



# NE FYSPRT REGIONAL CHARTER

## A. **PURPOSE**

### Primary Functions

The Northeast Family, Youth and System Partner Roundtable (NE FYSPRT) provides a centralized forum for families, youth, system partners, and communities. NE FYSPRT strengthens resources by providing community-based approaches to address the individual behavioral health needs of children, youth and families. NE FYSPRT leverages the experience and expertise of all participants dedicated to building effective behavioral health services. This regional FYSPRT serving northeastern WA assesses the needs of multiple communities, including rural and urban, and develops projects and networks to help address the identified needs of these communities.

NE FYSPRT reports to the Statewide FYSPRT on challenges and successes of the region. NE FYSPRT will uphold the Systems of Care (SOC) principles regionally. NE FYSPRT members will:

1. Infuse systems of care values in all children/youth-serving systems.
2. Expand and sustain effective leadership roles for families, youth, and system partners.
3. Improve/expand outreach by utilizing local resources.
4. Ensure that youth and families are represented and have a voice at the NE FYSPRT.
5. Create culturally diverse membership.
6. Help address stigma around mental health and substance use disorders for the community.
7. Review Wraparound with Intensive Services (WISe) Data Reports.

### Authority

NE FYSPRT operates under the authority of the Washington State Health Care Authority and the Spokane County Regional Behavioral Health Service Organization .

### Communication Responsibilities

- Maintain communication among the NE FYSPRT Tri-leads, members and the Statewide FYSPRT



- The contracted convener will provide timely progress reports and deliverables to SCRBHASO and the Health Care Authority for feedback and support.

#### Quorum for Decision-Making

At least fifty one percent (51%) of youth, family and system partner members in attendance constitute a quorum for decision making and sending regional issues forward to the Statewide FYSPRT.

### **B. MEMBERSHIP**

Membership will include:

- A tri-lead representing families who have had a minor child in Medicaid funded services, a tri-lead who is a youth with experience receiving Medicaid services, and a tri-lead who represents a government system that serves Medicaid eligible children and youth; especially those with special needs.
- Representatives from children/youth serving systems, including but not limited to mental health, substance use disorder, Juvenile Justice, Juvenile Court, Developmental Disabilities Administration, Division of Children Youth and Families, local school districts, Regional Health District, Educational Service Districts, Managed Care Organizations, local police departments, sheriff's departments, and faith based organizations.
- Tribal representatives
- Community members including youth, families, and any individual or group who has an interest in the well-being of children and youth who access public services; especially children and youth who have special need or are at-risk.

As an open community forum, all attendees of NE FYSPRT meetings are considered members and may fully participate in the meeting, including suggesting agenda items and voting on any NE FYSPRT motions. Issues to forward to the Statewide FYSPRT will be agreed to by consensus. When the group is unable to reach a consensus, the Tri-leads will be expected to lead a conversation to explore the concerns and help the group reach consensus.

#### Responsibilities of a Regional FYSPRT Member

It is intended that the Regional FYSPRT leverage the experiences,



expertise, and insight of key departments, organizations and individuals that are engaged and committed to improving systems of care for the greater community. Members are to be engaged and to offer their expertise for special projects in the community.

### Leadership

There will be at minimum three identified Tri Leads that consist of a youth, a system partner, and a family member of a child who has gone through the Medicaid system of care. The Tri Leads must rotate roles and share the responsibility of being facilitator, leader, and information lead. Tri Leads may share roles as Co-Tri-Leads. The contracted NE FYSPRT convener will work with the Tri-leads to ensure contract deliverables are met.

### Elections

#### Nomination Process

- Thirty days prior to a tri-lead vacating their position, nomination forms will be made available to the NE FYSPRT membership. Completed forms will be sent to the NE FYSPRT convener, who will contact nominees to verify their interest in taking a tri-lead position. All qualified and interested candidates will be voted on at the next monthly meeting of the NE FYSPRT.

#### Tri-Lead Terms

- Tri-Lead membership terms will be for three (3) calendar years except in the case of a vacancy, in which event the appointment shall be only for the remainder of the unexpired term for which the vacancy occurs.
- Terms of the tri-leads will be staggered so that in any given year only one tri-lead position will be vacated.
- If approved by the NE FYSPRT, and there is not a viable candidate, a member may serve a second term.
- No member shall serve more than two consecutive terms.
- The Convener with the approval of the remaining tri-leads shall fill vacancies that occur prior to a term ending.
- Tri-leads are expected to attend monthly meetings of the NE FYSPRT, State FYSPRT meetings, special events as their schedule allows, and quarterly planning meetings with the NE FYSPRT convener.
- All travel expenses are covered for tri-leads including per diem. Time



spent on FYSPRT activities for which the tri-leads are not receiving compensation from their employer is reimbursed as funds allow.

#### Travel Support

Travel support is provided to those members who must travel more than 150 miles round trip to attend the NE FYSPRT meetings in-person.

### C. **MEETINGS**

Meetings are an open forum, all are welcome, and all may suggest agenda items.

#### Schedule

NE FYSPRT will meet the 1<sup>st</sup> Thursday of every month or as needed to make progress on regional issues and strive to achieve the mission of bringing continuous improvement to the children's behavioral health services in our region. Meetings are currently virtual due to the pandemic. When the healthcare emergency is declared over, meetings will be held at the Passages Family Support campus located at 1700 S. Assembly St, Spokane, WA and posted on the website each month at <http://www.FYSPRTnortheast.org/>. Per the State FYSPRT contract, the NE FYSPRT must hold at least ten (10) meetings a year. Under typical circumstances, meetings are not held the months of August or December.

#### Agendas

The NE FYSPRT convener with input from the Tri-Leads or any community or FYSPRT member will develop the agenda for regularly scheduled meetings. The agenda will be provided to members in advance of the meeting. Speakers are frequently invited to the NE FYSPRT to address issues that are germane to NE FYSPRT members and NE Washington. Any member may recommend a speaker.

Regular agenda items include:

- Presentations from agencies that provide resources relevant to those attending the NE FYSPRT
- WISE updates regarding capacity and wait times for service
- Regional issues identified by the NE FYSPRT
- Discussion of outcomes related to issues that have been pushed to the State FYSPRT.



- Youth and Family voice where any youth or family member present may bring up an item for discussion, clarification, or follow up.

After each NE FYSPRT meeting, all members are provided an opportunity to complete an online evaluation of the meeting. Results are vetted at the next meeting of the NE FYSPRT.

Annually, the NE FYSPRT members complete a needs assessment that identifies challenges, strengths, threats and opportunities. The needs assessment is the foundation for the work plan that is operationalized throughout a two-year period.

Minutes are taken at each meeting and posted on the NE FYSPRT website.