

# Interagency Governance Team (IGT) – Roles and Responsibilities, 2022

## Executive Summary and IGT Work Process Description

The Interagency Governance Team (IGT) was established by the Jeff D. Settlement Agreement which led to the establishment of the YES System of Care (YES). The purpose of the Interagency Governance Team is to collaboratively coordinate and oversee the implementation of the court approved Agreement in the Jeff D. class action lawsuit. The IGT shall advise the parties to the Agreement on implementation and serve as a vehicle for communication among parties, to identify and remove barriers to implementation, and monitor implementation of the Agreement.

The overarching responsibility of the Interagency Governance Team is to provide for:

- Adherence to the Settlement Agreement and Implementation Plan among constituencies,
- Steady progress in implementing agreed-upon commitments, practice improvements and quality management, improvement and accountability,
- Meaningful partnership with families, youth, providers, and other community stakeholders,
- Effective use of data to inform progress in achieving cross-system outcomes,
- Appropriate interface with key advocates, State Legislature and the Judiciary,
- Sustainability of a shared investment including vision, empowered leadership and system improvements.

Recommendations regarding identifying and removing barriers, or monitoring implementation, can come from IGT, from the required Settlement Agreement subcommittees, which include the Interagency Clinical and Training (ICAT), and Family and Advocacy Meeting (FAM); or from IGT appointed committees or work groups as presented and reported to IGT itself. Any of the identified Settlement Agreement state partners can request input, recommendations, or information from IGT and its committees.

As a collaborative, advisory body, the IGT and its work groups or subcommittees are not empowered or authorized to mandate state actions. Rather, their work is intended to facilitate implementation of the Agreement using stakeholder communication, collaboration, and coordinated oversight to advise the parties on effective pathways to success. All IGT stakeholders involved with the IGT and its committees and workgroups are committed to working respectfully and collaboratively, and to providing regular reports on their focus, progress, outcomes, and recommendations on reducing barriers to implementation and monitoring.

IGT's DHW DBH Administrative Support person and Children's Mental Health Project Coordinator, will produce an annual summary report from IGT meeting minutes 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. The report will be approved by the IGT at its December meeting each year for distribution in January of the following year, along with posting on the YES website. This report will then be delivered to the IBHC, the plaintiff's attorneys and any other parties desiring a copy.

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## IGT Issue Management Process:

1. A committee, subcommittee, or the IGT itself can identify issues or concerns that need to be addressed by this formal process. An issue is identified, or a concern raised, that relates to implementation or sustainability barriers, and formal action is recommended by the IGT.
2. The IGT Request Form will be used. (This is the form initially completed for Workforce Development in 2020-21.) The IGT will review, discuss, and determine whether the request will be forwarded to a subcommittee or work group.
3. After an affirmative determination, the IGT Executive Committee will identify an existing subcommittee or create a new subcommittee with a defined scope and membership to explore the issue and possible solutions.
4. The IGT then approves the IGT Executive Committee's subcommittee or work group suggestion(s).
5. The subcommittee or work group makes its updates and/or suggestions to the IGT every two months (at least) until the subcommittee or work group is ready to provide the final recommendation(s).
6. The subcommittee reports concerns and possible options along with the pros and cons to IGT and waits for the IGT to indicate the subcommittee's work is complete.
7. IGT will determine what recommendation to the appropriate state entity might be. An affirmative vote on what is to be forwarded to the State must come from the voting membership of the IGT
8. Each issue/concern/item/recommendation approved by the IGT voting members will be added to the Sponsor's Status Report dashboard.
9. The state entity, in receipt of the recommendation, will take it under advisement and will report to the IGT every three months with a status update or until the recommendation/issue has been resolved or determined to be handled.

## The Idaho State entities' process for interacting with IGT will be as follows:

1. Receive recommendations from IGT and determine what actions to take.
2. State entities can request ideas, input, and suggestions from the IGT and its subcommittees.
3. Report, along with actions taken, or reasons for not taking action, to the IGT until an issue is resolved, no less than once every three months.

See the following 2022 Roles & Responsibilities Grid for more detailed descriptions of the IGT and related working entities.

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## Roles and Responsibilities Grid notes:

- The IGT subgroup for IGT Roles and Responsibilities Grid met regularly from June 2022 to November 4, 2022. The following grid identifies what the IGT is responsible for, how it will accomplish the work, guiding documents (see links below the grid) that informed and supported this grid, and how the IGT will interact with the other entities involved in the successful fulfillment of the Implementation Assurance Plan (IAP) approved by the Idaho Courts on January 25, 2022.
- The IGT Executive Committee met with each of the subcommittees to hear from them about what each felt was working well and not working well. Additionally, the work group drew information in this grid from the Jeff D. Settlement Agreement, the IGT Charter, the IGT Bylaws, the ICAT and FAM Charters, IGT experiences, the IGT Guiding Principles (2022), and the IGT Operational Guidelines (2018). The IGT relies on all of these documents to inform its processes and its recommendations to the state.
- IGT understands that its role is inclusion, recommendation-making, and oversight/monitoring of the Implementation Plan’s success.
- The following grid includes the IGT and its Settlement Agreement required subcommittees; the Implementation Work Group (IWG), which informs the IGT’s work; and independent entity, the QMIA Council (QMIA), due to the interactions of the two entities. The QMIA section of the grid is incomplete because the QMIA is currently updating the QMIA Plan.
- The roles and responsibilities described herein are informed and derived from the Settlement Agreement, Implementation Plan, and the Implementation Assurance Plan, and are not intended to, nor do they, amend or change any Court-approved agreements. If there is a conflict, the Settlement Agreement, Implementation Plan, or Implementation Assurance Plan controls.

*See following Chart.*

# Interagency Governance Team (IGT) – Roles and Responsibilities, 2022

Whom & What/How	IGT: Interagency Governance Team	IGT Subcommittee: ICAT - Interagency Clinical and Training	IGT Subcommittee: FAM - Family and Advocacy Meeting (formerly FE: Family Engagement)	Settlement Agreement required - IWG: Implementation Work Group	Independent Entity: QMIA Council - Quality Management Improvement & Accountability Council (The QMIA process is currently being documented. Nov. 2022)	Other Groups? *Defendant's Work Group * Due Process * IGT temporary work groups * Idaho Behavioral Health Council * Compliance Task Force
<b>Roles</b>	<ul style="list-style-type: none"> <li>• Jeff D. Settlement Agreement establishes the IGT.</li> <li>• The IGT is meant to exist in perpetuity/ forever.</li> <li>• Know what the Settlement Agreement states and advises.</li> <li>• IGT must stay within the scope of the Settlement Agreement.</li> <li>• Understand what implementation should look like.</li> </ul>	<ul style="list-style-type: none"> <li>• Jeff D. Settlement Agreement establishes this ongoing committee work.</li> <li>• ICAT's membership includes YES Stakeholders, family members, and providers.</li> <li>• The objective is to advise and support the state agencies regarding the YES System of Care, to provide the state agencies with feedback from the parent and provider</li> </ul>	<ul style="list-style-type: none"> <li>• Jeff D. Settlement Agreement establishes this ongoing committee work.</li> <li>• Its objective is to advocate that parent and youth voices are recognized by all partners as a vital contribution to the development of the YES System of Care, specifically by engaging parents, caretakers, and youth, getting feedback and participation at all levels of project development, implementation, and governance and monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>• Stand-alone entity.</li> <li>• Its work informs the IGT.</li> <li>• The IWG will dissolve when the IWG and the courts approve its dissolution. The ongoing monitoring work will be part of IGT's roles/ responsibilities.</li> <li>• The Implementati</li> </ul>	<ul style="list-style-type: none"> <li>• Independent council that provides ongoing reporting.</li> <li>• Staffed by representatives from the Department of Health &amp; Welfare (Medicaid and Behavioral Health) and the community, including parents and a data representative from BSU.</li> </ul> <p><i>Able to request QIPs?</i></p>	<p><i>This column will reflect other groups or entities which interact with IGT.</i></p> <p><i>Note: This 2021 16 page document provides guidance as well.</i></p> <p><a href="#">210908 Memo to IGT Executive Committee - Workgroups 9.7.2021.pdf</a></p>

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	<ul style="list-style-type: none"> <li>• Advise various stakeholders as to the agreement on implementation.</li> <li>• IGT serves as a vehicle of communication amongst all parties and the Settlement Agreement stakeholders.</li> <li>• Identify potential solutions for the removal of any barriers and work towards successful implementation. IGT understands that <i>how</i> the barriers are removed will depend on state situations, legislative support, and/or resource/fund availability. (Crossover with how this will occur.)</li> </ul>	<p>perspective on the development, application, and sustainability of services, so the state agencies can ensure the services meet the needs of members across Idaho, regardless of the area and population.</p> <ul style="list-style-type: none"> <li>• ICAT will identify areas within the YES System of Care that may benefit from training on services, system processes, or other related topics. This step is to assist in the prevention of gaps and problems with service delivery.</li> <li>• ICAT will identify training needed for parents, providers, and others working with the YES</li> </ul>	<ul style="list-style-type: none"> <li>• Identify and recommend areas in the YES project and in the child and adolescent system of care that need parent/youth involvement.</li> <li>• Develop strategies to assist the system of care in growing a stronger base of parent/youth involvement.</li> <li>• Connect workgroup parents/youth to one another to provide an informal network that encourages opportunities for support &amp; sharing of information.</li> <li>• Be a resource to parents/youth and workgroups regarding how to support participating parents/youth involved in the YES project and the on-going system of care.</li> </ul>	<p>on Assurance Plan (IAP) establish es an Implementation Compliance Task Force and the IWG has determined its membership will serve as the Compliance Task Force for the Jeff D. Settlement.</p> <p>From a 2021 Memo to the IGT Executive Committee: “The 2016 Implementation Assurance Plan clarifies that the IWG will transfer its authority for monitoring oversight and progress to the IGT (via the Idaho Behavioral Health</p>		
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	<ul style="list-style-type: none"> <li>• Monitor implementation through reports from other workgroups and entities.</li> <li>• Monitor progress toward implementation.</li> <li>• Ongoing monitoring role after initial implementation is complete.</li> <li>• Maintain a collaborative governance structure.</li> </ul> <p><i>From the 2018 Operational Guidelines:</i> 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</p>	<p>System of Care at home, at school, and in the community.</p> <ul style="list-style-type: none"> <li>• Identify gaps in information provided in trainings.</li> <li>• ICAT gathers information and provides regular reports and recommendations to the IGT.</li> <li>• This standing committee reports to IGT as requested by IGT.</li> <li>• Become familiar with and maintain familiarity with all services currently provided by State agencies and the new services required by the Settlement Agreement.</li> <li>• Provide input, and feedback on service</li> </ul>	<ul style="list-style-type: none"> <li>• Identify multiple ways, beyond attending workgroup meetings, that parent/youth voice can be captured and incorporated in project work.</li> <li>• Stay connected to the work of parent and youth organizations to support their growth, involvement in YES, and requests or opportunities for training, technical support, etc.</li> </ul>	<p>Cooperative). See Introduction to 2016 Implementation Plan, at page 4, referencing Objective 6 of the Plan.</p> <p>The IWG “has already taken the lead as providing authority in assuring that progress is being made; such authority will be transferred to the Idaho Behavioral Health Cooperative as more specifically outlined in Objective 6.” Id. It appears that under the Settlement Agreement and the 2016 Implementation Plan, it was anticipated that the IWG’s role would be limited to problem-</p>		
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	aspects of the System of Care as part of its internal decision-making process, taking into consideration impact on local, regional, and statewide communities.	descriptions and application/implementation plans being developed by state agencies.		solving issues related to implementation once the court approved the Implementation Plan. Oversight and progress monitoring were to be taken up by the IGT.”		
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>From the Settlement Agreement: IGT must maintain committees to address Clinical, Training, and Family Engagement.</li> <li>Hear reports from IGT subcommittees and workgroups and determine what action may be needed.</li> <li>Oversee IGT subcommittees and work groups created by the IGT.</li> </ul>	<ul style="list-style-type: none"> <li>Represent parent and provider concerns, insights, and suggestions to IGT and DHW regarding services, workforce, and training needs.</li> <li>This standing committee reports to IGT at a minimum of at least quarterly.</li> <li>ICAT can identify and bring to the attention of the IGT issues relating to services, services descriptions, supports, or implementation</li> </ul>	<ul style="list-style-type: none"> <li>The Family and Advocacy Meeting subcommittee currently meets once per month.</li> <li>Report regularly to IGT about family voice and involvement within the YES system of care.</li> <li>Promote engagement of caretakers, parents, and youth for all systems of care.</li> <li>Promote &amp; encourage representation from a range of parent/youth cultures and experiences in the system– Black/African American, Hispanic, Native</li> </ul>		Report findings to the IGT so that IGT can monitor, identify concerns, and identify barriers.	

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	<ul style="list-style-type: none"> <li>• Support and promote the principles established in the Principles of Care and Practice Model.</li> <li>• Provide leadership for the sustainability of the Principles of Care and Practice Model.</li> <li>• IGT is responsible for a collaborative structure and for collaborating and overseeing actions that result in the removal of barriers.</li> <li>• Understand the needs of Idaho youth as they experience the YES system of care. Including receiving input from Idaho youth.</li> <li>• Act in a timely manner.</li> </ul>	<p>plan item concerns.</p> <ul style="list-style-type: none"> <li>• ICAT will, to the best of its abilities, maintain representation from regions (urban, rural, and frontier region representation) to obtain updates on treatment and to obtain feedback on trainings and/or lack of information from all areas across Idaho.</li> <li>• ICAT will automatically escalate any items that require actions by state agencies or rule changes, along with ICAT recommendations , to the IGT.</li> <li>• ICAT resolved items will be reported to IGT at the next IGT meeting.</li> </ul>	<p>American, LGBTQIA+, refugee, behavioral health, developmental disabilities, juvenile justice, foster care, adoption, regional, rural.</p> <ul style="list-style-type: none"> <li>• Escalate parent, caregiver, and youth identified system concerns to the IGT.</li> <li>• Help parent, caregiver, youth identify the appropriate state agency or YES system of care subcommittee or workgroup for their specific concerns to be addressed.</li> <li>• Allow meeting time for parents, caregivers, and youth to ask questions, share successes, and express concerns.</li> <li>• Help inform parents, caregivers, youth about the YES system of care and how it operates.</li> </ul>			
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	<ul style="list-style-type: none"> <li>• Adopt and follow operational guidelines for accomplishing work, including the IGT Guiding Principles.</li> <li>• Implement actions that fulfill the IGT’s Strategic Plan (2021).</li> <li>• Meet as necessary to accomplish work. Meetings are open to the public. These meetings will be held quarterly at a minimum.</li> <li>• Adhere to and follow the Settlement Agreement &amp; Implementation Assurance Plan.</li> <li>• Monitor the State’s implementation of IGT recommendations by the appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Request and utilize clinical and training data from DHW for use in recommendation-making.</li> <li>• ICAT will familiarize themselves with the Implementation Plan and the Workforce Development Plan to identify training opportunities.</li> <li>• ICAT can request to review training materials and provide recommendations on training developed for parents, families, providers, and state staff.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate efforts with DBH’s contractor FYIdaho (<i>Families and Youth of Idaho is a dba of the Idaho Federation of Families</i>).</li> <li>• Advocate for parent, caregiver, and youth voice in all areas of the YES system of care.</li> <li>• Commit to transparency and speak clearly without obscure acronyms or bureaucratic terminology and encourage this within the project and the system of care.</li> <li>• Collaborate with IGT to ensure that systemic issues presented to the Interagency Governance Team (IGT) are routed to the appropriate workgroup/committee and that family voice is present</li> </ul>			
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## Interagency Governance Team (IGT) – Roles and Responsibilities, 2022

	<p>parties and entities.</p> <ul style="list-style-type: none"> <li>• Monitor progress in an attempt to ensure steady progress and ongoing commitment, practice improvements, quality management improvement and accountability.</li> <li>• Develop meaningful partnerships with youth, families, and community stakeholders.</li> <li>• Effectively use data to inform progress and achieve cross system outcomes.</li> <li>• Appropriately interface with key advocates, legislators, and the judiciary.</li> </ul>		<p>on those groups as they work to resolve the issues.</p>			
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## Interagency Governance Team (IGT) – Roles and Responsibilities, 2022

	<ul style="list-style-type: none"> <li>• Ensure sustainability of shared investment including vision, empowered leadership and system improvements.</li> </ul> <p><i>From the 2018 Operation Guidelines &amp; Bylaws Article 6:</i></p> <ul style="list-style-type: none"> <li>• <i>IGT will be responsible for reviewing the annual Implementation Progress Report from YES Leadership.</i></li> <li>• 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</li> </ul>					
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## Interagency Governance Team (IGT) – Roles and Responsibilities, 2022

	<p>report will be delivered to the IBHC, the plaintiff's attorneys and any other parties desiring a copy.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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</li> </ul>					
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	<p>to the class. The IGT is to coordinate this with the Workforce Development Group.</p> <ul style="list-style-type: none"> <li>• Maintain the IGT Membership and ex-officio members appointed by the Idaho Behavioral Health Cooperative (CHARTER &amp; Bylaws docs.)</li> <li>• See Bylaws Article 2. Section 5: Roles &amp; Responsibilities of Members...include all here?</li> <li>• See Bylaws Article 4. Principles of Meeting Conduct.</li> <li>• Minutes from ICAT and Family Engagement meetings will be provided to IGT members before their scheduled meetings.</li> </ul> <p><i>Other Questions:</i></p>					
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## Interagency Governance Team (IGT) – Roles and Responsibilities, 2022

	<ol style="list-style-type: none"> <li>1. <a href="#">Welcome to YOUTH EMPOWERMENT SERVICES (idaho.gov)</a> &lt; Responsibilities to/for YES?</li> <li>2. What about Workforce Development and Training?</li> <li>3. And Communications</li> <li>4. HOW/HOW do the above items look? Happen?</li> </ol>					
<p><b>Authority</b>            For decision-making?            For doing work?            For spending money?            For _____?</p>	<ul style="list-style-type: none"> <li>• Provided in the Settlement Agreement.</li> <li>• IGT has the authority to identify priorities to the State.</li> <li>• IGT has the authority to make recommendations and the State has the authority to decide what it can/will do in response to those recommendations within the Settlement and</li> </ul>	<ul style="list-style-type: none"> <li>• Provided in the Settlement Agreement.</li> <li>• ICAT has the latitude to identify and research issues/concerns before advancing it/them to IGT.</li> <li>• ICAT has the authority to provide input and feedback to IGT for its consideration. Follow the 9-step Issue</li> </ul>	<ul style="list-style-type: none"> <li>• Provided in the Settlement Agreement.</li> <li>• FAM has the latitude to identify and research issues/concerns before advancing it/them to IGT.</li> <li>• FAM has the authority to provide input and feedback to IGT for its consideration. Follow the 9-step Issue Management Process</li> <li>• FAM, in and of itself, does not have</li> </ul>			

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	<p>Implementation Plan agreements.</p> <ul style="list-style-type: none"> <li>• IGT in and of itself does not have authority to spend money.</li> <li>• IGT has authority to create sub-groups, work groups, and/or committees to address needs identified by IGT.</li> </ul>	<p>Management Process.</p> <ul style="list-style-type: none"> <li>• ICAT, in and of itself, does not have authority to spend money.</li> </ul>	<p>authority to spend money.</p>			
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*Guiding Documents list and links found on the following page.*

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## Guiding Documents:

- The Jeff D. Settlement Agreement and related Appendices can be found at <https://yes.idaho.gov/youth-empowerment-services/about-yes/yes-history/?target=0>.
- The Implementation Assurance Plan (IAP) can be found at <https://yes.idaho.gov/youth-empowerment-services/about-yes/yes-history/?target=1>.
- All IGT materials, agendas, and meeting notes can be found on the Youth Empowerment Services (YES) website under the Interagency Governance Team (IGT), which is located at <https://yes.idaho.gov/youth-empowerment-services/about-yes/yes-history/?target=4>.
- The IGT Operational Guidelines can be found at <https://yes.idaho.gov/wp-content/uploads/2021/04/IGTOperationalGuidelines.pdf>.
- The IGT Workgroup Charter can be found at <https://yes.idaho.gov/wp-content/uploads/2021/04/IGTCharter.pdf>.
- The IGT Bylaws list the IGT responsibilities and procedures. The IGT Bylaws can be found at <https://yes.idaho.gov/wp-content/uploads/2022/01/220112-IGT-Bylaws January-2022 Final Signatures.pdf>.
- Interagency Clinical and Training (ICAT) Operational Guidelines Date Adopted: 2022 – 2023 *work is being done to complete this.*
- Family and Advocacy Meeting (FAM) Statement of Purpose: Adopted October 2020. The FAM Statement of Purpose can be found at <https://yes.idaho.gov/wp-content/uploads/2022/11/201106-FE-SubCom-Statement-of-Purpose-Draft-V3.0-final.pdf>.
- IGT Guiding Principles: Adopted on July 13, 2022. The IGT Guiding Principles can be found at <https://yes.idaho.gov/wp-content/uploads/2022/11/IGT-Guiding-Principles Final.pdf>.
- IGT Request Form (Document can also be found on the next page): Adopted 2021. The IGT Request Form can be found at <https://yes.idaho.gov/wp-content/uploads/2022/11/IGT-Request-Form-Template.docx>.