

Daybreak Incorporated 2023 Annual Report



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Welcome Letter

Hello,

I am pleased to share the achievements of Daybreak Incorporated over the past twelve (12) months. As I reviewed the data for 2023, it became clear that as an organization, Daybreak has done amazing work to complete our mission to improve the lives of the people we work with, and the community we live in by providing the Hope, Power, Choice, and Responsibility for recovery.

Daybreak's five (5) unique case management programs, staffed by a team of dedicated team members have impacted the lives of four hundred seventy-eight (478) Alaskans through five dynamic programs operated in 2023. The work Daybreak accomplished could not have been possible without the collaboration of community partners, stakeholders, and the people we had the opportunity to serve, as well as the dynamic staff and team at Daybreak.

2023 also brought its fair share of challenges. The agency faced weather closures due to major weather events of once in a decade windstorm, near record breaking snowstorms, and more wind to end the year. There were Medicaid payment delays from the administrative service operator (ASO) Optum Alaska, and rate rebasing delays for the past three years for State Plan services and 1115 Waiver services. Delays in Supplemental Nutrition Assistance Program (SNAP) benefits, and Adult Public Assistance processing by The Division of Public Assistance caused an increase in the use of the Basic Housing Assistance Program. The need for affordable one bedroom and efficiency housing units, and a solid transportation system remain the top need in our communities.

The organization also suffered the loss of Daybreak's longest serving board member and founder, Howard Bess, who passed away at the age of 95 in April of 2023. Howards' tireless mission to ensure that people diagnosed with a mental illness would be afforded the same opportunities as any other member of his community has resonated with the agency since its inception. From the first tenants who moved into Daybreak apartments in August of 1988, to the ninety fifth person who served at the Navigation Center, Howard's mission has been present.

Despite the challenges we faced, we were fortunate to present and show up every day to improve the situations in front of us. The first annual Palmer Resource Day hosted by Daybreak and Connect Palmer, occurred in February, and brought sixteen service providers together to collaborate and form new partnerships. Daybreak hosted two Mental Health First Aid courses for community members in Palmer, and the Palmer Navigation Center pilot project opened in July.

I have come away from 2023 with gratitude for the people I work with every day and the collaborations formed with community partners. I feel encouragement from stakeholders and community, as the Navigation Center finds its place in Palmer and the commitment I see from the community to come together to find solutions for the challenges ahead.

As I begin my thirty-sixth year with Daybreak, I know that together we can do great things and be a positive force for our community,

Polly-Beth Odom,

Executive Director

Strategic Plan

1 Organization Overview

Daybreak Incorporated began as a housing provider for adults experiencing long-term mental illness in 1985 in Palmer Alaska. Utilizing generalist social work practices, the board and staff created a program to empower, advocate, and provide safe affordable housing for people coming out of institutional settings. In 2000, Daybreak began providing behavioral health case management services as a State of Alaska, Division of Behavioral Health grantee. The early goal of the organization was to create a program that met the consumer “where they were” in the community and in their recovery. Since then, Daybreak has added case management services for adults that experience serious mental illness and traumatic and acquired head injuries, case management for adults re-entering the community from the Department of Corrections, and this year, Daybreak opened the Navigation Center in downtown Palmer to assist individuals and families access services and resources to improve their lives. Daybreak Incorporated is headquartered in Palmer AK, as a nonprofit in 1985, under the laws of the State of Alaska. Daybreak Incorporated also holds a 501C (3) tax exempt status from the Internal Revenue Service.

1.2 Mission

Consumers of Daybreak Incorporated will be given the power, hope, choice, and responsibility for their own recovery.

1.3 Core Purpose

The core purpose of Daybreak is to help develop and facilitate a community in which individuals can meet their personal, physical, emotional and spiritual goals, and their highest potential and aspirations.

1.4 Core Values

Keywords: Professional, Integrity, Passion, Dedicated, Individual Empowerment, Advocacy, Collaborative/Cooperation.

- Using the best practices in the field, Daybreak will keep the highest level of professionalism ethically, morally, and personally, and strive continual improvement.
- Daybreak is passionately dedicated to supplying services to our valued customers.
- Daybreak makes a positive difference and will have a positive influence in our consumers' lives.
- Daybreak will make sure that the highest level of accountability is maintained. Daybreak will be a positive influence through accountability and all areas of contact.
- Daybreak will maintain financial strength.
- Daybreak will help consumers feel that they are provided services in a professional, respectful, and effective manner.
- Daybreak will pursue joint ventures and collaborations with community partners.
- The Daybreak Board will, (as needed and requested), assist the Executive Director in providing sufficient personnel for the number of consumers served.

2 Environmental Scan

The strategic plan addresses the following key strengths and weaknesses, opportunities and threats which apply to Daybreak Incorporated currently and in the foreseeable future:

2.1 Strengths

- The Executive Director has over 35 years of experience with Daybreak Incorporated.
- Committed Executive Director, Board Members, Executive Management Team, and Staff.
- Management and Staff's close connection with the customers we serve.
- Daybreak's model of service delivery with the consumers.
- Daybreak's commitment to expand and strengthen programs of case management that fit the needs of the consumer population served.
- Daybreak's ability to communicate needs and barriers and develop plans to overcome these barriers.
- Daybreak's good reputation with the community, stakeholders and consumers.
- Sustainability of the services provided.

2.2 Weaknesses

- Daybreak's financial vulnerability with potential reduction of grant funding and billing issues through Optum Alaska (the Administrative Services organization contracted by the Alaska Division of Behavioral Health).
- Aging fleet of vehicles.
- The Board of Directors is aging, and new members are needed.
- The small staff size available to "carry the load" if a member of the team is unable to work.
- Contingency plans need better identification and verification.

2.3 Opportunities

- With CARF accreditation, the ability to expand in additional core service areas.
- The development of a collaborative case management model with local social service providers using the Crisis Now model to meet the needs of community members in crisis.
- To continue education and training for board members, staff, and stakeholders (both current and future) about the status of mental health services in the State of Alaska and the needs of the consumer to maximize mental health recovery.
- Seek the development of comprehensive case management services for individuals experiencing a mental illness in the communities of the Mat-Su and Anchorage.

2.4 Threats/Challenges

- Continued reduction in State grant funding
- Delays in rate re-basing for State Planned Services (due in 2021, 2022, 2023)
- State of Alaska issues with limited workforce, aging technology/infrastructure that was affected in the 2019 cyber-attack of the State of Alaska system.
- Optum Alaska holds the Administrative Service Organization contract solicited by the Division of Behavioral Health through December 2024.
- Continued workforce shortages in the labor market/competing wages.
- Lack of affordable housing in the core areas where services/resources are offered.
- Operating out of a space that is not appropriate for the walk-in consumer with complex needs.
- The enrollment and documentation requirement of the 1115 Waiver and new staff at the Division of Behavioral Health.
 - Service Authorizations
 - Billing issues (TPL avoidance, claims processing)

- 1115 not paying at a rate that will allow the provision of services or developing new service lines.

3 Long-Term Goals for 2023-2025

- By December 2025, Daybreak will expand its service delivery line to allow for walk in information and referral services for the community of Palmer. The location would allow individuals to connect with service providers, complete applications both online and in person, and become a connecting point for the Mat-Su mobile crisis team.
- Develop a location in Palmer for the reentry case managers to work from. This will allow for better connections for individuals working with the Palmer Probation Office.
- Increase the number of people referred and utilized in the case management services at the Anchorage location by twenty-five percent in the next three years.
- Improve the level of service delivery for the TABI program to increase education, access to resources and assist in providing the services necessary for an individual and families experiencing A traumatic or acquired brain injury to meet their recovery goals.

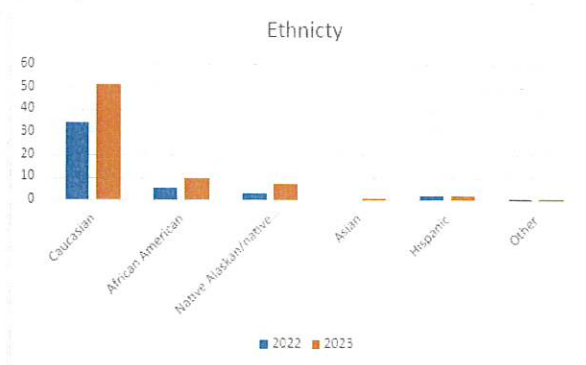
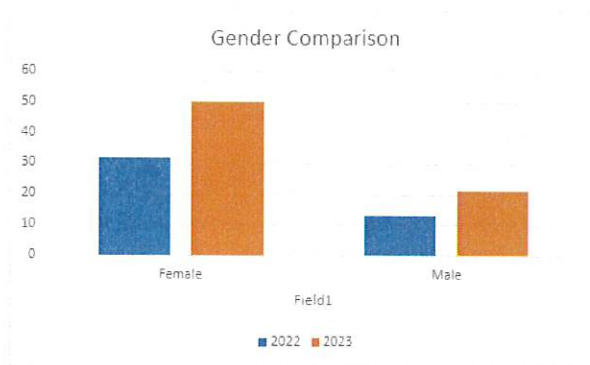
5 Review of Financial Position

Daybreak Incorporated is better able to define success with a proactive long term financial planning measure in place. That its future financial position is impacted by the ever-changing marketplace factors such as coding, State of Alaska contract with an Administrative Service Organization, payment delays by the current ASO (Optum Alaska), delays in rate rebasing by the State of Alaska, and increased cost for delivering services. As such, the appendix of a copy of the 2023-year financial statements for Daybreak Incorporated. See Appendix 2.

6 Programs

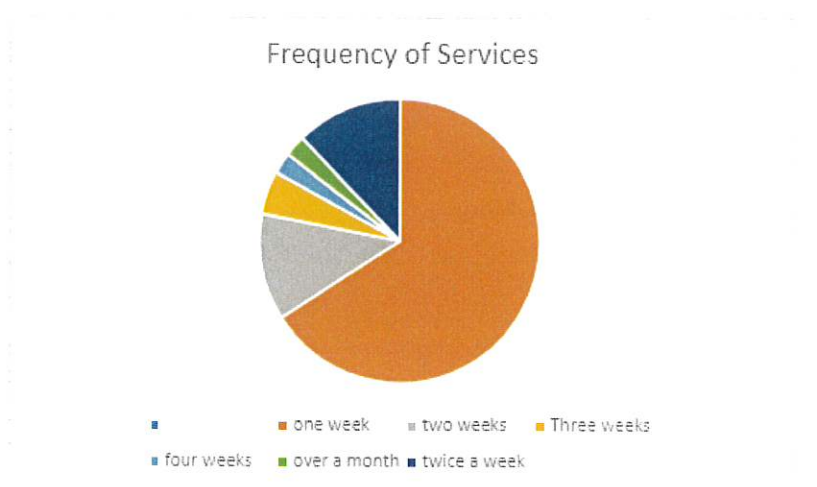
6.1 Daybreak Case Management Program

The case management program welcomed seventy-one (71) adults who have been diagnosed with a serious mental illness to case management program in 2023. The goal set for 2023 was to increase the number of people served and to review the diversity of the consumers served at both the Anchorage and Mat-Su offices. Data was compared from the year 2022 to 2023 to look for trends in the referrals made to the agency in age, gender, and ethnicity.

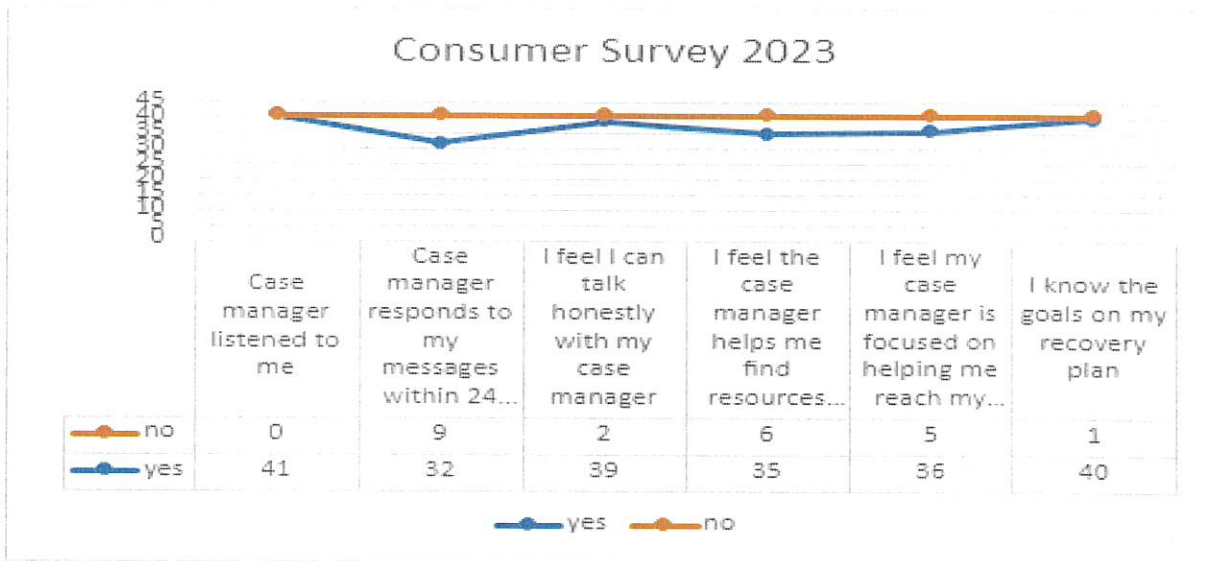


Consumer Survey

A consumer survey was done with a random sample of consumers during the staff evaluation period in May 2023. Forty-one (41) of the consumers responded to the survey. One area the team focused on was the frequency of service delivery. Twenty-seven (27) of the respondents reported contacting their case manager once a week (this could be a phone check-in or a scheduled appointment). Five (5) consumers reported being contacted by their case manager every two weeks. Five (5) consumers reported being in contact with their case manager twice a week, and two (2) consumers reported being contacted once a month by their case manager. *It should be noted that the Phases of Change model prescribes the frequency of service delivery based on the level of care assessed by the Clinical Director.*



The consumers were also asked specific questions in relation to consumer centered service delivery. Specifically, if the consumer knew the goals on their recovery plan, and, if the consumer felt listened to by their case manager. The results of the survey identified that 25% of the respondents did not have their phone call, text or email returned within the twenty-four (24) hours. The finding created an area to improve service delivery and outcomes for the individuals Daybreak serves.



Mental Health First Aid 2023

222



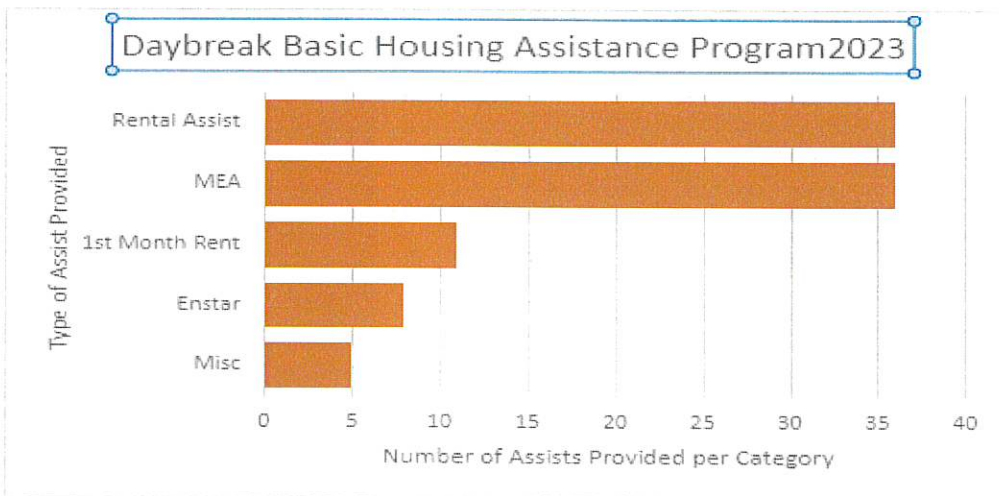
Mental Health First Aid Training May 26, 2023 (Back row L-R: Christian Odom, Lenette Hermans, Guylene Derry, Lynne Atkin, Kelly Eggleston, Front Row L-r: Polly-Beth Odom, Angela Soellner)

Daybreak hosted two Mental Health First Aid courses in 2023. The two training courses were offered through the Alaska Training Cooperative and funded through a grant from the Mat-Su Health Foundation. The course was made available to community members to help reduce stigma and to improve access to mental health care.

6.2 Basic Housing Assistance Program

Daybreak saw an increase in requests for assistance through the Basic Housing Assistance Program (BHAP) in 2023. The BHAP program serves families and individuals who live in the Palmer area needing assistance with utility shut-off notices, assistance with rent to avoid eviction, and assistance with first month's rent.

In FY23 Daybreak served ninety-six (96) families (up 30% from FY22). One hundred twenty-four (124) adults and eighty-eight (88) children made up the ninety-six families. The total amount of assistance provided in 2023 was \$65,378.20.



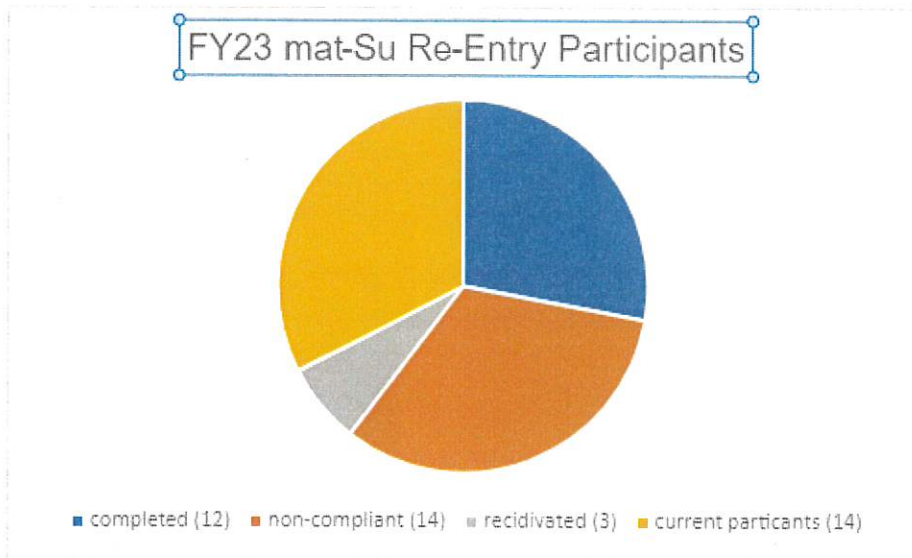
Families requesting assistance increased due to the backlog at the State of Alaska Division of Public Assistance in processing SNAP (food stamp) applications. Families used the monies they had budgeted for rent and utilities to pay for food for their families.

6.3 Partners Re-Entry Program

During FY23, the Mat-Su Reentry Program worked with forty-three (43) unduplicated individuals. There were one hundred forty-one (141) referrals for services during the fiscal year, with three (3) repeat referrals from previous years. Eighty-Seven (87) individuals were provided with information and referral to other re-entry programs or other social service agencies in the area. Sixty-four (64) individuals were connected to housing through the Coordinated Housing Program offered through Valley Charities.

Community referrals included individuals self-referring for services, word of mouth referrals, and from our community partners (mainly transitional living programs). Direct referrals from IPO's continue to be our largest referral source. Most referrals resulted in a lack of contact after release from incarceration.

Twelve participants successfully completed the re-entry program in FY23, with one participant moving out of Alaska after completing the program. Seventeen participants were discharged from the program with an unsuccessful completion. Eight individuals were discharged as non-compliant due to lack of contact or participation in the program, six were discharged before re-entering the community due to a change of release to a community outside of the Mat-Su borough, and three participants recidivated in 2023. The total recidivism rate for the re-entry program was 10.3% in 2023 compared to 14.8% in FY22.



6.4 TABI Program

The TBI program serves individuals who have been diagnosed with a traumatic brain injury (TBI) utilizing the Division of Senior & Disabilities Services Grant funding. The DHSS priority for FY-23 was on health and wellness across the life span with the priority being placed on increasing the number of Alaskans with disabilities who are living safely in the least restrictive environment through information and referral, TABI Supplemental Service grants, and community outreach.



One notable accomplishment for Daybreak was the recognition of one of the case managers for Outstanding Direct Professional in the Field of Traumatic and Acquired Brain Injury by the Alaska Alliance for Direct Service Careers and the Alaska Training Cooperative. The case

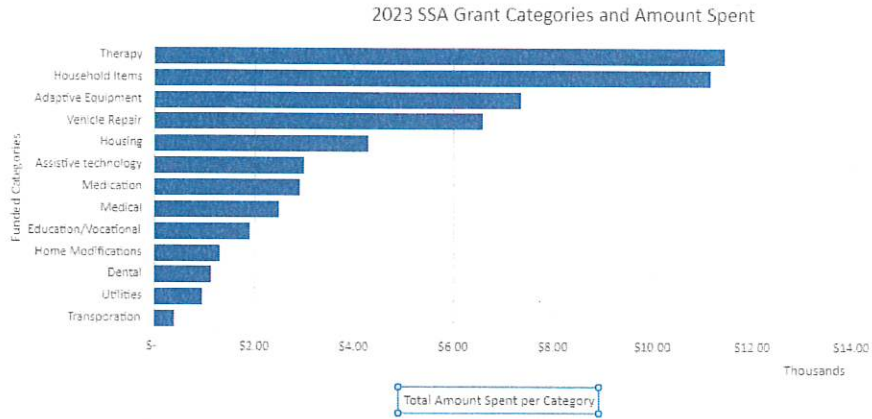
manager began as a direct service provider in 2016 and moved into a case manager position in 2021. Christian has a case load of people who are experiencing both a TABI and mental health diagnosis.

Daybreak' goal for 2023 was to serve up to fifteen individuals by providing case management and information and referral services in the Mat-Su and north Anchorage (Eagle River, Chugiak, Peters Creek). Case management was to be used to help participants gain access to needed medical, housing, employment, rehabilitation, benefits, and other support. Information and referral services assisted individuals and families in accessing treatment providers and assisting eligible Alaskan's in obtaining supplemental service grant funding to pay for treatment or ancillary services not covered by insurance.

Goal: To serve fifteen unique individuals in 2023,

Outcome: *The TABI program served (62) individuals in 2023.*

The TABI program served sixty-two (62) individuals in 2023. The most common request was to obtain grant funding through the Supplemental Services Agreement (SSA) funds. Thirty-five (35) unduplicated individuals received an SSA grant. The funds we used for the following categories:



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TABI Community Engagement



In 2023, Daybreak participated in twenty-two (22) Health Fairs in the South-central region. The TABI program manager provided information about the TABI services and providers in the state, promoted the Peer Support groups, and shared information about grant funds. In addition to Health Fairs, the program manager participated in the monthly ECHO meetings on TABI and presented a session on case management and traumatic and acquired brain injury.

The TABI program manager, Guylene Derry, attended the NASHIA conference in Minnesota in September 2023 and gained valuable knowledge on collaborating with other State councils and improving the TABI system of care in the State of Alaska.

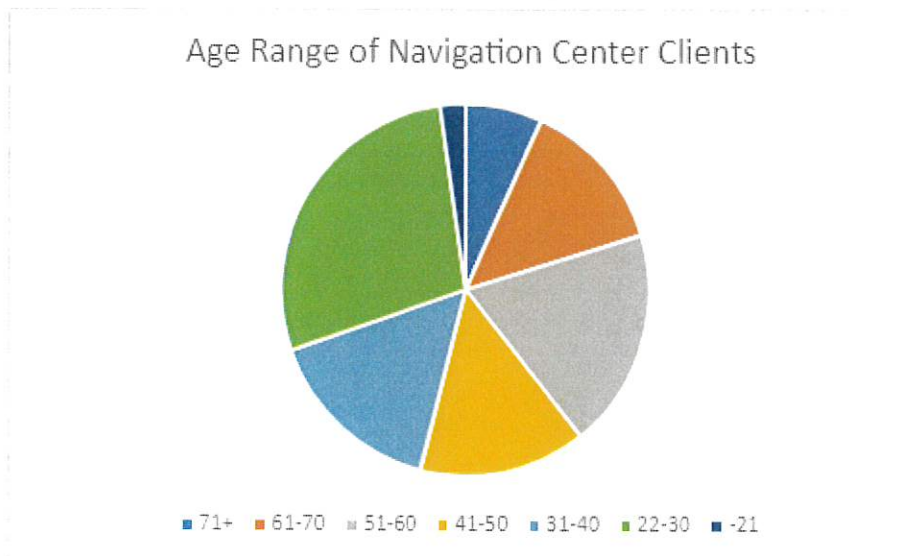
6.3 Navigation Center

The Daybreak Navigation Center opened in July of 2023 as a pilot project funded by the City of Palmer through the State of Alaska Department of Health to assist individuals in connecting to service providers and community resources to enhance health outcomes for the underserved in the Palmer community. The goal of the Navigation Center was to introduce a dedicated community case manager to act as a bridge between service providers individual needs, ensuring that received the required care and support to reduce vagrancy. The objectives of the program are:

- Improve access to residential health services and resources for targeted populations in Palmer.
- Enhanced community awareness and understanding of health and homelessness issues.
- Provide critical resources to underserved individuals, including personal identification, hygiene kits, shower and laundry vouchers, and digital connectivity.
- Develop local infrastructure focused on improving health outcomes for Palmer residents.
- Engage local community members in emergency response activities.
- Foster collaborations with local agencies to improve overall health for high risk underserved Palmer residents.

The initial goal was to serve one hundred individuals by June 30, 2024. As of December 30, 2023, the Navigation Center had served ninety (90) people at the center. Seventeen (17) people obtained permanent housing, thirty-six (36) people received shower and/or laundry vouchers, six (6) people received track phones and seven (7) people were able to get duplicate State of Alaska identification cards.

The age range of people served covered ages 18-71+. The highest age group to request assistance fell between the ages of 22-30 with twenty-five (25) participants. There was also a high number of older Alaskans (ages 61-71+) with eighteen (18) seniors served. The high number was partly due to the rent increases at the local Senior Center.



7 Appendices

7.1 Appendix 1- 2023 Financial Statements

7.2 Appendix 2 - 2022 Financial Audit Letter

7.3 Appendix 3- 2023 Division of Behavioral Health Site Audit(s) Mat-Su and Anchorage

Foster and Company, LLC

**Karen M. Foster, CPA
Michael C. Foster, CPA**

February 2, 2023

Board of Directors
Daybreak Incorporated
550 S Alaska Street, Suite 202
Palmer AK 99645

We have audited the financial statements of Daybreak Incorporated for the year ended June 30, 2022, and we will issue our report thereon dated February 2, 2023. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated August 9, 2022. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Daybreak Incorporated are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during FY22. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the accumulated depreciation is based on the straight-line method over the estimated useful lives of the individual assets. We evaluated the key factors and assumptions used to develop the accumulated depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a disagreement on a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

PO Box 872194
Wasilla, Alaska 99687
(907) 376-6901 Fax (907) 376-0514

3733 Ben Walter Lane, Suite 6
Homer, Alaska 99603
(907) 235-6969

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 2, 2023.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use board of directors of Daybreak Incorporated and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Foster and Company, LLC

Foster and Company, LLC
Wasilla, Alaska

STATE OF ALASKA
DIVISION OF BEHAVIORAL HEALTH
GRANT MONITORING REPORT

Grant Name: Daybreak- Region 5: Mat Su

Grant Number: 162-208-23056

Grant Start Date: 7/1/2022

Reporting period: FY23

Compliant

Non-compliant

Insert summary of visit: include who you met with, was the visit virtual or in person. Was there anything significant that stood out, did you review files? Did you review documents in advance to the site visit?

Daybreak has a Community Based Treatment and Recovery grant funded to provide services for the adult SMI target population in the Mat Su area (Region 5). Daybreak provides outpatient case management and comprehensive community support services to adults with serious mental illness. After the completion of an integrated bio-psycho-social behavioral health and substance abuse assessment and the consumer is deemed eligible to receive services, Daybreak provides case management and comprehensive community support services. The case manager provides face to face service delivery and meets the person in their home, or out in the community to connect them to the providers and services that will be most effective in meeting the recovery plan goals. Most of the services are home and community-based. Daybreak utilizes the phases of change model in case management which offers 5 phases of case management based on the individuals needs and progress on their goals. Daybreak provides an immediate response, either directly or through affiliated resources, to situations in which a consumer is likely to decompensate. In their work with individuals, Daybreak utilizes evidence based practices such as Intensive Case Management, Strength-based case management/skill building, brokerage/generalist case management, clinical case management, and stages of change model of case management.

Primary review of this grant was completed virtually. The Daybreak Policies and Procedures Manual was submitted and reviewed. Policy and Procedures documents were thorough and well organized. It is recommended that Daybreak ensure that all policies and procedures are up to date (such as notation of current electronic record, staff names and identification of Anchorage facility). A fiscal audit was also completed and Daybreak was found to be in compliance. This grant is currently expended at 75% which is aligned with the expectation of approximately 25% of expenditures per quarter. The expenditures are clearly identified on the submitted quarterly grant expenditures spreadsheet. For personnel costs, three of the four positions are salaried. Administration divides the grant award by quarter and applies it to a portion of the total cost of each position.

Daybreak Mat Su submitted additional information on their referrals for FY23, the AKAIMS Quarterly Summary for FY23 to date, and a newspaper article on Daybreak's involvement in a community meeting regarding the homeless population in Palmer and potential community response and solutions. For the Mat Su program, the information submitted identifies FY23 information to date on their client base. It identifies current enrollments as 45 individuals, 13 complete treatment graduations, 5 incomplete and

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GRANT MONITORING REPORT

1 due to jail. They have received 24 referrals in 2023 from multiple sources including TABI, previous consumers, 211 & United Way, Mat Su Health Services. Daybreak Mat Su's AKAIMS Quarterly Summary Report notes the following deliverables: Number of SMI adults enrolled-Total number FY23 to date: 25; Number of SMI Adults served-Total number FY23 to date: 58.

An onsite review of charts was completed on 5/24/2023 at Daybreak, 550 South Alaska Street, Suite 202, Palmer, Alaska. Two electronic records representing the Mat Su program were reviewed on site. Both charts had all required elements of the record including integrated assessment, treatment plan, revised treatment plans and progress notes. Both charts clearly identified how the individual met the criteria for the target population. Both charts had signed client grievance procedures and crisis plans. While an integrated assessment was completed for each individual and they both appeared to have identified SUD issues, the diagnoses related to the SUD were not included in the DSM diagnosis. While Daybreak does not provide any SUD treatment, it was recommended that they include the SUD diagnosis in the formulation and the disposition related to SUD treatment (refuses treatment, is participating in treatment elsewhere, etc.) as a part of their documentation in the integrated assessment. This was discussed with the Clinical Director Kelly Eggleston. It should be noted that Daybreak has a quality assurance process in place that ensures all documentation is reviewed by Quality Assurance Manager Jeff Odom for required elements and the "golden thread" throughout the chart from assessment to treatment plan to progress notes. All documentation is reviewed prior to submission for billing. Progress notes clearly identify goals of treatment that the session addresses and the clients response.

Daybreak has identified the following challenges for their programming and grant:

1. Workforce issues
2. Issues with medicaid reimbursement for Medicaid services through Optum.
3. Increased consumer stress and case management time related to locating food for consumers who have not received their SNAP benefits and related to increased income based rents due to the large PFDs.

Identified successes include:

1. All Daybreak case managers completed the application process to receive the Peer Support Specialist certification through ACBHC.
2. Daybreak is CARF accredited. The next CARF visit is tentatively scheduled for February 2024.

1) Overall compliance meeting grant deliverables during reporting period:

Compliance summary:

In compliance in this area. Daybreak continues to provide outpatient behavioral health services to the target population (individuals who meet the criteria as SMI in the Mat Su area). Services include the provision of integrated behavioral health assessments, treatment planning, regular treatment reviews,

STATE OF ALASKA
DIVISION OF BEHAVIORAL HEALTH
GRANT MONITORING REPORT

and case management services in the community. Daybreak Mat Su submits the grant quarterly reports (narrative and CFR) on time and consistently reports meeting the RBB measures for their grant.

Action plan for grant program description:

None

Action plan for grant program services/activities delivered/performed:

None

Action plan for grant deliverables:

None

Action plan for grant program goals and anticipated outcomes:

None

Action plan for target population and service area:

None

2) Overall Compliance with grant reporting requirements during reporting period:

Compliance summary:

In compliance in this area. On time submission of quarterly reports (narrative and CFR).

Action Plan for grant program evaluation requirements and reporting: None

3) Overall compliance with grant budget during reporting period:

Compliance summary:

In compliance. CFR's submitted indicate appropriate spending during each quarter with no needs for adjustments. A fiscal audit was also completed and Daybreak was found to be in compliance.

Action plan for grant program funding: None

4) Additional information:

Compliance summary:

N/A

Action plan for grant program funding: None

STATE OF ALASKA
DIVISION OF BEHAVIORAL HEALTH
GRANT MONITORING REPORT

Grantee staff names: Polly-Beth Odom

Date reviewed report with supervisor: 6/12/2023

Date report was sent to grant administrator: 6/12/2023

Date report sent to grantee: 6/12/2023

Program manager name:

Tina Voelker-Ross

Program manager signature:

Tina Voelker-Ross

Date:

6/9/2023

Supervisor Name:

Taylor Jacobs

Supervisor signature:

Taylor Jacobs

Date:

6/12/23

STATE OF ALASKA
DIVISION OF BEHAVIORAL HEALTH
GRANT MONITORING REPORT

Grant Name: Daybreak- Region 1: Anchorage

Grant Number: 162-208-23028

Grant Start Date: 7/1/2022

Reporting period: FY23

Compliant

Non-compliant

Insert summary of visit: include who you met with, was the visit virtual or in person. Was there anything significant that stood out, did you review files? Did you review documents in advance to the site visit?

Daybreak Anchorage has a Community Based Treatment and Recovery grant funded to provide services for the adult SMI target population in the Anchorage area (Region 1). Daybreak provides outpatient case management and comprehensive community support services to adults with serious mental illness. After the completion of an integrated bio-psycho-social behavioral health and substance abuse assessment and the consumer is deemed eligible to receive services, Daybreak provides case management and comprehensive community support services. The case manager provides face to face service delivery and meets the person in their home, or out in the community to connect them to the providers and services that will be most effective in meeting the recovery plan goals. Most of the services are home and community-based. Daybreak utilizes the phases of change model in case management which offers 5 phases of case management based on the individuals needs and progress on their goals. Daybreak provides an immediate response, either directly or through affiliated resources, to situations in which a consumer is likely to decompensate. In their work with individuals, Daybreak utilizes evidence based practices such as Intensive Case Management, Strength-based case management/skill building, brokerage/generalist case management, clinical case management, and stages of change model of case management.

Primary review of this grant was completed virtually. The Daybreak Policies and Procedures Manual was submitted and reviewed. Policy and Procedures documents were thorough and well organized. It is recommended that Daybreak ensure that all policies and procedures are up to date (such as notation of current electronic record, staff names and identification of Anchorage facility). A fiscal audit was also completed and Daybreak was found to be in compliance. This grant is currently expended at 75% which is aligned with the expectation of approximately 25% of expenditures per quarter. The expenditures are clearly identified on the submitted quarterly grant expenditures spreadsheet. For personnel costs, three of the four positions are salaried. Administration divides the grant award by quarter and applies it to a portion of the total cost of each position.

Daybreak Anchorage submitted additional information on their referrals for FY23 and the AKAIMS Quarterly Summary for FY23 to date. For the Anchorage program, the information submitted identifies FY23 information to date on their client base. It identifies current enrollments as 14 individuals, 5 complete treatment graduations, 5 incomplete, 1 due to jail and 1 deceased. They have received 6 referrals in 2023, 5 from TABI and 1 from Victims for Justice. Daybreak Anchorage's AKAIMS Quarterly

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GRANT MONITORING REPORT

Summary Report notes the following deliverables: Number of SMI adults enrolled- Total number FY23 to date: 9; Number of SMI Adults served- Total number FY23 to date: 15.

An onsite review of charts was completed on 5/24/2023 at Daybreak, 550 South Alaska Street, Suite 202, Palmer, Alaska. Two electronic records representing the Anchorage program were reviewed on site. Both charts had all required elements of the record including integrated assessment, treatment plan, revised treatment plans and progress notes. Both charts clearly identified how the individual met the criteria for the target population. Both charts had signed client grievance procedures and crisis plans. The integrated assessment for one individual appeared to have identified SUD issues, however, the diagnoses related to the SUD were not included in the DSM diagnosis. While Daybreak does not provide any SUD treatment, it was recommended that they include the SUD diagnosis in the formulation and the disposition related to SUD treatment (this individual was receiving Suboxone) as a part of their documentation in the integrated assessment. This was discussed with the Clinical Director Kelly Eggleston. It should be noted that Daybreak has a quality assurance process in place that ensures all documentation is reviewed by Quality Assurance Manager Jeff Odom for required elements and the "golden thread" throughout the chart from assessment to treatment plan to progress notes. All documentation is reviewed prior to submission for billing. Progress notes clearly identify goals of treatment that the session addresses and the clients response.

Daybreak has identified the following challenges for their programming and grant:

1. Workforce issues
2. Issues with medicaid reimbursement for Medicaid services through Optum.

Identified successes include:

1. A Daybreak staff was chosen as the direct service provider of the year through Full Lives for his work with SMI & TBI.
2. Daybreak will be expanding it's workforce as they begin working with the Anchorage Fire Department Mobile Crisis Team (MCT) to assist in connecting MCT participants to providers and resources in the community.
3. All Daybreak case managers completed the application process to receive the Peer Support Specialist certification through ACBHC.
4. Daybreak is CARF accredited. The next CARF visit is tentatively scheduled for February 2024.

1) Overall compliance meeting grant deliverables during reporting period:

Compliance summary:

In compliance in this area. Daybreak continues to provide outpatient behavioral health services to the target population (individuals who meet the criteria as SMI in the Anchorage area). Services include the provision of integrated behavioral health assessments, treatment planning, regular treatment reviews,

STATE OF ALASKA
DIVISION OF BEHAVIORAL HEALTH
GRANT MONITORING REPORT

and case management services in the community. Daybreak Anchorage submits the grant quarterly reports (narrative and CFR) on time and consistently reports meeting the RBB measures for their grant.

Action plan for grant program description:

None

Action plan for grant program services/activities delivered/performed:

None

Action plan for grant deliverables:

None

Action plan for grant program goals and anticipated outcomes:

None

Action plan for target population and service area:

None

2) Overall Compliance with grant reporting requirements during reporting period:

Compliance summary:

In compliance in this area. On time submission of quarterly reports (narrative and CFR).

Action Plan for grant program evaluation requirements and reporting: None

3) Overall compliance with grant budget during reporting period:

Compliance summary:

In compliance. CFR's submitted indicate appropriate spending during each quarter with no needs for adjustments. A fiscal audit was also completed and Daybreak was found to be in compliance.

Action plan for grant program funding: None

4) Additional information:

Compliance summary:

N/A

Action plan for grant program funding: None

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DIVISION OF BEHAVIORAL HEALTH
GRANT MONITORING REPORT

Grantee staff names: Polly-Beth Odom

Date reviewed report with supervisor: 6/12/2023

Date report was sent to grant administrator: 6/12/2023

Date report sent to grantee: 6/12/2023

Program manager name:

Tina Voelker-Ross

Program manager signature:

Tina Voelker-Ross

Date:

6/9/2023

Supervisor Name:

Taylor Jacobs

Supervisor signature:

Taylor Jacobs

Date:

6/12/23

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07/19/23

Accrual Basis

Daybreak Inc
Balance Sheet
As of June 30, 2023

| | Jun 30, 23 |
|--|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 10104 · FNBA Debit Card Acct | 12,127.97 |
| 10103 · FNBA Savings | 1,000.00 |
| 10102 · First Natational Bank Alaska | 333,949.88 |
| Total Checking/Savings | 347,077.85 |
| Other Current Assets | |
| 12010 · Medicaid/Medicare Billings | 7,833.01 |
| 12024 · State Grant Receivable | 19,628.26 |
| Long Term fixed assets | |
| Furniture and Automobiles | 600.00 |
| Total Long Term fixed assets | 600.00 |
| Total Other Current Assets | 28,061.27 |
| Total Current Assets | 375,139.12 |
| Fixed Assets | |
| 15095 · Accumulated Amortization | -997.00 |
| 15090 · Accumulated Depreciation | -163,884.06 |
| 15080 · Loan Fees | 997.00 |
| 15050 · Autos | |
| 2021 Volkswagen Tiguan | 27,915.00 |
| 2018 Kia Sportage | 26,213.00 |
| 15050 · Autos - Other | 48,779.15 |
| Total 15050 · Autos | 102,907.15 |
| 2010 Rav4 Red | 20,213.00 |
| 2010 Rav 4 Brown | 20,014.00 |
| 2010 Rav 4 Blue | 20,014.00 |
| 2010 Rav 4 White | 20,014.00 |
| 15000 · Furniture and Equipment | |
| 155521 · Office Equipment | 6,602.43 |
| 15010 · Computers | 10,777.75 |
| 15000 · Furniture and Equipment - Other | 20,419.00 |
| Total 15000 · Furniture and Equipment | 37,799.18 |
| Total Fixed Assets | 57,077.27 |
| Other Assets | |
| 18700 · Security Deposits Asset | 1,199.00 |
| Total Other Assets | 1,199.00 |
| TOTAL ASSETS | 433,415.39 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | 1,141.94 |
| Total Accounts Payable | 1,141.94 |
| Credit Cards | |
| Jeffrey | 380.19 |
| 65060 · Polly's Credit Card | 532.36 |
| Total Credit Cards | 912.55 |

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Accrual Basis

Daybreak Inc
Balance Sheet
As of June 30, 2023

| | <u>Jun 30, 23</u> |
|--|--------------------------|
| Other Current Liabilities | |
| 22002 - Accrued Vacation | 10,358.25 |
| Total Other Current Liabilities | <u>10,358.25</u> |
| Total Current Liabilities | <u>12,412.74</u> |
| Total Liabilities | 12,412.74 |
| Equity | |
| 32000 - Unrestricted Net Assets | 318,498.18 |
| Net Income | 102,504.47 |
| Total Equity | <u>421,002.65</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>433,415.39</u></u> |

Daybreak Inc
Profit & Loss
 June 2023

| | Jun 23 |
|---|-----------|
| Ordinary Income/Expense | |
| Income | |
| 403 · BHAP Personnel | 5,106.41 |
| 404 · BHAP Housing | 15,181.78 |
| 407 · SOA Prisoner Re-entry | 14,490.00 |
| 408 · Medicaid TBI/Mental Health | 39,065.90 |
| 409 · Fee for Service | 418.20 |
| 410 · Direct Public Support. | 233.72 |
| 412 · Interest | 29.85 |
| Total Income | 74,525.86 |
| Gross Profit | 74,525.86 |
| Expense | |
| 500 · Business Expenses. | |
| 502 · Bank Services | 7.00 |
| Total 500 · Business Expenses. | 7.00 |
| 510 · Contract Services. | |
| 513 · IT Services | 375.00 |
| Total 510 · Contract Services. | 375.00 |
| 520 · Equipment | |
| 521 · Vehicle Maintenance | 380.19 |
| 522 · Fuel | 1,331.94 |
| 523 · Fleetmatics | 271.50 |
| Total 520 · Equipment | 1,983.63 |
| 530 · Pass Through Expense | |
| 535 · TBI | 9,677.99 |
| 532 · BHAP | 15,028.62 |
| Total 530 · Pass Through Expense | 24,706.61 |
| 540 · Facilities | |
| 541 · Office Rent | |
| Anchorage | 1,100.00 |
| Mat Su | 4,334.00 |
| Total 541 · Office Rent | 5,434.00 |
| 542 · Equipment Fees/Maintenance | 35.27 |
| 543 · Storage | 43.26 |
| Total 540 · Facilities | 5,512.53 |
| 550 · Operations. | |
| 552 · Financial Audit | 235.87 |
| 553 · Subscriptions and Memberships | 210.23 |
| 556 · Supplies | |
| 556.A · AK Best Water | 27.00 |
| 556.B · Shred Alaska | 104.92 |
| 556.C · Valley Business Machines | 282.25 |
| 556 · Supplies - Other | 1,159.25 |
| Total 556 · Supplies | 1,573.42 |
| 557 · Telephone | 1,174.78 |
| Total 550 · Operations. | 3,194.30 |
| 570 · Other Expenses | |
| 571 · Advertising/Marketing | 100.00 |
| 572 · Community Advocacy | 43.55 |
| 578 · CRP SA pass through | 280.00 |

Daybreak Inc
Profit & Loss
June 2023

| | Jun 23 |
|----------------------------|------------|
| Total 570 · Other Expenses | 423.55 |
| 590 · Payroll | 61,404.49 |
| Total Expense | 97,607.11 |
| Net Ordinary Income | -23,081.25 |
| Other Income/Expense | |
| Other Expense | |
| 80000 · Ask My Accountant | 420.00 |
| Total Other Expense | 420.00 |
| Net Other Income | -420.00 |
| Net Income | -23,501.25 |

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02/16/24

Accrual Basis

Daybreak Inc
Profit & Loss
 January through December 2023

| | Jan - Dec 23 |
|---|---------------------|
| Ordinary Income/Expense | |
| Income | |
| 400 · CRP Grant | 146,892.15 |
| 401 · DBH CBHTR Grant | |
| A · Anchorage | 58,815.85 |
| M · Mat Su | 56,814.78 |
| Total 401 · DBH CBHTR Grant | 115,630.63 |
| 402 · Mini Grant Writing Stipend | 300.00 |
| 403 · BHAP Personnel | 34,539.55 |
| 404 · BHAP Housing | 55,025.99 |
| 405 · BHAP Admin | 1,368.95 |
| 407 · SOA Prisoner Re-entry | 103,530.00 |
| 408 · Medicaid TBI/Mental Health | 615,522.95 |
| 409 · Fee for Service | 5,590.89 |
| 410 · Direct Public Support. | 7,925.80 |
| 412 · Interest | 315.06 |
| 413 · Mini Grant | 6,464.49 |
| 414 · APIC | 28,517.42 |
| 415 · TBI | 172,200.38 |
| Total Income | 1,293,824.26 |
| Gross Profit | 1,293,824.26 |
| Expense | |
| 500 · Business Expenses. | |
| 501 · Background checks/fingerprintin | 176.50 |
| 502 · Bank Services | 70.57 |
| 503 · Licenses | 650.75 |
| 504 · Fees | 1,762.41 |
| 505 · Insurance | |
| 505.C · Professional | 1,399.00 |
| 505 · Insurance - Other | 3,015.00 |
| Total 505 · Insurance | 4,414.00 |
| 507 · Travel and Training | 9,248.81 |
| 508 · Legal | 592.25 |
| 509 · Education | 5,089.76 |
| Total 500 · Business Expenses. | 22,005.05 |
| 510 · Contract Services. | |
| 512 · Bookkeeping | 1,571.78 |
| 513 · IT Services | 6,656.00 |
| Total 510 · Contract Services. | 8,227.78 |
| 520 · Equipment | |
| 521 · Vehichle Maintenance | 4,964.76 |
| 522 · Fuel | 12,869.33 |
| 523 · Fleetmatics | 3,258.00 |
| 524 · Vehichle Insurance | 8,318.00 |
| Total 520 · Equipment | 29,410.09 |
| 530 · Pass Through Expense | |
| 535 · TBI | 81,704.02 |
| 532 · BHAP | 51,792.13 |
| 533 · Mini-Grant | 7,169.49 |
| 534 · CRP pass through | 43.26 |
| Total 530 · Pass Through Expense | 140,708.90 |

Daybreak Inc
Profit & Loss
 January through December 2023

| | Jan - Dec 23 |
|--|--------------|
| 540 · Facilities | |
| 541 · Office Rent | |
| Anchorage | 13,200.00 |
| Mat Su | 33,648.00 |
| Evergreen Office | 13,740.64 |
| Total 541 · Office Rent | 60,588.64 |
| 542 · Equipment Fees/Maintenance | 35.27 |
| 543 · Storage | 475.86 |
| Total 540 · Facilities | 61,099.77 |
| 550 · Operations. | |
| 551 · Accounting | 2,220.00 |
| 552 · Financial Audit | 19,050.72 |
| 553 · Subscriptions and Memberships | 2,795.28 |
| 554 · Postage and Mailing | 480.80 |
| 555 · Printing and Copying | 1,780.54 |
| 556 · Supplies | |
| 556.A · AK Best Water | 324.00 |
| 556.B · Shred Alaska | 1,031.67 |
| 556.C · Valley Business Machines | 4,496.98 |
| 556 · Supplies - Other | 11,454.06 |
| Total 556 · Supplies | 17,306.71 |
| 557 · Telephone | 16,751.01 |
| Total 550 · Operations. | 60,385.06 |
| 570 · Other Expenses | |
| 571 · Advertising/Marketing | 2,387.63 |
| 572 · Community Advocacy | 2,724.39 |
| 573 · Discretionary Expenses | 1,250.39 |
| 577 · CRP Flex Funds pass through | 6,422.55 |
| 578 · CRP SA pass through | 29,473.03 |
| 579 · CRP-treatment | 200.00 |
| Total 570 · Other Expenses | 42,457.99 |
| 590 · Payroll | 850,905.76 |
| Total Expense | 1,215,200.40 |
| Net Ordinary Income | 78,623.86 |
| Other Income/Expense | |
| Other Income | |
| Gain/Loss on Sale of Asset | 1,000.00 |
| Total Other Income | 1,000.00 |
| Other Expense | |
| 80000 · Ask My Accountant | -771.86 |
| Total Other Expense | -771.86 |
| Net Other Income | 1,771.86 |
| Net Income | 80,395.72 |