Idaho Children’s Mental Health Reform:
Interagency Governance Team Meeting Minutes

Date / Time of Meeting
September 4th, 2020 10:00 AM - 12:00 PM
Dial in: 415-655-0003
Access code: 803 135 850
Meeting password: 99465569
Webex Only

Meeting Purpose
Interagency Governance Team

Host
Pat Martelle, Ross Edmunds, Vice-Chair: TBD & Co-Vice-Chair: TBD

Voting Members
Ross Edmunds - DBH
Pat Martelle - Family Advocacy Agency
Patrick Gardner - Child Advocate
Howard Belodoff - Child Advocate
Cameron Gilliland - FACS
Lael Hansen - County Juvenile Justice
Eric Studebaker - SDE
Matt Wimmer - Medicaid
James Phillips - IDJC
Doug Loertscher - Provider
Jose Valle - Provider
Tribal Representative: TBD
Jennifer Griffis - Parent
Kim Hokanson - Parent

Att’d
Laura Wallis - Parent
Janet Hoeke - Parent
Sabrina Griffis - Youth
Proxy Voting Members
Att’d
Candace Falsetti - DBH
Michelle Weir - FACS
David Bell - Medicaid
Megan Schuelke - DBH
Mallory Kotze - Medicaid
Elizabeth Henstock - Medicaid
Brent King - IDHW DAG
Charina Newell - IDHW DAG
Craig Ward - Behavioral Health Director for Tribes
Joyce Broadsword - DHW Regional Director
Joy Jansen - School District

Participants
Liz Perkins - DBH
Jon Meyer - DBH
Stephanie Hoffman - DBH
Treena Clark - DBH
Shane Duty - DBH
David Welsh - Medicaid
Sara Stith - Medicaid

MEETING AGENDA

<table>
<thead>
<tr>
<th>#</th>
<th>Time</th>
<th>Length</th>
<th>Topic</th>
<th>Topic Owner</th>
<th>Discussion</th>
<th>Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10:00am</td>
<td>5 mins</td>
<td>Welcome and Roll Call Approve minutes from last meeting</td>
<td>Pat Martelle</td>
<td></td>
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<tr>
<td>3</td>
<td>10:50am</td>
<td>10 mins</td>
<td>Action Item: Identification of Co-Vice Chair and Vice-Chair &amp; Vote</td>
<td>Pat Martelle &amp; Ross Edmunds</td>
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<tr>
<td>4</td>
<td>11:00am</td>
<td>15 mins</td>
<td>Update Report: Case Management Workgroup</td>
<td>Lynn Thull &amp; Janet Hoeke</td>
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<thead>
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<tbody>
<tr>
<td>5</td>
<td>11:15am</td>
<td>15 mins</td>
<td>Update Report: CANS (1 Child CANS Workgroup)</td>
<td>Kim Hokanson</td>
<td></td>
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<tr>
<td>6</td>
<td>11:30am</td>
<td>15 mins</td>
<td>Update Report: QMIA</td>
<td>Candace Falsetti</td>
<td></td>
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<tr>
<td>7</td>
<td>11:45am</td>
<td>10 mins</td>
<td>Public Comment</td>
<td>Pat Martelle</td>
<td></td>
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<tr>
<td>8</td>
<td>11:55am</td>
<td>5 mins</td>
<td>Review Future Agenda Topics and Action Items</td>
<td>Pat Martelle</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>12:00pm</td>
<td>--</td>
<td>Dismissal</td>
<td>Pat Martelle</td>
<td></td>
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The IGT will track action items and their status from the meetings here:

<table>
<thead>
<tr>
<th>Follow Up Items</th>
<th>Date Opened</th>
<th>Owner</th>
<th>Due Date</th>
<th>Complete/Comments</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send notices and processes related to premiums to the Federation, MMIS Call Center, Healthy Connections, DBH staff and Lael.</td>
<td>8/2/2019</td>
<td>Medicaid</td>
<td>8/30/19</td>
<td>3/6 Update: Candace Falsetti from DBH and Sara Stith from Medicaid will check on this agenda item and provide an update at the next IGT Meeting. 4/3, Update: Medicaid has waived co-pays for the time being due to COVID-19. Agenda items will be combined.</td>
<td>5/1, In Progress. Medicaid stated that not all co-pays are being waived. A notice will be sent out about clients not losing their eligibility due to not paying premiums.</td>
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<tr>
<td>Get clarity around the value of the regional SOC project and the ability to have DBH work on the project.</td>
<td>3/6/2020</td>
<td>Ross Edmunds</td>
<td>4/3/20</td>
<td>4/3 Update: Previously identified system collaboration as an interest and discussed how we could look at system collaboration. Helpful to see what collaboration looks like in each region. Work with Regional Behavioral Health Boards and request they prepare presentations. Will cover one region per meeting. This will be done by Ross Edmunds.</td>
<td>5/1, In Progress. This was previously identified as system collaboration. The intention is to have one region present at each IGT Meeting. Ross Edmunds will work to get these presentations scheduled at the right time.</td>
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<td>Discuss updating the by-laws to include membership information based on the feedback received.</td>
<td>5/1/2020</td>
<td>Ross Edmunds &amp; Pat Martelle</td>
<td>6/5/20</td>
<td>Bylaws will be amended by Pat and voted on at the next meeting.</td>
<td>6/5, In Progress.</td>
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<tr>
<td>DBH CMH and Medicaid (Optum) will obtain the data regarding utilization of services (units) and use case analysis (telehealth, in-person, emergency care, waitlist, wraparound) from January onward as far as possible and report at the next meeting.</td>
<td>6/5/2020</td>
<td>Ross Edmunds &amp; David Bell</td>
<td>July</td>
<td>6/5/2020</td>
<td>6/5, New.</td>
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<tr>
<td>Create a subcommittee reporting template by July 20th.</td>
<td>6/5/2020</td>
<td>Shane Duty</td>
<td>7/20/20</td>
<td>6/5, New.</td>
<td>6/5, New.</td>
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Strategic Communication Work Proposal:

YES Family and Youth Workbooks

1. Subject matter experts needed to develop a collection of new workbooks
   - The YES Communications Strategic Planning Workgroup has identified the need for two new documents, a YES Family Workbook and a YES Youth Workbook. These documents will be developed with treatment planning subject matter experts and designed for families to use to organize their thoughts in preparation for Child and Family Team meetings, including Wraparound. They will be engagement tools to get family and youth involved in treatment planning.

2. Definition of audience
   - Youth and families involved in the YES system of care, and YES system partners.

3. The type of communication to be created
   - Printed/digital material: A PDF workbook that can be easily either completed digitally as a fillable form or printed out for youth and families to write in. It will be posted to the YES website.

4. Required resources to develop this communication
   - Need the following staff for a Specific Communication Team:
     i. Design expertise: Elizabeth Perkins
     ii. Content creation and review will occur after initial layout and preliminary family review
        1. DBH – Subject matter expertise: Jennifer Barnett as well as regional Wraparound coordinator April Auker
        2. Medicaid – subject matter expertise/review: Sara Stith will indicate who will represent Medicaid
        3. SDE – subject matter expertise/review: Dr. Charlie Silva will distribute to appropriate SDE staff
        4. IDJC – subject matter expertise/review: James Phillips will distribute to appropriate SDE staff
        5. FACS – subject matter expertise/review: Heather Olsen/Sarah Allen
        6. Parent of a child with SED – subject matter expertise and ensuring review for Parent voice on Family Workbook: Laura Wallis reaching out to involve families and gather Parent Voice.
        7. Youth involved with YES system of care - review for youth voice on Youth Workbook: Jon Meyer has submitted work order to IFFCMH
        8. Provider of children’s mental health services: TBD (workgroup members have a couple recommendations.)

5. Length of expected development time
   - The workgroup anticipates two months will be needed for the development of each workbook, on a staggered basis.
Strategic Communication Work Proposal:

YES Family and Youth Workbooks

6. One-time communication need, or ongoing communication strategy/need?
   • The workgroup envisions this as a current one-time communication need. If and as information changes during the progression of YES, updates may be needed in the future.

7. Expected life of the communication
   • The workgroup anticipates the workbooks could remain accurate for a year or more before requiring updates.

8. Anticipated reach of the communication material
   • Both workbooks will be posted to the YES website and be available for use by families and youth in the YES system of care, as well as YES partners. It could potentially reach thousands of individuals.

9. Method to determine if communication effective
   • Can monitor analytics and downloads via YES website.

10. Potential considerations, roadblocks, or delays, with mitigation plans, including any required additional resources
    • No additional resources, other than staff are anticipated. Printing costs may be a consideration if DHW or partners choose to print large quantities for distribution, but printing costs won’t affect the development of these communication pieces.
      If someone downloads a workbook from our website to use, the printing costs would generally be assumed by that user.
YES Interagency Government Team Monthly Report

**Group:** YES Communications Strategic Planning Workgroup

**Date:** September 1, 2020

**Baseline Report Date:** August 2020

**Current Tasks and Deadlines/Target Dates:**

- **YES Child and Family Team (CFT) video** *(New Content)*
  - Preliminary Video Layout expected September 4 for review
  - New content – will go through review by a Specific Communication Team

- **Medicaid-access trifold** *(New Content)*
  - For use at conferences and by Optum
  - Draft document expected for first review by subject matter experts (Medicaid) September 4
  - New content – Is going through review by a Specific Communication Team

- **Wraparound Family Handbook** *(Updated Content)*
  - Existing published communication required updates
  - Updates include WlnS branding and standardized naming conventions
  - Updated content to graphic design staff by September 4

- **YES Family Workbook** *(New Content)*
  - Draft document content expected to be ready for review by Wraparound subject matter experts by September 11
  - New content – Will go through review by a Specific Communication Team

- **YES Youth Workbook** *(New Content)*
  - Preliminary content to graphic design staff by September 11
  - Draft document then sent for review by subject matter experts
  - New content – Will go through review by a Specific Communication Team

**Describe Any Barriers/Roadblocks:**

- With COVID-19 related tasks added to the schedules of the staff and many of the members of the Communications Workgroup, some YES communications have been delayed due to resource and staff allocation issues.

- A provider of Children’s Mental Health Services is needed to participate on the Specific Communications Team for the development of YES Family and Youth workbooks.

**Describe Resources That Are Needed to Meet Timeline:**

- Continued use of DBH graphic design staff and other staffing resources as identified for each Specific Communication Team.

- Details of finalized over 300% access model (communication pieces including a trifold are on hold until this information is finalized)
**Upcoming Tasks:** (give date if known)

- Creation of topic specific tri-fold brochures for use at conferences and in doctor offices:
  - General YES information,
  - Child and Family Team,
  - Wraparound, and
  - Over-300% access model (completion date unknown).

**Additional Information the IGT Needs To Know:** (anecdotal, relevant input, news, etc.)

- Phase 2 of the YES website redesign continues.
  - Updating documents to include correct branding and system of care details
  - Provider and educator documents are included in this phase of the redesign