	58	96
PROVIDER: BEARCHILD, CHERYL R (ALCOHOLISM/SUB ABUSE COUNSELOR)				
12-ASSESSMENT/EVALUATION-PATI	2	3.5	2	2
13-INDIVIDUAL TREATMENT/COUNS	12	9.3	6	12
31-CASE MANAGEMENT-PATIENT NO	7	3.2	7	7
91-GROUP TREATMENT	68	19.3	24	68
	=====	=====	=====	=====
PROVIDER TOTAL:	89	35.2	39	89
PROVIDER: JANKE, PAUL (ALCOHOLISM/SUB ABUSE COUNSELOR)				
12-ASSESSMENT/EVALUATION-PATI	2	2.0	2	2
13-INDIVIDUAL TREATMENT/COUNS	6	5.0	5	6
91-GROUP TREATMENT	124	28.4	19	124
	=====	=====	=====	=====
PROVIDER TOTAL:	132	35.4	26	132
	=====	=====	=====	=====
FACILITY TOTAL:	317	99.2	123	317
FACILITY: KARUK COMMUNITY HEALTH CLINIC				
PROVIDER: BEARCHILD, CHERYL R (ALCOHOLISM/SUB ABUSE COUNSELOR)				
12-ASSESSMENT/EVALUATION-PATI	3	3.0	2	3
13-INDIVIDUAL TREATMENT/COUNS	3	2.0	3	3
31-CASE MANAGEMENT-PATIENT NO	1	0.5	1	1
91-GROUP TREATMENT	56	24.5	14	56
	=====	=====	=====	=====
PROVIDER TOTAL:	63	30.0	20	63
	=====	=====	=====	=====
FACILITY TOTAL:	63	30.0	20	63
	=====	=====	=====	=====
SU TOTAL:	380	129.2	143	380
	=====	=====	=====	=====
AREA TOTAL:	380	129.2	143	380

RUN TIME (H.M.S): 0.0.0