

YES Advisor Honorarium Approval & Coordination Process

**PATHWAY 1
IGT APPROVED
SUBCOMMITTEE
/ WORKGROUP**

For new IGT subcommittees or workgroups requiring IGT approval.

Specific IGT subcommittees operate under IGT authority. If your work does not fall within that scope, move to Pathway 2. If you are unsure, please reach out to the IGT Project Coordinator.

STEP 1

IGT Request Form

Per the *IGT Issue Management Process*, an IGT Subcommittee, YES Workgroup, or the IGT submits an *IGT Request Form* for a new subcommittee or workgroup.

STEP 2

IGT Approval

Upon approval from the IGT, the assigned DBH-CMH Lead of the new subcommittee or workgroup would proceed to the next step.

STEP 3

DBH-CMH Lead

The DBH-CMH Lead in the new IGT workgroup will gather the required information per the *DHW Protocol for YES Advisor Reimbursement Approval*.

STEP 4

Information Submitted

DBH-CMH Lead submits, via email, required information to DHW Contract Monitor & Manager.

**PATHWAY 2
DEPARTMENT
APPROVED MEETING**

Meeting identified by any stakeholder or partner with a need for Parent/Youth Advisor Participation that *does not* need IGT approval.

STEP 1

Need Identified

Any stakeholder, convener, or partner identifies a need for Parent/Youth Advisor participation in a meeting.

STEP 2

Meeting Requester

The Meeting Requester will gather the required information per the *DHW Protocol for YES Advisor Reimbursement Approval*.

STEP 3

Information Submitted

Meeting Requester submits, via email, required information to DHW Contract Monitor & Manager.

BOTH PATHWAYS CONVERGE HERE

DHW FINAL REVIEW

DHW Contract Monitor & Manager complete final review using the *DHW Protocol for YES Advisor Reimbursement Approval*.

Approved?

YES

NO

NOT APPROVED

DHW Contract Monitor & Manager will provide feedback, via email, on why the meeting does not meet requirements.

Meeting Requester or DBH-CMH Lead may make revisions and resubmit for review.

DHW ISSUES APPROVAL AUTHORIZATION TO IPUL

- Confirmed # of Advisors
- Confirmed Honoraria Tier
- Approved Meeting Duration/Scope

IPUL COORDINATES ADVISOR PARTICIPATION

- Connect with Meeting Requester and/or DBH-CMH Lead**
Connect with Meeting Requester and/or DBH-CMH Lead to confirm details.
- Recruit / Connect Advisors**
Match advisors to meetings based on lived experience & workgroup questionnaire.
- Send Approval Notices**
Notify advisors of pre-approved meetings and what to expect.
- Schedule & Cap Check**
Work with advisors to schedule meetings without exceeding monthly caps.
Tier 1: max 6/month
Tier 2: max 2/month
- Confirm Participation**
Confirm advisor attendance and verify onboarding/eligibility status before meeting.
- Provide Orientation Support**
Connect advisors to meeting facilitator and/or DBH-CMH Lead; share agenda and relevant materials.

KEY PRINCIPLES

- All meetings are audited using the *DHW Protocol for YES Advisor Reimbursement for Approval*.
- Department attendance is required for all reimbursable meetings.
- Advisor pre-approval is necessary to ensure participation is eligible for Honoraria.

WHAT DRIVES APPROVAL?

- Purpose-Based Eligibility
- System Integration Requirement
- Department Engagement Requirement
- YES Advisor Role Requirement
- Structure & Accountability Safeguards

RESOURCES

- Advisor Orientation Packet (includes Code of Conduct):** ipulidaho.org/?p=13343
- DHW Protocol for YES Advisor Reimbursement Approval:** <https://ipulidaho.org/3mg5>
- Honorarium Request Form:** forms.gle/7aCK3osa2KagNo5TA
- Workgroup Interest Questionnaire:** <https://ipulidaho.org/xhsu>
- "Serving on Groups" Training:** ipulidaho.org/ipul-productions/isgt/
- IGT Request Form:** <https://yes.idaho.gov/wp-content/uploads/2022/11/IGT-Request-Form-Template.docx>
- IGT Issue Management Process:** <https://yes.idaho.gov/wp-content/uploads/2022/11/IGT-Roles-Responsibilities-Grid-Final-1.pdf>