

BELKNAP COUNTY SERVICE INTEGRATION INITIATIVE

LEGAL & POLICY COMMITTEE

MEETING OF MAY 11, 2009

SUMMARY

Attending: Maggie Pritchard, Egon Jensen, Cindee Carter, Alida Millham, Jack Lightfoot, Mike Skibbe, Alan Robichaud.

Alan provided an update of the initiative in terms of a December deadline for having the planning phase completed and final report submitted. The urgency stems from the funding of the Citizens Council which is subject to end December 31, 2009. The relationship between the initiative and the eventual movement, by the State, toward the development of Administrative Service Organizations, was discussed.

The group discussed, at length, recent correspondence from the DHHS regarding compliance with Institutional Research Board (IRB) protocols when conducting studies with human subjects. As the group had decided to conduct case studies at its last meeting and requested that DJJS supply an initial single case with which to establish questions to guide a larger sampling of cases (e.g. 8 to 10), the matter of IRB arose.

Given the unfamiliarity of IRB processes among several members of the committee, we discussed various levels of inquiry that would dictate what protocols would apply. The group agreed that we could not solicit information related to any specific case or case study without some approval from the IRB. We also noted that the information requested from the state about a particular case would likely be denied without IRB review. In the interim however, the group discussed the relevance and gains of conducting *facilitated discussions* among various sectors of the service provider network. Distinguished from *structured interviews*, facilitated discussions will allow for more informal inquiry (avoiding case specific questions eliminates the need for releases of information, and allows participants' comments in areas may be pertinent to follow-up. Proposed questions include the following:

“Let’s talk about your agency’s interaction with...”

“What kind of information do you expect to get from them?”

“What kind of information do you share with them?”

“What interactions do you deal with between...and...?”

“When you need information from..., what does that look like? How does it work?”

We will also want to understand the agencies’ perspectives of givers and receivers of information with relation to any differences that may exist with any particular types of kids (e.g. Special needs, typical kids). Proposed agencies include the following:

Schools, DJJS, DCYF, Mental Health Center (Genesis), Area Agency (LRCS), Child and Family Services, Familystrength, Family Court, Law Enforcement, Easter Seals, Residential Service Providers

Action Steps: By Friday, May 22, 2009 -

1. Committee members refine the proposed questions representative of the type of inquiry we wish to conduct;

2. Committee members will add to the list of potential provider sector members for scheduling facilitated discussions.

The above should be e-mailed to Alan at ajrobich@bccj.org.

Once the questions and list are finalized, we members of the committee who were interested in and available to do so will set up discussion dates and times. The committee believes the information will help to better understand what the case study questions should cover and will assist us in responding to IRB. The IRB meets monthly and offers expedited reviews which may be most appropriate for our work.

Next Meeting: Monday, June 8, 2009

8:30 AM to 10:00 AM

Child and Family Services of New Hampshire

103 North State Street, Concord, New Hampshire