

Colorado Cross-Systems Training Institute

Advisory Committee Bylaws

Adopted September 22, 2020

Preamble

The following bylaws may not contradict the current Colorado Department of Human Services policies or State of Colorado laws.

Article 1: Name

The name of this advisory board is the Cross-Systems Training Institute Advisory Committee (hereafter referred to as “Advisory Committee” or “CSTI Advisory Committee”).

Article 2: Purpose

The general purpose of the CSTI Advisory Committee is to provide governance over the activities of the Cross-Systems Training Institute (CSTI), including the following:

- A. Guide decision-making on what trainings, professional development, and technical assistance resources CSTI should develop and offer with available funding;
- B. Ensure CSTI is implementing existing scopes of work with fidelity and quality to support programs in Colorado communities;
- C. Oversee guidelines for new trainers to be approved to train CSTI curricula; and
- D. Recommend potential strategies and funding sources for CSTI that the Office of Behavioral Health staff should consider pursuing to better meet the professional development needs of the providers in the communities.

The vision of the Cross-Systems Training Institute is as follows:

All Colorado behavioral health providers, child-, youth-, and family-serving professionals, and peer support providers have the professional development and support they need to best serve Colorado’s children, youth, families, and individuals with complex needs.

The goals of the Cross-Systems Training Institute are as follows:

- A. Quality - All clients in Colorado’s behavioral health system receive high-quality, individualized, trauma-responsive services, care coordination, and support.
- B. Fidelity - Fidelity is high and consistent for all clients in high-fidelity wraparound or other evidence-based practice models.
- C. Opportunity - All providers receive the professional development and support they need to excel.

- D. Responsiveness - CSTI is committed to being responsive to the changing needs of the workforce.

The values of CSTI are as follows:

- A. Shared accountability to results
- B. Cultural responsiveness and promotion of equity
- C. True partnership with children, youth, families, and individuals receiving services
- D. Individualized, strength-based approaches
- E. Interagency collaboration
- F. Community-based services and supports

Article 3: Membership

Number and Selection

The CSTI Advisory Committee shall have up to 15, but no fewer than 7, members. CSTI Advisory Committee members shall be selected by the active CSTI Advisory Committee members. Members must have relevant knowledge of the activities of the CSTI and volunteer to serve. When there is more than one volunteer or nominee for the same position, a private or secret vote will be cast by the members attending the meeting to select the new member.

Qualifications

The Advisory Committee must include members with expertise and experience in the following fields: system of care, trauma-responsive care, and high-fidelity wraparound as defined by the CSTI credentialing system. Members may also have expertise and experience in other fields relevant to the work of CSTI, including mental health, education, child welfare, juvenile justice, intellectual/developmental disabilities, and others.

Consumer Representatives

A minimum of 2 members shall be consumer representatives with personal or caregiver lived experience in the Colorado mental health system and/or related systems. At least one member shall be a Youth Representative, and at least one member shall be a Family Representative. These two members may be Family or Youth Support Partners in wraparound, or they may be Family or Youth Representatives otherwise involved in Colorado's mental health and/or related systems. Ideally, at least one consumer representative should have lived experience as a graduate of wraparound.

Compensation

Members of the Advisory Committee other than consumer representatives shall receive no compensation. Consumer representatives may request a stipend for their time if they are not serving on behalf of an agency or under a contract which provides compensation for their time.

Term

Members of the Advisory Committee shall serve a term of 2 years. Members may serve 2 consecutive terms, or additional terms if needed at the discretion of the Advisory Committee.

Vacancies/Resignation/Removal

Resignations shall be submitted via email to the CSTI Advisory Committee Chair and Facilitator. The Advisory Committee will strive to fill the vacancy as soon as possible with a new member who represents the same agency or discipline as the previous Advisory Committee member.

A member may be asked to resign or be removed due to:

- Missing more than half the meetings in one year without being excused.
- Missing three consecutive meetings.
- A 2/3 vote of a quorum of the Advisory Committee members.

Article 4: Leadership

- A. The Cross-Systems Training Institute Advisory Committee shall be staffed by a faculty member from the Kempe Center for the Treatment and Prevention of Child Abuse & Neglect Trauma Responsive Implementation and Practice Team, per the Interagency Agreement with the Office of Behavioral Health. This faculty member shall serve as the Advisory Committee Facilitator and perform the following duties:
 1. Schedule Advisory Committee meetings;
 2. Assist the Advisory Committee Chair and members in creating an agenda for each meeting;
 3. Facilitate Advisory Committee meetings;
 4. Take minutes of Advisory Committee meetings;
 5. Provide quarterly updates on CSTI activities to the Advisory Committee, including training delivery, demand, and fidelity; wraparound credentialing progress; and progress toward funding stream goals;
 6. Maintain all Advisory Committee documents such as agendas and meeting minutes; and
 7. Utilize available funding sources to provide stipends to consumer representatives on the Advisory Committee.
- B. The Cross-Systems Training Institute Advisory Committee shall elect a Chair. The Chair shall perform the following duties:
 1. Assist the CSTI Advisory Committee Facilitator in creating an agenda for each meeting;
 2. Oversee all votes of the Advisory Committee; and
 3. Recruit new members to fill vacancies on the Advisory Committee.

Article 5: Meetings and Operations

Meetings

The CSTI Advisory Committee shall meet at least four times per year via video conference. Additional special meetings may be called at the request of the Chair or Facilitator, or at the request of any member with the consent of the Chair and/or Facilitator. In the event of a special meeting, the Facilitator must make every effort to accommodate scheduling so that the most members can attend.

Quorum

A quorum of the Advisory Committee shall consist of fifty percent of members. Approval for actions of the Advisory Committee shall consist of more than fifty percent of the members serving on the Advisory Committee present at the meeting.

Bylaws

These bylaws shall be reviewed every two years, or sooner at the discretion of a quorum of the Committee.

Voting

Each Advisory Committee member shall have one vote. In the event that a member should be absent from a meeting and the vote takes place during the meeting, they may submit a vote via email or phone call to the Chair within 48 hours of the meeting.

Ranked choice voting will be utilized for all decisions in which more than two options are available. In the event of a tie, the Chair shall be the tie-breaker. Ranked choice voting is a method in which electors rank all options according to their preference, with the most points being assigned to the first preference, and subsequently fewer points for each next preference. This method helps avoid splitting the vote and helps elect the overall best choice representing all the Committee members.

All elections shall be private or secret. If a voting action is about the current Committee Chair, the vote will be either private to the Facilitator, or secret.

Nominating individuals for positions on the committee can be done publicly in the meeting, private messages to the Chair in the chat box, in person to the Chair, or email/phone call nominations to the Chair.

A private vote is defined as any method (including email, private messages in Zoom chat, phone call, or speaking in person) in which votes are cast to the Chair (or Facilitator), and only the Chair (or Facilitator) knows how each member voted. A secret vote is defined as a method utilizing either paper ballots or technology such as Qualtrics to ensure each member shall have one, and only one, vote, and no one knows how each member voted.

Article 6: Duties

The Advisory Committee shall quarterly review the activities of the CSTI including the following:

- A. Training delivery, demand, evaluations, and fidelity to the curricula (within a year, all trainings should be covered);
- B. Reviewing the trainer pool to ensure diversity, quality, fidelity, and capacity and ensuring trainer agreements are in place and in compliance for all trainers;
- C. Wraparound credentialing progress; and
- D. Progress toward goals, such as grants, contracts, or other funding streams supporting CSTI activities.

The Advisory Committee shall annually review the evaluations for all CSTI trainers and the evaluations of the curricula by the trainers and participants.

It is the duty of the Advisory Committee to ensure that all CSTI curricula are delivered with quality and fidelity. This includes ensuring that at least 80% of learners agree that each learning objective was covered in the training and at least 80% of learners give the trainer a positive rating. If any training evaluations are not satisfactory across the group of learners, the CSTI Advisory Committee should examine, if relevant, whether there is variability between the evaluations of different trainers using the same curriculum. The Advisory Committee should also examine trainers' evaluations of the curricula.

The Advisory Committee is responsible for addressing any areas of low fidelity or quality of trainers, up to and including revoking trainer privileges, and requesting and overseeing curriculum revisions if it is determined that a curriculum must be revised.

If a curriculum must be revised or updated, the Advisory Committee may assign the curriculum revisions to an existing Subcommittee or appoint a new workgroup or Subcommittee as needed. The Subcommittee or workgroup members must have extensive subject matter expertise and experience directly related to the curriculum. If at all possible, the original authors of the curriculum must be contacted and asked to participate in the revisions. If substantial revisions or additions are made by a workgroup or Subcommittee, the Advisory Committee shall ensure the workgroup or Subcommittee members are given authorship credit and the suggested citation in the curriculum is updated to include secondary authors.

If it is determined that a change in curriculum delivery is needed which would change the number of hours of the curriculum, a workgroup must be convened to discuss the logistics and ramifications of this change. For example, if the training is required for a credentialing program, updates to the credentialing requirements must ensue. The Advisory Committee must vote on the recommendations made by the workgroup.

As part of overseeing the credentialing progress of high-fidelity wraparound staff, the Advisory Committee shall address grievances related to coaching and credentialing of HFW following an established process, according to the following stipulations:

1. Prior to beginning a grievance process, all parties must first be encouraged to mediate challenges according to their Coaching Agreement (for contracted coaches) or agency policies (for in-house coaches). Challenges or disagreements should be handled at the lowest possible level.
2. If it is determined that the Advisory Committee must address a grievance, at least two peers (wraparound staff members serving the same role, such as Facilitator or Support Partner) of the individual filing the grievance must be invited to participate in the grievance process.
3. *Grievances may not be filed with the CSTI Advisory Committee for issues outside of the scope of the CSTI, such as general problems with supervision or issues unrelated to the wraparound credentialing activities directly overseen by the CSTI. The CSTI and CSTI Advisory Committee have no authority over the hiring or retention of wraparound staff in Colorado.*

Article 7: Subcommittees

Subcommittees serve the purpose of providing specialized knowledge and expertise on specific scopes of work undertaken by the Colorado Cross-Systems Training Institute. The CSTI Advisory Committee may vote to create a subcommittee at any time such as they determine one is needed to oversee a scope of work for CSTI. Subcommittees must include a minimum of at least one Advisory Committee member, and may include multiple Advisory Committee members. All Subcommittee members need not be Advisory Committee members.

The CSTI Advisory Committee Wraparound Subcommittee is hereby established. The Wraparound Subcommittee shall serve the following roles:

- A. Provide oversight of high-fidelity wraparound (HFW) credentialing in Colorado, including transfer of wraparound staff from other states;
- B. Ensure all HFW coaches in Colorado maintain inter-rater reliability on the Colorado wraparound tools;
- C. Review data from the coaching surveys, wraparound training, wraparound credentialing process, and wraparound eligibility and outcomes data; and
- D. Make recommendations to the Advisory Committee to continuously improve wraparound practice in Colorado, including problem-solving any challenges that arise.

A minimum of three, but not more than six, individuals shall comprise the Wraparound Subcommittee. A minimum of 75% of the individuals on the Wraparound Subcommittee must be credentialed Tier 2 Wraparound Coaches in Colorado, in order to allow the Subcommittee to fulfill its duties of overseeing credentialing, transfer of wraparound staff from other states, and inter-rater reliability of wraparound tools. All members of the Wraparound Subcommittee must be credentialed Wraparound staff in Colorado. The Wraparound Subcommittee may propose two Subcommittee members to be on the CSTI Advisory Committee, subject to the approval of the Advisory Committee.