



ADVISOR ORIENTATION

PREPARED BY:
IDAHO PARENTS UNLIMITED

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WHAT IS IDAHO PARENTS UNLIMITED (IPUL)?

Idaho Parents Unlimited (IPUL) is a statewide, nonprofit organization staffed by individuals with lived experience as parents, caregivers, and family members of children with disabilities, behavioral health, and special health care needs. For more than 40 years, IPUL has served as Idaho's Parent Training and Information Center (PTI), and Family to Family Health Information Center (F2F) providing free resources, training, and peer-to-peer support to families across the state of Idaho. IPUL also has programming for youth as they transition into adulthood through our work in the Rehabilitation Services Administration grant with the Idaho Department of Education. IPUL helps families navigate complex systems including: education, children's developmental disabilities programs, and behavioral health, through YES, Idaho's children's mental health system of care. Thereby ensuring that families, especially those in rural and frontier communities, have equitable access to accurate information, advocacy education, and meaningful opportunities to participate in decisions that affect their children.

In partnership with the Idaho Department of Health and Welfare and community partners, IPUL is proud to expand its reach to more fully support families of youth with behavioral health needs through the Idaho Youth Empowerment Services (YES) Advocacy, Support and Education contract. IPUL helps families become informed consumers of services while elevating lived experience to improve policy and practice. By offering all services at no cost and centering family voice, IPUL helps strengthen Idaho's children's behavioral health system and advances community-based, family-driven solutions that lead to better outcomes for children and youth statewide.

POINTS OF CONTACT



Allison Highley

CONTRACT LEAD

With both professional expertise and lived experience, Allison brings a deep understanding of Idaho's children's behavioral health system. She is a parent of two dually diagnosed children with Serious Emotional Disturbance (SED) and Autism.

You can reach out to Allison by emailing her at Allison@ipulidaho.org, or by calling (986)-226-5844.



Angela Lindig

EXECUTIVE DIRECTOR

A longtime disability advocate, Angela brings nearly three decades of leadership and lived experience to her work. Her advocacy journey began as a parent of children with complex and hidden disabilities, including an ultra-rare genetic condition, developmental disabilities, SED, and ADHD, which led her to champion systems change for children and families across Idaho.

You can reach out to Angela by emailing her at Angela@ipulidaho.org, or by calling (986)-200-4584.

TERMS TO KNOW

Advisor - An all encompassing term used to describe all parent, youth, and young adult leaders used throughout the rest of this orientation. The role is advisory only and advisors do not represent DHW. Advisors provide feedback and lived-experience perspectives but do not have decision-making authority.

Youth Empowerment Services (YES) - Youth Empowerment Services (YES) is the mental health system of care in Idaho for children with serious emotional disturbance (SED) – a term used to identify children under the age of 18 who have both a mental health diagnosis and a functional impairment.

Youth/Child(ren) - used interchangeably and means residents of Idaho under the age of eighteen (18).

Serious Emotional Disturbance (SED) - a term used to identify children under the age of eighteen (18) who have both a mental health diagnosis from the Diagnostic and Statistical Manual of Mental Disorders (DSM) combined with a functional impairment as identified by a CANS.

Child and Adolescent Needs and Strengths (CANS) - A tool used to identify a child's strengths and needs (including functional impairment), aiding in treatment planning and monitoring outcomes of services.

Parent/Family - Family is intended to mean birth-parents, adoptive parents, guardians, extended family, family of choice, members of the family's support system, and current caregivers, including foster parents/families.

Workgroup - An all encompassing term used in reference to all YES meetings, including: workgroups, subcommittees, sub-groups, ad-hoc committees, strategic planning committees, etc.

Honorarium - A small payment given to recognize and appreciate someone for their time, effort, and lived experience.

Jeff D. Settlement Agreement - The Settlement Agreement is a contractual agreement between the parties to the Jeff D. class action lawsuit to resolve the underlying dispute. It is a high-level description of what the state has agreed to do in order to have the lawsuit dismissed.

OVERVIEW



This advisor orientation is designed to help you learn about Youth Empowerment Services (YES), Idaho's children's mental health system of care, and how YES workgroups support youth and families across Idaho. This orientation provides an overview of how YES began, why current workgroups exist, and how advisors can play an important role in improving services through sharing their lived experiences.

Parts of this orientation are interactive and delivered via an online module-based platform called Articulate. The goal is to help advisors feel informed, confident, and prepared to participate in meaningful conversations that support better outcomes for youth. Please let IPUL know if accessing Articulate online is a barrier to your participation. Reasonable accommodations can be made upon request.

LEARNING OBJECTIVES

1

UNDERSTAND THE WORKGROUPS AND YOUR ROLE

You will learn what YES workgroups exist today, what role each plays, and how it connects to the YES system of care. This includes a high-level overview of the Jeff D. lawsuit, the history of YES, and how the workgroups help to bring family and youth voices into system feedback. Advisors will gain a clear understanding of what is expected of workgroup members and how their lived experience helps shape improvements for youth and families. This learning objective will be met upon completion of this packet.

2

BUILD CONFIDENCE IN ADVOCACY AND LEADERSHIP

You will learn practical skills to help you share your perspectives, and participate effectively in Workgroup meetings. This includes tips for communication, problem-solving, and working with others to identify challenges and support positive changes in services. This learning objective will be met upon completion of the Articulate training, “*Serving on Groups*”.

3

UNDERSTAND THE HONORARIUM PROCESS

You will learn how the honorarium process works, including eligibility, expectations for participation, how and when honoraria are issued, and who to contact with questions. This learning objective will be met upon completion of this packet.

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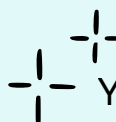
PUTTING IT ALL TOGETHER

The completion of this orientation ensures that advisors know: who to reach out to with questions, how to access meetings, where to find the Advisor Code of Conduct and how to receive an honorarium for your time completing the Advisor Orientation. Look for the “Putting it all together” check list on page 18.

THE HISTORY

YES, the new system of care in children's mental health, is due to the Jeff D. class action lawsuit and the resulting Settlement Agreement. The lawsuit began in 1980 when children were co-mingled with adults at State Hospital South (SHS). There was a lack of appropriate treatment services and educational services at SHS, as well as a lack of community-based mental health services across Idaho.

After many hearings over 30 years, the court encouraged a mediation process in order to identify solutions. Mediation occurred from September 2013 through December 2014. Key community stakeholders representing parents, advocates, private providers, representatives from the parties in the lawsuit (Department of Health and Welfare, Department of Juvenile Corrections, and Idaho Department of Education) and attorneys representing the Class Members participated in these negotiations. The outcome of the process was the development of the Jeff D. Settlement Agreement. The Settlement Agreement is a high-level description of what the state agrees to do to have the lawsuit dismissed. It also describes the services that will be put into place under the new system of care. Following the court approval of the Settlement Agreement, the agency partners worked together to create the Idaho Implementation Plan, the framework for the new system of care.

 Your experience matters. Positive, challenging, or somewhere in between, your feedback helps identify what's working and where improvements are needed.



LEARNING HOW TO SERVE ON A GROUP

You are not expected to be a policy expert. You are the expert on **your experience**. That perspective is essential to building a system that is equitable, accessible, and responsive.

YES workgroups exist because of lived experience that showed systems cannot improve without the voices of those most affected. Your participation helps ensure that YES, Idaho's children's mental health system of care, continues to move toward what families have always asked for: timely help, clear pathways, respect, and real partnership.

IPUL has a questionnaire that you can use to determine which group is the best fit for your lived experiences. This can be found on our website at:

<https://ipulidaho.org/yes/yesmoreresources/>

Once you have filled out a questionnaire and been paired with a workgroup, you will be added to that workgroup's mailing list. This will ensure that you receive meeting invitations, and all other workgroup related materials. IPUL will be the bridge that ensures you are connected with the workgroup facilitator and know when the next meeting is.

This questionnaire helps IPUL understand your lived experience and interests so we can invite you to the workgroup(s) that best align with your lived experiences. **Completing this form does not commit you to participation.** IPUL's goal is to ensure advisors are invited into spaces where their lived experience is most effective and impactful. IPUL will ask about the services you or your child have received so we can better understand your experience.

As part of completing objective two, IPUL asks that you complete the three self-paced modules on Articulate, called "Serving on Groups for Advisors." This can be found by going to <https://ipulidaho.org/ipul-productions/isgt/> and selecting the training entitled "*Serving on Groups*." **Once you have completed this training, you will receive a certificate. Please email this certificate to Allison at allison@ipulidaho.org, with the subject line, "Advisor Orientation Certificate".**

ADVISOR CODE OF CONDUCT

The following two (2) pages discuss the Advisor Code of Conduct, once reviewed please initial that you have read and understand this document and email a copy of this initialed document to Allison and allison@ipulidaho.org. Please reach out if you have any questions!

Advisor Code of Conduct

Purpose

This Code of Conduct establishes expectations for Family and Youth Leaders who represent Idaho Parents Unlimited (IPUL) in YES-related activities, including governance meetings, interagency committees, advisory boards, peer support, training, and community engagement.

These guidelines ensure that leaders uphold IPUL's values while promoting youth- and family-driven principles consistent with the YES system of care.

Guiding Framework: YES Principles of Care

The YES system puts a framework in place that builds meaningful partnerships between providers, families, and youth to empower youth and families to make choices about the youth's care. Family and Youth Leaders agree to uphold the Principles of Care guiding the YES system:

1. Family-centered
2. Family and youth voice and choice
3. Strengths-based
4. Individualized Care
5. Team-based
6. Community-based service array
7. Collaboration
8. Unconditional
9. Culturally competent
10. Early identification and intervention
11. Outcome-based

Core Expectations for Conduct

1. Respectful Participation

- Treat all participants with dignity, kindness, and respect.
- All are encouraged to share their voice. Our meetings and workspaces are intended to be safe spaces in which to share your voice.
- Seek understanding and acknowledging other points of view – whether or not we do or can take action, whether we agree or not. Interacting with a mindset of “tell me more.”

2. Confidentiality

1

IPUL & YES Family Youth Code of Conduct



ADVISOR CODE OF CONDUCT

- Respect the privacy of families and youth, including any information shared during meetings or activities.
- Do not share personal stories, names, or identifiable details without clear permission.

3. Professionalism and Integrity

- Arrive prepared, on time, and ready to participate in discussions.
- Avoid side conversations, distractions, or behavior that disrupts meetings.
- Represent IPUL and families with honesty and professionalism.
- Refrain from using your role to promote personal or political agendas.

4. Commitment to the Mission

- Center all actions and recommendations on what benefits youth and families in Idaho's behavioral health system.
- Support collaborative solutions and shared decision-making.
- Understand effective advocacy strategies and always engage constructively.

5. Role Boundaries

- Speak from lived experience, not on behalf of others unless designated.
- Maintain appropriate boundaries when providing peer support or leadership.
- Avoid offering clinical or legal advice unless licensed to do so.

Meeting Participation Standards

Advisors must:

- Prepare for meetings by reviewing materials in advance.
- Engage actively and respectfully in discussions.
- Listen as much as they speak, creating space for others.
- Follow group agreements and respect facilitator roles.

Conflicts of Interest

- Disclose any potential conflicts of interest (financial, organizational, or personal) to Allison at allison@ipulidaho.org. If you are unsure if something is conflict Allison would be happy to discuss it with you.
- Avoid situations where personal gain could conflict with the best interest of families or the YES system of care.

IPUL TIERED HONORARIUM FRAMEWORK

Purpose:

This tiered honorarium framework supports advisors who are currently involved in, YES, Idaho's children's mental health system of care, or who have been involved within the past ten years. The purpose of this honorarium structure is to acknowledge and thank individuals for your time, preparation, and lived experience you contribute to department-requested activities, and to help reduce barriers that may otherwise limit participation. Honoraria are intended to support access and equity by offsetting costs such as time away from work, childcare needs, or other participation-related challenges, and do not represent payment for services, opinions, or advocacy. These Department-requested meetings may involve different levels of preparation and leadership, and the framework recognizes the importance of lived experience while remaining consistent with Idaho YES Advocacy, Support and Education contract requirements. Advisor onboarding requirements vary based on role. Advisors may attend a single meeting to provide input without completing full onboarding. Advisors serving in recurring or leadership roles may be asked to complete onboarding prior to participation.

Guiding Principles for Honorarium:

EQUITY & ACCESSIBILITY: REDUCE FINANCIAL BARRIERS SO LEADERS FROM DIVERSE BACKGROUNDS CAN PARTICIPATE.

VALUE OF LIVED EXPERIENCE: COMPENSATE FOR EXPERTISE GAINED THROUGH LIVED EXPERIENCE NAVIGATING SYSTEMS.

TRANSPARENCY & CONSISTENCY: CLEAR TIERS, EXPECTATIONS, AND DOCUMENTATION REQUIREMENTS.



IPUL TIERED HONORARIUM FRAMEWORK

Tier 1 acknowledges time, lived expertise, and participation without requiring formal leadership or extensive preparation. Advisors will be invited to workgroups that align with their experiences to ensure relevant, meaningful participation. Advisors may only request reimbursement for up to six (6) Tier 1 workgroups a month. These meetings must be pre-approved.

Tier 2 honoraria compensate advisors for workgroup-specific facilitation or leadership contributions only. Tier 2 roles are time-limited, non-supervisory, and do not constitute ongoing duties, staff roles, or consulting services. Advisors may only request Tier 2 reimbursement for up to two (2) meetings a month. These meetings must be pre-approved.

Tier 1 and Tier 2 participants may volunteer to take on projects or complete other tasks if they chose. Note that for both Tier 1 and Tier 2, these lists are not exhaustive and there may be additional required tasks that are not listed below.

TIER 1: PARTICIPANT HONORARIUM

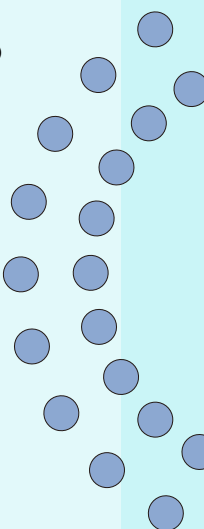
Flat Stipend: \$50 for a workgroup, increasing to \$100 for a workgroup over four (4) hours.

Advisors who:

- Attend pre-approved, Department-requested meetings
- Provide meaningful participation, such as:
 - Sharing lived experience perspectives
 - Offering feedback or recommendations
 - Participating in discussions, polls, or decision-making

Expectations

- Prepare for meetings (e.g, review agenda, or any related materials)
- Attend the meetings
- Confirm attendance (e.g., roll call, introduction in the chat)
- Follow confidentiality and participation guidelines



IPUL TIERED HONORARIUM FRAMEWORK

TIER 2: FACILITATOR HONORARIUM

Flat Stipend: \$250 per meeting

Tier 2 honoraria compensates advisors for *meeting-specific facilitation or leadership contributions only*. Tier 2 roles are non-supervisory, and do not constitute ongoing duties, staff roles, or consulting services.

Advisors serving in formal leadership roles, including but not limited to:

- Chairs or co-chairs
- Meeting facilitators or co-facilitators
- Advisors requesting reimbursement will be required to have Tier 2 roles approved by IPUL in advance.

This honorarium reflects the additional responsibilities, which may include:

Pre-Meeting Activities

- Agenda review and development
- Preparation of talking points or workgroup materials
- Coordination with IPUL staff or state partners

During the Meeting

- Facilitating discussion
- Assist in timekeeping and agenda management
- Ensuring inclusive and trauma-informed engagement

Post-Meeting Activities

- Follow-up communication
- Complete assigned action items

Other:

- Completion of the Quarterly YES Review Report
- Attendance and participation in the IGT Executive Committee YES Workgroup and Subcommittee Chairpersons Meeting



WHAT TO EXPECT

We know many families live in rural areas and/or have work and family responsibilities that make travel difficult. To make participation easier and more accessible, virtual attendance will be the default format to reduce barriers for advisors across Idaho, particularly those in rural and frontier communities. Meeting fully online helps everyone hear and participate equally and removes any expectation to travel.

As budgets allow, the Department may host limited in-person meetings, typically no more than once per year for certain workgroups such as the Interagency Governance Team (IGT). In-person participation may be offered when feasible or when required by the Department and is subject to change. If the Department requests in-person attendance, IPUL will reach out to advisors to give them the option of coming to the workgroup in person. Should the Department host an in-person meeting, a travel request form would need to be submitted at least five (5) days prior to travel and pre-approved in order for reimbursement to be allowed. A travel request form can be sent to advisors upon request, please reach out to Allison at Allison@ipulidaho.org.

If you have any questions regarding the honorarium process, or the travel request and reimbursement process reach out to Allison at allison@ipulidaho.org

WHILE WE DON'T ANTICIPATE CHANGES, THE REIMBURSEMENT PROGRAM IS DEPENDENT ON BUDGET AND DEPARTMENT APPROVAL AND COULD BE UPDATED IF CIRCUMSTANCES SHIFT. IF THAT WERE TO HAPPEN, ALL ADVISORS WOULD RECEIVE TIMELY NOTICE AND CLEAR COMMUNICATION.

EQUITY CONSIDERATIONS

IPUL recognizes that parents and youth most impacted by the children's behavioral health system may face barriers to participation. Reasonable accommodations (e.g., travel expenses, virtual participation options) may be offered to support inclusive participation, consistent with contract allowances.

WHAT TO EXPECT

Advisors may step back from participation at any time without penalty. Meaningful participation does not require disclosure of personal or traumatic experiences.

THINGS TO REMEMBER

- Honoraria are issued per meeting attended, not per hour, and are tied to a single, discrete event.
- Advisors may not receive both Tier 1 and Tier 2 honoraria for the same meeting.
- Advisors may only request Tier 1 reimbursement for up to six (6) meetings a month.
- Advisors may only request Tier 2 reimbursement for up to two (2) meetings a month.
- Advisor attendance will be confirmed by IPUL with Department staff.
- Advisors are welcome to participate in a single, Department-requested meeting to provide lived experience input and may be eligible for a Tier 1 honorarium without completing full onboarding. Please reach out to IPUL for more information.
- Advisors will be invited to meetings that align with their experiences to ensure relevant, meaningful participation.
- If an advisor would like to join a workgroup separate from the honorarium program administered by IPUL they are welcome to.
- Honoraria do not establish an employer–employee or independent contractor relationship.
- Honoraria are subject to IRS reporting requirements as applicable.

REIMBURSEMENT EXPECTATIONS

All honorarium requests must be submitted to IPUL no later than the **20th of each month**. Please use the form found on IPUL's website at or directly at <https://forms.gle/7dCK3asaZkagNo5TA>. Honoraria will be provided to advisors via a check, and IPUL will mail checks to advisors no later than the **5th of each month**. Contact Allison at allison@ipulidaho.org, if you have not received your honorarium by the 10th of the month. Submission after the 20th of each month may result in a delay.

ANY REIMBURSABLE MEETINGS THAT OCCUR AFTER THE 20TH OF THE MONTH WILL FALL INTO THE NEXT MONTH'S REIMBURSEMENT CYCLE.

FOLLOW THESE STEPS TO RECEIVE YOUR HONORARIUM

- 1 Fill out the Honorarium Request form
- 2 Submit all honorarium/travel requests/travel reimbursements to Allison at Allison@ipulidaho.org
- 3 Ensure that all honorarium requests are submitted to Allison by the 20th of each month
- 4 IPUL mails checks to advisors no later than the 5th of each month.

Forms can be found on IPUL's website at:
<https://ipulidaho.org/yes/yesmoreresources/>

HELPFUL FAQs

Q1. WHAT IS AN HONORARIUM?

A1. An honorarium is a thank-you payment for your time, lived experience, and participation. It is not a wage, employment, or contractor role. Honoraria are used to reduce barriers so parents or youth can participate in important system meetings and provide their experiences and feedback.

Q2. WHY DOES IPUL OFFER HONORARIA?

A2. Some workgroups are requested by the Department and ask advisors to share their perspectives. Offering an honorarium to advisors is the Departments way of appreciating the time, preparation, and emotional labor involved especially for advisors who may need to miss work, arrange childcare, or manage other responsibilities.

Q3. WHO CAN RECEIVE AN HONORARIUM?

A3. Advisors who:

- Have lived experience navigating children's behavioral health services in Idaho currently, or within the last ten (10) years.
- Are invited to attend Department-requested YES system of care related meetings.
- Advisors who meaningfully participate.

Q4. WHAT ARE THE DIFFERENT HONORARIUM LEVELS?

A4. There are two honorarium levels, Tier 1 - Meeting Participant and Tier 2- Facilitator.

Tier 1 - Meeting Participant (\$50 per meeting)

You may receive this if you:

- Attend a department requested meeting for the YES system of care
- Share your perspective, feedback, or experience
- Participate in discussion or decision-making

Tier 1 does not require meeting facilitation.

Tier 2 - Facilitator or Leadership Role (\$250 per meeting)

You may receive this if you:

- Serve as a chair, co-chair, or meeting facilitator

Tier 2 roles are workgroup-specific.



HELPFUL FAQs

Q5. CAN I RECEIVE BOTH TIER 1 AND TIER 2 HONORARIA FOR THE SAME MEETING?

A5. No. Each meeting qualifies for one honorarium only, based on your role in that meeting.

Q6. DO I HAVE TO SHARE PERSONAL OR TRAUMATIC EXPERIENCES TO RECEIVE AN HONORARIUM?

A6. No. Meaningful participation does not require sharing personal or traumatic details. You choose what you are comfortable sharing.

Q7. IS THIS CONSIDERED A JOB OR EMPLOYMENT?

A7. No. Receiving an honorarium:

- Does not make you an employee of IPUL or the Department of Health and Welfare
- Does not create a contractor relationship
- Does not require ongoing duties or commitments

Q8. WHAT IF I JUST WANT TO TRY IT OUT AND DON'T KNOW IF I'M READY TO COMMIT TO ATTENDING REGULARLY?

A8. Advisors are welcome to attend a single meeting to provide input, or to see if it is a good fit for them. Advisors who are attending a single meeting will not need to complete the full onboarding, and may still be eligible to receive an honorarium. Please reach out to Allison at Allison@ipulidaho.org to discuss your situation.

Q9. WHAT IF I NEED TO STEP BACK OR CAN'T ATTEND A WORKGROUP?

A9. You may step back at any time without penalty. Participation is voluntary, and IPUL understands that family needs, crises, or schedules can change. Please note that the Interagency Governance Team (IGT) requires an alternate be identified if a member is unable to attend. Please reach out to IPUL if you have questions.

Q10. WHO DECIDES WHICH TIER APPLIES?

A10. IPUL staff determine the honorarium tier based on the role for that specific meeting, not on seniority, background, or past participation.



PUTTING IT ALL TOGETHER

Below is a checklist that you can use to ensure you are ready to join a workgroup as an advisor.

ADVISOR CHECKLIST

- Review and understand this Advisor Orientation packet
- Complete Serving on Groups modules
- Email certificate of completion to Allison at Allison@ipulidaho.org
- Complete workgroup questionnaire and Code of Conduct agreement
- Once paired with a workgroup, IPUL will ensure that you are connected with that workgroups facilitator
- Attend your workgroup
- Submit Honorarium request no later than the 20th of each month.
- Email Allison at allison@ipulidaho.org if you have any questions
- DHW Protocol for Youth Empowerment Services (YES) Advisor Reimbursement Approval: <https://ipulidaho.org/3mg5>
- YES Advisor Honorarium Approval Process: <https://ipulidaho.org/jgse>



ACRONYMS TO KNOW

- CANS** - Child and Adolescent Needs and Strengths
- CDA** - Comprehensive Diagnostic Assessment
- CFSP** - Certified Family Support Partner
- CFT** - Child and Family Team
- CMH** - Children's Mental Health
- CMS** - Centers for Medicare & Medicaid Services
- CYFS** - Division of Child, Youth and Family Services
- DBH** - Division of Behavioral Health
- DD** - Developmental Disabilities
- DHW** - Department of Health and Welfare
- DSM** - Diagnostic and Statistical Manual of Mental Health Disorders
- EPSDT** - Early and Periodic Screening, Diagnosis and Treatment
- FPG** - Federal Poverty Guidelines – Formerly known as Federal Poverty Level
- HCBS** - Home and Community Based Services
- IBHC** - Idaho Behavioral Health Cooperative
- IBHP** - Idaho Behavioral Health Plan
- ICC** - Intensive Care Coordination
- IDE** - Idaho Department of Education
- IDJC** - Idaho Department of Juvenile Corrections
- IGT** - Interagency Governance Team
- LoC** - Level of Care
- MAGI** - Modified Adjusted Gross Income
- PCP** - Primary Care Physician
- PCSP** - Person-Centered Service Plan
- PM** - Practice Model
- PoC** - Principles of Care
- QMIA** - Quality Management, Improvement and Accountability
- SED** - Serious Emotional Disturbance
- SoC** - System of Care
- TCOM** - Transformational Collaborative Outcomes Management
- WDP** - Workforce Development Plan
- WInS** - Wraparound Intensive Services
- YES** - Youth Empowerment Services



NOTES

