



Indiana Strengthening Our Communities (IN-SOC)
Supporting Our Youth In Their Communities
INDIANA SYSTEM OF CARE (IN-SOC) GOVERNANCE BOARD POLICY

PURPOSE

The Indiana Strengthening Our Communities Governance Board (IN-SOC Board) is the State's SOC governance body and exists to support Indiana's strategic plan to expand and sustain a System of Care (SOC) in Indiana. The primary directive of the Board is to model and provide leadership, guidance, technical assistance, policy and system change at the state level to ensure that local systems of care—promoting positive mental health and addressing mental health and related needs—are available for every child, youth, young adult and their families in Indiana.

Indiana System of Care Expansion

The IN-SOC Board will assist in implementing the Indiana System of Care Expansion Strategic Plan and lead the development and maintenance of policy, supports and resources needed to ensure the sustainability of Indiana's SOC. The Board is responsible for fostering a strategic SOC direction for the State that will ensure youth and families can access a broad array of coordinated, evidenced-based services and supports available at the right time, in an environment that is youth-directed, family-driven, culturally and linguistically competent, and individualized to each youth and family's unique strengths, needs and preferences.

The Indiana SOC expansion plan is divided into seven (7) categories of work. The IN-SOC Board will lead and monitor the implementation of the expansion plan in partnership with subcommittees representing key areas of focus in the SOC expansion plan. These key areas include:

- 1) **COLLABORATION**: Collaboration across youth, families, child-serving agencies and stakeholders to build relationships around a shared vision that are based upon a formal structure and culture to co-create, implement and evaluate Indiana's SOC.
- 2) **VALUES**: Development of core SOC values that are infused throughout the state and every local SOC to guide the process, services, supports and outcomes of the local SOC.
- 3) **SERVICES & SUPPORTS**: Ensure youth and family have access to effective, individualized, culturally and linguistically competent services and supports to promote positive mental health and address related needs.
- 4) **WORKFORCE**: Assess Indiana's workforce needs and implement strategies to ensure a well-staffed workforce that is competent and cross-trained in common topics that can contribute to a system that provides appropriate services and supports with a shared SOC approach within multiple environments.
- 5) **FINANCE**: Creatively braid and blend funding from multiple sources and stakeholders to provide the most effective, appropriate and comprehensive system for all children regardless of payer.
- 6) **SOCIAL MARKETING**: Raise awareness and change behavior and public perception around mental health and related needs.
- 7) **LOCAL GOVERNANCE**: Ensure partnerships within state and local governance are effective, dynamic and sustainable—and share responsibility for co-creation, implementation and evaluation of the state and local SOC.

The IN-SOC Board members will execute board functions and activities according to the following guiding principles:

- ***MISSION:*** To model and provide leadership, guidance, technical assistance, policy and change at the state level to ensure that a local SOC is available for every child, youth, young adult and their families.
- ***VISION:*** All young people, surrounded by supportive adults, achieve wellness, engage in their community, and together, promote wellness for generations to come.
- ***POPULATION OF FOCUS:*** Young people with mental health and related needs. We believe that *all young people* have mental health needs that would benefit from the support of the entire community.
- ***IN-SOC DEFINITION:*** The local and regional community takes responsibility for building a comprehensive system that leads to sustainable success for youth and families. The system is characterized by:
 - Respect, compassion and values throughout the system;
 - Efforts to be responsive and tailor effective services and supports to the unique, whole person;
 - Services and supports are created and maintained based upon community data by multiple, varied stakeholders who work in committed, visible partnerships characterized by honest communication, a shared philosophy and approach and shared resources;
 - The community recognizes that stakeholders responsible for the creation and maintenance of the system include youth and families; and
 - A community-based infrastructure plans, coordinates, implements and sustains the system through accountability, evaluation and quality assurance.

BOARD FUNCTION & RESPONSIBILITIES

The purpose of the IN-SOC board is to provide a forum for governance, oversight, community support, quality review, process improvement and education for Indiana's SOC. The IN-SOC Board responsibilities and core activities shall include the following:

- 1) Provide governance and oversight for Indiana's SOC expansion and sustainability.
- 2) Identify SOC and delivery system issues that may require broad policy development recommendations or interventions to affect process improvement or change that will result in more positive outcomes for youth and families served.
- 3) Develop ad-hoc subcommittees to engage in time-sensitive and/or concentrated work on SOC or quality improvement issues.
- 4) Provide support and oversight for the subcommittee activities.
- 5) Continually assess the progress of Indiana's current system building and service delivery efforts to ensure a broad array of culturally and linguistically competent services are available and accessible to youth and families across the state.
- 6) Review access, utilization, and outcome data quarterly. Reports reviewed will include data by age, gender, race, ethnicity, and disabilities, reporting disparities, and outcomes. This information will be used to implement strategies and activities to reduce/eliminate disparities in access, use or outcomes for needed services and supports.

IN-SOC BOARD MEMBER REPRESENTATION

The IN-SOC governance board as a whole (voting and non-voting supporting board members) is comprised of youth and family members, advocacy groups (i.e., youth, family and special populations), community and agency mental health providers, other family and youth serving agencies, administrators, and other stakeholders.

Indiana's SOC expansion initiative is grounded upon creating a culture of inclusiveness for family and youth participation in all levels of SOC planning, implementation, monitoring and process improvement. As the recipients of the State's service delivery system, family and youth will be integrally involved in the oversight of Indiana's SOC expansion activities at the state and local levels (e.g., family and youth will influence and vote on the State's adoption of strategies, policies, and support of evidence-based practices for services and supports, etc.).

The IN-SOC Board meetings will be open to the public for attendance and sharing of opinions and concerns. However, final IN-SOC Board decisions will be made by a consensus of the voting IN-SOC Board members, which is considered the IN-SOC governance body.

The IN-SOC Board voting membership will not exceed a total of 27 members and will be comprised of the following member types:

- 1) Youth
- 2) Family Members
- 3) Child-Serving Agency Members

IN-SOC Board Child-Serving Agency Voting Membership

- a) The voting IN-SOC Board Child-Serving Agency membership will be comprised of a well-informed and invested collection of community stake-holders with decision-making authority for those whom they represent; including diversification in the following areas: Geography
- b) Child/Family Serving Specialty/Area of Representation
- c) Ethnicity/Culture
- 1) Representation of the members will be comprised of the following:
 - a) Local SOC coalition members
 - b) Department of Child Services
 - c) Juvenile Justice/Probation/Courts
 - d) Department of Education
 - e) Advocacy groups (i.e., youth, family and special populations)
 - f) Community and agency mental health providers/administrators
 - g) Special needs service providers (e.g., intellectual and developmental disabilities)
 - h) Substance abuse/Addiction service providers
 - i) Other healthcare providers
 - j) Residential treatment providers
 - k) Law enforcement/Corrections/Detention facilities
 - l) Prevention and intervention providers (early childhood, substance use/abuse, mental health, etc.)
 - m) Spiritual/faith-based or philanthropic organizations/supports in the community
 - n) Other youth-service agencies
 - o) Office of Medicaid Policy & Planning
 - p) Division of Developmental Disabilities and Rehabilitation Services
- 2) The following shall apply to the IN-SOC Board Child-Serving Agency Voting Membership:
 - a) The IN-SOC Board Facilitator is responsible for appointing all voting child-serving agency members to the board, based upon recommendations made by the Youth & Family Subcommittee.

- b) Voting members will be appointed to a three (3) year term with the following provisions:
 - i) At the conclusion of the first term of appointment, the individual may elect to re-apply for appointment as a voting member on the board and may submit a Voting Member Request to the Youth & Family Subcommittee.
 - ii) Should the individual be approved by the Youth and Family Subcommittee and the Board Facilitator for re-appointment as a voting member on the board, the individual may serve a second 3-year term as a voting child-serving agency member of the board.
 - iii) An individual may serve only a maximum of two (2) three (3) year terms on the governance board as a voting child-serving agency member. After which time, individual may continue involvement on the board as a non-voting supporting board member for minimum of one year then re-apply for appointment as a voting member.
- c) In response to attrition of voting members, ongoing board membership selection will ensure a diversified representation of local communities and areas of specialty/focus across the State. New board member nominations will be solicited from current voting board members, non-voting supporting board members, Youth & Family Subcommittee members and the Community.
- d) Individuals interested in requesting appointment as a voting IN-SOC Board member must attend at least one (1) IN-SOC Board meeting and submit an *IN-SOC Governance Board Voting Member Appointment Request* to the IN-SOC Board Facilitator, or designee for consideration.
- e) The Youth & Family Subcommittee will review all submitted *IN-SOC Governance Board Voting Member Appointment Requests* and provide recommendations to the IN-SOC Governance Board Facilitator regarding endorsed appointments of voting members to the IN-SOC Board.
- f) Recommendations from the Youth & Family Subcommittee will be based upon the following criteria:
 - i) Candidate's experience/skills that will enhance the board's diversification and decision-making.
 - ii) Candidate's endorsement of SOC philosophy and principles, as well as Indiana's SOC expansion plan.
 - iii) Candidate's advocacy for youth and family involvement in system of care.
 - iv) Current representation of child and youth service populations and/or Indiana's diversity on the Board and the need to fill an empty seat in regards to need for that representation and perspective on the board (e.g., geography, ethnicity/culture, area of child-service agency representation, etc.).
 - v) Ideal candidates for voting board membership will have strong influence or decision-making influence over the area they represent to increase their impact on making changes that support IN-SOC expansion.
 - vi) While there may be multiple persons representing an agency at the board meetings, only one (1) agency member will be considered a voting IN-SOC Board member, per represented agency.
- 3) The appointment as a voting member is linked to the individual and their representing agency/role; therefore, any change in employment status results in the individual needing to reapply as a voting member.
- 4) The IN-SOC Board child-serving agency voting membership will not exceed 18 seats.
- 4) A voting board member may be asked by the IN-SOC Board Facilitator to resign due to any of the following:

- a) Attendance at the quarterly meetings is expected. Attendance record of 50% or less of the scheduled board meetings within a year (with absences being accompanied by no prior notification or substitution) may result in removal as a voting board member from the governance board.
 - b) Development of a major conflict of interest.
 - c) Conduct during a meeting which is considered by the board members as disruptive and not conducive to effective, professional discussions and the performance of business.
- 5) IN-SOC Board members have the right to terminate participation on the board at will, without discrimination or adverse consequences through written request submitted to the IN-SOC Governance Board Facilitator

IN-SOC Board Youth and Family Voting Membership

A primary focus on Indiana's SOC expansion initiatives is to create a culture of inclusiveness for family and youth participation in all levels of SOC planning, implementation, monitoring and process improvement. As the beneficiaries of the Indiana's service delivery system, family and youth will be integrally involved in the oversight of the IN-SOC expansion plan at the state level (with the expectation being local SOC will develop similar systems to support youth and family involvement in their local governance structure). The IN-SOC Board will actively support youth and family members by orienting them to the work, checking-in and remaining available to provide individual support needed for participation on the board. The following applies to youth and family member voting membership on the IN-SOC Governance Board:

- 1) Family and youth will influence and vote on the IN-SOC Board adoption of strategies, policies and support of evidence-based practices for services and supports; including provider-supported peer groups.
- 2) Family and Youth voting members will be determined prior to each meeting by the Youth & Family Subcommittee.
- 3) Youth & Family IN-SOC Board voting membership is determined by the following:
 - a) Individuals representing youth and family voice as a voting IN-SOC Board member must meet the following criteria:
 - i) Youth (30 years of age or younger), who:
 - (1) Will be supported to authentically participate in the board meetings and activities, as evidenced by meeting notes.
 - (2) Has experienced a mental health challenge(s) or has experience with additional community support/service systems (e.g., mental health, substance abuse, DCS, judicial/criminal justice system, Department of Education, etc.).
 - (3) Is a participant in the Youth & Family Subcommittee.
 - (4) Has completed an orientation approved by the Youth & Family Subcommittee.
 - ii) Family members/caregivers who:
 - (1) Have cared for a young person with or at risk for a behavioral health challenge(s) or has experience with additional community support/service systems (e.g., mental health, substance abuse, DCS, judicial/criminal justice system, Department of Education, etc.).
 - (2) Is a current participant in the Youth & Family Subcommittee meetings.
 - (3) Has completed an orientation approved by the Youth & Family Subcommittee.
 - b) Individual is a current participant in the Youth & Family Subcommittee meetings.
 - c) Individual has completed an orientation approved and provided by the Youth & Family Subcommittee.

- d) To indicate voting privileges at the IN-SOC Board Meeting, the youth or family members selected as voting board members in the Youth & Family Subcommittee will identify themselves as a voting IN-SOC Youth & Family Subcommittee Board Member on the IN-SOC Governance Board Attendance Roster.
- 4) Of the 27 voting IN-SOC Board members, youth and family members will make up 9 of those seats.
- 5) Youth and family voting members may terminate participation in the IN-SOC Board meeting at will, without discrimination or adverse consequences.

IN-SOC Board Member Expectations

Voting IN-SOC Board members are expected to be enthusiastic and active participants in board activities and strong advocates for SOC expansion efforts within the state and the local/regional SOC they represent through the following:

- 1) Regular attendance at the quarterly IN-SOC Board meetings that includes actively participating in meeting activities (e.g., preparing for meetings, providing input, sharing SOC successes and challenges derived from the state and local/regional SOC that the member is representing on the IN-SOC Board, etc.).
- 2) Sharing of IN-SOC initiatives, policy and outcomes with peers and community in order to encourage SOC expansion work and coordination of efforts at the state and local/regional SOC they represent.
- 3) Advocate for infusion of SOC values through modeling of SOC principles and values within the member's respective area(s) of representation.
- 4) Promote and advocate for youth and family involvement in all Indiana SOC expansion activities at the state and local/regional SOC they represent.

IN-SOC Board Meeting Structure

The IN-SOC Board will meet as a collective group at least quarterly to achieve the board's identified function and responsibilities, as outlined in this policy. The structure of the IN-SOC board meetings shall be as follows:

- 1) The board meetings will be facilitated by an independent, community agency stakeholder approved by the voting members of the board.
- 2) Board recommendations will be discussed in scheduled board meetings, and if needed, an ad hoc subcommittee of the board members will be created for more intensive study and work towards the resolution of an identified system issue. Additional subcommittee members may be selected to join the committee by the IN-SOC appointed board members.
- 3) In support of Indiana's commitment for youth and family inclusion in all Indiana SOC planning, process improvement, policy, etcetera, all matters brought before the IN-SOC Board will be reviewed and approved by the Youth and Family Subcommittee prior to the final IN-SOC Board review and vote for approval.
- 4) The frequency of subcommittee meetings will be dictated by the subcommittee members in order to deal with specific board projects or time-sensitive matters. The subcommittee members will present updates and the outcomes of the sub-committee meeting(s) to the IN-SOC Board on a quarterly for review and approval.
- 5) Process improvement or policy adoption and recommendations will be made to the State based upon a consensus of the voting IN-SOC board members.

- 6) In cases where Board process improvement or policy recommendation may potentially impact a State program, policy or process, the appropriate State and/or Medicaid agency providing oversight for the impacted area must review and approve the board recommendation prior to implementation. *Note: The Board will not have the authority to override existing State policy/rules without State consent and assistance in making the recommended change.*
- 7) All SOC process improvement and broad policy recommendations implemented by the State will be monitored by the Youth & Family Subcommittee and the IN-SOC Board to assess if the intended outcome or performance indicators of the recommendation or policy are being met.
- 8) The IN-SOC Board Facilitator, or designee, will prepare and distribute an agenda prior to any scheduled meeting.
- 9) Meeting notes will be recorded and distributed to voting board members for review prior to the next scheduled meeting.
- 10) Lines of communication with all voting members will be fundamental to the success of the IN-SOC Board and its actions, quality improvement strategies and outcomes. To facilitate easy access and efficient communication between members, the following methods will be used, as needed and dictated by the type/urgency of the information being shared:
 - a) Meetings;
 - b) Conference calls;
 - c) Website postings on the IN-SOC website (<http://www.in.gov/fssa/dmha/2732.htm>);
 - d) Email;
 - e) Formal bulletin or public documentation; or
 - f) Any combination of the above, as needed to facilitate quick communication and member access.

| Policy/Procedure Approval | |
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| Revised: | IN-SOC Governance Board Policy |
| Indiana SOC Governance Board Approval: <i>IN-SOC Endorsement of drafted policy pending final revisions. Next review of updated draft anticipated in April, 2016.</i> | Date: 1/28/16 |