July 31, 2008

To Whom It May Concern:

The Purchasing Collaborative appointed a workgroup, chaired by the Indian Affairs Department, to explore the interest and need for the expansion of Local Collaboratives (LC) within Region 6 (Native American). Based on the information collected on the needs and interests, the workgroup recommended to the Purchasing Collaborative that Region 6 should be expanded.

The workgroup has received letters of interest from the Sandoval County Tribes, Mescalero Apache Tribe, and the Off-Reservation Community Advisory Board of Local Collaborative 14. They also received letters from Isleta and Tesuque Pueblos, neither of which indicated an interest in forming their own LC.

New Mexico’s Behavioral Health Purchasing Collaborative voted at their June 26, 2008 meeting to approve the establishment of three (3) additional Native American Local Collaboratives within Region 6. As part of the presentation to the Purchasing Collaborative, the workgroup proposed a timeline and application process.

This letter is to inform you that the Purchasing Collaborative is now accepting applications (also known as Letters of Readiness). The deadline to submit is August 29, 2008.

In order to assist you with the completion of your application included in this packet you will find:

- Letter of Readiness Worksheet
- Map of the Local Collaboratives
- Local Collaborative 14 Letter of Readiness Application
- Local Collaborative 15 Letter of Readiness Application

The application timeline is as follows:

- Call for Proposals announced July 31, 2008
- Applications must be received by 4pm on August 29, 2008
- Review of Applications September 1-25, 2008
- Presentation of applications to Collaborative September 25, 2008
- Approval of applications by Collaborative October 2008
Applications can be submitted either via email, fax or hard copy to:

Behavioral Health Purchasing Collaborative
Attn: Region 6 Expansion Workgroup
2055 South Pacheco St., Suite 500
PO Box 2348
Santa Fe, NM 87505

Email: SuzanneL.Pearlman@state.nm.us
Fax: (505) 476-7183

For questions regarding the application process please contact Suzanne Pearlman at:
Office: 505.476.7103

Sincerely,

Linda Roebuck, Collaborative CEO

XC: New Mexico’s Behavioral Health Purchasing Collaborative Members
Applications may be submitted either via email, fax or hard copy to:
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Office: 505.476.7103

**Must be received by August 29, 2008 no later than 4pm**

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**BASIC INFORMATION**

DATE:
NAME OF COLLABORATIVE GROUP:

NATIVE AMERICAN POPULATION(S) COVERED:

CONTACT PERSON:
NAME:
TITLE:
PHONE:
CELL PHONE:
EMAIL:
ADDRESS:

CHAIRPERSON (IF DIFFERENT FROM CONTACT PERSON):
NAME:
PHONE:
EMAIL:
ADDRESS:
INSTRUCTION

This worksheet will guide the group through the process for evaluating the key criteria and related tasks required to reach a level of readiness to function as a local collaborative.

Please complete this worksheet by responding to each of the questions in reference to the group.

Note: When providing your responses, keep in mind the basic functions of local collaboratives identified in these guidelines.

READINESS WORKSHEET

1. LOCAL COLLABORATIVE MEMBERSHIP INFORMATION

- Provide a list of potential members and their affiliation (provider organization, consumer of services, family member of a consumer, advocate).

- Indicate how future members will be invited to your collaborative.

Note: Please keep in mind that each Local Collaborative (LC) should strive for a goal of 51% of consumer and family member membership. Of the people who are currently working with you, please provide breakdown of the number of consumers, family members, providers, and Tribal administrators who are participating in your LC.

2. INCLUSIVENESS AND DIVERSITY OF REPRESENTATION

- Describe how the LC will ensure diversity of membership.

- How will the LC seek to include various sectors within your behavioral health community?

For example: invitations to veterans, youth, behavioral health programs, elders, schools etc.

3. YOUR GROUP’S CORE VALUES

- Describe the core values of your group and explain how these values will guide your LC in planning and functioning.
4. FUNCTIONS OF THE LOCAL COLLABORATIVE

- Describe how the LC will perform the following basic functions:

  1. How will the LC implement a community needs assessment and provide input to the Behavioral Health Planning Council and Subcommittees?

  2. How will the LC identify your service needs, gaps, and priorities for the population it represents?

  3. How will the LC plan for and build capacity for consumers and family members utilizing formal, informal and natural support systems?

  4. How will the LC coordinate across multiple health and human services systems to assure individuals are well served, systems do not duplicate each other, and limited resources are maximized and well utilized.

  5. How will the LC collaborate with state agencies to review and provide input on funding for programs in your area, including state, federal and private programming.

  6. How will the LC provide input regarding quality of care, coordination of services, needs for training and technical assistance.

5. PROVIDING INPUT FOR FUNDING

- Describe how the LC plans to use grants and other sources of funding to enhance services in your area.

6. MANAGING MEETINGS

- Describes how the LC meetings will be planned, advertised and convened?

- Describe the methods for making and recording decisions and disseminating those decisions back to the community, the state and other appropriate parties.

- Describe the process of evaluation on the effectiveness of the LC in the community?
7. Qualifications to Serve as a Local Collaborative

- Summarize the attributes (e.g. strengths such as diversity of membership, specific competencies, experience, reputation and credibility, etc) that make the group qualified to serve as the LC in your geographic area.

8. Technical Assistance Needed

- Describe the types of assistance the group may need from the Behavioral Health Collaborative in order to begin functioning as a LC. Be as specific as possible.
TECHNICAL ASSISTANCE CONTACT SHEET:

LOCAL COLLABORATIVE CROSS-AGENCY TEAM
Team Lead: Suzanne Pearlman
Region 6 Lead: Rebecca Ballantine
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505.250.1900
SuzanneL.Pearlman@state.nm.us
Rebecca.Ballantine@state.nm.us

REGION 6 LOCAL COLLABORATIVES
Local Collaborative #14:
Gwen Packard, Chair
505.248.4506
gwenpack@gmail.com
Local Collaborative #15:
Regina Roanhorse, Chair
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INDIAN AFFAIRS DEPARTMENT
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New Mexico Behavioral Health
Local Collaboratives 2007

Legend

LOCAL COLLABORATIVES

TRIBAL LOCAL COLLABORATIVES

* Source New Mexico Behavioral Health Collaborative

Alamo  Ramah  & To'Hajiilee areas are Navajo Chapters however are members of Local Collaborative 14