**MONTGOMERY COUNTY SYSTEM OF CARE COUNTY LEADERSHIP TEAM**

**POLICIES AND GUIDELINES**

**Pennsylvania System of Care Overview**

Pennsylvania System of Care Partnership is an initiative through a grant awarded to Pennsylvania (PA) to develop a System of Care to serve youth ages 8-18 that have behavioral health needs and their families. These youth are also often involved with child welfare and/ or juvenile justice and are in or at risk of out of home placement. System of Care (SOC) is a philosophy that builds on the benefits of systems integration and the strengths of youth and families. It makes youth and families equal partners at the table in every meeting at every level and encourages the motto, “nothing about us without us”. The SOC philosophy fosters youth and family empowerment and values natural supports in the community, increasing self-sufficiency and decreasing dependency.

Pennsylvania awarded cooperative agreements to counties through a $9 million grant from the federal Substance Abuse and Mental Health Service Administration (SAMHSA) The grant covers 6 years starting in October 2009 and currently involves 15 counties with over 1000 youth and families being served. Through this grant, Pennsylvania became part of a national movement to utilize organized multi-level system to more effectively serve youth with serious mental health challenges and their families. The PA System of Care Partnership is a vehicle to transform the current categorical and fragmented service delivery approach into a comprehensive community-oriented delivery system that is both youth and family driven and offers access to both professional service and natural supports. Pennsylvania strives to expand the structured approach of SOC to all its 67 counties.

**Pennsylvania System of Care Partnership Vision**

Every youth and family in Pennsylvania will be available to access and navigate a unified network of effective service and supports that are structured in adherence to System of Care Values and Principles.

**Pennsylvania System of Care Partnership Mission**

The youth, family, and system leaders of Pennsylvania will work as equal and trusted partners in creating sustainable change that will empower youth, families, and all youth serving systems to be responsible and accountable for outcomes to the fulfillment of hopes and dreams.

**Pennsylvania System of Care Partnership Values and Principles**

* Youth driven
* Family driven
* Strengths-based
* Individualized
* Evidence-based
* High Quality
* Accessible
* Integrated
* Cost Effective
* Data Informed
* Culturally and Linguistically Competent

**Pennsylvania System of Care Partnership Standards**

* Equal Partnership on Leadership Teams
* Youth driven
* Family Driven
* Integration of child-serving systems
* Valuing natural and community supports
* Assuring culturally and linguistically competence
* Youth and family services and supports planning process that emphasizes youth and family voice and choice with equal partnership among youth, family, and systems
* Evaluation and continuous quality improvement

A State Leadership Team comprised equally of youth, family, and system leaders from Mental Health, Child Welfare, Juvenile Justice, Education, and Drug and Alcohol are responsible for guidance and oversight of the Pennsylvania System of Care Partnership. Comparable governance structures are in place in SOC participating counties called County Leadership Teams.

**Montgomery County System of Care Initiative**

The Montgomery County System of Care Initiative is coordinated through the Department of Montgomery County Behavioral Health and Developmental Disabilities and guided by a County Leadership Team that is responsible to develop recommendations for County and State leadership that informs policy, planning, and practice. The Leadership Team utilizes a trichair structure to direct, plan, and facilitates meetings which include the nomination of a youth, family, and system partner each year. The Trichairs work closely with the SOC Coordinator to be sure the initiative is moving forward, guided by SOC mission and values. The trichair role also supports that action steps are being completed between meetings, recruit and orient new members, and ensure that the voices of all members are heard. The goal of the Montgomery County County Leadership Team is to assure that the membership reflects the needs and diversity of the county and that all team members have an understanding and respect of the System of Care values.

**VISION:** Every youth and family in Montgomery County will be able to access, navigate, and impact services and supports that are driven by System of Care principles.

**VALUES:** Youth Guided**,** Family Driven**,** Trauma Informed**,** Cultural and Linguistic Competence**,** Community Based**,** andBest Practice Oriented.

**MISSION:** A community committed to creating an environment that meets the needs of young people and their families. We are a vibrant, self-sustaining Leadership Team, made up of youth, family and system partners.

This policy and procedure recognizes the central role of youth, family, and partners on the System of Care County Leadership Team and creates a sustainable plan to answer the following questions:

1. What is the process for youth, family, and system partners to join the County Leadership Team?
2. What are the expectations for members of the County Leadership Team?
3. How are members trained, oriented, and supported on the CLT?
4. How are youth and family partners compensated for their lived experience, expertise, and time on the County Leadership Team?
5. How and where are County Leadership Team meetings held?

**How are Montgomery County Leadership Team members recruited?**

The CLT should be comprised of a minimum of 25% of youth members and 25% of family members who share equal responsibility with system and community partners.

There are numerous and varied ways youth and family partners can be recruited to be involved with Montgomery County System of Care and for consideration as youth and family partners on the County Leadership Team. These include, but are not limited to:

* Recommendations from County Leadership Team members
* Recommendations from youth and family run organizations and training programs such as:
1. MHA
2. The Youth Advisory Board and Independent Living Program of Children and Youth Services
3. Magellan Leaders Inspiring Future Empowerment (MY LIFE)
4. Recommendations from Montgomery County Human Services agencies and Juvenile Court and Probation
* Recommendations from schools and the Montgomery County Intermediate Unit
* Recommendations from community events
* Recommendations from cultural and faith based organizations
* Recommendations from community organizations serving youth and families such as:
1. High Fidelity Wrap Around
2. Community Mental Health Providers
3. Community Drug and Alcohol Prevention and Treatment Providers
4. Family Centers
5. Transition to Independence Process (TIP)

**Who is eligible to be part of the SOC County Leadership Team?**

SOC requires system partners who represent one of the following child-serving system: Behavioral Health, Drug and Alcohol, Child Welfare, Education, Juvenile Justice, Health Department, and Developmental Disabilities to participate on the SOC CLT. Youth with lived experience accessing service and supports in the behavioral health system, juvenile justice, and/ or child welfare system are eligible. Any Family Members who have raised a child or children with behavioral health issues and/ or past experience with child welfare, juvenile justice, drug and alcohol, or education system are also eligible to join the SOC County Leadership Team.

**How are members selected for the County Leadership Team?**

Recommendations for potential youth and family partners for the County Leadership Team should be given to the SOC Coordinator who will supply individual with an application. Applications will be reviewed by the SOC Coordinator and trichairs. All information contained in the application is kept confidential and will not be shared with anyone outside the selection committee. They will evaluate each applicant based on pre-established criteria and make a recommendation to the County Leadership Team. The CLT will vote as a group on any new members.

The SOC Coordinator will schedule a time to meet with the referred member to build a relationship, and orient potential members as well discuss expectations of the County Leadership Team.

**What are the Expectations for members of the County Leadership Team?**

Team members on the County Leadership Team are expected to attend most County Leadership Team meetings, be contributing members, and partner with the system and community partners to improve services and supports to youth and families. Members of the CLT are also expected to read and respond to emails outside of the meeting time and read any relevant materials to inform CLT discussion. Members are also encouraged to assist with any action items identified at SOC CLT.

Members should be champions for System of Care within their communities and organizations by educating others about System of Care and the work of the County Leadership Team, representing the strengths, concerns and recommendations of the youth and family in the organizations and communities in which they are involved, and working to recruit other youth and family leaders to become involved in System of Care. Youth and Family Partners on the CLT should strive to contribute their voice and expertise and provide feedback to the team, other youth and family partners, and the trichairs and coordinator. All team members are encouraged to ask for support and additional training when needed.

**How are Youth and Family Partners Oriented, Trained, and Supported on the CLT?**

New members of the County Leadership Team meet with the SOC Coordinator who orients them to the history and philosophy of System of Care, reviews the Vision, Mission, and Guiding Principles of Montgomery County System of Care, provides an introduction and handout of the 8 PA SOC Standards, provides a list and contact information for all CLT members, updates the new partner to the current work of the County Leadership Team, orients the new partner on the support provided to them for their involvement on the CLT, and trains them how to fill out and submit the youth and family partner invoices.

**How do Youth and Family Partners get training directly related to the 8 PA System of Care Standards?**

Youth and Family partners may also attend the monthly PA SOC Partnership Go To Meetings and any training sponsored by Montgomery County. The PA SOC Partnership Go To Meetings are offered once a month for a hour at 10am or 6pm. The powerpoint is accessed via the web and the conversation happens by phone.

**How are Youth and Family Partners Compensated for their involvement on the CLT?**

Montgomery County System of Care has adopted a standard rate of $25 per hour for supporting youth and family partner involvement on the County Leadership Team. This rate includes travel and the time youth and family partners spend reading e-mails, PA SOC webinars and documents between and in preparation for meetings.

Youth and Family Partners submit their invoices to the SOC Facilitator for approval. It generally takes a month for the first check to be issued and about two weeks for processing after each meeting. It is recommended that all youth and family partners keep a copy of their submitted invoice, and notify the SOC Facilitator promptly if the check is not received three weeks after each meeting date. The stipend policy and invoice template are attached.

**How often and where are County Leadership Team meetings held?**

County Leadership Team meetings are held once per month at the Human Services Center in Norristown. Meetings are typically about 2 hours and occasionally there are additional opportunities through SOC to participate in fairs, forums, or trainings that are in addition to regular monthly meetings.

**Web Resources:**

[**www.pasocpartnership.org**](http://www.pasocpartnership.org)

[**www.parecovery.org**](http://www.parecovery.org)

[**www.mhmrda.montcopa.org**](http://www.mhmrda.montcopa.org)

[**www.magellanofpa.com**](http://www.magellanofpa.com)

[**www.yftipa.org**](http://www.yftipa.org)

[**www.nami.org**](http://www.nami.org)

[**www.mhasp.org**](http://www.mhasp.org)

[**www.pafamiliesinc.com**](http://www.pafamiliesinc.com)

**I have received and read the Montgomery County System of Care Polices and Guidelines.**

**Signature:**

**Date:**