



SALISH BH-ASO POLICIES AND PROCEDURES

Salish Behavioral Health
Administrative Services Organization

Policy Name: Salish Regional Family Youth System
Partner Round Table (FYSPRT)

Policy Number: CL212

Effective Date: 04/01/2023

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POLICY

Salish Regional FYSPRT provides an equitable opportunity for family, youth, and systems partners to share their voices to address recurring system gaps, barriers, and process improvements to child, youth, and family behavioral health services and supports.

Salish Regional FYSPRT strives to become more culturally diverse and reflective of the diversity of the region.

PROCEDURE

Salish Regional FYSPRT promotes development of systems of care that are based on community priorities. This is accomplished by convening a group of diverse individuals invested in behavioral health outcomes including family, youth, system partners, tribal partners, providers, and community leaders to share their voices to improve outcomes for children, youth, and families.

Consistent with the FYSPRT manual, Salish BH-ASO will continue to develop, promote and support Regional FYSPRT activities by providing administrative and staff support for FYSPRT deliverables including but not limited to:

1. Including Youth, family and system partner representation in all aspects of the development, promotion, support, implementation and evaluation of the Regional FYSPRT.
2. Engaging with Youth, families, and system partners to build and maintain Regional FYSPRT participation as identified in the FYSPRT manual.

3. Convening a minimum of ten Regional FYSPRT meetings, in person or virtually, each calendar year.
4. Completing a needs assessment due October 31 of every even calendar year.
5. Creating and submitting a Work Plan for a two-year period based on the results of the completed needs assessment, and FYSPRT meetings and evaluations.
6. Maintaining a Regional FYSPRT webpage.
7. Participating in state-level activities.
8. Utilizing a meeting evaluation tool.
9. Reporting to HCA on a quarterly basis.

REIMBURSEMENT PROCESS FOR PARTICIPANTS

Eligible youth and family members can receive a reimbursement for participating in FYSPRT meetings, events, outreach activities, training events, travel (mileage), and childcare.

1. Individuals must complete a W-9 form to be eligible to receive a reimbursement participation in FYSPRT activities.
 - a. Reimbursements that exceed tax threshold are subject to participant tax liability.
2. Each month that Individuals are eligible for a reimbursement they must complete an online Cognito submission form. Submission of the Cognito form should be completed by the 5th of the month for the month prior.
3. Cognito submissions are reviewed by the Salish FYSPRT Convener for accuracy and forwarded for final approval and payment.

MONITORING

On a quarterly basis, Salish BH-ASO will report to HCA on the following:

1. Examples of how family, youth, and system partner voice have been included.
2. Efforts around community outreach and engagement.
3. Combined quarterly attendance meets or exceeds 51% youth and family attendance at FYSPRT meetings.
4. Convening a minimum of 10 regional FYSPRT meetings each calendar year. Meeting agendas, meeting notes, and meeting attendance records are submitted.

5. Confirmation that regional FYSPRT meetings follow protocols outlined by the FYSPRT Manual. Confirmation of a review of WISE data/reports at two meetings per calendar year to identify strengths and needs of the Regional Services Area.
6. Confirmation that a Needs Assessment is completed by October 31st of every even numbered calendar year.
7. Progress on goals and actions steps as outlined in the Work Plan, including barriers identified and plans to address barriers. Provide description of any added projects.
8. Names of Salish Regional FYSPRT Tri-Leads.
9. Verification of travel support for all Regional Tri-Leads to attend statewide FYSPRT meetings.
10. Verification of travel support for Youth Tri-Leads to participate as members of the Statewide Youth Leadership Network activities.
11. Verification of travel support for Regional FYSPRT Family Tri-Lead(s) to participate as members of the Washington Behavioral Health Statewide Family Network activities, trainings, or meetings.
12. Verification of the use of a meeting evaluation tool such as the FYSPRT Evaluation Tool and FYSPRT Evaluation – Narrative Team Effectiveness Questionnaire (NTEQ), (found in the FYSPRT Manual) to evaluate the effectiveness of the Regional FYSPRT meetings at least one time per quarter.
13. Provide travel, participation, and meeting support documentation (A-19).
14. Verification that the Salish Regional FYSPRT website content includes:
 - a. Point of contact, name, email, and phone number.
 - b. Regional meeting agendas and meeting notes.
 - c. Dates, locations, and times of past and upcoming Regional FYSPRT meetings (including information on travel reimbursement, childcare, and other meeting supports). If the meeting is online, include information about how to join.
 - d. Salish Regional FYSPRT Charter
 - e. Policies and procedures
 - f. How to propose an agenda item for a future Regional FYSPRT meeting.
 - g. Results of the Needs Assessment

- h. The Annual Work Plan
 - i. Links to relevant regional/statewide resources and information.
 - j. Link to website www.salish-bhaso-fysprt.org
15. Forward quarterly report and supporting documentation to HCABHASO@hca.wa.gov