

DHW Protocol for Youth Empowerment Services (YES) Advisor Reimbursement Approval

For Use By: Idaho Parents Unlimited (IPUL) and the Idaho Department of Health and Welfare (the Department)

Purpose Statement: This protocol establishes the criteria and process for determining whether meetings qualify for YES Advisor reimbursement through Idaho Parents Unlimited (IPUL), ensuring that public funds support meaningful, system-level contributions to Youth Empowerment Services (YES), Idaho’s children’s mental health system of care.

In order for a meeting to be eligible for reimbursement, all five criteria outlined below must be met. Meetings that do not meet every requirement are not eligible for reimbursement through the IPUL YES Advisor Program.

**** While the five criteria outlined below are used to guide decision-making, meeting these criteria does not guarantee approval. The Department retains the authority to deny any request at its discretion. ****

1. Purpose-Based Eligibility

Meetings must:

✓ Focus exclusively on Youth Empowerment Services (YES) system-level development or gaps. This specifically **excludes** case-specific staffing, individual service delivery, or internal provider business.

✓ Address at least one of the following:

- Policy development
- System design or redesign
- Implementation and/or sustainability strategy
- Quality improvement
- Monitoring/accountability
- Jeff D. Settlement Agreement/Implementation Assurance Plan (IAP) deliverables

2. System Integration Requirement

Meeting **must** qualify under one of the following categories:

✓ Meeting is:

- An Interagency Governance Team (IGT) meeting or IGT subcommittee required by the Jeff D. Settlement Agreement

- o *Note* Please reference the IGT Issue Management Process for any new IGT subcommittees/workgroups that are created

OR

- An Idaho Department of Health & Welfare (DHW)-convened or Department-sponsored YES meeting

OR

- A standing system advisory body providing structured feedback into YES policy or implementation

OR

- A time-limited DHW-led group created to support a specific YES Jeff D. Settlement Agreement or IAP deliverable/requirement

3. Department Engagement Requirement

At least one Department staff member **must**:

- ✓ Attend regularly

4. YES Advisor Role Requirement

To ensure fiscal accountability, reimbursement is reserved for participants acting as YES Advisors.

✓ **Qualifying Role:** Providing leadership, evaluative feedback, or lived-experience expertise to inform statewide policy.

✗ **Non-Qualifying Role:** "Passive" participation, such as attending to receive updates, educational opportunities, or general information-sharing.

5. Structure & Accountability Safeguards

Meeting **must** have:

- ✓ A defined purpose, charter/bylaws, and/or documented approval and scope
- ✓ An agenda for each convened meeting
- ✓ Identifiable outputs (recommendations, feedback, products, reports)
- ✓ A named convener or sponsoring entity

Eligibility Determination Criteria Summary:

- The Department may reimburse participation in meetings that directly support YES system of care design or development, policy development, implementation and/or sustainability strategy, quality improvement, monitoring/accountability, or Jeff D. Settlement Agreement/Implementation Assurance Plan (IAP) deliverables. Eligible

YES meetings must have a defined system-level purpose and be structured to inform Department YES decision-making.

Reimbursable meetings must meet ***all*** of the following criteria:

1. Be focused on YES system of care design or development, policy development, implementation and/or sustainability strategy, quality improvement, monitoring/accountability, or Jeff D. Settlement Agreement/Implementation Assurance Plan (IAP) deliverables.
2. Be convened or sponsored by the Department, IGT, or be a Department-recognized YES advisory or workgroup meetings.
3. Include Department staff attendance and participation.
4. Include YES Advisors serving in advisory, leadership, or evaluative roles.
5. Have a documented purpose, agenda, and expected outputs.

Important Note: Even when a meeting meets all eligibility requirements for reimbursement, advisors must receive prior approval through IPUL's honoraria program before participation in order for reimbursement to occur. Attendance at an eligible meeting without pre-approval does not guarantee payment.

Links:

- IGT Issue Management Process: <https://yes.idaho.gov/wp-content/uploads/2022/11/IGT-Roles-Responsibilities-Grid-Final-1.pdf>
- Jeff D. Settlement Agreement: <https://yes.idaho.gov/wp-content/uploads/2021/04/JeffDOfficialAgreement.pdf>
- Implementation Assurance Plan: <https://yes.idaho.gov/wp-content/uploads/2022/01/Docket-770.pdf>
- Youth Empowerment Services (YES) Website: yes.idaho.gov

Questions?

Please contact parents@ipulidaho.org