

Southwest Washington Family Youth System Partner Round Table (FYSPRT) Charter

Purpose and Function of the Regional FYSPRT

FYSPRT Purpose

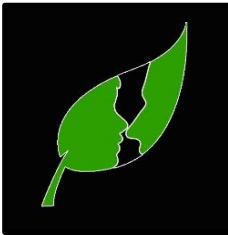
The Regional Southwest Family, Youth, and System Partner Round Table (SW FYSPRT) provides an equitable forum for families, youth, systems, and communities. SW FYSPRT strengthens sustainable resources by providing community-based approaches to address the individual behavioral health needs of children, youth and families. SW FYSPRT leverages the experience and expertise of all participants dedicated to building effective behavioral health services. The regional FYSPRT assesses the needs of the community and develops projects and networks to help address the identified needs of Clark, Skamania and Klickitat counties. The regional FYSPRT will report up to the Statewide FYSPRT on challenges and successes of the region. SW FYSPRT will uphold the Systems of Care (SOC) principles regionally. 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 that brings a 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 and effectiveness through evaluation of meetings.

Primary Function

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.



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Authority

The regional FYSPRT operates with the support of Beacon Health Options, Statewide FYSPRT, Department of Behavioral Health and Recovery and the Washington State Health Care Authority.

Communication Responsibilities

Communication is intended to flow within the Governance Structure. Regional FYSPRT tri- leads will bring information from the statewide FYSPRT to regional FYSPRT meetings for information sharing in their community and also bring concerns, themes from their regional meeting to the statewide FYSPRT as needed. When problem solving around a challenge is needed, regional members will first contact their regional tri-leads for dialogue and brainstorming. If needed and appropriate, the item or situation will be added to a future regional FYSPRT agenda to be addressed by the regional FYSPRT. If the item or situation is not addressed within the regional FYSPRT meeting(s) or after outreach to regional entities, the regional FYSPRT tri-leads may submit the need to the statewide FYSPRT tri-leads, including recommendations from the regional FYSPRT about how to meet the need. Statewide FYSPRT tri-leads will review the need submitted and the recommendations from the regional FYSPRT to determine next steps, including a reach back to the regional FYSPRT for more information and/or possible addition to a future statewide FYSPRT agenda.

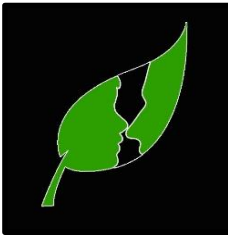
Decision-making responsibilities

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.

Quorum for Decision-Making

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



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Membership

As an open community forum, all attendees of FYSPRT meetings are considered members and may fully participate in the meeting, including voting on any SW FYSPRT motions. The motion must get 75% consensus from the group, or the motion will not move forward. There must be at least 51% family and youth membership at the table before a motion can be voted on. 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 75% consensus.

Membership will include:

- The Tri-leaders of family, youth and system partner representation
- Representatives from child serving systems, including mental health, substance use disorder, Juvenile Justice, Developmental Administration, Children's Administration, Office of Superintendent of Public Instruction, Department of Health, Health Care Authority
- Tribal representatives
- Community members including youth and families

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. 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 address issues.
- Identify strengths/initiatives/projects of existing community and system agencies that support system of care values and principles.
- Educate our system of care partners as we develop and grow.
- Develop problem solving approaches for moving forward.

Leadership

There will be at least three identified Tri Leads that are made up of a youth, a system partner, and a family member of a youth 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 Lead roles may be shared as Co-Tri-Leads. Please see appendix A for more leadership information.



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Meetings

Schedule

The Regional FYSPRT will meet the 3rd Monday of every month or as needed to make progress on the annual work plan and strive to achieve the mission of bringing continuous improvement to the children's behavioral health services in our region. Meeting locations will be determined and posted on the website each month at <http://www.swfysprt.org/>. The FYSPRT will attempt to secure and maintain a consistent community building for meetings that is easily accessible to all.

Agendas

An agenda will be developed by the FYSPRT Tri Leads for regularly scheduled meetings, with input from FYSPRT members. At every monthly meeting, the subcommittees and members will provide updates on designated projects for SW FYSPRT. Items that need additional time for discussion will be placed on the agenda.

Process

- Meetings are an open forum, and anyone can attend. Meeting guidelines will be reviewed in the Comfort Agreement at the beginning of each meeting
- Decisions within regularly scheduled meetings will be by consensus of at least 75%

Accountability

The regional SW FYSPRT is committed to transparency. Meeting notes will be distributed after each meeting to members and posted on the SW FYSPRT website: <http://www.swfysprt.org/documents/>

AD HOC committees

As needed for regional FYSPRT development or to address needs identified by the regional FYSPRT, regional tri-leads, and other FYSPRT leadership may participate in ad hoc committees to address needs in a collaborative manner, including youth, family, and system partner voice.

Social marketing

The regional FYSPRT will have a social marketing plan including both a website and brochure to share information with the community. The plan will be developed in consideration of the diversity of the community including considerations for Tribal engagement.

Minimum website components include:

1. Meeting dates, locations, and times
2. Contact information
3. FYSPRT mission and vision
4. Link to the statewide FYSPRT page
5. Map showing "your" FYSPRT and other's
6. Calendar of events
7. Highlights about what youth, families, system partners are doing or work they have accomplished



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8. FAQs – What is SOC, What is a FYSPRT, and an FAQ targeted to youth
9. Statement about being sponsored by HCA/DBHR and the DBHR website link
10. Meeting notes from regional FYSPRT meetings

Minimum brochure components include:

1. What is a FYSPRT?
2. FYSPRT mission and vision
3. Map of FYSPRT regions
4. “Why should you participate” paragraph
5. Meeting dates, locations, and times or link to get that information
6. Contact information
7. Regional FYSPRT web address and statewide FYSPRT web address
8. Statement about being sponsored by HCA/DBHR and the Children’s Behavioral Health webpage link
9. Quotes from youth, family, and system partners, etc. (the personal touch)



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Appendix A- Leadership

Communication responsibilities for regional FYSPRT Tri-leads

- Create agenda for their regional FYSPRT meetings.
- Attend statewide FYSPRT meetings and report meeting updates and outcomes to their regional FYSPRT.
- Maintain communication with community members and work groups.
- Use the communication diagram and process as appropriate.
- Participate in information sharing, for example: sharing solutions among other regional FYSPRTs.

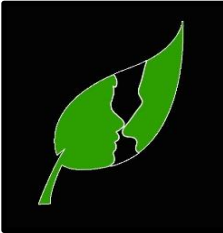
Tri-lead position descriptions and responsibilities

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
Two-year minimum commitment from appointment	Two-year minimum commitment from appointment	Two-year minimum commitment from appointment
Participate in regularly scheduled meetings	Participate in regularly scheduled meetings	Participate in regularly scheduled meetings
Attend statewide FYSPRT meetings	Attend statewide FYSPRT meetings	Attend statewide FYSPRT meetings
Maintain regular contact with youth and youth leaders in your region	Maintain regular contact with family and family leaders in your region	Maintain regular contact with system partners in your region
Has relevant behavioral health lived experience as a youth	Is a parent or caregiver of a child with behavioral health system involvement	Has demonstrated ability to foster relationships with youth and family
Prefer youth in transition with connections with youth leaders, understands youth culture, peer-lived experience with 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 and youth driven services consistent with system of care values
Has actively participated in community for a minimum of six months	Has actively participated in community for a minimum of six months	Has actively participated in community for a minimum of six 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



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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
Participate in quarterly check-ins with support	Participate in quarterly check-ins with support	Participate in quarterly check-ins with support
Include some kind of on-going evaluation	Include some kind of on-going evaluation	Include some kind of on-going evaluation
Attend all FYSPRT meetings and activities	Attend all FYSPRT meetings and activities	Attend all FYSPRT meetings and activities
Participate in youth-led 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 Washington state initiatives related to children's behavioral health	Support Washington state initiatives related to children's behavioral health	Support Washington 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



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Referenced Documents

1. Regional Family Youth System Partner Round Table (FYSPRT) Manual, effective July 1st, 2020.
<https://www.hca.wa.gov/assets/program/fysprt-manual-final.pdf>