

Clinical Advisory Workgroup Charter

Overview

The Clinical Advisory Workgroup serves in an evaluative, educational and advisory capacity to the Division of Behavioral Health for the development of the continuum of care and all clinical components that are relevant and necessary in the design and implementation of a system of care for children with Serious Emotional Disturbance (SED) under the Youth Empowerment Services (YES) Project. The Clinical Advisory workgroup membership will be composed of actively practicing therapists, psychologists, prescribers and state and community representatives. The Clinical Advisory workgroup will be responsible for the development of recommendations to the Division of Behavioral Health (DBH) for clinical processes and deliverables described in the Idaho Implementation Plan.

Purpose

The purpose of the Clinical Advisory workgroup is to provide clinical expertise to ensure that processes and products that are to be a part of the system of care are clinically sound and adhere to the requirements identified in the Jeff D. Settlement Agreement.

Recommendations for clinical processes and products will include but is not limited to:

- Clinically sound components necessary for the system of care transformation;
- Services and supports clinical definitions;
- Standards of care pursuant to the Jeff D. Settlement Agreement and the requirements listed in the Idaho Implementation Plan;
- Provider qualifications;
- Service settings;
- Comprehensive Assessment;
- Individualized Treatment Plan;
- Practice Manual;
- Formation and operations of the Child & Family Team (the teaming process).

Clinical Advisory Workgroup Goals

The goals of the Clinical Advisory workgroup are to participate as a clinical stakeholder voice in the YES Project and to work together with the staff of the Division of Behavioral Health, Division of Family and Community Services, Division of Medicaid, Department of Juvenile Corrections, and Department of Education to make recommendations for health plan benefit development and implementation while staying within the scope and limitations of the YES project.

Roles & Responsibilities

The Clinical Advisory Workgroup roles and responsibilities are defined for the purpose of the goals described herein and the YES Project. The Clinical Advisory Workgroup will have a chair and a parent co-chair who will work to lead the group in achieving the goals.

Length and Scope of Membership

Members of the workgroup will remain formed and active for life of the project. The meeting schedule will be more intense in the beginning and will then taper off as products (Phase 1) and processes (Phase 2) are delivered. Additional clinical consultation will remain available for sponsors, workgroups, committees and teams as clinical issues arise during implementation and in the sustainability period. Members may be linked with additional opportunities for ongoing participation if they have an interest in providing clinical input and review of clinical services, products and processes in the building and operations of the system of care.

Deliverables and Accountability

This workgroup shall develop the processes and products identified herein and provide clinical consultation as requested based on its combined clinical expertise and stakeholder expertise as parents and advocates. The workgroup is accountable to the sponsors of the project (IDHW administrators) and includes informing the Interagency Governance Team.

Authority and Decision Making

The workgroup is chaired by a Project Manager and a parent who will organize and lead the workgroup. The final outcomes of the workgroup are proposals for the YES project sponsors to evaluate for implementation.

Meeting Schedules

The schedule and duration of the meetings will be determined by the membership.

Meeting Format

The general format for each meeting will be to review the status of action items from previous meetings, provide updated information that may impact the group, address agenda items prepared by or brought to the group.

- Agenda items will be solicited and a meeting agenda will be emailed out in advance of the meeting by the group Chair.
- The meetings will be documented and overseen by the group Chair and co-chair and distributed to meeting participants for feedback and finalization. Final copies will be distributed to all members.

Version History

Version	Date	Name	Comments
1	6/24/2016	Pat Martelle	Initial draft; approved by Jamie Teeter, Bureau Chief and Workgroup membership
2	1/17/2017	Pat Martelle	Incorporate feedback from workgroup, additional edits
3	3/17/2017	Pat Martelle	Update based on Project requirements