

YES, Project Workgroup List and Summary Details

As noted in the [YES Implementation plan](#), state agencies in collaboration will outreach to stakeholders for resources to actively participate in project workgroups. Workgroups have been identified for each of the plan objectives and are executing the objective strategies, completing deliverables to meet their respective objectives goals. Workgroups and summary details are listed in table 1 below. Additional workgroups and or changes to existing workgroups will be made as needed to effectively meet the needs of the project.

Facilitator Role: Coordinate and facilitate work, chair meetings, facilitate communications, documentation and workgroup deliverables. Report to project manager and project sponsorship regarding status, needs, barriers and risks.

Meeting Support Role: Assist with meeting logistics, meeting agenda and notes. Communicate to membership as applicable.

Workgroup Member Role: Actively participate, complete deliverables and tasks assigned, communicate with workgroup lead and team members. Share information and resources, identify barriers, risks.

Acronyms used in the document

- DBH – Division of Behavioral Health
- FACS – Division of Family and Community Services
- IDJC – Idaho Department of Juvenile Corrections
- SDE – Idaho State Department of Education
- WFD – Workforce Development

Workgroup List Table 1

| # | Team/Workgroup | Membership | Meeting Frequency | Approx # Members | Objectives/ Responsibilities | Communication Notes: |
|---|---|---|---------------------------|------------------|--|---|
| 1 | Centralized Complaints Development Team; <i>from June 2018</i> | ON HOLD until Feb 2019. Membership to be determined. | Will restart in Feb. 2019 | TBD | Collaborate on YES Centralized Complaint solution development and implementation. | Meeting notes are distributed to membership. |
| 2 | Communications Workgroup; <i>from 1/11/2017</i> | Membership includes communication representatives from each State agency or Division implementing YES and a parent representative. Facilitated by: Chair, Cindy Day (DBH), Co-Chair Brenda Bielke (DBH). Meeting Support: Megan Schuelke (DBH). | Monthly | 23 | Collaborate on YES communication needs, share information, support unified messaging. | Meeting notes are distributed to membership and YES extended team members (state agency staff impacted by YES). |
| 3 | Due Process Workgroup; <i>from 2015</i> | Membership includes representatives from each State agency or Division providing Behavioral Health Services to children in Idaho. Plaintiff and Defendant attorneys. Facilitated by: Candace Falsetti (DBH). Meeting Supported by: Mindy Oldenkamp (DBH). | Monthly | 18 | Deliver Outcomes of a) Develop, adopt, and consistently use a complaint process, as part of the Practice Model approach. b) Provide written notices of action when the circumstances require it. c) Provide written notices of action that comply with the criteria. d) Provide informational materials regarding the circumstances in which Class Members have a right to receive a written notice of action and request a fair hearing on their respective websites. e) Make modifications to contracts necessary to establish the complaint and due process protocols. f) Develop, adopt, and use a process to monitor and periodically report on compliance with the complaint and due process protocols. g) Collect and report data on written notices of action, complaints, and fair hearing requests and outcomes. | Meeting notes are distributed to membership. |

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|---|---|---|-----------------------|------------------|---|--|
| 4 | Idaho Behavioral Health Cooperative (IBHC): <i>from 2014</i> | Representatives from Idaho state judiciary, Idaho Department of Correction, Idaho Department of Juvenile Corrections, Office of Drug Policy, Idaho Association of Counties, State Behavioral Health Planning Council, an adult consumer of services, a family member of a youth consumer of services, State Department of Education and the Idaho Department of Health and Welfare. Facilitated by: Director, Dave Jeppesen (IDHW). Meeting Support: Mindy Oldenkamp (DBH) for members. | Quarterly | 11 | To establish the Idaho behavioral health cooperative to advise it on issues related to the coordinated delivery of community-based behavioral health services. | Meeting minutes are public and posted to IDHW/Mental Health website, https://healthandwelfare.idaho.gov/Medical/MentalHealth/tabid/103/Default.aspx . |
| 5 | IDHW Sponsor Team; <i>from 2/8/2018</i> | Membership includes Administrators from IDHW Divisions and attorneys. Primary is DBH & Medicaid with FACS participation on request. Facilitated by: Cindy Day (DBH) for members. | Weekly, each Thursday | 10 | IDHW risk management, decision making. | Meeting notes are distributed to membership and YES extended team members (state agency staff impacted by YES). |
| 6 | IDHW YES Parents Meeting; <i>from March 2018</i> | Agency representatives from IDHW agencies including DBH, FACS and Medicaid and Parent Consultants. Facilitated by: Jamie Teeter (DBH). Meeting support: Megan Schuelke (DBH) for members. | 2 x monthly | 14 | The goal of this meeting is to discuss questions / situations that arise with parents and send the questions to specific divisions for resolution. These questions and situations should represent families from across the state of Idaho. | Meeting notes are distributed to membership. |

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|---|---|---|---------------------------------------|------------------|---|--|
| 7 | IDHW YES Team; <i>from Jan. 2018</i> | Membership includes IDHW Leadership representatives from each Division assigned for coordination of the Jeff D. Settlement Agreement Implementation. IDHW Consultant, Lynn Thull. Optum Idaho representation as applicable. Facilitated by: Jamie Teeter (DBH). Meeting Support: Megan Schuelke (DBH) for members. | 2 x monthly | 12 | Reports to IDHW Sponsors. IDHW Collaboration on YES planning & implementation, risk management, identify decisions needed. | Meeting notes are distributed to membership and YES extended team members (state agency staff impacted by YES). |
| 8 | Interagency Governance Team (IGT); <i>from Oct. 2016</i> | Membership includes: YES partner agency leadership representation from DBH, FACS, Medicaid, IDJC and SDE. County Detention, IDHW Consultant Lynn Thull, parents, youth, providers, community members. Facilitated by Chair: Jennifer Griffiss, Co-Chair: Carol Dixon. Meeting support for members: Mindy Oldenkamp. | Monthly; First Friday of the Month | 34 | Coordinate and manage implementation tasks for each division to ensure effective compliance with the settlement agreement. | Meeting minutes are public and distributed to IGT membership in advance of next monthly meeting and posted to the YES website at: https://youthempowermentservices.idaho.gov/AboutYES/ProjectInformation/ProjectPlan/tabid/3850/Default.aspx |
| 9 | IGT Sub-Committee Clinical and Training (ICAT); <i>from Sept. 2018</i> | Membership includes YES partner agency training representatives from DBH, FACS, Medicaid, IDJC and SDE. Families, Providers and Optum Idaho. Facilitated by: Chair Amy Korb (provider), Vice Chair Shawna Tobin (provider). Meeting Support: Rhonda House (DBH) for members. | Monthly | 7 | Advise and support the state agencies in launching Youth Empowerment Services (YES). The purpose of this assistance is to provide the state agencies with feedback from the parent and provider perspective on the development and application of services, so the state agencies can ensure the services meet the needs of members across Idaho regardless of area and population. | Meeting notes are distributed to membership. |

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| 10 | IGT Sub-Committee Family Engagement <i>from Feb. 2017</i> | Membership includes YES partner agency representatives from DBH, FACS, Medicaid, IDJC and SDE. Families, Providers and Optum Idaho. Facilitator: Chair Carol Dixon (Federation of Families), Meeting Support: Kim Nealey (DBH). | Monthly | 12 | Advocates that parent / youth voice is recognized by all partners and workgroups as a vital contribution to the development of YES. Includes ongoing efforts to engage parents, caretakers and youth feedback and participation at all levels of project development, implementation and future operations. | Meeting notes are distributed to membership. |
| 11 | Implementation Work Group (IWG) <i>from 2015</i> | Membership includes plaintiff attorneys, Defendant attorneys, Parent Consultants (5), IDHW Consultant, Provider Representative, YES partner agency representatives from DBH, FACS, Medicaid, IDJC and SDE, Community representatives. Facilitator: Cindy Day (DBH). Meeting Support: Megan Schuelke (DBH) for members. | Monthly; third Thursday | 31 | Provide recommendations and feedback on system changes, decision impacts, deliverables, and documentation to the Project Teams. Provides a stakeholder feedback loop through leadership of subcommittees; Training, Clinical, and Family Engagement. | Meeting notes are confidential and only distributed to IWG membership. Action items and decisions made communicated to applicable staff. |
| 12 | PCP Coordination Team; <i>from date</i> | Agency representatives from IDHW agencies including DBH, FACS and Medicaid involved in PCP operations for dual members (DD&SED) Facilitated by: Venecia Anderson (Medicaid) for members. | Ad hoc as needed | 11 | IDHW collaboration on PCP operations for dual members (DD&SED). | Meeting notes are distributed to membership. |
| 13 | Practice Manual Development; <i>from May 2018</i> | Identified Agency Partner, Family & Optum Idaho Provider Subject Matter Experts (SME's) assigned. Facilitated by Liz Perkins (DBH) for members. | Ad hoc as needed | 16 | Collaborate on the development, implementation, operations and maintenance of the YES Practice Manual | No related meeting notes. |
| 14 | QMIA Council; <i>from Nov. 2016</i> | YES Leadership representatives from each State agency or division providing Behavioral Health Services to children in Idaho. Facilitated by Chair: Jamie Teeter (DBH). Meeting Support: Megan Schuelke (DBH) for Members. | Monthly | 14 | Oversee the development and implementation of an actionable quality improvement process. QMIA Council will review quarterly and annual quality data and reports to assess agency, regional and statewide performance, develop and refine cross system indicators and measures, make recommendations to the YES Leadership Team, including changes to policy and practice. | Meeting notes are distributed to membership. |

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|----|--|--|-------------------------------------|------------------|--|--|
| 15 | QMIA Data and Reports Workgroup; <i>from date</i> | YES data representatives from each State agency or division providing Behavioral Health Services to children in Idaho. Facilitated by: Holly Riker (DBH). Meeting Support: Mindy Oldenkamp (DBH) for members. | Monthly, first Tuesday of the month | 10 | Partner collaborative YES reporting to meet terms of Settlement Agreement. | Meeting notes are distributed to membership. |
| 16 | QMIA System Improvement Sub-Committee (Q-SIS) <i>from 12/10/2018</i> | Membership includes representatives working for the DBH, FACS, Medicaid, IDJC, and SDE. Members are designated by the administrator of each involved agency. The Q-SIS may include family and youth participants. Facilitated by: Candace Falsetti (DBH). | Monthly | 10 | Support the QMIA Council's efforts to organize a collaborative plan and coordinate approved quality improvement system projects. This will be done through the development of project plans, project schedules, and creation of multisystem project teams (as needed). | Meeting notes are distributed to membership. |
| 17 | Transition Workgroup - DBH Regions <i>(aka Chief's Call)</i> | Membership includes DBH Regional Chiefs and Program Specialists. Facilitated by: Rosie Andueza (DBH). Meeting Support: Megan Schuelke (DBH) for Members. | Every other Wednesday | 45 | YES project sharing update & identification of risks or barriers. | Meeting notes are distributed to membership. |
| 18 | Workforce Development Workgroup <i>(from April 2016)</i> | Membership includes YES partner agency representatives from DBH, FACS, Medicaid, IBES, IDJC and SDE. IDHW Consultants, vendors, Families, Providers and Optum. Members have specific knowledge of Idaho's healthcare workforce environment. Facilitated by: Shane Duty (DBH), Stephanie Hoffman (DBH) and Rhonda House (DBH) . Meeting Support: Mindy Oldenkamp (DBH) for members. | Monthly or as needed | 31 | Collaborate to a) to develop and strengthen the workforce to deliver Services and Supports as listed in Appendix C of the Settlement Agreement; and (b) to operationalize the Principles of Care and Practice Model system wide. This work will be operationalized through the development and implementation of the two deliverables, the Workforce Development Plan and the Practice Manual. | Meeting notes are distributed to membership. |