

REGIONAL FAMILY YOUTH & SYSTEM PARTNER ROUND TABLE (FYSPRT)

For Washington State's Systems of Care Project

CHARTER

Project Name: Regional Family, Youth & System Partners Round Table (FYSPRT) Charter

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A Purpose and Function of the Regional FYSPRT

FYSPRT Purpose

The Washington State Family, Youth and System Partner Round Tables (FYSPRTs) provide an equitable forum for families, youth, systems, and communities. FYSPRTs strengthen sustainable resources by providing community-based approaches to address the individualized behavioral health needs of children, youth, and families. They leverage the experiences and expertise of all participants dedicated to building seamless behavioral health services, and:

1. Provide a working partnership among family, youth, systems, and community partners, bringing broad perspective to build and strengthen relationships inclusive of family/youth voice in decision-making processes.
2. Identify family, youth, systems, and community needs.
3. Create options and opportunities to address family and youth priorities.
4. Promote Family- and Youth-Driven solutions to address system challenges and barriers
5. Develop common ground through mutual learning amongst all participants.
6. Provide leadership and influence for the establishment and sustainability of Washington State Children's Behavioral Health System.
7. Provide input on long-term strategies in support of fully implementing changes to Washington State Children's Behavioral Health System.
8. Ensure accountability through evaluation.

Primary Functions

FYSPRTs support and track the six goals of the Washington State System of Care (SOC) which are to:

- 1) Infuse SOC values in all child-serving systems.
- 2) Expand and sustain effective leadership roles for families, youth, and system partners.

- 3) Establish an appropriate array of services and resources statewide, including home- and community-based services.
- 4) Develop and strengthen a workforce that will operationalize SOC values.
- 5) Build a strong data management system to inform decision-making and track outcomes.
- 6) Develop sustainable financing and align funding to ensure services are seamless for children, youth, and families.

QUORUM for Decision Making

- At least fifty one percent (51%) of membership need to be present for a quorum for the purpose of making a decision

Decision-Making Responsibilities

The Regional FYSPRT is responsible for:

- Developing Decision Making Protocols following consensus process
- Prioritizing strategies and activities that support the expansion of Systems of Care

B Regional FYSPRT Membership

Regional FYSPRT membership is comprised of Family, Youth and System Partner Regional and Local Tri Leads. Participants outside the membership are also welcome to attend and provide input and feedback regarding community needs.

Suggestions for Participant Make-up at the Regional Level:

- | | |
|---|--|
| ➤ Representatives of local systems | ➤ Tribes |
| ➤ Community leaders that reflect the diversity in the community | ➤ Family & Youth groups/organizations |
| ➤ Community Organizations/networks/ coalitions (Goodwill, Boys and Girls Club, at-risk youth) | ➤ Family/Youth leaders |
| ➤ Faith Community | ➤ Public Health |
| ➤ Children’s Administration | ➤ 12-step groups |
| ➤ Juvenile Justice | ➤ Youth-led programs |
| ➤ Mental Health | ➤ Employers |
| ➤ Chemical Dependency | ➤ Division Vocational Rehabilitation |
| ➤ Developmental Disabilities Admin. | ➤ Kinship groups |
| ➤ Law Enforcement | ➤ Adult consumers |
| ➤ School district and ESD staff | ➤ Advocacy groups |
| ➤ Military | ➤ Foster Care youth and family groups |
| ➤ Early Learning – Head Start | ➤ College and University Campus groups |

Membership Minimum Ask:

- Commitment to participate

Tri – Lead -

- Terms - preferred minimum ask of 2 years
 - System Partner Tri-Lead—At the discretion of the FYSPRT contractor the first right of refusal will be given to the Children’s Care Coordinator employed by the regional contracting authority to take the role of System Partner Tri-Lead
 - Youth Partner Tri-Lead –At the discretion of the FYSPRT contractor the Youth Tri-Lead will be connected to the Youth ‘N Action movement
 - Family Partner Tri-Lead -- At the discretion of the FYSPRT contractor the Family Tri-Lead will be connected to the contracting organization
- Attendance - open
- Describe and set a value of participants’ time including family, youth and system partners – *needs to be developed further*

Role of a Regional FYSPRT Participant

It is intended that the Regional FYSPRT leverage the experiences, expertise, and insight of key individuals, organizations, and departments that are committed to building a Systems of Care for children’s behavioral health. Regional FYSPRT members are not directly responsible for managing project activities, but provide support and guidance for those who do. Thus, individually, members will:

- Through education, collaboration and participation influence the movement toward the infusion of system of care values and principles in community organization, workforce development, policies, practice, financing, and structural change.
- Bring community, individual and agency strengths in completing necessary tasks.
- Identify barriers/challenges and approaches to resolve issues.
- Identify strengths/initiatives/projects of existing community and system agencies that support systems of care values and principles.
- Educate our system of care partners as we develop and grow.
- Develop problem solving approaches for moving forward.

Tri Lead Position Descriptions and Responsibilities - See Table 1 on next page

TABLE 1. Tri Lead Position Descriptions and Responsibilities

Youth	Family	System Partner
Ability to check and respond to emails at least twice a week, unless otherwise communicated	Ability to check and respond to emails at least twice a week, unless otherwise communicated	Ability to check and respond to emails at least twice a week, unless otherwise communicated
2 year minimum from appointment	2 year minimum from appointment	2 year minimum from appointment
Participate in regularly scheduled meetings	Participate in regularly scheduled meetings	Participate in regularly scheduled meetings
Attend all state-wide FYSPRT meetings	Attend all state-wide FYSPRT meetings	Attend all state-wide FYSPRT meetings
Participate in YNA meetings and activities as determined	Maintain regular contact/connection with Family Organization(s) in your region if applicable	Maintain regular contact with system partners in your region
Under age 25 and has personal lived experience	Is a parent or caregiver of a child with system involvement	Has demonstrated ability to foster relationships with youth and family
Preference youth in transition, has connections with youth leaders, understands youth culture, peer – lived experience recovery as a youth	Has connections with family leaders, understands family culture, peer – lived experience as a parent/caregiver, of a child with multisystem involvement	Has demonstrated ability to foster relationships with youth and family, is a champion for family driven and youth guided services, consistent with System of Care Values
Has actively participated in community for a minimum of 6 months	Has actively participated in community for a minimum of 6 months	Has actively participated in community for a minimum of 6 months
Is able to identify community partners and resources	Is able to identify community partners and resources	Is able to identify community partners and resources
Has access to email and phone on a consistent basis	Has access to email and phone on a consistent basis	Has access to email and phone on a consistent basis
Has the ability (or is willing to with training) to facilitate meetings	Has the ability (or is willing to with training) to facilitate meetings	Has the ability (or is willing to with training) to facilitate meetings
Ability to record information and share	Ability to record information and share	Ability to record information and share
Leadership Training	Leadership Training	Leadership Training
Quarterly check-ins with support staff	Quarterly check-ins with support staff	Quarterly check-ins with support staff
Include some kind of on-going evaluation	Include some kind of on-going evaluation	Include some kind of on-going evaluation
Attend all FYSPRT’s meetings and activities	Attend all FYSPRT’s meetings and activities	Attend all FYSPRT’s meetings and activities
Participate in YNA meetings and activities as determined	Participate in activities/meetings etc. with Family Organization(s) in your region if applicable	Participate in meetings with system partners to share the system of care values and perspectives

Participate in regularly scheduled community meetings	Participate in regularly scheduled community meetings	Participate in regularly scheduled community meetings
Summarize and present materials and information from FYSPRT meetings to community	Summarize and present materials and information from FYSPRT meetings to community	Summarize and present materials and information from FYSPRT meetings to community
Record and bring back information from youth in communities to FYSPRT meetings	Record and bring back information from families in communities to FYSPRT meetings	Record and bring back information from system partners in communities to FYSPRT meetings
Support WA state initiatives related to Children's Behavioral Health	Support WA state initiatives related to Children's Behavioral Health	Support WA state initiatives related to Children's Behavioral Health
Identify needed trainings and technical assistance for youth in communities. Assist with identifying youth/family/system partners and creating resources and skill development opportunities to infuse voice throughout the system	Identify needed trainings and technical assistance for families in communities. Assist with identifying youth/family/system partners and creating resources and skill development opportunities to infuse voice throughout the system	Identify needed trainings and technical assistance for system partners in communities. Assist with identifying youth/family/system partners and creating resources and skill development opportunities to infuse voice throughout the system
Participate in Tri-lead preparatory activities prior to regional and state meetings	Participate in Tri-lead preparatory activities prior to regional and state meetings	Participate in Tri-lead preparatory activities prior to regional and state meetings

Contract Lead:

- Participate in preparation of SOC progress reports to be submitted to SOC Project Manager as described in grant requirements
- Track demonstrations of success integrating the SOC goals in activities and events.
- Gather SOC related activity information to submit for federal reporting in the TRAC System Review the status of the project.
- Review SOC outputs for compliance with grant requirements and expectations of key stakeholders.
- Participate in writing the SOC plan representing respective Regional FYSPRT perspective.
- Provide timely SOC progress reports to chain of command authorities for feedback and support.

AD HOC Committees

As needed for Regional FYSPRT and Local FYSPRT development, Regional Tri Leads, and other FYSPRT leadership will participate in Ad Hoc Committees to address needs in a collaborative manner, including youth, family, and system partner voice.

COMMUNICATION

Communication is intended to flow between all levels of the governance structure. Regional FYSPRT Tri Leads will bring information from the Statewide FYSPRT to Regional meetings for information sharing in their community and also bring concerns, themes from Regional meetings to the Statewide FYSPRT as needed. When problem solving around an item or situation is needed, Regional members will first contact their Regional Tri Leads for discussion and brainstorming. If needed and appropriate, the item or situation will be added to the next Regional FYSPRT agenda for discussion with the group. If the item or situation is not resolved within the Regional FYSPRT group, the Regional FYSPRT Tri Leads would take the concern to the Statewide FYSPRT Tri Chairs for discussion and possible addition to the Statewide FYSPRT agenda.

Communication Responsibilities for Regional FYSPRT Tri Leads

- Create agenda for Regional FYSPRT meetings
- Attend Statewide FYSPRT meetings and report meeting updates and outcomes to the Regional FYSPRT.
- Post meeting notes and schedules to the website.
- Maintain communication with local FYSPRTs, community members, and work groups.
- Utilize the communication diagram as appropriate.
- Disseminate Statewide FYSPRT materials for review and recommendations to Regional and Local FYSPRT participants.
- Participate in information sharing among Regional FYSPRTs.

SOCIAL MARKETING

Each Regional FYSPRT will have a social marketing plan including both a website and brochure to share information with the community.

Minimum website components include:

1. Meeting dates, locations, and times
2. Contact information
3. FYSPRT Mission and Vision
4. Uniform Banner to encompass all images
5. Contacts and information on local FYSPRTs (if available)
6. Link to the Statewide FYSPRT page
7. Map showing “your” FYSPRT and others
8. Calendar of events
9. Highlights about what youth, families, system partners are doing or work they have accomplished
10. FAQs – What is SOC, What is a FYSPRT, and an FAQ targeted to Youth
11. Resources about SOC
12. Statement about sponsored by DBHR and the website link
13. Toolkits
14. Meeting notes from Regional and Local FYSPRTs
15. Contact information for who to talk with if you want to start your own FYSPRT

Minimum brochure components include:

1. Banner of Regional FYSPRTs Banners
2. What is a FYSPRT?
3. FYSPRT Mission and Vision
4. Map of FYSPRT Region and Local FYSPRTs within the Region
5. “Why should you participate” paragraph
6. Dates/Time/location that meetings occur or link of where to get that information
7. Contact information for FYSPRT
8. Regional FYSPRT web address and Statewide FYSPRT web address
9. Statement about sponsored by DBHR and the website link
www.dshs.wa.gov/dbhr/childrensbehavioralhealth.shtml
10. Quotes from youth, family, and system partners, etc. (the personal touch)

C Regional FYSPRT Meetings

Meeting Schedule – meet on a regular schedule as determined by the FYSPRT Community

Meeting Agenda – Will be set by the Tri-Leads based on input from FYSPRT community. Agenda will be distributed to members at least one week before the meeting occurs.

Meeting Operations - Identified Roles

- **Facilitator**
- **Time Keeper**
- **Note Taker**
- **Orientation Lead - to greet new members and participants**

Meeting Norms or Comfort/Value agreement - To Be Individualized by each Regional FYSPRT

Examples:

- meetings begin/end on time
- 1 person at a time
- cell phone use agreement

ACTIVITIES – to be determined by FYSPRT participants based on community needs tying into statewide activities.

- **Support for conference and training participation as resources permit**
- **Social Marketing Piece (i.e. PSA) work in progress**
- **MOU Template – *find different language, suggestions for different language include Collaborative Agreement or Partnership Agreement***