

# **Youth and Family Training Institute**

## **Advisory Board**

### **Application Kit for Family Members**

**(Please note that there is a separate application kit for young adults)**

**January 2008**

**Includes an overview of the Youth and Family Training Institute, an application form for family members, and complete instructions for applying to become an Advisory Board member.**

## **Pennsylvania Youth and Family Training Institute**

The Pennsylvania Department of Public Welfare (DPW), Office of Mental Health and Substance Abuse Services (OMHSAS) along with its partner, the University of Pittsburgh/Western Psychiatric Institute and Clinic are seeking applications from family members who are raising a child or children with behavioral health issues to serve on an Advisory Board.

The Advisory Board will be comprised of twenty-four total members. One third of these members will be young adults, ages 16-26, with behavioral health issues, one third will be family members who are raising a child or children with behavioral health issues, and one third will be professionals in the behavioral health field.

The purpose of this Advisory Board is to oversee the development, implementation and management of Pennsylvania's Youth and Family Training Institute.

### **The Pennsylvania Youth and Family Training Institute - Overview:**

Pennsylvania is in the process of transforming the way that youth and families access and use behavioral health services. Part of this effort is to develop a Youth and Family Training Institute. The vision of the Institute is:

*"...When a child is diagnosed with behavioral health issues, the minute the child and family touch the new and improved "system", the system will work.*

Chief features of this new system will be:

- Implementing High Fidelity Wraparound (Youth and Family Team Process) to assure that youth and families have access to services and supports that are based on evidence that they work and build on youth and family strengths.
- Establishing effective high quality training opportunities for youth and families and providers.
- Recognizing the importance placed on youth and family involvement and engagement.
- Equipping youth and family members with the skills to assess and monitor their behavioral health care while serving as leaders of their service planning team.
- Assuring that youth and families are engaged well informed and meaningfully involved in all aspects of the transformation effort.

The Advisory Board will be a significant part of making the Pennsylvania Youth and Family Training Institute successful. The Advisory Board will provide oversight to the Institute and supervise its development and implementation by setting priorities,

monitoring progress and communicating results to youth, families and professional groups as well as to the wider community.

Our goal is to create an Advisory Board that reflects the diversity of Pennsylvania. We will be looking for members of different ages, gender, ethnicity, socioeconomic background and geographic location.

If selected as a member of the Pennsylvania Youth and Family Training Institute Advisory Board, there will be monthly meetings held in Harrisburg, PA. Childcare will be provided if needed and food expenses as well as traveling expenses (tolls and mileage) will be reimbursed. In addition, under certain circumstances, if an overnight stay is necessary, hotel accommodations will be available. All family member Advisory Board members will be given a stipend for approved meetings. This stipend is a token of our appreciation for your time and expertise. The amount of the stipend will be determined by the Advisory Board.

### **Advisory Board Questions and Answers:**

#### **How do I become a board member?**

The first step to becoming an Advisory Board member of the Pennsylvania Youth and Family Training Institute is to fill out this application and send it to:

Laurie Jones  
VP, Business Development  
Western Psychiatric Institute and Clinic, Suite 613  
3811 O'Hara Street  
Pittsburgh, PA 15213

[Joneslh@upmc.edu](mailto:Joneslh@upmc.edu)  
412-802-6639 (W)  
412-246-6820 (fax)

Every application will be reviewed by a selection committee (who will keep all information contained in the application confidential) and they will select eight family members to be on the advisory board. Once the decisions have been made, someone will contact you to let you know if you have been selected.

Please note that there is a separate application kit for young adults who are interested in being on the Advisory Board. Professional representation on the Advisory Board will be selected by the Youth and Family Training Institute in collaboration with OMHSAS.

#### **Who can become a board member?**

Anyone who is raising a child or children (ages 0-26) with behavioral health issues, can apply to be on the Advisory Board. It is important that the Advisory Board represents the diversity of Pennsylvania.

### **How many people will be selected to be on the Advisory Board?**

Eight family member applicants will be selected to participate on the Advisory Board. In addition, and through separate processes, eight young adults and eight professionals will be selected. There will be twenty four total members on the Advisory Board.

### **How does the selection process work?**

A small committee of young adults, family members and professionals who do **not** want to be on this advisory board will establish criteria so that we select a diverse and representative group of family members. This committee will review all applications and will select those family members who best meet the selection criteria. Members of the selection committee may call you prior to making final decisions to see if you have any questions and to explain to you the important role of this Advisory Board.

### **How often are board meetings held?**

Advisory Board meetings will be held once a month. Initially there will be several days of training provided for all Advisory Board members so they will have a good understanding of the expectations for the Youth and Family Training Institute. You will be expected to attend all Advisory Board related these training.

### **Where will the board meetings held?**

The Advisory Board meetings and all training will be held in Harrisburg. We will try to select a day of the week and time that is most convenient for the majority of the members. If there are certain days that you know that you could not attend a monthly meeting, please note that on your application.

### **How much will I be paid?**

You will receive a stipend for each approved meeting that you attend. This stipend will be a small way of showing how much we value your input into our discussions. The stipend amount will be determined by the Advisory Board at one of the first meetings.

### **When are the applications due?**

The applications are due by Friday, February 22, 2008.

### **When will I know if I have been selected as a board member?**

You will know by Friday, March 7, 2008. Someone will contact you to let you know if you have or have not been selected.

**If I am selected to be an Advisory Board member, what will I have to do?**

You will have to:

- Work with other youth, family members and professionals to oversee and develop the training institute.
- Represent the views of other family members who are raising a child or children with behavioral health issues to help shape the vision and goals of the institute.
- Set the priorities for the work of the institute.
- Monitor ongoing implementation of the work plan.
- Monitor ongoing evaluation, quality assurance and continuous quality improvement
- Report on the success of the Institute and the overall transformation effort.
- Attend and actively participate in the monthly meetings.
- Attend and participate in all training/education related to the Institute.

**The Pennsylvania Youth and Family Training Institute  
Advisory Board Application Form for Family Members**

The following questions ask for some personal information about you. It is important that we select Advisory Board members who represent the diversity of Pennsylvania as well as those who have a significant and extensive understanding of the behavioral health system. This information is confidential and will not be shared with anyone except the selection committee. If you need extra space to answer any of the questions, feel free to use a separate piece of paper. Thank you for your interest.

**Your name:**

**Mailing address:**

**Daytime and evening telephone numbers:**

**Best time to call you:**

**E-mail address:**

- 1. How old is the child (children) with behavioral health issues that you are raising?**
  
- 2. Tell us about some of your experiences in dealing with the behavioral health and other child serving systems (i.e. education, child welfare, juvenile justice etc.). Again, this information will be kept confidential.**
  
  
  
  
  
  
  
  
  
  
- 3. Have you ever been involved with any behavioral health family organizations? Please describe:**



d. Are you currently employed outside of the home? Yes \_\_\_ No \_\_\_

e. If yes, where do you work and what do you do?

f. What time and day of the week is best for you to attend board meetings? Check all that apply:

<input type="checkbox"/> Monday	<input type="checkbox"/> Mornings
<input type="checkbox"/> Tuesday	<input type="checkbox"/> Afternoons
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Late Afternoon
<input type="checkbox"/> Thursday	<input type="checkbox"/> Evenings
<input type="checkbox"/> Friday	
<input type="checkbox"/> Saturday	
<input type="checkbox"/> Sunday	

g. Is there anything that will prevent you from attending meeting or participating in the meetings? Please describe:

h. How did you hear about this opportunity?

i. Please provide one personal and one professional written letter of reference. These letters should not come from a family member or from anyone who is related to you. The Reference Letters should be brief and should include:

- Name of the person and their contact information
- How they know you and how long they have known you
- Why they think you would be a good addition to our Advisory Board

The selection committee may want to contact these people by phone. Be sure to include the person's daytime phone number.

Your references may send their letter of reference directly to Laurie Jones (address listed above) or you can send them with your application.

Thank you again for your interest in the Pennsylvania Youth and Family Training Institute.