

Date / Time of Meeting	August 4, 2017 10:00 AM - 12:00 PM Dial in: 866-906-9888 Access code: 2927162 Conference Room: 3A
Meeting Purpose	Interagency Governance Team
Host	Treena Clark, Division of Behavioral Health

Participant	Att'd	Participant	Att'd
Carol Dixon - Advocate	X	Ross Edmunds - Behavioral Health	excused
Matt McCarter - State Department of Education	X	Pat Martelle - Project Manager	X
Connie Sturdavant - Provider	excused	Lynn Thompson - Children's Mental Health	X
Dave Sorenson - Provider	X	Marcy Chadwell - Idaho Department of Juvenile Corrections	X
Missing parent from northern hub		George Gutierrez - Medicaid	X
Kim Hokanson - Parent	X	Michelle Weir - Family and Community Services	Rep sent
Lael Hansen - Idaho Association of Counties Juvenile Justice Administrators	X	Vanessa Morgan - Parent	excused
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		Cindy Day	
Derek Bernier - Behavioral Health Data Analyst		Brenda Bielke - Behavioral Health Communications	X
Ashley Daly - Behavioral Health Research Analyst		Rhonda House - Behavioral Health Business Analyst	X
Val Liermann-Mello - Behavioral Health Training Specialist	X	Matt Wimmer - Medicaid	X
		Jen Haddad - Family and Community Services Rep	X

AGENDA

#	Topic	Topic Owner	Discussion	Decisions
1	Welcome and Roll Call/Approve minutes from last meeting	Vanessa Morgan	Vanessa Morgan unable to attend meeting. Co-Chair Dave Sorenson facilitated.	Minutes approved as written.
2	10:10 Communication Update	Brenda Bielke	Brenda provided an update on where communications is (refer to handout). Need for reevaluation of communications strategy. Workgroup has not met for a couple of weeks to reevaluate and regroup. Taking a look at workgroup structure and efficiency. Communication Status Report was sent out by Treena to IGT this	

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			<p>morning but was updated since going out. Brenda is meeting with new YES staff to help understand what they need for communications. Getting new people on communications workgroup as needs are being identified.</p> <p>Marcy asked who group has contacted as far as stakeholders</p> <p>Brenda reported that DBH regional staff, Medicaid (strategic plan to be incorporated into overall plan) Evaluating who is and is not represented. Provider representative has not attended the last two workgroup meetings.</p> <p>Dave/Brenda—Will connect to get new person on communications workgroup. Dave has someone in mind.</p> <p>A lot of communications right now will probably be internal as we gear up for pilots</p> <p>Pat asked if the membership knows what’s scheduled to happen January 1, 2018</p> <p>Matt provided information on what is happening January 1, 2018: What we’re looking at is have the extended benefits (up to 300% and respite) under a 1915i. Along with that will come an independent assessment process as is required by Federal Regs. The Independent Assessor (IA) will determine Medicaid coverage and Care Coordination/Wraparound will be run through DBH starting January until July 1(tentative) when those services will transition to community providers. RFP for IA is in the DHW Contracts Unit</p> <p>Marcy stated that information going out in the community is that a child will have to have another CANS with the IA even if one has been done in the community</p> <p>Matt responded that the Federal requirement is that you have to have an IA to access extended benefits. Any family seeking respite or Medicaid under the extended eligibility will have to have an Independent Assessment and CANS regardless of if one is done in the community</p> <p>Marcy identified the need for clear and widespread communication of</p>	

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			<p>the new process.</p> <p>Carol asked if the IA would be statewide or regional</p> <p>Matt stated that Medicaid has a statewide contract with Liberty on the DD side. Assessors go into the family’s home in that system and Medicaid is looking to have that same come up of set up with this RFP.</p>	
3	10:25 Charter Draft	Carol Dixon/Maria McConnell	<p>Carol—Group met and worked on charter. Will go through section by section.</p> <p>Subcommittee looked at Appendix D and tried to use just the existing text. Group can explain how we got to the language.</p> <p>Overview— Candace noted that the language targets intensive mental health services. That may help drive the direction of the IGT. Group may have to define and think about what intensive means.</p> <p>Purpose— No comments</p> <p>Goals—Pulled out Agreement and Implementation Plan No Comments</p> <p>Deliverables and Accountability— Candace: By-laws are done but Governance Plan is not done. Kim: Doesn’t the IBHC tell us what our accountability Marci: IBHC is the defendant in the law suit. It seems weird that the IGT is accountable to them. Candace: It could be that the group is accountable to stakeholders. Pat: Operationalize how that is achieved in the Governance Plan.</p> <p>Out of Scope Carol—would love feedback. Goal is to get us out of the rabbit hole</p> <p>Kim: Does the consensus mean we determine it is out of scope?</p> <p>Carol: Would look at things that maybe don’t fall under another workgroup and decide if it’s within the scope of the IGT.</p> <p>Candace: Doesn’t this also help the membership avoid taking on work</p>	<p>Matt—Move to adopt</p> <p>Eric Walton—Second</p> <p>11 members present</p> <p>Charter Adopted</p> <p>Discussion for next meeting: Look at how the Operational Plan can get done</p>

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			<p>that should be being done in another workgroup. Will help focus the group and the whole group takes responsibilities</p> <p>Roles and Responsibilities Will be updated as members change.</p> <p>Matt is representing Charlie from SDE. Need to update Membership</p> <p>Treena will update Membership list on Charter.</p> <p>Length and Scope of Membership No Comments</p> <p>Authority and Decision-Making Marcy—Purpose state we will collaboratively coordinate and on this section, we say will provide oversight. Likes “provide oversight”</p> <p>Pat—Language in purpose is what is in the Settlement Agreement.</p> <p>Candace: See this being tied to concepts of SoC and this group could be the foundation of system collaboration.</p> <p>Marcy: We are the collaboration team.</p> <p>Need to continue the discussion on the scope of the IGT doing more than the agreement calls for or stay strict scope</p> <p>Meeting Schedules No Comments</p> <p>Meeting Format No Comments</p> <p>Supports</p>	
4	11:00 Family Engagement Statement of Purpose		<p>Statement of Purpose—Was proposed as a charter but revised to be a Statement of Purpose.</p> <p>Matt—What would you define as non-key decision? Candace: Remove last 5 words and end at project development</p> <p>Dave--Identify a way we can involve family and youth beyond</p>	Keep working on—need further discussion on “key decisions”. Carol will make revisions.

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		Carol Dixon	<p>implementation</p> <p>Eric—likes last 5 words</p> <p>Marci: Question is what is a key decision Eric—Needs to be defined</p> <p>Candace: -last sentence—does the subcommittee bring those to the IGT and IGT routes</p> <p>Kim: Thought the IGT was not supposed to be taking on the tasks of subcommittees.</p> <p>Candace: Subcommittee is the task doers.</p> <p>Kim: Language is to route to appropriate workgroups.</p> <p>Candace: Where does the follow-up for systemic issues go?</p> <p>Carol: Subcommittee reports issues to the IGT</p> <p>Mary: Spell out YES</p> <p>Jen (FACS)—Talks about recognizing and engagement. 4th to the last bullet. How recognizing and engaging and incorporate will be follow up on. What are we doing with recognizing and engaging---include in the purpose.</p> <p>Marcy: Wouldn’t we want to know from a student perspective</p> <p>Carol: Assumption is that all kids are in</p>	
5	QMIA Quarterly Report	Candace Falsetti	<p>QMIA-Q report is posted and copies were handed out. Candace went over report.</p> <p>Areas to be looked at -20-511A utilization Deeper dig with families and youth on their experiences</p> <p>Candace: Trying to make the report more meaningful and there’s a lot of information. Would like members to look at the report and maybe identify issues that they would like workgroups to look at based on the report.</p>	

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			Marcy reported that she has been communicating Chief Probation Officers in the counties who know more about judges. She's hearing from CPOs that judges are feeling forced to continue to order 20-511A	
6	Other Subcommittees	Treena Clark	Treena provided handout on IGT Subcommittee Update and Recommendations: Family Engagement Subcommittee established and meeting Recommendation to defer establishing formal training and clinical subcommittees until scope and purpose of subcommittees is better defined and understood. Reevaluate readiness to establish subcommittees after January 2018	Agreement to implement recommendations. Set aside time on every IGT Agenda to discuss Clinical and Training Issues
7	Other	Group	Discussion on topics for next meeting: Candace—Two items Complaints/Grievance Quality Review Process—October Meeting Appointment/Membership—Need to look at who is expiring and how membership is managed Kim—Full workgroup on Operational Governance Plan Candace—Review Action Items at beginning of every meeting	

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

Follow Up Items	Date Opened	Owner	Due Date	Complete/Comments	Status
Update Membership list on Charter	8/4/17	Treena Clark			
Identify new person for communications workgroup to represent providers. Dave has someone in mind.	8/4/17	Dave and Brenda			
Maria will share her notes with Mindy.	7/7/17	Mindy Oldenkamp	7/14/17	Mindy will follow up with Maria for her notes.	Open
A charter subcommittee will be formed. Treena, Carol, Maria, Candace, and Pat will participate. Treena will take the lead.	7/7/17	Treena Clark	8/4/17	Maria, Carol, Pat and Treena met on 7/26 to work on charter. Charter is ready to go to full IGT for review.	Closed

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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			Open
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	8/4/17	Family Engagement set to meet before IGT on 8/4/17	Closed
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	Reminder sent out on 8/1/17	Closed
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
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 th .	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	1/6/17	Pat Martelle	Not Set	Kim is working on the outline format.	

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been previously shared, and that if it can be created visually, that can be done.					
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 OMIA 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 not be limited to" in regard to membership definition.	12/9/16	Treena Clark	1/6/17	Language added. By-laws adopted	Closed
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	Here are some articles that are useful in understanding the new system of care: 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/SOC_Update_2010%20Stroul%20Blau%20Friedman.p df/215725064/SOC_Update_2010%20Stroul%20Blau%20Fried	Closed.

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				man.pdf Links sent 11/3/16.	
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	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. 5/2/17 Enhanced website will be launched April 27, 2017	Closed
Treena will work with Vanessa and Dave to begin work on bylaws.	10/7/16	Treena Clark	Prior to 11/4/2016	10/7/2016 Example of R7 Behavioral Health Bylaws and links to Idaho Behavioral Health Planning Council and R4 Behavioral Health by-laws sent to Vanessa and Dave Draft bylaws produced	Closed
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 th .	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	7/26/16	Pat Martelle	9/2/2016	Emailed 9/2/16	Closed

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explanation of defendant roles and identification of other subject-matter experts whose input the IGT may want to access.					
Request if Jon can create a link for the IGT on website.	7/26/16	Pat Martelle	9/2/2016	<p>10/7/16</p> <p>Committee and workgroup pages are being developed for the YES Website. Goal is to have each workgroup or committee site complete with a:</p> <ul style="list-style-type: none"> • Shortened version of the charter in the center area • A link to the full charter on the right • 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) • A List of workgroup members (with no roles indicated for now) • Any official meeting docs (agendas, minutes, etc.) <p>We can launch without these if needed.</p> <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 7th, request has been submitted.</p> <p>5/2/17 Enhanced website will be launched April 27th, 2017</p>	Closed
Make a decision on who will be the main point of contact for parent crisis during discharge.	5/5/2017	Candace Falsetti	Not Set		

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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		Closed
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		Closed
Find out if access model diagram is available	6/2/17	Cindy Day/Ross Edmunds	7/7/17		