

<b>Date / Time of Meeting</b>	October 6, 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	
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	X	Jason Stone - 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	X
Lael Hansen - Idaho Association of Counties Juvenile Justice Administrators		Vanessa Morgan - Parent	X
Eric Walton - Class Member		Jennifer Griffis	X
Treena Clark - Behavioral Health Policy	X	Maria McConnell - Advocate	X
Candace Falsetti - Behavioral Health - Quality Management Improvement and Accountability	X	Holly Riker - Behavioral Health Quality Assurance Team	
Suzette Driscoll - Medicaid		Cindy Day	
Derek Bernier - Behavioral Health Data Analyst		Brenda Bielke - Behavioral Health Communications	
Ashley Daly - Behavioral Health Research Analyst		Rhonda House - Behavioral Health Business Analyst	X
Val Liermann-Mello - Behavioral Health Training Specialist	X	Matt Wimmer - Medicaid	
Sharon Harrigfeld		Dr. Lynn Thull	

**AGENDA**

#	Topic	Topic Owner	Discussion	Decisions
1	Welcome and Roll Call/Approve minutes from last meeting/Update action items	Vanessa Morgan	Review of action items.	Action items have been updated.
2	10:10 Training Update	Valorie	Two trainings in September. Staff was trained on CANS and TCOM and conducted by Dr. Lyons. Dr. Thull conducted a training on extracting the information from CANS and creating a person-centered plan. Portland State came and provided a train the trainer class to	The Training Subcommittee was formed; Candace will chair temporarily.

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			<p>empower people to go out to the community and train on wraparound and the child and family team. Training was well received and attended by 19 people with at least one from every region.</p> <p>In November there will be a four-day wraparound training. In December there will be a one-day training on operationalizing a person-centered-plan.</p>	
3	10:20 Family Engagement	Carol Dixon	<p>Carol shared an issue being experienced by a family wherein cost for participating in treatment with their child is creating a financial hardship and the Family Engagement Committee was asked to bring the issue to the IGT for assistance. George clarified that payments that are made from Medicaid are allotted for treatment, not typically travel. George added that Medicaid policy team is looking into it, and Venecia added that DBH is looking into it as well.</p> <p>Jennifer Griffis added that she was told by Medicaid would pay for it, but that their transportation department had to be contacted, but feedback received was that travel was not convenient to the situation. Specifically, that there was no extra time allowing for transportation. Jennifer expressed that the emotional toll experienced after a visit requires some time to recuperate, and Medicaid scheduled travel has not allowed for such time.</p> <p>Jennifer added that some centers are coordinating the travel and requiring time in the contract.</p> <p>Pat added the reminder that we do not have any residential facilities in Idaho where Medicaid can reimburse because those present do not meet criteria. Part of the YES project is to work on eliminating this issue to the extent possible.</p> <p>Jennifer suggested that one solution that would be impactful quickly would be to offer reimbursement more quickly.</p> <p>Carol stated that there are multiple parents attending national conferences and a method for including parents in the sharing and dissemination of their post-conference knowledge needs to be established.</p> <p>Candace stated that a process flow is being created for inclusion of parent input in the wraparound, but a formal process has not yet been established.</p> <p>Valorie is tracking the attendance of conferences by parents.</p>	<p>George stated that Medicaid will provide an update on payment for travel at the next meeting.</p> <p>Jennifer requested a response as to whether or not reimbursement can be done more quickly, and, if it cannot, then an alternative solution needs to be reached.</p> <p>The Family Engagement Subcommittee will continue to track the issue of family travel reimbursement/payment.</p> <p>Candace will take the issue of tracking parent knowledge and information sharing to the Training Subcommittee for further discussion.</p> <p>The IGT approved the Family Engagement Subcommittee Statement of Purpose.</p>

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			<p>The Family Engagement Subcommittee statement of purpose has been reviewed and Carol presented to the group for final input. Matt McCarter moved that the statement of purpose be approved as written. Vanessa seconded the movement.</p> <p>The parent network is conducting its second parent workshop next week. This year will include parent leadership training, multiple in-depth workshops, and information sharing. The afternoon will be spent completing a strategic planning session. Rhonda stressed the importance of being able to gather some of the questions that arise in an effort to ensure that information is included in planning and parent input is captured. Carol explained that a comprehensive notebook has been created that is collecting all the information in one place and can be used as a resource. Pat shared that within the YES project, there is a communication group in existence, and it would be very beneficial to hear from the parent network any plans or communications that are occurring simply to be informed.</p>	
4	10:30 Co-chair nominations and vote, membership, letters of appointment	Vanessa Morgan	<p>Vanessa reviewed that Jennifer Griffis remains on the membership list. Vanessa nominated Jennifer Griffis as the new vice chair for the IGT. Jennifer Griffis accepted the nomination. The nomination was seconded. The IGT voted and Jennifer Griffis was elected as the new vice chair.</p> <p>Dave Sorenson steps in as the chair of the IGT as Vanessa's term ends.</p>	Jennifer Griffis was elected the new vice chair of the IGT.
5	10:50 QMIA update, Operational Governance	Candace Falsetti	<p>Candace provided an update of the meeting of the operations subcommittee (Candace, Kim, and Rhonda). The group met and has begun a draft of operation governance guidelines. The draft is not yet ready for distribution, but the goal is to have it to the group a week prior to the next IGT meeting for review. The end goal is to have the Operational Governance Plan completed and approved by December.</p> <p>Candace stated that there was a question as to the length of the term of the IGT. Vanessa expressed that she would like to see the IGT continue past the duration of the YES project, and exist as</p>	The Operational Governance Plan will be distributed one week prior to the November meeting.

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			<p>long as the system of care.</p> <p>Candace provided a report from the QMIA Council giving an update as to what the QMIA Council has been working on. Candace stated that there is a parent on the QMIA Council, Sandy Miller.</p> <p>Candace stated that the Council has been working towards the goals as stated in the agreement. Specifically, the Council is working to determine what success means in regards to the implementation of the YES system. Additionally, they are working on identifying barriers to service, and developing reports to provide data.</p> <p>The Council is still growing and is looking to add additional membership.</p> <p>Pat asked how the Council identifies what barriers will be pursued. Candace stated that Dr. Israel has requested that the determination of priorities be documented. The first set of priorities was provided by difficulties share by parents within the Implementation Workgroup. Additional issues will arise through other workgroups, and there will come a point when decisions which issues to address will arise, but a formal process for decision making has yet to be determined. One criteria currently being used is identifying families currently in crisis.</p> <p>The Quarterly Report has not yet been published, but will be reviewed at the next IGT meeting.</p> <p>Kim asked if the QMIA Quarterly reports were used to serve as a foundation as the Implementation Progress report that is submitted annually. Candace answered that they are somewhat, though they are different reports including different information.</p> <p>Candace shared the QMIA Quality Improvement Plan and the timeline for addressing issues that have been identified.</p>	
6	Clinical subcommittee scope	Treena Clark	<p>Treena stated that one of the criteria for the IGT establishing the subcommittee is to determine the scope. Treena is turning the clinical subcommittee scope over to Pat, who has had experience with the Clinical Advisory Workgroup.</p> <p>Pat provided a handout of information for consideration when forming the subcommittee, including excerpts from the settlement agreement for reference relating to the purpose.</p> <p>Kim asked about whether or not there was already a clinical group and Pat explained that the Clinical Advisory Workgroup did meet,</p>	<p>The creation of the clinical subcommittee and the determination of members will be tabled until the next meeting pending determination of availability for Lynn and Connie.</p>

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			<p>and created the service definitions. Upon completion, the workgroup is no longer meeting.</p> <p>Treana explained that that group had a very specific task, and that there was allowance for a clinical group under the QMIA, so the IGT needs to determine what the needs are for a clinical subcommittee.</p> <p>Candace explained that the QMIA plan included the development of a clinical subcommittee, but that could be reconsidered in lieu of an IGT clinical subcommittee.</p> <p>Maria asked where we were gathering clinical input, and Pat explained that we are contracted with entities who do provide clinical input as well, i.e. Dr. Thull, Dr. Israel, et al.</p> <p>Vanessa proposed that the IGT create a clinical subcommittee, recommending that Dave, Connie, and Lynn Thompson serve on the committee (Connie not present). Pat added that Janet Hoeke has expressed interest in participating on the committee.</p> <p>Michelle stated that they would like to have someone from Child Welfare be involved. Matt added that he would like to have someone else from his agency to participate. Matt stated he would recommend having the committee be very specific and pull in external members as the need arises. Lynn is willing to lead work on the committee; Rhonda will assist with logistics.</p> <p>Dave suggested that he may have someone he could recommend sitting on the subcommittee. Dave will follow up with Connie.</p> <p>Matt suggested that it would be helpful for the clinical subcommittee if the IGT would identify key priorities and starting points.</p> <p>Pat and Candace will also serve on the clinical subcommittee.</p>	

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

Follow Up Items	Date Opened	Owner	Due Date	Complete/Comments	Status
The Clinical Subc					
Treana will follow up to determine whether or not Lynn has availability to chair the clinical subcommittee. Dave will follow up with Connie to determine her availability to lead the	10/6	Treana/ Dave	October 20 <sup>th</sup>		

Follow Up Items	Date Opened	Owner	Due Date	Complete/Comments	Status
clinical subcommittee.					
Kim will complete the request form for the IGT to create a long-term project regarding transportation reimbursement, addressing the request to the QMIA Council.	10/6	Kim	October 20 <sup>th</sup>		
George will follow up with reimbursement response for the family in need.	10/6	George	October 13	George will work with Venecia, Tiffany, and Jamie to reach out to the family and determine rapid solution.	
George (Medicaid) will provide an update on Medicaid paid travel for treatment.	10/6	George	November Meeting		
The IGT Training Subcommittee will determine a method of identifying parent knowledge share post conference attendance.	10/6	Candace	November Meeting	Jennifer added that it will also be important to determine what employees are doing with the information they are returning with as well.	
Candace will coordinate, schedule, and temporarily chair the training subcommittee and will report back at the next IGT meeting with a statement of purpose.	10/6	Candace	November meeting		
Holly Riker (Candace) will follow up with Eric Walton to determine times for availability to attend IGT meetings.	10/6	Holly (Candace)	November meeting		
Candace, Kim, and Rhonda will form an operational workgroup to outline requirements for an operational governance plan.	9/1	Candace	October meeting	Completed	Closed
Identify additional parties needing the 101 brochures.	9/1	Pat/Brenda	Deferred	Additional information is being gathered regarding who will cover the cost of brochures being utilized by Optum.	On Hold
The forms for the nominations and the compensation submission need to be formalized	9/1	Mindy/Treena	October	The request form will be mailed out for the group to consider.	In progress
Membership list will be updated and appointment/renewal letters sent.	9/1	Mindy Oldenkamp	October meeting	Completed. Letters of appointment/reappointment were mailed this week.	Closed
Be prepared to nominate co-chair and vote to confirm	9/1	All membership	October meeting	Completed.	Closed

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Revise Family Engagement Charter Update		Carol		Ready for review.	Closed.
Update Membership list on Charter	8/4/17	Treena Clark			Closed
Identify new person for communications workgroup to represent providers. Dave has someone in mind.	8/4/17	Dave and Brenda		In progress.	
Maria will share her notes with Mindy.	7/7/17	Mindy Oldenkamp	7/14/17	Mindy will follow up with Maria for her notes.	Closed.
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
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		The 101 brochure has been distributed, and an additional printing will be done in October.	Closed
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	3/3/17	Carol Dixon	4/7/17		Closed

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face meeting will be just before the next IGT meeting on April 7 <sup>th</sup> .					
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. Form submitted and has been used twice.	Closed
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 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	11/4/16	Pat Martelle	Not Set	Meeting occurred.	Closed



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Proposal and seek solutions.					
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.</p> <p>"Click here" button has been updated for easier usability.</p> <p>5/2/17 Enhanced website will be launched April 27, 2017</p>	Closed
Treana will work with Vanessa and Dave to begin work on bylaws.	10/7/16	Treana 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 Health by-laws sent to Vanessa and Dave</p> <p>Draft bylaws produced</p>	Closed

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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> Webpages for IGT, Clinical Advisory Workgroup and Workforce Development Workgroup should be launched by end of October	Closed

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				7/26/16 Modifications to the website have been requested and are scheduled in the month of September.  Communications person will start on Monday, November 7 <sup>th</sup> , request has been submitted.  5/2/17 Enhanced website will be launched April 27 <sup>th</sup> , 2017	
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		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		