

Workforce Development Workgroup Charter

Overview

The Workforce Development workgroup serves in a research, development and design capacity to the Division of Behavioral Health for the development of the Workforce Development Plan as described in the Idaho Implementation Plan with work performed under the Youth Empowerment Services (YES) project. The Workforce Development workgroup membership will be composed of children's system of care stakeholders who have specific knowledge of Idaho's healthcare workforce environment as well as state and community representatives.

Purpose

The purpose of the Workforce Development workgroup is a) to develop and strengthen the workforce in order 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 of the Workforce Development Plan.

The Workforce Development Plan shall include a proposal for how the state will address any identified gaps in the workforce capacity necessary to meet the needs of Class Members and deliver services in sufficient amount to meet their service needs. The Workforce Development Plan shall also include a strategy to develop sustainable regional and statewide education, training, coaching, mentoring, and technical assistance to public and private providers who serve Class Members.

Workforce Development Workgroup Goals

The goals of the Workforce Development workgroup are to participate in the Youth Empowerment Services (YES) project and to work together with the staff of the DBH and Medicaid to develop the Workforce Development Plan due in February, 2017, and implement it beginning May, 2017.

Roles & Responsibilities

The Workforce Development Workgroup roles and responsibilities are defined for the purpose of the goals described herein and the Youth Empowerment Services (YES) Project. The Workgroup Development Workgroup will have a chair and a co-chair who will work to lead the group in achieving the goals.

Length and Scope of Membership

Members of the workgroup will meet between August, 2016 and February, 2017 to deliver the WFD and Training Plan. The workgroup will continue to meet through 2017, 2018 and 2019 to deliver updated versions of the WFD and Training Plan.

Accountability

This workgroup shall develop the identified processes and products based on its combined expertise and are accountable to the lead Project Manager of the Youth Empowerment Services (YES) project who reports to the sponsors of the project, IDHW administrators.

Authority and Decision Making

The workgroup is chaired by DBH who will organize and lead the workgroup. The final outcomes of the workgroup are proposals for the Youth Empowerment Services (YES) project sponsors to evaluate for implementation.

Meeting Schedules

The schedule and duration of the meetings has been set for every other week, Mondays from 2:30-4:30 MST. Meetings locations are at 450 W. State Street, Boise, ID, unless otherwise announced.

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 that have been set in order to achieve the business at hand 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 (or a delegate) and materials will be distributed to meeting participants for feedback and finalization.

Version History

Version	Date	Name	Comments
1.0	8/16/2016	Gina Westcott	Revision
2.0	3/17/2017	Gina Westcott	Added version history