June 19, 2006

Dear Local Collaborative:

On May 25, 2006, the New Mexico Interagency Behavioral Health Purchasing Collaborative approved the Behavioral Health Planning Council’s (BHPC) proposal to have each local collaborative nominate two (2) consumers, two (2) family members, and two (2) providers and/or advocates (or one from each category) for the Governor’s consideration for appointment to the BH Planning Council. Nominees must reside in New Mexico. This step forward will coordinate and strengthen the work of these two important groups as a part of the overall Behavioral Health Collaborative vision.

This is an open invitation for Local Collaboratives to nominate local collaborative members to the New Mexico Behavioral Health Planning Council (BHPC). The instructions and application forms are attached. We need to ask that your nominations be consistent with relevant federal requirements for the composition of such councils. These requirements relate not only to the proportionate representation of key stakeholder groups but also how consumers and family representation is defined. We will continue our work together with the Collaborative to define consumer and family members for the specific purposes of the composition of our state’s Local Collaboratives; however, in order to comply with Federal requirements, we need to use the Federal guidelines for selecting consumer and family nominations to the BHPC. Details regarding these requirements are included in Attachment A (Federal Guidelines and Definitions for Planning Council Members). Attachment B includes instructions to the Local Collaborative and submittal date. The Local Collaboratives need to submit their six nominations to Jesse Chavez (Children, Youth and Families Department – Cross Agency Team Member) by close of business on Friday, August 18, 2006. If there are questions regarding this process, the state agency Local Collaborative staff can assist.

With this vision in mind, I formally invite all New Mexico Local Collaboratives, in conjunction with their consumer, family, advocate, and service provider members, to begin discussions now to nominate six individuals from within the categories specified above (2 consumers, 2 family members, and 2 providers or advocates) to become a member of the New Mexico Behavioral Health Planning Council. Not only will this help coordinate Local Collaborative needs and strengthen local voices in statewide planning, but it will enrich the work of both the Behavioral Health Planning Council and the Local Collaboratives to serve as partners with the Behavioral Health Collaborative in transforming and creating a system truly focused on recovery and resilience.

Sincerely,

Susy K. Ashcroft
Susy K. Ashcroft, Chair

Becky Beckett
Vice-Chair

Enc: Attachment A (2 pages)

xc: Pam Hyde, Secretary – Human Services Department

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## NEW MEXICO BEHAVIORAL HEALTH PLANNING COUNCIL

### MEMBERSHIP APPLICATION FORM

For Consumers, Family Members and/or Advocates – Service Providers

**PLEASE PRINT**

<table>
<thead>
<tr>
<th>NAME</th>
<th>MAILING ADDRESS AND PHYSICAL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITY</td>
<td>COUNTY</td>
</tr>
<tr>
<td>STATE</td>
<td>ZIP CODE</td>
</tr>
<tr>
<td>HOME PHONE</td>
<td>WORK PHONE</td>
</tr>
<tr>
<td>CELL PHONE</td>
<td>FAX</td>
</tr>
</tbody>
</table>

County: ___________________ LOCAL Collaborative (LC) Number______________________

**EMAIL ADDRESS:**

**ARE YOU:**  
- [ ] MALE  
- [ ] FEMALE

- [ ] HISPANIC/LATINO
- [ ] NATIVE AMERICAN
- [ ] AFRICAN AMERICAN
- [ ] PACIFIC ISLANDER
- [ ] CAUCASIAN
- [ ] ASIAN
- [ ] OTHER___________

1. **APPOINTMENT HISTORY:**  
- [ ] NEW APPOINTMENT  
- [ ] PREVIOUS MEMBER

2. **REPRESENTATION (Check All That Apply):**
   - [ ] Serious Mental Illness (SMI)  
   - [ ] Substance Abuse (SA)  
   - [ ] Co-Occurring (SMI/SA)  
   - [ ] Neurobehavioral Disorder (NBD)/Serious Emotional Disturbance (SED)  
   - [ ] Developmental Disabilities  
   - [ ] A Parent Of A Child With NBD/SED  
   - [ ] A Parent Of A Child With Other Mental Illness or Substance Abuse  
   - [ ] A Parent/Guardian/Immediate Relative Of An Adult With a Serious Mental Illness  
   - [ ] A Parent/Guardian/Immediate Relative Of An Adult With a Mental Illness  
   - [ ] A Parent/Guardian/Immediate Relative Of An Adult With a Substance Abuse Disorder  
   - [ ] A Parent/Guardian/Immediate Relative Of An Adult With a Developmental Disability  
   - Advocate – Paid  
   - Advocate – Volunteer  
   - Direct Provider of Services  
   - Other (please list) _____________________________________________

3. **IF YOU ARE A PERSON LIVING WITH A MENTAL ILLNESS AND/OR A SUBSTANCE ABUSE DISORDER, PLEASE DESCRIBE YOUR DISORDER(S).**

4. **IF YOU ARE A PARENT/GUARDIAN OF A CHILD/CHILDREN OR ADULT(S) WITH A MENTAL ILLNESS AND/OR A SUBSTANCE ABUSE DISORDER, PLEASE LIST AGE(S) AND DESCRIBE THEIR DISORDERS(S).**
5. WHAT ARE YOUR SPECIFIC CONCERNS/INTERESTS REGARDING MENTAL HEALTH AND/OR SUBSTANCE ABUSE DISORDERS?

6. WHAT STRENGTHS DO YOU BRING TO THE BEHAVIORAL HEALTH PLANNING COUNCIL?

7. ARE THERE ANY ACCOMMODATIONS YOU WILL NEED TO PARTICIPATE AS A BEHAVIORAL HEALTH PLANNING COUNCIL MEMBER? IF YES, DESCRIBE ACCOMMODATIONS NEEDED (accessible transportation/room, personal care provider, interpreter, facilitator, special dietary requirements, etc).

8. IF YOU ARE NOT SELECTED AS A COUNCIL MEMBER, WOULD YOU BE WILLING TO SERVE ON A SUBCOMMITTEE?  ☐ Yes  ☐ No

BY MY SIGNATURE, I CONFIRM THAT THE ABOVE INFORMATION IS ACCURATE AND REFLECTS MY INTEREST AND COMMITMENT TO SERVE ON THE BEHAVIORAL HEALTH PLANNING COUNCIL.

Circle only one Group - the position you are applying for on the Behavioral Health Planning Council:
1. Consumer (Please refer to Attachment A – Definitions for Children and Adolescents and Adults)
2. Family Member  (Please refer to Attachment A – Definitions for Children and Adolescents and Adults)
3. Advocate or Service Provider (select only one from this line).

Signed By_____________________________________________ Date _______________________
(Signature)

APPLICATIONS ARE DUE IN SANTA FE NO LATER THAN CLOSE OF BUSINESS FRIDAY, August 18, 2006

REGIONAL CONTACTS PLEASE SUBMIT THE FINAL SIX REGIONAL WRITTEN APPLICATIONS TO Jesse Chavez. Only applications approved by Authorized LC Leadership will be accepted. Nominees must be residents of New Mexico.

SEND TO: Jesse Chavez - Cross Agency Team
Children, Youth and Families Department
(#4 Grand Avenue Plaza) or Post Office Box 1938
Roswell, New Mexico 88202-1938
Phone: (505) 624-6071
E-Mail: jesse.chavez1@state.nm.us

If you wish to make additional comments for items 3 through 8 above please include additional pages. You may include a resume or vita.

Application Recommended by:_____________________________ Date:_____________________________
(Designated Local Collaborative Leader)
Attachment A

Federal Guidelines and Definitions for Planning Council Membership

Behavioral health related planning and advisory councils exist in every state and U.S. Territory because of the passage of Federal Law 99-660 in 1986, continuing through Public Law 101-639 in 1992. These federal laws require state and U.S. Territories to develop mental health planning councils in order to receive federal mental health block grant funds. These laws further require that stakeholders, including mental health consumers, their family members, and parents of children with serious emotional or behavioral disturbances, must be involved.

Membership is composed of:

- State agencies with respect to Mental Health, Education, Vocational rehabilitation, Criminal Justice, Housing, Social Services and the state Medicaid Agency.
- Public and private entities concerned with the need, planning, operation, funding and use of mental health services and related support services.
- Adults with serious mental illness who are receiving (or have received) mental health services.
- Families of such adults and families of children with emotional disturbance – The ratio of parents of children with serious emotional disturbance to other members of the council must be sufficient to provide adequate representation of such children.
- Not less than fifty percent of the members are not State employees or providers of services.

Duties of membership include:

- To review the Mental Health Block Grant plan and to make recommendations.
- To serve as an advocate for adults with a serious mental illness, children with a severe emotional disturbance and other individuals with mental illnesses.
- To monitor, review, and evaluate—not less than once each year the allocation and adequacy of mental health services within the state.

The members of the Planning Council must meet the federal definitions as described in 1992 Public Law 102-321. The definitions listed below define Children and Adolescents and Adults with Serious Mental Illness.

Definitions of Children & Adolescents with Severe Emotional Disturbance

Pursuant to Section 1912(c) of the Public Health Service Act, as amended by Public Law 102-321 "children with a serious emotional disturbance" are persons: (1) from birth up to age 18 and (2) who currently have, or at any time during the last year, (3) have had a diagnosable mental, behavioral or emotional disorder of sufficient duration to meet diagnostic criteria specified within DSM-III-R. Federal Register Volume 58 No. 96 published Thursday May 20, 1993 pages 29422 through 29425. (Page 29425)

Definition of Adults with a Serious Mental Illness

Pursuant to Section 1912(c) of the Public Health Service Act, as amended by Public Law 102-321, "adults with a serious mental illness" are persons: (1) age 18 and over and (2) who currently or at any time during the past year, (3) have had a diagnosable mental, behavioral, or emotional disorder of sufficient duration to meet diagnostic criteria specified within DSM-III-R, (4) That has resulted in functional impairment, which substantially interferes with or limits one or more major life activities. Federal Register Volume 58 No. 96 published Thursday May 20, 1993, pages 29422 through 29425. (Page 29425)
In 2004, the New Mexico Legislature passed House Bill 271, creating an Act: “establishing an Interagency Behavioral Health Purchasing Collaborative (PC) and a Behavioral Health Planning Council. This BHPC replaces the Governor’s Mental Health Planning Council that acted in accordance with Public Law 102-231. A second piece of legislation was passed in 2005 to “formally” include Native American representation.

House Bill 271 (2004-New Mexico) states the Behavioral Health Planning Council will:

a. **Advocate** for adults, children and adolescent with serious mental illness or severe emotional, neurobiological and behavioral disorders, as well as those with mental illness or emotional problems, including substance abuse and co-occurring disorders;

b. **Report** to the Governor and Legislature on the adequacy and allocation of mental health services throughout the state;

c. **Encourage** and **support** the development of a comprehensive, integrated, community-based behavioral health system of care, including mental health and substance abuse services, and services for persons with co-occurring disorders;

d. **Advise** state agencies responsible for behavioral healthy services for children and adults; and

e. **Review** and **make recommendations** on various plans and applications for the comprehensive mental health state block grant and the substance abuse block grant applications, the state plan for Medicaid services, and any other plan or application for federal or foundation funding for behavioral health services.

The vision of the Planning Council is “to be a potent voice for children, adults and families and providers that serve them in New Mexico’s consumer-centered, recovery and resiliency-focused, coordinated, and quality behavioral health care system.”