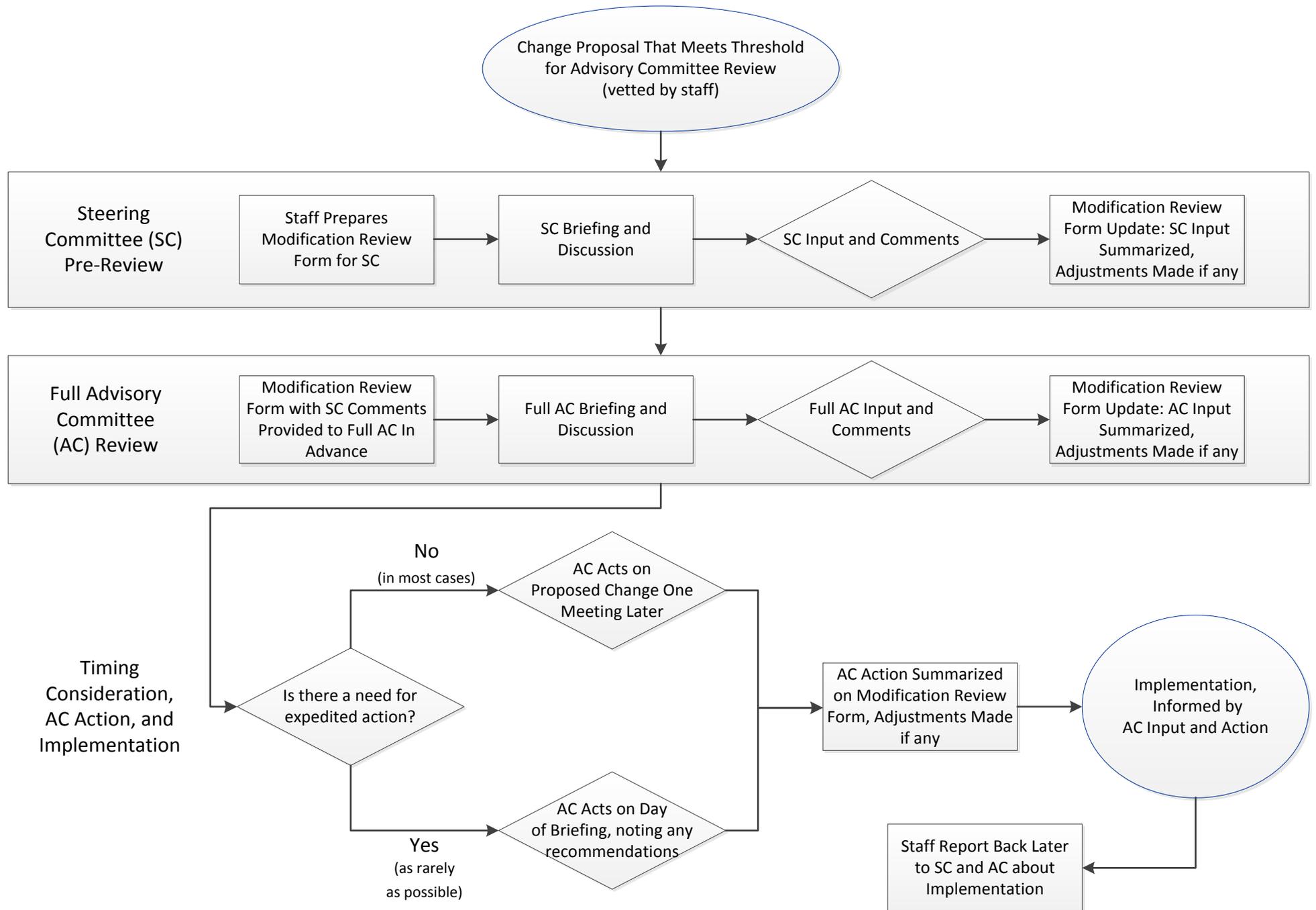


# Flow Chart for Advisory Committee Review of MIDD Modifications Steering Committee Final 4-20-18



**Enhanced Process for MIDD Advisory Review of Potential Changes to MIDD Funding** SC Final 3/29/18

**Need:** Identify an updated, standardized process for MIDD Advisory Committee review and input on significant MIDD programmatic and funding changes.

**Goal:** Ensure that the process enables the County to employ MIDD funds to respond nimbly to evolving needs while maintaining transparency and accountability to the community.

**Principles:**

1. Embed this process within the established MIDD Initiative Revision Decision Tree process as most recently outlined in the MIDD Service Improvement Plan, Appendix I.
2. Use the existing Steering Committee to provide initial review and input, in alignment with its aim to be a team that “pre-digests” information for the larger Advisory Committee.<sup>1</sup>
3. Provide Steering Committee members with background on potential changes to MIDD programming or funding in an enhanced, structured way that enables committee members to make informed recommendations to the full Advisory Committee.
4. Avoid creating intensive standalone analytical processes, except if there are larger changes are proposed that impact multiple components of MIDD programming.<sup>2</sup> In all instances, minimize or eliminate the burden of the process on affected community providers.
5. Whenever possible, allow one meeting between presentation of a proposed funding change to the full Advisory Committee and Committee action on the change.
6. Align the process and its outcomes with the MIDD Advisory Committee’s guiding principles:

<b>MIDD Advisory Committee Guiding Principles for King County to Utilize in Developing and Implementing MIDD Activities</b> <i>(as updated 5/31/17)</i>
<ul style="list-style-type: none"><li>• Responsive to significant environmental changes in federal/state policy and funding; filling gaps</li><li>• Driven by outcomes; informed by data</li><li>• Based in promising or best practices; evidence-based when possible</li><li>• Supports King County’s vision for health care; reflects the triple aim: improved patient care experience, improved population health, and reduced cost of health care</li><li>• More upstream / prevention services</li><li>• Integrated, transformational services / strategies designed to serve our most disenfranchised populations</li><li>• Partnering between CJ / human services with shared goal to divert and prevent justice system involvement</li><li>• Community-based organizations on equal status with County for compensation</li><li>• Open to new ways of achieving results</li><li>• Build on strengths of the system</li><li>• Self-sustaining; partnerships that leverage sustainability when possible</li><li>• Recovery focused</li><li>• Community driven</li><li>• Client Centered</li><li>• Common goal (from MIDD Framework as “result of MIDD”): <i>“People living with or at risk of behavioral health conditions are healthy, have satisfying social relationships, and avoid criminal justice involvement.”</i></li></ul>

<sup>1</sup> MIDD Advisory Committee Steering Committee meeting notes, 11/16/16.

<sup>2</sup> Should larger multi-component changes be proposed, County staff will lead analysis work, in consultation with community members, providers, and advisory committee members to the degree possible. Such changes could potentially be triggered by significant environmental changes in federal and/or state policy and funding, or significant changes in MIDD revenue forecasts.

**Proposed Process for Review of MIDD Changes:**

1. DCHS staff will provide prior review of issues, needs, and proposals before Steering Committee or Advisory Committee review, and will share how potential changes have come to DCHS' attention. Actions recommended by staff that meet the thresholds for Advisory Committee review described in the MIDD 2 Initiative Revision Decision Tree (Appendix I of the Service Improvement Plan) will be brought forward for committee review.
2. If a funding or programmatic change is proposed that meets the threshold for Advisory Committee review, staff will complete a standardized steering committee modification review form.<sup>3</sup> (Whenever possible, previews will be given of issues under consideration.)
3. The modification review form, adapted from DCHS internal processes already in place for smaller initiative changes, will address key member questions and needs, and will document Steering Committee questions and input.<sup>4</sup>
4. Time will be made available on the Steering Committee's regular agenda to discuss any changes that have been proposed.
5. As with other changes, bring changes being considered by DCHS as part of biennial and supplemental budgeting, or in response to increases or decreases in the OEFA MIDD revenue forecast, to the steering committee prior to their discussion by the full Advisory Committee.<sup>5</sup>
6. If adjustments are made in response to Steering Committee input, staff will update the modification review form accordingly.
7. The modification review form, including a high-level summary of Steering Committee review and comments and a copy of the Advisory Committee's guiding principles, will then be transmitted to the Advisory Committee, along with the advance meeting package whenever possible.
8. When staff present proposed changes to the full Advisory Committee, Steering Committee members will be allotted time to share their input directly with the other members.
9. Whenever feasible, formal Advisory Committee action on a proposed change will not occur on the same day as the initial briefing, but will be deferred until the next meeting.<sup>6</sup> When expedited action is necessary, this will be called out clearly on agendas and/or in other formats.
10. Advisory Committee review and comments,<sup>7</sup> as well as any adjustments that might be made in response, will be summarized on the modification review form and provided in the packet at the next meeting, if possible before the Advisory Committee's formal action.
11. Staff will report back to the Steering Committee and/or Advisory Committee about how the change was implemented.

---

<sup>3</sup> Issues, needs, and proposals will be analyzed by DCHS/MIDD staff prior to Steering Committee or Advisory Committee review. Actions recommended by staff will be brought forward for committee review.

<sup>4</sup> Members will recuse themselves from discussions of funding and programmatic changes when they have a conflict of interest.

<sup>5</sup> An alternative format may be used for changes proposed as part of the budget process, but the information provided will address the categories in the review form.

<sup>6</sup> When rapid response is necessary, rationale for expedited action, and ample time for discussion, will be provided.

<sup>7</sup> Members will recuse themselves from discussions of funding and programmatic changes when they have a conflict of interest.

**MIDD Advisory Committee / Steering Committee Modification Review Form** SC Final 3/29/18

**Proposed Change:**

- Fiscal Change to Existing MIDD 2 Initiative(s):** \_\_\_\_\_
  - Net Total Dollar Amount Change in Funding Level: \$ \_\_\_\_\_
  - Net Percent Change in Funding Level: \_\_\_\_\_%
- Programmatic Change(s):**
  - Population Served or Impacted<sup>8</sup>
  - Outcomes or Results
  - Intervention
  - Performance Measures
- One-Time Use of MIDD Funds**
  - Temporary Reallocation of Funds from Initiatives  
Initiative(s) whose funds are proposed to be reallocated: \_\_\_\_\_
  - Undesignated or Underspent Funds
  - Net Total Dollar Amount: \_\_\_\_\_%
- Proposed New Ongoing Initiative(s)**
- Other (describe):**

**Revision Details:**

- a. High-level summary<sup>9</sup> of affected MIDD 2 initiative(s) prior to the change, if any
- b. Details of the proposed change, including:
  - i. Origination of the change<sup>10</sup>
  - ii. Reason/basis<sup>11</sup>
  - iii. Timing<sup>12</sup>
- c. How the proposed change addresses the Advisory Committee's guiding principles for MIDD
- d. How the proposed revision impacts the original intent of affected initiative(s)
- e. Funding impacts, if any
- f. Evaluation impacts, if any
- g. Next steps
- h. Include staff analysis, if available

**Steering Committee Review:**

Review date: \_\_\_\_\_  
Comments, Questions, and Advice:

**Full MIDD Advisory Committee Review:**

Review date: \_\_\_\_\_  
Comments, Questions, and Advice:

---

<sup>8</sup> "Populations served or impacted" should include geographic regions and/or cultural communities where applicable.  
<sup>9</sup> One-paragraph summary adapted from the MIDD 2 Implementation Plan initiative description that also reflects any revisions that may have been made to the initiative prior to this proposed change.  
<sup>10</sup> How did the proposed change come to the County's attention as a needed action?  
<sup>11</sup> To the degree feasible, address under "reason/basis" the benefits of making the change, risks of not changing, and any tradeoffs or strategic questions. If the change represents partial funding of a larger request or concept, reference this.  
<sup>12</sup> Address whether expedited review and action is needed, and if so, explain why.

# MIDD Initiative Revision Decision Flow Chart

## (Appendix I of Approved MIDD 2 Service Improvement Plan)

*This decision tree determines when MIDD Advisory Committee review is needed.  
It was in place throughout MIDD 1 and was unchanged in the MIDD 2 SIP.*

