

Inter-Agency Governance Team (IGT) Operational Guidelines

Date Adopted: March 2, 2018

Purpose

The purpose of the Interagency Governance Team (IGT) is to establish a governance structure to oversee implementation and operation of Youth Empowerment Services (YES) and Quality Management Improvement and Accountability (QMIA) program. IGT's purpose is to ensure that the State's policies and procedures promote the successful development and operation of a new and improved children's mental health system of care that includes the participation of Idaho Department of Health and Welfare (DHW), State Department of Education (SDE) and the Idaho Department of Juvenile Corrections (IDJC).

Drivers and Expectations

The Jeff D. class action lawsuit Settlement Agreement contains various commitments that the State of Idaho has agreed to meet in order to achieve its specified outcomes. It is expected that the IGT and the State recognize that the child and family are the final customers of all processes and products in the System of Care.

The IGT will:

- Operate collaboratively with all stakeholders to oversee and implement the Jeff D. Settlement Agreement as presented in the Implementation Plan and the Project Plan.
- Lead by example in supporting and promoting the Principles of Care and the Practice Model statewide.
- Be responsible for overseeing and advising the State's efforts to build the System of Care through active engagement in the YES Project.
- Advise the State's agencies as the agencies develop the System of Care to ensure progress, sustainability and consistency.
- Balance the business and risk-management aspects of the System of Care as part of its internal decision-making process; taking into consideration impact on local, regional, and statewide communities.

Process

1. Every month the IGT will review timelines set in the Implementation Plan and assess progress of meeting goals and actions. If progress is delayed, IGT will be responsible for overseeing and working collaboratively with the committees and workgroups to address timely compliance with the Implementation Plan. This will be a standing agenda item on the IGT agenda.
2. IGT will assign each Workgroup in the Implementation Plan to a sub-committee of the IGT. The IGT sub-committees will consist of Clinical, Family Engagement, and Training at a minimum. The Workgroups will report to their respective IGT sub-committee. IGT is responsible for identifying and/or creating mechanisms to guide committees in their efforts to make decisions and interact with stakeholders. The IGT Sub-Committees are responsible for receiving regular reports from their Workgroups, providing data to the Workgroups, receiving proposals from the Workgroups and presenting to the IGT, overseeing Project Plans, assisting with barriers and issues. If needed, IGT Sub-Committees will request assistance from the IGT, which will be added to the IGT agenda.

3. IGT will receive regular updates from the following as standing agenda items of the IGT:
 - QMIA Council
 - Updated information about the use of the CANS
4. IGT will be responsible for reviewing the annual Implementation Progress Report from YES Leadership. YES Leadership will make these reports available 30 days prior to submission to the court. IGT will be responsible for reviewing, discussing, and making recommendations to the report prior to submission. Recommendations will be submitted to any applicable group and YES Leadership.
5. IGT will review QMIA reports. The QMIA Council will make these reports available at least 30 days prior to publishing. IGT will be responsible for reviewing, discussing, and making recommendations to the report prior to publishing. Recommendations will be submitted to QMIA and YES Leadership.
6. IGT may require meetings outside of scheduled times. DHW will provide resources to facilitate conference calls, virtual meetings, etc. as required.
7. IGT will review and evaluate any new policy proposed by YES Leadership Team or any named defendant regarding the Jeff D. Settlement and System of Care. IGT will provide and receive input on policies impacting YES services.
8. IGT will be educated and study existing funding of the agencies in regards to the YES Project. IGT will identify gaps in funding the YES Project and make recommendations to remedy these gaps. IGT will look to all resources at all defendant agencies to ensure that funding exists to implement the System of Care as enumerated in the Settlement Agreement.
9. The IGT will review and monitor the funding used for services/supports. This means the agencies will report how they use their general, dedicated, federal, and private funds to provide services and to close any gaps. The IGT will and/or can make recommendations to agencies to develop financing that maximizes the use of funding for the SOC required by the Settlement Agreement.

Deliverables

1. IGT will produce an annual report that includes IGT's viewpoints on developing issues, recommendations, progress on implementation, unaddressed input and advice from stakeholders, and other applicable information germane to the settlement agreement. This report will be delivered to the IBHC, the plaintiff's attorneys and any other parties desiring a copy.
2. The IGT will make recommendations to appropriate departments to seek applicable grants, including but not limited to SAMSHA, to support and fulfill the commitments under the Settlement Agreement.
3. The IGT will make recommendations to appropriate departments to seek applicable partnerships with universities and other institutions to develop joint efforts to provide education and training of providers that targets identified gaps so services can be delivered to the class. The IGT is to coordinate this with the Workforce Development Group.
4. Operational Guidelines are subject to change based on the position of progress made by the YES project. IGT will update operational guidelines as the outcomes and goals from the Settlement Agreement are being satisfied and prepare for closure.