

## Substance Use Disorder Intake, Screening, and Assessments (SUDISA) Work Group

### Committee Norms & Expectations

- Assume good, positive intent from everyone
- Consider diversity, equity, inclusion, and Tribal impacts in the work we are doing
- Offer “both/and” as opposed to “either/or”
- Show mutual respect
- Be gentle in tone and language if in disagreement with someone
- Be solution-focused: When identifying a barrier or systemic problem, offer ideas for potential solutions as well to inspire progress and creativity
- Be fearless and willing to share innovative ideas or dissenting opinions with confidence that they will be heard
- Make best effort to attend all committee meetings. When attendance isn’t possible, inform the SUDISA Administrator by emailing [hcaesb5476@hca.wa.gov](mailto:hcaesb5476@hca.wa.gov)

### Language & Terms

- Use people-first language (e.g. “person experiencing homelessness” rather than “homeless person”)
- Use the term “substance use” rather than “substance abuse” which is stigmatizing
- Avoid using the term “addict” (person-first language alternative: “person with a substance use disorder”)
- When someone forgets to use these terms, assume that their intent is still good, and be gentle with reminders to use agreed-upon language

### Chat Guidelines

- If attendees have questions or comments that arise during the meeting (e.g. “How many regions have recovery navigator programs?”), the chat function can be used to submit those
- If you are an HCA program team member, or other subject matter expert with direct knowledge that can answer someone’s question, it is appropriate to provide a response in the chat

### Questions and Follow-Up

Unanswered questions or other follow-up related to HCA programs will be addressed with internal HCA meetings in between SUDISA meetings, and communicated to SUDISA members within a follow-up summary document or during a subsequent meeting if time allows.

### Virtual Environment

- Type complex questions/ideas into the chat so we can pull those out later
- Use Raise Hand function when someone else is speaking to indicate you would like to speak next
- When multiple hands are up, wait for the discussion facilitator to call your name before speaking
- Video is not required, although it is encouraged and helpful in facilitating conversation



- Exercise due diligence in remaining on mute unless called upon to speak

## Decision Making Procedures & Final Plan Recommendations

- Decision making is based on general consensus. If/when a vote is needed to move a decision forward, each member has a single vote.
- Committee members must be present at decision-making meetings in order to use their vote

## Use of Delegates

When a committee member is absent, they can ask anyone of their choice to attend the meeting to report back to them. However, the alternate will not have the same main discussion and voting privileges as the committee members.

## Conflicts of Interest

While there is no requirement for SUDISA to implement a formal conflicts of interest policy, committee members have requested guidance on how to handle situations where they may have a beneficial interest in SUDISA actions, decisions, recommendations, etc. Members are responsible for ensuring their own compliance with these guidelines.

### Guidelines

- If a SUDISA member has a beneficial interest in a SUDISA action, decision, recommendation, etc., the member should disclose that information to the rest of the committee.
- If the member feels they cannot vote on the matter in an impartial way due to the beneficial interest, the member should recuse themselves from the vote related to that recommendation.

Members' contribution to discussion and sharing their personal and professional expertise is encouraged at all meetings.

*Example: A SUDISA member represents a provider organization (Organization X). SUDISA is creating recommendations for increased funding for all providers of a particular service and Organization X provides that service. In this situation, the SUDISA member who represents Organization X should disclose to the rest of the committee that their organization could potentially benefit from that particular recommendation.*

*Example: A SUDISA member represents Organization X. SUDISA is developing a recommendation that the state provide a certain amount of funding specifically for Organization X, (i.e. "SUDISA recommends the state provide \$100,000 in Grant Y funding to Organization X to provide this service".) In this situation, the SUDISA member representing Organization X should disclose to the rest of the committee that their organization would benefit from that particular recommendation **and** refrain from engaging in voting on that particular recommendation. If they feel they are not able to be impartial in the discussion, they should also refrain from discussion related to the recommendation.*

SUDISA members who are also state officers or state employees are subject to the Ethics in Public Service Act ([RCW 42.52](#)), and may be subject to additional restrictions/requirements. If these members have any questions or concerns regarding conflicts of interest, they should consult with their agency's ethics advisor and agency ethics policies as appropriate.

## Diversity, Equity, & Inclusion (DEI)

### Public Comment



- SUDISA Work Group Meetings will be open to public attendance and observation, but vocal participation in meeting discussion will be limited to work group members only, with the exception of guest speakers, panelists, or presenters
- Feedback, requests, and general comment from the public and other stakeholders may be provided via email to the SUDISA work group administrator via email at [hcaesb5476@hca.wa.gov](mailto:hcaesb5476@hca.wa.gov). Any feedback received between meetings will be collected and provided verbatim to the SUDISA work group via email and open to discussion at the subsequent meeting.
- Public comment may be provided in the chat throughout the meeting so that responses/thoughts are not forgotten.
- Work group members are welcome and encouraged to invite those with lived/living experience and expertise, as well as peers in their areas of representation, to the work group meetings for observation and awareness

### **Stipends**

- Committee members who do not otherwise receive compensation for time spent participating in SUDISA meetings, who bring lived expertise and/or who meet low income thresholds, are eligible to receive a \$45 per hour stipend for meeting participation.

