

Interagency Steering Committee for High-Fidelity Wraparound Charter

A Purpose of the Interagency Steering Committee

Primary Functions

The primary function of the Interagency Steering Committee is to take responsibility for approval of NM High-Fidelity Wraparound (HFW) provider certification applications. The Interagency Steering Committee will review, monitor status and approve provider certification applications, help ensure program fidelity, and provide support as needed to HFW leadership defined as Children, Youth, and Families Department (CYFD) Behavioral Health Services (BHS), Human Services Department (HSD) Behavioral Health Services Division (BHSD), and HSD Medical Assistance Division (MAD). The Interagency Steering Committee is supported administratively by the New Mexico State University (NMSU) Center of Innovation (COI).

The Interagency Steering Committee provides support and oversight on the long-term strategies of the HFW model and members of the Interagency Steering Committee help ensure business objectives are being adequately addressed. These responsibilities are carried out through the following functions:

1. Review provider applications and monitor status of pending applications.
2. Help ensure adherence to the HFW Program Manual and Implementation Guide.
3. Review and provide an initial response to provider applications within sixty (60) business days of receipt of a clean and complete provider application.
4. Provide education and resources for providers navigating the various systems required to become certified as a High-Fidelity Wraparound Provider.
5. Upon request of HFW leadership, assess provider status for compliance with HFW model.
6. Review annually (or as needed), data from the HFW reporting tools to help ensure provider fidelity to the model.

Steering Committee Responsibilities

1. Approval of provider applications for certification
 - a. Conduct provider readiness assessments through the review of provider applications and provider interviews;
 - i. Review written application materials for all applicants prior to each committee meeting.
 - ii. Discuss applications in committee meetings and contribute to final scoring tool completion for each applicant.
 - iii. Conduct interview(s) with provider applicant(s) who are approved to move forward after written application.
 - iv. Make final determination of approval and provide list of further information or required changes for providers determined not to be ready to provide HFW.
 - v. Inform COI of decisions made for proper routing of notices to provider, MAD and MCOs.
2. Delineate recommended next steps to approved providers for onboarding with assigned CYFD-BHS or COI Coordinators.
 - a. Provide a list of recommended steps for provider to implement their HFW program. The assigned CYFD-BHS or COI coordinator will work with provider to address recommendations.

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- b. CYFD-BHS HFW Manager will provide a monthly status update to Interagency Steering Committee on all providers approved for certification. Interagency Steering Committee will provide guidance and support as appropriate.

Changes Requiring State Leadership Approval

State leadership of the Interagency Steering Committee for HFW is comprised of the CYFD-BHS Director or Deputy Director and the HSD, BHSD and MAD Directors or Deputy Directors. These Directors or Deputy Directors will approve the following:

1. All changes to this Charter, this includes committee member roles.

B Interagency Steering Committee

Membership

Membership is based on agency and position; if a member leaves, their position will be replaced by someone in a similar role in that agency, or a designee. Members may assign a designee with committee approval and with advanced notice. Advisory and Ad-Hoc members will be invited on an as needed basis. The NMSU COI serves as administrative coordinator for the committee and will serve as liaison between providers and the committee on all application related communications, COI Director or designee will attend meetings upon request of the Co-Chairs, they are not voting members.

Roles and Positions* see Attachment A for current members and contact information

Agency	Position	Committee Role
CYFD-Behavioral Health Services	Clinical Manager	Co-Chair- voting
HSD, Medical Assistance Division	Deputy Bureau Chief, MAD - Benefits and Reimbursement Bureau	Co-Chair- voting
HSD, Behavioral Health Services Division	MCO Contract Manager	Member- voting
HSD, Medical Assistance Division	MCO Contract Manager	Member- voting
HSD, Medical Assistance Division	Provider Enrollment	Advisory
HSD, Behavioral Health Services Division	Program Manager, Health Home Coordinator	Advisory
Presbyterian Health Plan	Representative	Ad-Hoc/Advisory
BlueCross Blue Shield New Mexico	Representative	Ad-Hoc/Advisory
Western Sky Community Care	Representative	Ad-Hoc/Advisory

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C Interagency Steering Committee Meetings

Application Screening Process

1. COI will receive and screen applications for completeness. Incomplete applications will be returned to applicant for additional information.
2. Completed applications will be sent to all committee members prior to each scheduled committee meeting.
3. Committee members will score applications using scoring tool and prepare comments for discussion.

Meeting Schedule and Process

The Interagency Steering Committee will meet monthly, or as required, to provide timely review of HFW provider applications for certification, track issues and progress of the program's implementation, and to render ongoing support to HFW providers.

The Interagency Steering Committee Chair facilitates the meeting and all committee members will participate in the review and discussion of materials and vote on decisions, subject to conflicts and recusals, if any.

The Interagency Steering Committee will strive for consensus on all decisions, in the case that vote is needed, decision will be made by majority vote of members present.

Meeting Agenda

At each meeting one of the Co-Chairs will review the following items:

- *Introductions (of new members **or invited guests**)*
- *Agenda*
- *Minutes from last meeting*
- *Any actions arising from previous Interagency Steering Committee meeting*
- *Review of responses from providers on requests for additional information*
- *Review decisions on new applications. Review status update report on previously approved Providers*
- *Schedule provider interviews*
- *CYFD-BHS HFW Manager will report progress on components of the HFW program.*
- *Additional items as needed*

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Attachment A

Interagency Steering Committee and Workgroup Membership- June 2023

Agency	Member Name	Member Email	Designee Name; Email
NMSU, Center of Innovation*	Brooke Stanley Tou	bastou@nmsu.edu	Bob Brazell bbrazell@nmsu.edu
CYFD-Behavioral Health Services	Rosella McCaffrey	Rosella.mccaffrey@state.nm.us	Patricia Archuleta, Patricia.Archuleta@cyfd.nm.gov
HSD, Medical Assistance Division	Kresta Opperman	kresta.opperman@hsd.nm.gov	Erica Leyba erica.leyba@hsd.nm.gov
HSD, Behavioral Health Services Division	Melinda Lopez	melindaa.lopez@hsd.nm.gov	Jamie Standridge Jamie.standridge@hsd.nm.gov
HSD, Medical Assistance Division	Alicia Salazar	Alicia.salazar2@hsd.nm.gov	TBD
HSD, Behavioral Health Services Division	Jennifer Buchanan	jennifer.buchanan@hsd.nm.gov	Laura Peralta Laura.Peralta@hsd.nm.gov
Presbyterian Health Plan	Elizabeth Lacouture	elacoutur@phs.org	Amy Hallquist; ahallquist@magellanhealth.com
BlueCross Blue Shield New Mexico	Steve DeSaulniers	Stephen_C_Desaulniers@bcbsnm.com	Lisa Mortensen; Lisa_Mortensen@bcbsnm.com
Western Sky Community Care	Nicole Castillo	Nicole.Castillo@westernskycommunitycare.com	Rose V. Nelson; Rosanna.V.Nelson@westernskycommunitycare.com

*NMSU COI coordinates the administrative functions of the committee but is not a member.