

<b>Date / Time of Meeting</b>	July 7 <sup>th</sup> , 2017 10:00 AM - 12:00 PM Dial in: <a href="tel:866-906-9888">866-906-9888</a> Access code: 2927162 Conference Room: 3A
<b>Meeting Purpose</b>	Interagency Governance Team
<b>Host</b>	Treena Clark, Division of Behavioral Health

Participant	Att'd	Participant	Att'd
Carol Dixon - Advocate	X	Ross Edmunds - Behavioral Health	X
Matt McCarter - State Department of Education	X	Pat Martelle - Project Manager	X
Connie Sturdavant - Provider	X	Lynn Thompson - Children's Mental Health	X
Dave Sorenson - Provider		Marcy Chadwell - Idaho Department of Juvenile Corrections	
Missing parent from northern hub		George Gutierrez - Medicaid	
Kim Hokanson - Parent	X	Michelle Weir - Family and Community Services	
Lael Hansen - Idaho Association of Counties Juvenile Justice Administrators	X	Vanessa Morgan - Parent	X
Eric Walton - Class Member	X	Logan Zuck - Class Member	
Treena Clark - Behavioral Health Policy	X	Maria McConnell - Advocate	
Candace Falsetti - Behavioral Health - Quality Management Improvement and Accountability	X	Holly Riker - Behavioral Health Quality Assurance Team	X
Suzette Driscoll - Medicaid	X	Cindy Day	
Derek Bernier - Behavioral Health Data Analyst	X	Brenda Bielke - Behavioral Health Communications	X
Ashley Daly - Behavioral Health Research Analyst	X	Rhonda House - Behavioral Health Business Analyst	X
Val Liermann-Mello - Behavioral Health Training Specialist	X	Matt Wimmer - Medicaid	X

## AGENDA

#	Topic	Topic Owner	Discussion	Decisions
1	Welcome and Roll Call/Approve minutes from last meeting	Vanessa Morgan	<p>There is a question on the discussion and decision about the using Appendix D as the Charter. Was the discussion part of the formal meeting? Was as an official vote taken in accordance with the IGT Bylaws?</p> <p>There was a vote taken at the last meeting and not captured in the notes.</p> <p>Treena expressed concern about it not being captured and about there being enough membership representation for an official vote. Treena</p>	<p>The minutes from last meeting are not accepted. Maria will share her notes with Mindy.</p> <p>A charter subcommittee will be formed. Treena, Carol, Maria, Candace, and Pat will participate. Treena will take the lead.</p>

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			<p>further expressed concern about Appendix D not capturing everything that should be demonstrated in the charter (authority and decision making, etc.). Additionally, the charter format that has been worked on is the format that has been adopted by the project and is what is used throughout by the other workgroups in the projects.</p> <p>Maria asked about the charter being beyond what the implementation workgroup would think was okay and that is why it was scaled back and would not go beyond the scope of the settlement agreement. Maria asked for clarification of the format as she is not familiar with the format that the project had adopted.</p> <p>Treena clarified that the format of the charter was adopted by other workgroups.</p> <p>Maria asked for clarification that the charter format has been approved by the implementation workgroup. Treena and Pat stated yes.</p> <p>Treena recommended an ad hoc subcommittee to work on the charter and the documents in order to get it settled and ironed out.</p> <p>Vanessa asked why, if everything was outlined in Appendix D, why we needed to have a separate document.</p> <p>Maria wanted to know why aspects were taken out of the charter that were in Appendix D.</p> <p>Pat explained that the structure of the charter and the way it has proceeded has been approved by the plaintiffs. It was structured in such a way that it could be shared publicly and in a uniform, consistent way.</p> <p>Maria explained that it was maybe more of a question of the content, not the format, and that clarifying the content is what may be more necessary. Vanessa agreed that going with what is in Appendix D is what is legally required so she didn't want to leave anything out of it in the charter.</p> <p>Treena explained that the charter is meant to go beyond the Appendix.</p>	

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			<p>Maria stated that it is a matter of eliminating the conflict and moving forward.</p>	
2	10:10 Introduction of New YES Staff	Treana Clark Candace Falsetti Seth Schreiber	<p>Rhonda House - Business Analyst with DBH working the policy unit, working the principles of care and the practice model.</p> <p>Holly Riker - part of the QMIA team, working on data reports, and working on infusing youth voice throughout the system, TCOM implementation.</p> <p>Ashley Daly - research analyst - data analysis and statistics</p> <p>Derek Bernier - data analyst - related to TCOM and process improvement.</p> <p>Candace explained that the members of her and Seth’s team are here to help analyze and provide data. Derek and Ashley may attend other workgroups to help gather, measure, and structure the data. Seth explained that Derek and Ashley will participate in meetings to hear the questions being asked and the solutions being presented in hopes that they can help identify where data needs may arise. Seth stated that the further we get into implementation it will help structure data throughout up front rather than after the fact.</p> <p>Ross stressed the importance of being able to use data to help inform and communicate.</p> <p>Seth explained that there is a large amount of data available and it is just now getting to the point where it can be digestible for the public consumption. Seth explained that tools like Tableau will be used and how it can enable data to be shared in a readable format.</p> <p>Kim asked about the purpose of creating a dashboard and sharing the data. Ross explained that it is for transparency so that anyone involved in the system can see the information and read it in an understandable manner. Ross further explained that data will also help identify potential gaps in services and it will show across the state, allowing for comparison and evaluation.</p>	
3	10:15 Communication Update: Communications Strategy; PoC/PM FACT Sheet; CANS flyers	Brenda Bielke	<p>The communications team has been working on the documents that Seth referenced during his update (<a href="http://www.yes.idaho.gov/project/communications">www.yes.idaho.gov/project/communications</a>). Brenda is facilitating the communications workgroup and they are working to identify the communication needs, creating timelines and outreach strategies. The</p>	Pat will work with Brenda to identify where to ship a small supply of the 101 guides in order to ensure that they are in the hands

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			<p>communications workgroup has been working with Medicaid and Optum to form a smaller workgroup to ensure information is being gathered and analyzed for outreach. The workgroup is also solidifying an outline of what communications need to go through the workgroup and which do not, as well as which are deliverables. Communications wants to be able to provide assistance whenever needed and review materials as necessary.</p> <p>The workgroup is also working on creating a structure to provide guidelines on consistency for logo, design, etc. as well. Brenda shared documents created for providers to use as explanation as needed that has already been approved as it uses verbiage directly from the lawsuit.</p> <p>Carol asked about the 101 guide and where it can be found or if it could be distributed. Pat stated that this needs to be able to be distributed to the parent network so that it can be handed out whenever possible.</p> <p>Eric asked if 101 guides could be provided for providers to distribute as needed as well, and it was agreed to be a good idea.</p> <p>Maria asked about the plan for distribution for general information to the public and gathering public support. Brenda explained that the plan is being put together and that timing is important as well. Maria stated that it is important to get information out to those who can provide support (i.e. legislators) as soon as possible and that that may be a different timeline than all the information to the general public of when services can be expected. Brenda stated the goal is likely within the next three to four months.</p> <p>Vanessa stated that the CANS handout looks awesome and asked if there was a plan to share it with the providers through and email blast or something like that. Brenda stated that there is a plan in the works with Optum to distribute it.</p> <p>Vanessa reiterated that from the parent voice survey parents want to hear the information from providers.</p> <p>Matt Wimmer agreed and stated that the work is being done with Optum to get the information and message out to the provider networks.</p>	<p>of parents who need them.</p>

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			<p>Vanessa thanked Brenda and the communications workgroup for creating easily digestible information.</p>	
4	10:30 CANS Update	Seth Schreiber	<p>Documents shared are available on the <a href="http://www.yes.idaho.gov">www.yes.idaho.gov</a> website and clicking on the projects link. Then select Communications, then there will be a documents list (a plus sign next to CANS):  <a href="http://youthempowermentservices.idaho.gov/Project/Communications/tabid/3855/Default.aspx">http://youthempowermentservices.idaho.gov/Project/Communications/tabid/3855/Default.aspx</a></p> <p>Seth shared that work is being done on the CANS project and additional membership to the project has been gained from outside partners to participate in the pilot. There was not as much interest from some of the county partners so overall participation will likely be close to twenty.</p> <p>Lael asked if there was a place for county probation to participate.</p> <p>Seth stated yes, but it will have to be determined exactly how. Ross clarified that clinician detentions will do the assessments, but probation will not.</p> <p>Seth stated that tools being currently used will be evaluated and cross-walked.</p> <p>Lael stated that she will let detention clinicians know if they are interested in participating in the pilot to let Seth know.</p> <p>Seth also provided an update on the checklist subcommittee; the first draft of a YES checklist has been created. It will be generalized and not just be for educational environments. Seth stated that it is between 12 and 14 items and will be disturbed once it has been vetted. Seth shared that the workgroup worked hard to push information out. Seth stated that the next step is to determine where to steer people who have completed the checklist.</p> <p>Matt asked if there was any discussion of any vetting. Pat stated that the communications workgroup reviewed it and gave its approval.</p> <p>Seth explained that the checklist is largely intended to be a self-referral and there is not a formal referral.</p>	

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			<p>Seth also shared that there is a workgroup forming to focus on a CANS informed treatment plan to be used as a recommendation. As an example, a CANS could show 30 items of actionable need, but those cannot all be done at once so the CANS informed treatment plan would provide insight as to how to identify priorities and how to move forward.</p> <p>Pat asked where the clinicians were being pulled from, and Seth explained they are from the CANS workgroup and other workgroups. Vanessa asked if there were any parents in the CANS focus group, and Seth stated it will be clinicians at the first level, and then provided to parents for review and input. Seth explained that the goal will be to bring in parent input and identify ways to incorporate that feedback.</p> <p>Candace added that we need to make sure we’re helping families understand how to make a better treatment plan and how to advocate and be an active participant in the treatment planning process.</p> <p>Vanessa shared that the parent voice survey shows that education from providers is most effective.</p> <p>Carol asked how quickly information from the pilot would be able to be shared and analyzed. Seth stated that the information comes in real time and data can be reviewed as it is going so the project will have to be pretty agile.</p> <p>The documents discussed are available on the yes website: <a href="http://youthempowermentservices.idaho.gov/Project/Communications/tabid/3855/Default.aspx">http://youthempowermentservices.idaho.gov/Project/Communications/tabid/3855/Default.aspx</a></p>	
5	10:45 Crisis Supports Update	Candace Falsetti	<p>Candace shared a document sharing information reporting on the Quality Management Improvement and Accountability Council.</p> <p>The QMIA Council is seeking some additional members, including providers, family and youth.</p> <p>The QMIA is also working on the cross-system quality improvement project, and an update will be provided to the IGT in August and then quarterly thereafter.</p> <p>Candace reported that a phone number has been provided and shared and as a result four families have reached out for additional support</p>	

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			<p>during crisis. Candace shared that better understanding and knowledge of the application for Early Periodic Screening Diagnosis Testing (EPSDT - funding for services outside of state funding from a federal program, limited to things that are covered under a state plan) services and how to complete it has been provided and cross system work with FACs has been able to happen providing creative solutions and provide better support. Candace stressed that not all the problems have been solved, but it has definitely created an avenue for additional support prior to the implementation of additional wraparound services.</p> <p>Carol asked if there had been any great takeaways from the implementation of the number. Candace answered that the main thing that has come from it is that the cross-system collaboration has been instrumental and important to help facilitate support. Candace added that, specifically in the regions, they really want to help, but have long felt limited, so opening up for creative solutions has been very beneficial.</p> <p>Ross added that it has helped allow permission to be creative to engage outside of the box solutions and utilize existing resources creatively.</p> <p>Candace added that the hope is to be able to continue to build this momentum and expand as possible.</p> <p>Matt McCarter asked for clarification of Jennifer Barnett’s role. Candace explained that she is part of the QA team, and serves as a liaison for services and placements and helps serve as a navigator.</p> <p>Carol stressed that it is so important to bring all the agencies to the table and hopes the collaboration between agencies will continue. Ross added that this is part of the beauty of this project is having everyone come to the table and put the family first.</p> <p>Candace stated that the quarterly QMIA report has not yet been approved for publishing, but that should happen in the next few days so it will be available at the next IGT meeting.</p>	
6	10:55 Other Updates:	Candace Falsetti	Candace stated that going forward in regards to a youth council, the	

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	Youth Council, Access Model Diagram	Treena Clark	<p>goal will first be to establish a better foundation, and that they do not yet have enough to form a council.</p> <p>Candace shared that work is being done with Suzy Telayo of Youth Move to partner. Eric agreed that it would be a great place to start to develop youth partners.</p> <p>Holly explained that they are looking at establishing an online community for feedback and interaction to gather the youth voice input. Further they are looking to support the Youth Move and the work being done there as they are making progress and may provide a great way to incorporate youth through the project.</p> <p>Candace stated that they did not want to start a youth council and fail at it because we are not yet well sourced yet.</p> <p>Eric stated that Youth Move does not currently have any projects and are taking a break through the summer.</p> <p>Candace stated a white paper regarding the youth council will be shared as soon as it is ready.</p> <p>Ross took a moment to thank Eric for his presentation at the Mental Health Awareness presentation.</p> <p>Treena provided that there is no report on the access model and the diagram itself has been submitted for approval from the IWG.</p> <p>Treena shared a document diagramming the subcommittees.</p> <p>Ross shared that if you go to the main yes website and go to project plan, you'll find a summary overview of the yes workgroups.</p>	
7	11:00 Family Engagement	Carol Dixon	<p>Family Engagement subcommittee will be meeting in August at 9:00 o'clock before this meeting.</p> <p>Two parents are looking to attend the TCOM conference in Texas and attending the wraparound conference back east. The process has been to identify parents who are very interested specific areas and get them engaged in the conferences and specific opportunities for training.</p> <p>There has also been a request for parent compensation and submitted a couple of weeks ago. No response has been received as of yet. In structuring the proposal, the committee reviewed other states for</p>	<p>Pat will set up the room, conference call and Carol will take care of the agenda for the next Family Engagement meeting.</p> <p>Feedback on the Family Engagement Subcommittee Charter document will be</p>



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			<p>reference.</p> <p>The other request that was sent was in regards to the Parent Network and bringing it back for another two day workshop, really looking to identify parents who can serve in the core group of the network and take on a leadership role. Further, time will be spent completing strategic planning. A second survey will be completed and will have a new topic. The first survey will always remain live.</p> <p>Carol shared the Family Engagement Subcommittee draft for review. Treena recommended that the document be sent out via email for feedback and consensus vote be taken at the next meeting.</p> <p>Pat asked, since we are required to have specific subcommittees, if we could have definition of what the subcommittees specifically do and how they are different from each other. Vanessa explained that this is still part of the dialogue happening for the other subcommittees.</p> <p>Vanessa stated she liked the simple format of the charter and how it is straightforward in regards to action items the subcommittee intends to do. Vanessa would like to use this document to help the other subcommittees determine what they are going to do as well.</p> <p>Maria suggested clarifying if the Family Engagement subcommittee is providing the support or if other workgroups would be doing that. Carol clarified that the intent is that the subcommittee would be explaining how to provide the support, not doing the actual supporting. Maria suggested using “advising” rather than “be a resource” to clarify intent of the subcommittee.</p> <p>Pat asked how information needed would be delivered to the subcommittee. Maria stated that reports would be received, and information collected from the various groups and would engage in a level of what’s not working. Pat clarified that it was a question of how they would know that parents were being respected or issues were being represented. Pat added that it would be helpful then if the parents that are involved in the workgroups are connected with the network. Carol added that they may choose not to, and that it why the charter references an informal network as well.</p> <p>Kim stated that the purpose of the Family Engagement subcommittee was to ensure that the parent/youth voice was being heard. Ross</p>	<p>collected at the next meeting so a vote may be taken.</p>

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			<p>asked if the subcommittee would handle the issue or if it would be brought back to the IGT. Vanessa answered that it would depend on the situation and what would be appropriate.</p> <p>Treena asked if the Family Engagement subcommittee was also prepared to ensure that the system (other agencies included) was addressing Family Engagement issues.</p> <p>Pat stated that the settlement agreement does not explicitly outline the roles and responsibilities of the subcommittees, but that what Treena described is what the project needs.</p> <p>Treena added that perhaps the document should not be identified as a charter but rather a statement of purpose in order to avoid all the other sections required by a formal charter.</p> <p>Vanessa asked if this document needed to become a part of the formal IGT charter. Maria stated that if it is captured in the minutes, it should work.</p> <p>Vanessa asked if the document should include the verbiage parents/youth consistently. Eric stated that it would be good to add something about creating a youth network separate from the parents. Carol asked where this would cross over with the youth council. Vanessa stated she thought that the Family Engagement subcommittee would be helping the youth council get started. Eric added that he didn’t think that every youth involved here would have to be on the youth council. Vanessa added that the youth council, in her view, would be the youth equivalent of the parent network. Carol asked to clarify if the youth council would then be falling under the jurisdiction of the Family Engagement subcommittee, and Pat asked if the Parent Network would also fall under this subcommittee.</p> <p>Treena asked to clarify if there was still a youth council under QMIA and Candace stated no, that there will not be a separate youth council/parent network under QMIA. Therefore, it would make sense for the youth council and parent network to fall under the Family Engagement Subcommittee.</p>	
8	11:20 IGT Subcommittees Proposal	Treena Clark	Treena proposed that, since there are subcommittees that are similar to the ones that are required by the IGT, could they be identified as the IGT subcommittees.	IGT Subcommittee discussion will be explored further at the next IGT

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			<p>Vanessa asked if they could be identified and who the members would be. Treena stated that they are the same subcommittees as what is required for the IGT, and Candace explained there would be some membership overlap.</p> <p>Treena stated that this could be further explored next month.</p> <p>Vanessa stated we may need to look at adding parent/provider experience to those workgroups.</p>	meeting in August.

The IGT will track action items and their status from the meetings here:

Follow Up Items	Date Opened	Owner	Due Date	Complete/Comments	Status
Maria will share her notes with Mindy.	7/7/17	Mindy Oldenkamp	7/14/17	Mindy will follow up with Maria for her notes.	
A charter subcommittee will be formed. Treena, Carol, Maria, Candace, and Pat will participate. Treena will take the lead.	7/7/17	Treena Clark			
Pat will work with Brenda to identify where to ship a small supply of the 101 guides in order to ensure that they are in the hands of parents who need them.	7/7/17	Pat Martelle			
Pat will set up the room, conference call and Carol will take care of the agenda for the next Family Engagement meeting.	7/7/17	Pat Martelle			
Feedback on the Family Engagement Subcommittee Charter document will be collected at the next meeting so a vote may be taken.	7/7/17	IGT	8/4/17		
Ross requested a current list of appointment membership including who the proposed members will be for submission to the director. Mindy will prepare documents.	4/7/17	Mindy Oldenkamp	5/5/17	Completed on 5/5/17	Closed

Follow Up Items	Date Opened	Owner	Due Date	Complete/Comments	Status
Vanessa will write up a short proposal and meet with Ross.	3/3/17	Vanessa Morgan		Recommendation e-mail sent to Ross on 3/13/17	Closed
Carol will schedule a conference all in the next few weeks. The next Family Engagement Subcommittee face to face meeting will be just before the next IGT meeting on April 7 <sup>th</sup> .	3/3/17	Carol Dixon	4/7/17		Closed
Pat will reach out to Logan Zuck to confirm his membership/attendance with IGT.	2/3/17	Pat Martelle		Pat has twice reached out to Logan without response. Federation of Families will follow up with Logan	Closed
Have a brief presentation of what QMIA is by Candace or another member.	1/6/17	Candace Falsetti	2/3/17	Presented at February meeting	Closed
A list of acronyms to disburse to the IGT.	1/6/17	Pat Martelle	Not Set	There was a list contained in the booklet created for the parent network and Pat can share them. A list of acronyms is available for Health and Welfare. Pat will send the list to Vanessa, Jen, and Carol for review.	Closed
Outline of process for recommendations and process for output from IGT. Pat offered up that a diagram of a proposed hierarchy has been previously shared, and that if it can be created visually, that can be done.	1/6/17	Pat Martelle	Not Set	Kim is working on the outline format.	
Meeting times via conference call for members of the IGT divided by category: system, parent/advocates, education, providers, will be set up in the next two weeks. Candace will coordinate the scheduling.	1/6/17	Candace Falsetti	Not Set	Parent/youth call complete. Group met with Nate on February 2, 2017	Closed
Request to have Candace Falsetti from QMIA Council attend the next IGT meeting and share what's happening in regards to current issues as well as request any help that she may need going forward.	12/9/16	Treena Clark	1/6/17	Candace attended the January meeting of the IGT	Closed
Language will be added to the by-laws concerning transparency (in the confidentiality section) and Section A will be amended to include "But will	12/9/16	Treena Clark	1/6/17	Language added. By-laws adopted	Closed

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not be limited to" in regard to membership definition.					
Pat will meet with designated representatives to talk through specific events mentioned in the Parent Voice Proposal and seek solutions.	11/4/16	Pat Martelle	Not Set		
Pat will share the Parent Voice Proposal to the sponsor group for further discussion. Vanessa will join discussion as a parent voice.	11/4/16	Pat Martelle	Next Sponsor's Meeting	Pat will set up a conference call with Jennifer, Vanessa, Carol, and Kim.	Closed
Send out links to foundational articles and videos to IGT membership	10/7/16	Pat Martelle	Prior to 11/4/2016	<p>Here are some articles that are useful in understanding the new system of care:</p> <p><a href="https://successfulmentalhealthsystems.wikispaces.com/file/view/Family-Driven%20Care%20Brochure_March%202011.pdf/215725492/Family-Driven%20Care%20Brochure_March%202011.pdf">https://successfulmentalhealthsystems.wikispaces.com/file/view/Family-Driven%20Care%20Brochure_March%202011.pdf/215725492/Family-Driven%20Care%20Brochure_March%202011.pdf</a></p> <p><a href="https://successfulmentalhealthsystems.wikispaces.com/file/view/SOC_Update_2010%20Stroul%20Blau%20Friedman.pdf/215725064/SOC_Update_2010%20Stroul%20Blau%20Friedman.pdf">https://successfulmentalhealthsystems.wikispaces.com/file/view/SOC_Update_2010%20Stroul%20Blau%20Friedman.pdf/215725064/SOC_Update_2010%20Stroul%20Blau%20Friedman.pdf</a></p> <p>Links sent 11/3/16.</p>	Closed.
Revise look of website to indicate clearly that updates are available YES Updates on the website to indicate more clearly that folks can click on the icon	10/7/16	Pat Martelle	TBD	<p>10/15/2016 Parent Network Meeting held at IDHW. There was much discussion on revisions to the YES website. Many of the recommendations for improvement are outside the capability of what IDHW can do due to security and department format issues. Lack of resources and a full time YES communications staff adds to the difficulty. Pat will work with Jon Meyer to determine what can be done and establish a plan for making changes. "Click here" button has been updated for easier usability.</p> <p>5/2/17 Enhanced website will be launched April 27, 2017</p>	Closed
Treena will work with Vanessa and Dave to begin work on bylaws.	10/7/16	Treena Clark	Prior to 11/4/2016	<p>10/7/2016 Example of R7 Behavioral Health Bylaws and links to Idaho Behavioral Health Planning Council and R4 Behavioral</p>	Closed

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				Health by-laws sent to Vanessa and Dave  Draft bylaws produced	
Ross will construct talking points to provide the IGT in regards to his update.	10/7/16	Treena Clark	Prior to 11/4/2016	Talking points added to minutes	Closed
Pat will make available the list of all workgroups and their deliverables.	9/9/16	Pat Martelle	Prior to October 7, 2016	Emailed 10/3/16	Closed
Nominations for chair and co-chair to be submitted via email, decision made at next meeting on October 7 <sup>th</sup> .	9/9/16	Membership	Prior to October 7, 2016	10/7/16 Membership established duties and terms. Chair and Vice-Chair elected 10/3/16 Need decisions on duties, term, nomination process and election process.	Closed
Disburse the Idaho Implementation Plan to membership.	7/26/16	Pat Martelle	9/2/2016	Emailed 9/2/16	Closed
Develop materials for membership's orientation to the Plan, workgroups, and subcommittees, including an explanation of defendant roles and identification of other subject-matter experts whose input the IGT may want to access.	7/26/16	Pat Martelle	9/2/2016	Emailed 9/2/16	Closed
Request if Jon can create a link for the IGT on website.	7/26/16	Pat Martelle	9/2/2016	10/7/16 Committee and workgroup pages are being developed for the YES Website. Goal is to have each workgroup or committee site complete with a: <ul style="list-style-type: none"> <li>• Shortened version of the charter in the center area</li> <li>• A link to the full charter on the right</li> <li>• A link to the calendar that will hold all meetings for all workgroups (all meetings that I have received have been posted to the calendar, but many do not have any detail at all, dates and times only)</li> <li>• A List of workgroup members (with no roles indicated for now)</li> <li>• Any official meeting docs (agendas, minutes, etc.) We can launch without these if needed.</li> </ul>	Closed

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				<p>Webpages for IGT, Clinical Advisory Workgroup and Workforce Development Workgroup should be launched by end of October</p> <p>7/26/16 Modifications to the website have been requested and are scheduled in the month of September.</p> <p>Communications person will start on Monday, November 7<sup>th</sup>, request has been submitted.</p> <p>5/2/17 Enhanced website will be launched April 27<sup>th</sup>, 2017</p>	
Make a decision on who will be the main point of contact for parent crisis during discharge.	5/5/2017	Candace Falsetti	Not Set		
Set up an outside meeting to discuss funding for the Parent Network. Will contact Treena.	5/5/2017	Carol Dixon	Prior to June IGT meeting	Conference call held on May 23, 2017. Present were Carol Dixon, Jennifer Griffiths, Laura Wallace, Pat Martelle and Treena Clark.	Closed
Bring all of the organizational charts to the next meeting. Will meet with Cindy to get this information.	5/5/2017	Treena Clark	6/2/17	Cindy will gather information and present at June IGT meeting	Closed
Share with IGT the one-page document on YES created for JFAC	6/2/17	Cindy Day	7/7/17		
Add IGT subcommittees to the YES Org Chart	6/2/17	Cindy Day	Not Set		
Follow up with Access Model Report cited as a deliverable in the Implementation Progress Report	6/2/17	Cindy Day	7/7/17		
Find out if access model diagram is available	6/2/17	Cindy Day/Ross Edmunds	7/7/17		