

<b>Date / Time of Meeting</b>	November 3, 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		Lynn Thompson - Children's Mental Health	X
Dave Sorenson - Provider	X	Jason Stone - Idaho Department of Juvenile Corrections	X
Dr. Lynn Thull	X	George Gutierrez - Medicaid	X
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		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	X
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		Matt Wimmer - Medicaid	
Sharon Harrigfeld		Venecia Anderson	X
Seth Schreiber	x	David Welsh	X

**AGENDA**

#	Topic	Topic Owner	Discussion	Decisions
1	Welcome and Roll Call Approve minutes from last meeting	Dave Sorenson		Notes accepted as written.
2	Update action items	Treena Clark	Treena reviewed the action items. Updates documented in action items.  Questions arose regarding the action item on Medicaid reimbursement. Medicaid explained that in order for	

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			<p>reimbursement to occur, it needs to be medically necessary. Ross stressed the importance of making sure medical necessity is documented.</p> <p>Pat asked if there was a way to put it in the contract to relieve the family of having to ensure it each time. David stated that it may vary from contract to contract dependent upon the facility. David stated that they will work on some language. Ross stressed the importance of remembering that Medicaid wants to make sure reimbursements are happening but that they are heavily regulated.</p> <p>Kim asked for some standard examples of what may and may not be medically necessary in regards to visitations and therapies in residential facilities. Dave stated that they can work on putting together some examples.</p> <p>Dave stated that it is very important to focus on educating the parents on how the visitations/treatments will work as well as medical necessity.</p>	
3	Governance Structure	Ross Edmunds	<p>Ross explained that the Interagency Governance Team is chartered under the Idaho Behavioral Health Cooperative, which is made up of multiple agencies. The IBHC has not met often, but Director Barron is interested in getting the group to meet as needed and helping it be more active.</p> <p>The IGT and the YES Leadership Team fall under the IBHC. Ross shared that they would like to have a parent/family member join the YES Leadership Team.</p> <p>Ross explained that the IBHC, the IGT, the YES Leadership Team, and the QMIA Council are all intended to continue after the project has been completed.</p> <p>Ross stated that the IGT should have an oversight role over the system and have the information required to fulfill that completely.</p> <p>Ross stressed that oversight should not be confused with authority. The IGT does not have authority over any agency, but instead, has an oversight role.</p> <p>Ross explained that the IGT should have an expectation of gathering and receiving the level of information needed from the partner agencies needed to make oversight recommendations.</p> <p>Ross explained that there is the YES project and the YES</p>	

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			<p>program. The YES project is all the work that leads up to the full implementation of the functioning YES program.</p> <p>Kim asked for the differences between the IGT and the YES Leadership Team. Ross explained that the YES Leadership Team represents the individuals that have the role and responsibility of running their programs. Further, Ross explained that authority and responsibility cannot be broken apart. Ross stated that the IGT does not have the authority to make decisions on behalf of the system, but rather will be fueled to make recommendations and work to identify places where the system is breaking down. Ross further explained that it is the responsibility of the Leadership Team, et al, to bring information to the IGT.</p> <p>Kim asked if the recommendations of the IGT have to go to the YES Leadership team. Venecia explained that the YES Leadership team is being put together to be an active entity to ensure recommendations made by the IGT are being presented to the people with authority to make decisions due to the fact that the IBHC does not meet often or actively participate. Venecia added that the YES Leadership Team will then be providing status updates back to the IGT on a regular basis. Ross further explained that the IGT and the YES Leadership Team are peers, and the IGT wouldn't report to the YES Leadership Team.</p> <p>Ross stated that the YES Leadership Team is not meant to step in between IGT recommendations and workgroups.</p> <p>Jennifer referenced Appendix D where it mentions authority. Ross explained he cannot give his authority over to the IGT, but he can serve on the IGT and therefore use his authority to facilitate decisions and make change.</p> <p>Jennifer asked how oversight and accountability work without authority.</p> <p>Maria stressed the importance of making sure that the bylaws and structure of the IGT is in alignment with the settlement agreement or else everything will come undone in the end. Maria further stated that there are some areas where blanks need to be filled in. As an example, Maria stated that the IGT</p>	

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			<p>is supposed to oversee funding. Ross added that the IGT does not know the specifics of the funding systems, and therefore the partners have to come to the IGT to fully educate so that IGT can make recommendations that can then be taken back to the YES Leadership team.</p> <p>Ross asked if this group was to be the one to form policy and statute. Maria stated that no, this group shouldn’t be the group determining the extremely large policy, but rather speaking to specific levels where things aren’t working.</p> <p>Dave explained that, as an example, proposed legislation would come to the IGT for review, the IGT would provide feedback and input, and then the legislation would move forward.</p> <p>Kim stated that the problem is that the operational guidelines have not been put into place and that the IGT membership needs to be involved as the operational guidelines are being formed.</p> <p>Maria stressed the importance of coming back to the settlement agreement to ensure that however the IGT operates meets those guidelines.</p> <p>Ross provided an example of how policies are established. i.e. The Office of Drug Policy establishes policy for the state of Idaho. Ross asked if the IGT is to set policy for the state of Idaho - Maria stated that it should do so for the System of Care. Ross stated that it makes sense that the IGT would have the role and responsibility to oversee the System of Care, though the work of how to do that is still to be determined.</p> <p>Kim, Rhonda, Venecia and Maria are working to put together the operational guidelines - if you are interested in participating, let it be known.</p> <p>Ross stated that the YES Leadership Team is being formed and will be functioning quickly due to the large amount of work that has to be done.</p> <p>Kim asked if there was an issue that arose, should that be brought to the YES Leadership Team. Ross stated that yes, it</p>	

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			<p>should be. Concerns should be brought quickly to the YES Leadership Team so that action can be made.</p> <p>Kim explained that deliverables will be submitted to the IBHC, but that inputs, etc, would go to the YES Leadership Team.</p> <p>Ross explained that feedback, input, oversight, etc. should go to both places (i.e. feedback on the Practice Manual can go to the Practice Manual Workgroup but should also go to the YES Leadership Team). The IGT would then be provided a monthly update from the YES Leadership team, the YES Project Team and the QMIA Council in order to keep the communication loop active. Ross stated that it isn’t effective to have the IGT send forth a recommendation and have it not followed up on. The purpose of the structure would be to ensure that the system comes back to the IGT and explains.</p> <p>Jennifer revisited the authority aspect, and asked that it be made clear in a graphic format in regards to the IGT and the YES Leadership Team.</p> <p>Jennifer stressed the importance of the IGT membership receiving education on aspects that they may not know as intimately in order to ensure the effectiveness of the group. Ross agreed completely, stating that we have to lead by example. Ross firmly stated that it is the partners responsibility to bring the information needed to the membership of the IGT.</p> <p>Rhonda stated that work on the guidelines will continue, including language defining jobs, authority, and roles and responsibilities.</p> <p>Ross added that the Implementation Workgroup has a lot of authority.</p> <p>Venecia asked for feedback on the template that will be provided to the IGT monthly for updates. Jennifer and Dave will help review.</p> <p>Jennifer suggested that the three IGT subcommittees should stay, and that it makes sense to have them be light blue as they may be ad hoc committees.</p>	

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			<p>Vanessa asked how the other workgroups and subcommittees fit on the diagram. Venecia explained that the YES Project team will provide that oversight and connection because the relationship between the subcommittees and the workgroups and the IGT has not proven effective in the past.</p> <p>Ross stressed the importance of all partners having a voice in the process as the operational guidelines and the roles of the IGT.</p> <p>Kim asked if the YES Leadership was just another IGT without all the stakeholders, and Venecia explained that the roles of the two groups are different. Jennifer added that the IGT will function as oversight, but the YES Leadership meeting will function as management and decision makers.</p> <p>The operational guidelines draft will be provided prior to the next meeting.</p>	
4	Clinical Subcommittee and Training Subcommittee Formation and Scopes/Subcommittee Updates	Dave Sorenson	<p>Dave spoke with Connie regarding chairing the clinical subcommittee, and she is too busy to do so, but has made a recommendation for someone else to participate. Connie has recommended Beth Bowen from St. Luke's, and Beth is willing to serve on the subcommittee and work with the chair of the subcommittee.</p> <p>Pat added that the Family Engagement Subcommittee has robust conversations due to the fact that there is representation from all partners, and she suggested that it would be beneficial to do so with the Clinical Subcommittee as well.</p> <p>Candace stressed the importance of clarifying the intent and scope of the subcommittees as we look to ask people to participate.</p> <p>Jason added that he has someone interested in his department; they just have a few more questions regarding purpose of scope and time commitment.</p> <p>Carol added that the Family Engagement subcommittee formed a bit backwards.</p> <p>Candace added that one of the reasons to clarify purpose is due to the fact that there are other training subcommittees in existence from other workgroups.</p>	<p>The subcommittee discussion will be held until more time can be dedicated to it at the next IGT meeting in December.</p> <p>The training subcommittee will join the Workforce Development Workgroup on Monday, November 6<sup>th</sup> for discussion.</p> <p>The IGT membership decided that the chair of the subcommittees do not have to be IGT membership, but the IGT should approve the chair appointment. The subcommittees are required to have IGT membership representation.</p>

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			<p>Carol asked if the subcommittees of the IGT were to provide more oversight than direct work. There was agreement amongst the IGT that the subcommittees should function within an oversight capacity.</p> <p>Dave suggested pooling the ideas for the subcommittees and coming prepared to really dive into it at next month's IGT meeting.</p> <p>Maria suggested considering the subcommittees through the lens of oversight.</p> <p>The training subcommittee has not been formally started, and a proposed action item is to link the training subcommittee into the Workforce Development training workgroup. They will meet on Monday, November 6<sup>th</sup> at 2:00 p.m.</p> <p>Trenea provided an update in regards to the Clinical Subcommittee regarding the staffing and leadership. The resulting concern was that DBH staff do not have the bandwidth and capacity to lead, but to support the subcommittee.</p>	
5	QMIA Quarterly Report	Candace Falsetti	Candace shared a written update on the QMIA report, and the report can be deferred until next meeting.	
6	Implementation Progress Report	Candace Falsetti	The Implementation Progress Report will have a solid draft, likely in December, and the IGT will be asked for input and review.	
7	Family Engagement Report	Carol Dixon	<p>The Implementation Workgroup met and discussed the creation of a youth checklist so youth can self-refer. This was passed on to Holly Riker to work with Youth M.O.V.E. to create and determine what to do with it upon completion.</p> <p>The Family Engagement Subcommittee has been working on a respite letter. The letter was created and the subcommittee was asked to review. Respite, as it is done now, is confusing, and an attempt is being made to explain it to parents in a more clarifying manner. The subcommittee has made several suggestions to go back to the committee creating the letter, including a diagram to outline the process. Once revised, it will again be brought to the Family Engagement Subcommittee, and at that point it will go out to some parents for feedback. There are concerns about the deadlines for feedback.</p>	

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			<p>Dave added that there are a lot of questions and confusion from providers regarding respite as well. He added that providers are primarily those who share the information with the parents, and if they are confused, the information isn't making it clearly to the parents.</p> <p>Treena shared that there are still changes to be made to respite, and effort is being made to communicate as much as possible up front. Voucher Respite is not changing on January 1<sup>st</sup>.</p> <p>Holly provided an update on a white paper document that has been created expressing youth engagement throughout YES. This will be distributed for review.</p>	
8	Parent Network - YES Ombudsmen	Vanessa Morgan	<p>Vanessa shared that at the Parent Network conference there was a lot of support about having a YES Ombudsmen, and the parents are requesting that there be one central person to help guide families through the system and provide feedback to the system from parents. The parents felt it would be very worthwhile to have a single point of contact to reach out to for help navigating and provide feedback.</p> <p>Vanessa asked that if there are people interested in participating in those discussions to please let her know.</p>	
	Next Meeting - December 1 <sup>st</sup> 9:00 a.m. - 3:00 p.m.		<p>This meeting will be extended 9 - 3, with the Family Engagement Subcommittee meeting first from 9 - 10. Lunch will be provided.</p>	<p>Mindy will send out an extended meeting invite, coordinate lunch, schedule video conferencing, and coordinate the agenda.</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
Provide feedback/thoughts on the operational guidelines to Rhonda (Mindy)	11/3	Rhonda			
Treena 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 clinical subcommittee.	10/6	Treena/ Dave	October 20 <sup>th</sup>	Treena provided an update in regards to the Clinical Subcommittee regarding the staffing and leadership. The resulting concern was that DBH staff do not have the bandwidth and capacity to lead, but to support the subcommittee.	Resolved



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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>	Kim has completed the request form, it needs to be submitted to the QMIA Council. Kim will submit it to Mindy and Mindy will submit it to the QMIA Council.	Resolved
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.	Ongoing
George (Medicaid) will provide an update on Medicaid paid travel for treatment.	10/6	George	November Meeting		Ongoing
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	Holly reached out to Eric, and his schedule will be changing soon, so he may be able to return to the IGT.	Resolved - Family Engagement is handling recruitment
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 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		