

**Youth Empowerment Services (YES) Communication Strategic Planning Workgroup
Documentation Review Request Form**

INSTRUCTIONS: The YES Communications Strategic Planning Workgroup (“Communications Workgroup”) and Idaho Department of Health and Welfare (“DHW”) leadership are required to review and approve public YES resources or resources that are being requested to include the YES logo (including but not limited to flyers, trifold, posters, and event materials) which can take up to eight weeks or more. The Communications Workgroup will help the development or review of any YES public resources upon request.

Page 1 is to be completed and submitted to the Communications Workgroup Facilitator prior to any request to facilitate that process. Please include a copy of the draft materials to be reviewed.

Page 2 is to be completed, in addition to Page 1, for any request involving a new resource using the YES logo.

Communications Workgroup Facilitator and Contact Information: Emily Miller, Emily.Miller@dhw.idaho.gov.

**Carefully consider and follow any policies and procedures required by your organization before submitting this form
and during work with the Communications Workgroup.**

1. Name of workgroup, subcommittee, YES partner agency, contractor, or other YES stakeholder group requesting review, design or other assistance by the Communications Workgroup.

NOTE: Requested work may include review and approval of YES-branded materials (see page 2) before leadership review and publication, design assistance, content review, or other assistance as needed. Please reach out to the Communications Workgroup facilitator if you have any questions not answered by this form.

2. Lead Contact. Who should the Communications Workgroup reach out to with questions?

3. Date final publication is needed. This does not include printing time, which you will need to facilitate if needed.

NOTE: Please consider the time needed for leadership review processes for DHW and/or your specific agency after the assistance of and/or review by the workgroup. Any new communications requiring YES branding or YES co-branding may take eight weeks for Communications Workgroup assistance and DHW leadership approval. See page 2 for more.

4. Who is the intended audience for this resource (for example, clients, providers, families, event attendees)?

Next Steps

- a. Remember to complete the second page of this form if the request includes the new use of the YES logo.
- b. After submitting a complete form, the Workgroup Facilitator will review, ask questions if needed, and confirm or work with you on the needed timeframe. Please plan to have a subject matter expert for this request, preferably the lead named above, attend a meeting of the Communications Workgroup to answer initial questions on the request. Meetings are the 4th Wednesday of each month from 1-2 pm MT, unless rescheduled.

Submitted by (Lead Name): _____ Date sent to Facilitator: _____

Confirmation by Facilitator of timeframe: _____ Date confirmed: _____

YES Branding Request Form

YES branding requests: YES branding, including the YES logo, is owned by DHW and use of that branding must be approved through DHW. Please complete this page as described if your request includes a new public resource that will use the YES logo, which requires review by the Communications Workgroup and DHW leadership. Review and DHW leadership approval of these YES-branded public materials may take up to 8 weeks.

Co-branding requests: Requests that include the YES logo *and* any other logo in combination, as referenced in #5, are commonly only approved for use by Idaho Behavioral Health Plan (IBHP) Managed Care Organization, Magellan Healthcare, or DHW/YES-related contractors. Review and approval of co-branding requests may take more than 8 weeks, to account for DHW approval in addition to the required processes by the co-branded partners.

Carefully consider the policies, procedures, and requirements of your organization before submitting this form and during with the Communications Workgroup.

1. Is this document something that has not been published previously and you would like to include the YES logo?
 - Yes? Please continue with this page of the form.
 - No? Please explain if it is being updated, and in what way.

2. Will DHW staff be involved in disseminating, presenting, or publishing this information? Please use the drop down to select Yes (Y) or No (N).
 - Please describe their involvement. (For example, will it be presented or distributed at an event, published to a website, or made available at DHW offices?)

3. Will the Idaho Department of Education (IDE) or Idaho Department of Juvenile Corrections (IDJC) be involved in disseminating, presenting, or publishing this information? Please use the drop down to select Yes (Y) or No (N).
 - Please describe their involvement. (for example, will it be presented or distributed at an event, published to a website, or made available at offices)

4. Will a YES, or a DHW, IDE, or IDJC-contractor be involved in disseminating, presenting, or publishing this information? Please use the drop down to select Yes (Y) or No (N).
 - Please describe their involvement. (for example, will it be presented at an event, distributed at a conference, published to a website, or made available at offices)

If you answered Yes to any of #2, #3, or #4, the document will require review and approval by the Communications Workgroup and DHW leadership for use of the YES logo. Please continue with page 2 of the form.

If you answered No to #2, #3, AND #4, please stop here, complete page 1, and send to the Communications Workgroup Facilitator. This document may not need to use the YES logo. But the workgroup can still assist in review as requested.

5. Are you requesting that this resource include the YES logo AND a logo of any other entity (this is known as co-branding)? Please use the drop down to select Yes (Y) or No (N).
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 - What entity, and how do they intend to use it? Please elaborate and include as much detail as possible.

Please submit the completed form, Pages 1 and 2, and resource draft to the Communications Workgroup Facilitator.