

## Southeast Washington Regional FYSPRT Tri-Lead Application

Your name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Please check **ONE** or more that apply:

\_\_\_\_\_ I am a youth who has received behavioral healthcare services in Southeast Washington

\_\_\_\_\_ I am a parent of a youth who has received behavioral healthcare services in Southeast Washington

\_\_\_\_\_ I am a System Partner who serves youth who have received behavioral healthcare services in Southeast Washington.

Please answer these questions honestly and thoroughly.

1. What brings you to the FYSPRT?
2. From your perspective as a Family/Youth/System Partner, what changes would you like to see in youth serving systems?
3. What strengths can you bring to the FYSPRT Tri-Lead position?
4. What experience do you have advocating for youth and/or families?

**In becoming a Tri-Lead, I understand and testify that:**

- I will represent our region to the best of my ability.
- The voice I bring is that of the people and region that I represent.
- I agree to complete the administrative tasks in a manner that meets the state timelines and requirements stated in the Statewide FYSPRT manual, as explained to me by the FYSPRT Coordinator(s).
- I will attend and facilitate the Southeast Washington Regional FYSPRT meetings on a monthly basis.
- I will attend and represent the Southeast Washington Regional FYSPRT at the Statewide FYSPRT meetings held quarterly.
- I have read the FYSPRT Tri-lead responsibilities, understand the requirements, and agree to follow them.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to:

fysprt@gcbh.org to Salomon C and Roberta E  
Southeast Washington Regional FYSPRT Coordinators  
101 N. Edison Street  
Kennewick, WA 99336

## **Role of FYSPRT tri-leads**

The regional FYSPRT tri-leads and Convener or Coordinator work together to ensure meeting tasks and deliverables are completed. Regional FYSPRT tri-leads will:

- Practice cultural humility (as defined in Appendix A of this manual).
- Facilitate meetings and other communications using an approach that ensures members feel supported and safe to share their experiences.
- Be active participants in meeting planning and facilitation of meetings, including identification of follow up and action items.
- Convey information to and from the statewide FYSPRT.
- Effectively engage family and youth members in topics such as needs assessment, work plan goals and activities and outreach.
- Maintain regular contact with other system partners, family organizations, youth organizations, and/or youth leaders/facilitators of youth-led meetings and activities. For example, family tri-leads are invited to participate as members of the Washington Behavioral Health Statewide Family Network meetings and activities either in person or remotely and youth tri-leads are invited to participate as members of the Statewide Youth Leadership Network meetings and activities either in person or remotely.
- Promote System of Care values in all aspects of their work.
- Identify community partners and resources for continual collaboration.
- Record, summarize, and present information to the community.
- Create a youth and family driven infrastructure so members feel supported and safe to share feedback in meetings or anonymously with tri-leads, to increase independence and success and improve outcomes.
- Participate in training opportunities and identify needed technical assistance and skill development opportunities for system partners, youth, and families.
- Support other state initiatives related to child and youth behavioral health.
- Share solutions identified with other regions either individually, at the statewide FYSPRT meeting or other common events.
- Aid in the recruitment of family/family partners and transition age youth/youth partners for regional FYSPRT membership. Family and youth run organizations can be actively engaged in identifying and recruiting possible members.

## **Role of FYSPRT members**

It is intended that the regional FYSPRT leverage the experiences, expertise, and insight of key individuals including families, youth, system partners, tribal and urban Indian organization partners, organizations, and departments that are committed to building a system of care for children, youth, and families. Family and youth representation on the overall FYSPRT will be “substantial,” at a minimum 51% youth and families with lived experience in behavioral health or other youth servings systems as members and/or participating in meetings. The regional FYSPRT will reflect the composition and diversity of the region to the maximum extent possible.

Regional FYSPRT members provide support and guidance for their region on FYSPRT related activities and tasks.

### **Promoting development of youth and family leaders**

To ensure proactive development of the regional system of care as well as effective functioning of FYSPRTs – there should be a commitment to promoting development of youth and family leaders throughout the Governance Structure.

Leadership could be promoted by the following activities including but not limited to:

- A. Funding and other resources to support transition age youth/youth partners/young professionals and family/family partners attendance at meetings, including compensation for their time and expertise, travel, meals, and childcare support (for example reimbursement for childcare).
- B. Funding and other resources to support family/family partners, transition age youth/youth partners/young professionals to attend national and local conferences related to behavioral health and/or youth and family leadership as identified in the region's work plan.
- C. Expanding or creating opportunities for policymakers and administrators to hear directly from families and youth.
- D. Building in policy requirements that give families and youth roles in policymaking bodies.
- E. Enhancing networking capacity of parents, youth, and other family members.
- F. Invest in family and youth advocacy organizations and services directed by youth and families.
- G. Support technical assistance offered to enhance system of care values.
- H. Supporting active engagement with tribal, urban Indian, underserved and underrepresented community's youth and family leadership.

### **Promoting effective communication within the governance structure**

As described earlier in this document, regional FYSPRTs play a critical role, within the Child, Youth and Family Behavioral Health Governance Structure, in ensuring a full communication loop between state and regional partners that promotes the continual improvement of the system of care for children, youth, and families. Regional FYSPRTs will:

- Convene a broad array of families, youth, and community members, and partners to collect, review, and/or interpret relevant data and evaluation results, including reports related to WISe, to develop system improvement strategies.
- Bring voices from their community into one regional entity.
- Develop and implement communication mechanisms for informing the community about progress, information, and changes from the statewide FYSPRT, the Children and Youth Behavioral Health Work Group (the Work Group) or Youth and Young Adult Continuum of Care Subgroup of the Work Group (YYACC).
- Support at least two regional FYSPRT tri-leads to attend each statewide FYSPRT meeting on a rotating schedule to bring information from the

statewide FYSPRT meeting back to the regional FYSPRT members for information sharing and feedback requests.

- Review and be prepared to provide feedback to DBHR, as requested, regarding documents related to statewide FYSPRT responsibilities, WISe and information requests for relevant grants.
- Respond to calls for feedback from entities such as the statewide FYSPRT, relevant state agencies, the Work Group, and the YYACC.

### **Addressing barriers and needs in the region**

When problem solving around a challenge is indicated, regional members can bring forward their item as identified by their regional FYSPRT's process (could include using the Challenge and Solution Submission Form, contacting their regional tri-leads for dialogue and brainstorming, proposing the item at a meeting, etc.). If needed and appropriate, the item or situation could be added to a future regional FYSPRT agenda for dialogue and brainstorming solutions. If the item or situation is not resolvable within the regional FYSPRT group after:

- presentation and brainstorming at the regional FYSPRT meeting,
- reach out and dialogue with other regional resources,
- reach out and dialogue with state or regional system partners, community partners or other regional or local entities,
- and a recurring system gap or barrier is identified,

The regional tri-lead team could submit the challenge to the statewide FYSPRT tri-leads, including recommendations about how to meet the need using the Challenge and Solution Submission Form (See Appendix G).

### **Statewide FYSPRT Challenge and Solution Submission Form Process**

Upon receipt of the Challenge and Solution Submission Form from the regional FYSPRT after the process above, the statewide FYSPRT tri-lead team will acknowledge receipt and review the challenge form. Next steps could include reaching back to the region for more information, if needed, and/or adding the topic to a future statewide FYSPRT agenda. If the challenge is not resolved at the statewide FYSPRT through information sharing, brainstorming, guest presenters, dialogue, etc., and a recurring system gap or barrier is identified as occurring across multiple regions, it could be moved forward to the YYACC using a briefing form modeled after the Challenge and Solution Submission Form. Potential solutions or recommendations from the statewide FYSPRT about how to meet the need should be included in the briefing form.

### **Statewide FYSPRT and the Youth and Young Adult Continuum of Care Subgroup**

After the statewide FYSPRT identifies potential recommendations to move forward to the YYACC around a challenge that is not resolvable by the statewide FYSPRT, the DBHR Child, Youth and Family Behavioral Health Unit, in partnership with the statewide FYSPRT tri-leads, prepares a briefing paper for the YYACC including information and

recommendations provided by the statewide FYSPRT and based on the Challenge and Solution Submission Form. The briefing paper is routed to DBHR staff who support the YYACC to add to a future agenda.

The statewide FYSPRT tri-leads will present the briefing paper/topic to the YYACC for dialogue and questions. The YYACC members provide feedback on the challenge, consider potential solutions or recommendations from the statewide FYSPRT and dialogue about next steps, which may include additional information gathering and coordinating with other systems and partners. The YYACC sends their recommendations to the Children and Youth Behavioral Health Work Group. The Work Group makes decisions about which recommendations from its subgroups to move forward to the legislature and/or agencies (see Appendix C for a visual of the Governance Structure). The statewide FYSPRT will be kept updated as the process of recommendation development occurs.

Recommendations from the Children and Youth Behavioral Health Work Group and the YYACC will be posted to the Work Group webpage. A YYACC representative will attend a statewide FYSPRT to dialogue about the work of the YYACC and possible recommendations to the Children and Youth Behavioral Health Work Group. A Work Group representative or DBHR staff member will attend the statewide FYSPRT to share information about the recommendations that are moved to the Legislature. Updates may also be communicated by email in between meetings. The length of time it takes for a topic to move through this process will vary depending on the topic, time in between meetings, amount of research needed, budget impacts, etc.

For more information about communication across the Governance Structure, see Appendix F, Promoting Communication within the Child, Youth and Family Behavioral Health Governance Structure.

### **Reviewing outcome and process data and reports**

During at least two regional FYSPRT meetings per year, regional FYSPRTs will review WISE data or WISE reports provided by HCA/DBHR to identify trends, relevant strengths and needs for improvement, system barriers, system challenges, and regional service needs for youth and families. WISE reports and other WISE data will be updated and posted online regularly by HCA/DBHR and can be found online on the [HCA WISE reports webpage](#).

Regional FYSPRTs can help address needs that may arise from WISE data or reports reviewed by taking action within the regional FYSPRT including addressing the need as a meeting agenda item, a work plan goal, or another method.

If the need is not able to be addressed within the region and is a recurring system gap or need, the regional FYSPRT may choose to identify the need to the statewide FYSPRT by submitting a Challenge and Solution Submission Form that includes recommendations about how to meet the need.

For more information about how quality is tracked and improved in WISE, see the [WISE Quality Plan](#).



collaboratively to support meeting the needs of these priorities, and any additional effort to identify priorities for action and needs for improvement.

The contractor for the regional FYSPRT will provide quarterly reports to the Health Care Authority, describing any progress towards completing action steps identified in the work plan.

## Meetings and meeting frequency

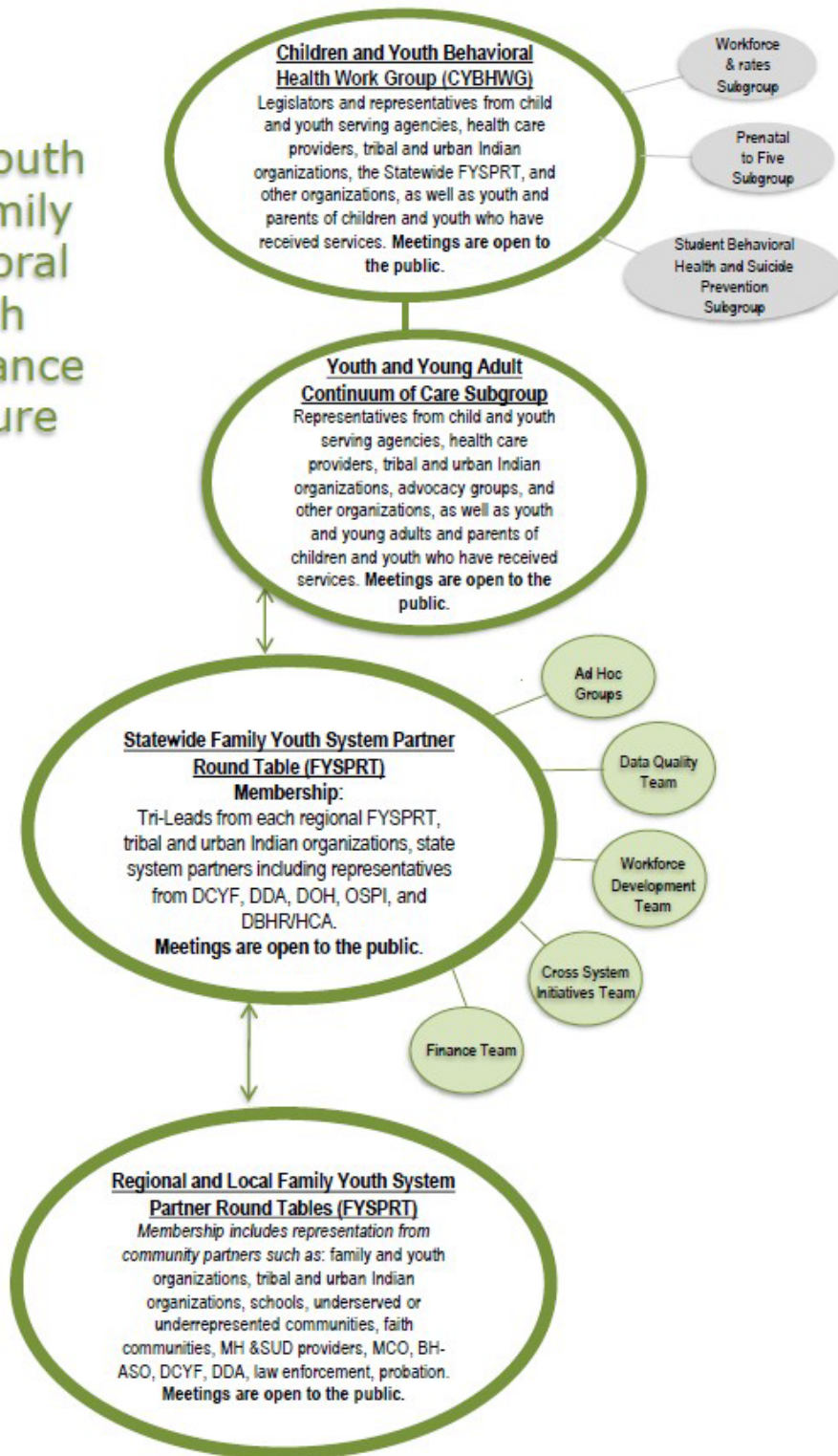
The regional FYSPRT will hold at least ten regional FYSPRT meetings per year.

- Meetings should have a clear purpose and agenda ahead of time, to assist state and regional system partners in determining adequate representation.
- Meetings will take place within the designated region and in a setting accessible to families, youth, system partners, and community partners.
- Meetings will be open to the public; however, voting can be restricted to FYSPRT members.
- Meetings should be scheduled at convenient times for families, youth, and other community partners, including evenings and weekends and may include remote attendance options.
- Meeting information will be publicized via outreach, the regional FYSPRT webpage, and other strategies.
- Meetings, including agendas, will be planned, and facilitated by tri-leads. Potential agenda topics will be identified from meeting evaluations and other requests from members or participants that may come up during or in between meetings. Agendas and written materials, including quarterly data reports, should be distributed in advance with sufficient time for review and preparation prior to the meeting.
- Meetings will be documented, including meeting notes and sign-in sheets that indicate percentage of youth and family in attendance.
- Regional FYSPRT information and meeting materials must be made publicly available on the FYSPRT's webpages, including:
  - Point of contact, name, email, and phone number
  - Regional agenda and meeting notes
  - Dates, locations, and times of past and upcoming regional FYSPRT meetings
  - Information on travel and participation support, childcare, and other meeting supports, including information about how to join a virtual meeting
  - A regional charter
  - Policies and procedures (may also be addressed in the regional charter)
    - Results of the needs assessment
    - Work plan
  - Links to relevant regional/statewide resources and information

## Appendix C

### **Washington State Child, Youth and Family Behavioral Health Governance Structure**

## Child, Youth and Family Behavioral Health Governance Structure



### 28 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 system 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 recurring system gaps or barriers and approaches to address those gaps or barriers.
- 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.

### Tri-lead position descriptions and responsibilities

Youth	Family	System partner
Practice cultural humility	Practice cultural humility	Practice cultural humility
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
Facilitate meetings and other communications using an approach that ensures members feel supported and safe to share their experiences	Facilitate meetings and other communications using an approach that ensures members feel supported and safe to share their experiences	Facilitate meetings and other communications using an approach that ensures members feel supported and safe to share their experiences
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 or youth 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 or youth 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
Can identify community partners and resources	Can identify community partners and resources	Can 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
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
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 child and youth behavioral health	Support Washington state initiatives related to child and youth behavioral health	Support Washington state initiatives related to child and youth 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

### **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 and members may 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 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 bring recurring gaps or barriers 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 using the Challenge and Solution Submission Form. 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.

### **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. Post meeting notes and schedules to the website.
- 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.

## **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. Point of contact, name, email, and phone number
2. Regional agendas and meeting notes
3. Dates, locations, and times of past and upcoming regional FYSPRT meetings (including information on travel or participation support, child-care and other meeting supports. If meeting is online, include information about how to join.
4. Regional charter
5. Policies and procedures (may also be addressed in the Regional FYSPRT Charter)
6. Results of the needs assessment
7. Work Plan
8. Link to relevant regional/statewide resources and information including the statewide FYSPRT page

### **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 child youth and family behavioral health webpage link
9. Quotes from youth, family, and system partners, etc. (the personal touch)

## **C Regional FYSPRT meetings**

Meeting schedule – minimum of 10 meetings per year

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

### **Meeting Operations - Identified Roles**

- Facilitator(s)
- Timekeeper
- Note Taker
- Orientation Lead - to greet new members and participants

Meeting Norms or Comfort/Value agreement – created by members and participants.

Examples include:

- meetings begin/end on time.
- one person at a time contributes.
- cell phone use agreement.

**Activities** – to be determined by FYSPRT participants based on community needs tying into the regional FYSPRT needs assessment or Work Plan and statewide activities, could include:

- Support for conference and training participation as resources permit
- Mental health awareness activities