

WSAC Operations

1. When slots are available for assignment (new) or reassignment (existing), the CSB will promptly contact the RSS and facilitator with a request for WSAC meetings for the designated number of review slots.
 - Until a slot review calculator is available, CSB will coordinate with the RSS to determine the number of reviews required for slots available.
 - Until development of a slot review calculator/report, a copy of the final list of individuals (and their Critical Needs Summary scores) that are reviewed for assignment of available slots will be maintained by the CSB and RSS.
2. As soon as the review pool is known, the SC/CM can complete (or update) the DDS Slot Assignment Review form for those in the pool.
 - The form must not include any PHI.
 - Until the form is available in WaMS, a number will be assigned by CSB to preserve confidentiality and allow the CSB to identify the person associated with Slot Assignment Review forms.
3. The facilitator and the RSS will promptly respond with their availability to the CSB based the time needed to review individuals for approximately 15 minutes, (though more time may be needed initially).
 - The facilitator will include in their response an awareness of whether sufficient members are available for these dates.
 - Where a WSAC has more than the required 3 members, the first 3-5 members (which includes the facilitator) that respond will generally constitute the WSAC for that review pool, however, the facilitator is charged with encouraging equitable attendance among all of the WSAC members over the long term.
4. The CSB will arrange for room availability and conference call capability for the meeting dates.
5. When room availability is confirmed, the facilitator will verify the meeting date(s) for those members attending.
6. The CSB is charged with sending PHI free Slot Assignment Review forms to the facilitator at least two weeks prior to the WSAC meeting for members to review.
 - Members will come to meetings with their questions prepared.
 - No formal presentation will be scheduled. Reports of changes between the forms completion and the meeting will occur, if need be.
7. A CSB representative (SC, SC Supervisor, designee) will be available to provide information as it is needed by WSAC.
8. 6 copies of the Slot Assignment Review will be provided to the facilitator at the beginning of the WSAC.

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9. Members will abide by HIPPA and DBHDS confidentiality guidance as well as the WSAC Meeting Guidance protocol.
10. A log with the date, time, duration, rankings, persons assigned a slot and members in attendance is sent to the RSS and CSB by the facilitator within 4 business days of the meeting.
11. RSSs will document significant observations and share as needed with facilitator and CSB. RSSs will maintain documentation of all meetings they attend.