

## **Southeast FYSPRT Policy and Procedures**

**Purpose:** FYSPRT (Family Youth System Partner Round Table) is a forum created to bring families, youth and system partners together to improve mental health services in Washington State. Anyone in the community is welcome to attend FYSPRT meetings. The FYSPRT leverages the experiences and expertise of all participants dedicated to building seamless behavioral health services, and:

1. Provide working partnerships among family, youth, systems, and community partners, bringing broad perspective to build and strengthen relationships inclusive of family/youth voice in the decision making process.
2. Identify family, youth, and system needs within our region.
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 the Washington State Children's Behavioral Health System.
8. Ensure accountability through evaluation and data review.

**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 appropriate and adequate 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 youth and families.

### **Procedures:**

1. FYSPRT will meet monthly, usually on the second Thursday of the month from 3:30-5pm. At this time meetings will be held via ZOOM. Information regarding meeting dates, times and log-in information is posted on the Southeast FYSPRT website, [www.southeastfysprt.org](http://www.southeastfysprt.org)
2. Regional FYSPRT membership is comprised of family, youth and system partners, as well as Tri-leads. Members who attend meetings regularly are encouraged to vote as needed. Participants outside of voting members are also welcome to attend and provide feedback throughout the meeting.
3. FYSPRT meeting rules and norms will be reviewed at the start of each session. It is important that all attendees follow meeting rules and norms to ensure an inclusive, safe and productive meeting. The ground rules for discussion are:

- a. All FYSPRT attendees should have a chance to speak, express their own ideas and feelings freely, and pursue and finish out their thoughts.
  - b. Everyone has equal opportunity to share their voice and view
  - c. A variety of points of view are to be put forward and discussed during meetings whenever possible.
  - d. All attendees should work to remain open-minded.
  - e. All attendees should strive to stay true to the FYSPRT goals.
  - f. Participants can interpret topics openly and honestly.
  - g. All respectful feedback is welcomed.
  - h. All ideas should be respected.
4. The FYSPRT will make decisions by establishing a “soft consensus” wherein no members vocally object. When soft consensus is not reached, the FYSPRT will decide through one of two types of democratic votes.
    - a. When there are two feasible options to select from, a two-thirds or more majority vote will be needed to move forward with a given option.
    - b. When there are three or more possibilities to choose from, a plurality will be sought and the option that receives the greatest number of votes will be selected even if that number is less than half of the total votes.
  5. Members of the FYSPRT are encouraged to attend the regional monthly meeting whenever possible. If members are not present, progress cannot be made as a FYSPRT. FYSPRT members who have taken some time away from FYSPRT meetings are always welcomed to return. FYSPRT members can contact the Convener or Tri-Leads via email or phone if they would like to be added or removed from the Membership Roster.
  6. The FYSPRT is comprised of up to 2 Youth, 2 Family and 2 System Tri-Leads, who will develop the agenda, facilitate the meeting and attend State FYSPRT meetings.
  7. Any FYSPRT member or attendee is able to submit an idea or topic for the regional agenda via the following methods:
    - a. Email Convener or Tri-Leads, or email the general FYSPRT inbox at [fysprt@gcbh.org](mailto:fysprt@gcbh.org)
    - b. Call Convener at 509-737-2447
    - c. Discuss meeting topic or idea at the Regional FYSPRT meeting
    - d. Submit a suggestion when completing the evaluation after every regional meeting.

**Quality Assurance Processes:** FYSPRT has multiple processes in place to collect data and show progress with actions and goals.

1. A link to an evaluation will be available after every meeting located on the agenda as well as in the chat to encourage members to provide feedback on the FYSPRT. Evaluations are reviewed by the Convener and included in the quarterly FYSPRT report.
2. A needs assessment will be completed every even calendar year.
3. A work plan will be developed from the needs assessment every other odd calendar year.
4. Quarterly reports are completed by the Convener and submitted to the HCA for review.

**Travel and Meeting Support:** The FYSPRT should provide support for Tri-Leads to attend events and meetings when possible, including the State FYSPRT (when in person).

1. The FYSPRT should also provide support for youth Tri-Leads to participate as members of the Statewide Youth Leadership Network activities when possible.
2. FYSPRT will also provide supports for the Family Tri-Leads to participate as members of the Washington Behavioral Health Statewide Family Network activities and trainings when possible.
3. The Convener will work with Tri-Leads to provide travel reimbursement (mileage, meals, hotels) as well as child care reimbursement as needed and based on funding availability.
4. Tri-Leads will be given a monthly stipend for meetings attended (in person and virtually).
5. Youth and Families who the Regional FYSPRT meetings will also be given a stipend for attendance. Please see the separate stipend policy that is available at [www.southeastfysprt.org](http://www.southeastfysprt.org).
6. The FYSPRT wants to acknowledge and show additional appreciation for those youth and families with lived experience who are willing to attend FYSPRT meetings and work to improve behavioral health in Washington State and our region.

**General Contact Information:**

FYSPRT phone: 509-737-2447

FYSPRT email: [fysprt@gcbh.org](mailto:fysprt@gcbh.org)

FYSPRT website: [www.southeastfysprt.org](http://www.southeastfysprt.org)