

<b>CHELAN-DOUGLAS RSN/PIHP POLICY AND PROCEDURE MANUAL</b>		Chapter:	1.4.4
Title:	INTRODUCTION AND ADMINISTRATIVE POLICIES	Page:	1 of 2
		Date Effective:	July 1, 2002
Subject:	ADVISORY BOARD	Date Revised:	May 1, 2005
		Authorizing Signature:	

**AUTHORITY:** Guiding Principle(s): Effectively Managed  
Chelan-Douglas Regional Support Network/Prepaid Inpatient Health  
Plan Contracts  
WAC 388-865-0222

**SCOPE:** This policy applies to Chelan-Douglas Regional Support  
Network/Prepaid Inpatient Health Plan (CDRSN/PIHP) and its  
contractors (agencies/providers), and subcontractors (referred to as  
contractors or agencies or providers throughout this policy).

**PURPOSE:** This policy describes how the CDRSN/PIHP promotes active  
engagement with persons with mental disorders, their families, and  
services providers by soliciting and using their input to improve its  
services.

**DEFINITIONS:** n/a

**POLICY:** A. The Advisory Board is composed of up to twelve (12) individuals.  
The CDRSN/PIHP Governing Board appoints all members. The  
CDRSN/PIHP Advisory Board is the entity responsible for  
recruitment of members to serve on the Advisory Board.  
Recruitment activities attempt to access members from across the  
two county area with different professional and consumer related  
backgrounds. Efforts to recruit new members include referrals from  
current board members, recommendations from network provider  
agencies, and classified advertisements in local newspapers.

- B. The Advisory Board is:
- a. Representative of the demographic character of the region  
and the ethnicity and broader cultural aspects of clients  
served;
  - b. Is composed of fifty-one (51) percent;
    - i. Current or past clients of public mental health  
services, including youth, older adults, and persons  
with a disability.

- ii. Family, foster family members, or care givers of clients, including parents.
- c. The Advisory Board independently reviews and provides comments to the CDRSN/PIHP Governing Board and the CDRSN/PIHP Administrator. Reviews include service delivery plans, contracts, budgets and surveys of allied service providers, related to the delivery of mental health services. These actions support the CDRSN/PIHP to implement the requirement of WAC 388-865, Chapter 71.05, 71.24, 71.34 RCW and applicable federal law and regulations.

PROCEDURE: A: When a vacancy on the Advisory board occurs, the members, at their regular meetings, discuss potential replacements and strategies for replacements.

B: Strategies for filling positions include contacting stakeholders representing vacant needs on the board.

C: Potential members are invited to attend a meeting of the Advisory Board and are subsequently questioned by a designated board member as to their willingness to serve. They are then asked to provide information about their qualifications. Information is presented to the board members at the following regularly scheduled meeting. The recommendation of the advisory board is then sent to the Governing Board for ratification of the new member.

SEE ALSO: Glossary of Terms and Acronyms