

**INTERDEPARTMENTAL COORDINATING COMMITTEE**

**ON**

**INDIAN ALCOHOL AND SUBSTANCE ABUSE**

**CHARTER**

In Partnership With

Department of Education

Department of Health and Human Services

Department of the Interior

Department of Justice

July 31, 2013

**INTERDEPARTMENTAL COORDINATING COMMITTEE  
ON  
INDIAN ALCOHOL AND SUBSTANCE ABUSE**

**CHARTER**

**I. NAME**

The name of the Committee shall be the Indian Alcohol and Substance Abuse Interdepartmental Coordinating Committee (IASA Committee).

**II. PURPOSE**

The IASA Committee is organized for the following purposes:

In keeping with the Tribal Law and Order Act of 2010 (TLOA), Title II: Tribal Law and Order, section 241: Indian Alcohol and Substance Abuse and the Administration's priorities, goals, and objectives as they relate to American Indians/Alaska Natives (AI/ANs), the Indian Alcohol and Substance Abuse Interdepartmental Coordinating Committee, hereinafter referred to as IASA Committee, is established at a senior level that results in the coordination of resources and programs of the Department of Health and Human Services' (DHHS) Substance Abuse and Mental Health Services Administration (SAMHSA) and the Indian Health Service (IHS), the Department of the Interior's (DOI) Bureau of Indian Affairs (BIA) and Bureau of Indian Education (BIE), and the Department of Justice's (DOJ) Office of Justice Programs (OJP) and the Office of Tribal Justice (OTJ), the Department of Education (ED), and other agencies that desire to participate on the committee to assist AI/AN communities in achieving their goals in the prevention, intervention, and treatment of alcohol and substance abuse. A wide variety of federal programs and activities currently exist that can support and supplement the efforts of these communities to address alcohol and substance abuse issues affecting their people; relevant programs and activities are currently underway across the various components of the MOA partner Departments and elsewhere in the federal government, such as in the Department of Education (DOE) and the Department of Housing and Urban Development (HUD).

As a core effort of this collaboration, the federal partners will develop and maintain a sustainable infrastructure that enables these various resources to be more fully engaged and coordinated to offer a truly holistic approach in support of tribal alcohol and substance abuse efforts to AI/ANs.

The IASA Committee will (a) help to identify opportunities and programs relevant to tribes and Native communities, (b) address issues of concern to tribes and Native

communities related to alcohol and substance abuse, (c) serve as a focal point within the federal government for coordination, collaboration, and outreach on alcohol and substance abuse issues affecting the AI/AN population nationwide, and (d) serve as a liaison advisory body to the federal partners responsible for providing programs and services in AI/AN communities relative to alcohol and substance abuse.

To effectuate these goals, the IASA Committee will perform the following activities;

- A. formalize a structure for interdepartmental coordination and collaborations in responding to the obligations imposed by the TLOA as it relates to Indian alcohol and substance abuse;
- B. educate committee members and increase awareness of what federal agencies are currently doing to address all AI/AN alcohol and substance abuse issues;
- C. reaffirm the federal government's recognition of the sovereign status of federally recognized tribes as domestic dependent nations and adherence to the principles of government-to-government relations;
- D. promote the federal government's policy to provide greater access and quality services for AI/ANs throughout the federal government and in AI/AN communities and
- E. promote the tribal—federal government-to-government relationships on a federal-wide basis that builds on the principals of the Indian Alcohol and Substance Abuse Prevention and Treatment Act of 1986 as amended by TLOA.

### **III. FUNCTIONS**

The functions of the IASA Committee may include but are not limited to the following:

- A. promote the highest quality of services in the prevention, intervention, and treatment of alcohol and substance abuse in AI/AN communities by enhancing the coordination and collaboration processes among the federal agencies responsible for addressing these issues in AI/AN communities.
- B. promote the federal government's strategy to provide a comprehensive service delivery system for all AI/ANs, which identifies and targets priority needs related to Indian alcohol and substance abuse in AI/AN communities and focuses on coordination among departments and non-federal organizations to meet these needs, in accordance with the Indian Alcohol and Substance Abuse Prevention and Treatment Act of 1986, as amended, by TLOA.

- C. provide recommendations informed by data collected by workgroups for developing short, intermediate, and long-range solutions to improve the federal government's substance abuse prevention, intervention, and treatment policy and programs that target AI/AN communities.
- D. distribute information via the IASA quarterly newsletter, *Prevention and Recovery*, and the Annual Progress Report and Summary of Meetings and Activities that accurately describes the challenges faced by AI/AN communities as a result of alcohol and substance abuse, and the federal government's resources expended to meet these needs. This reporting, on a quarterly and annual basis, will include Indian alcohol and substance abuse projects and programs determined to be exemplary and provide sufficient information to enable interested persons to obtain further information about such programs.
- E. advise and provide input to the respective federal partner agencies and departments on policy in furtherance of TLOA Title II: Tribal Law and Order, Section 241: Indian Alcohol and Substance Abuse, which reiterates the government-to-government relationship and the requirement that each department develop a mechanism to coordinate and consult with tribal governments. It is the policy of the federal government to consult with all AI/AN people to the greatest practicable extent and to the extent permitted by law before taking actions that affect these governments and people.

#### IV. AUTHORITY

The IASA Committee, which will be responsible for achieving the purposes set forth in this Charter, is coordinated by the Office of Indian Alcohol and Substance Abuse (OIASA) within SAMHSA, as required in TLOA, and is chaired by SAMHSA. The IASA Committee will be co-chaired by senior level representatives from BIA, BIE, ED, IHS, OJP, and OTJ. This Charter is established for the IASA Committee to reflect the responsibilities conferred on the IASA Committee by the Indian Alcohol and Substance Abuse Prevention and Treatment Act of 1986, as amended, by TLOA.

#### V. ORGANIZATION

- A. The Indian Alcohol and Substance Abuse Interdepartmental Coordinating Committee
  - 1. Committee: The IASA Committee will serve as an interagency body representing federal agencies whose responsibility is to address issues of alcohol and substance abuse in AI/AN communities. The authority exercised by the IASA Committee to implement its various actions is the authority of the IASA Committee and not the individual authority of its respective members. This authority shall always rest within the IASA Committee, but may be delegated with the approval of the MOA federal partners to committees,

workgroups, officers, or representatives as determined by the IASA Committee.

2. Chair: The Director of the OIASA, SAMHSA, will serve as the Committee Chair and Executive Steering Committee members will serve as alternates.
3. Co-chairs: Senior level representative from BIA, BIE, ED, IHS, OJP, and OTJ will serve as the Committee Co-chairs.
4. Executive Steering Committee: The IASA Interdepartmental Coordinating Committee is responsible for coordinating the federal response to substance abuse in cooperation with the tribes. A primary focus is to assist with the development of comprehensive tribal action planning, which provides final guidance, direction, coordination, and improved access to the appropriate federal resources to assist tribes to implement their Tribal Action Plan (TAP) as it relates to alcohol and substance abuse prevention and treatment.

In addition, the IASA Executive Steering Committee guides the workgroups in carrying out the MOA goals and responsibilities. The goals are to: 1) determine the scope of the alcohol and substance abuse problems faced by American Indians and Alaska Natives; 2) identify the resources and programs of each agency that would be relevant to a coordinated effort to address alcohol and substance abuse among American Indians and Alaska Natives; 3) coordinate existing agency programs that have been established under the Act; and 4) ensure continued respect for tribal sovereignty embedded in all TLOA activities. The responsibilities as outlined in the MOA are to address the following: Scope of problem; Identification of programs; Minimum program standards; Assessment of resources; TAP development; Newsletter; Law enforcement and judicial training; Emergency medical assessment; Emergency shelters; Child abuse and neglect data; Juvenile detention centers; and Model juvenile code.

5. Members: The IASA Committee membership shall be recommended by departments and appointed by the Chair. The Chair may also appoint other federal agency, bureau, or office heads or their designees who wish to participate.

Each IASA Committee member shall also serve as a liaison to his or her respective agency, bureau, or office's programs. The Committee Liaisons must be knowledgeable about their respective agency, bureau, or office's programs and budgets, and have ready access to senior program leadership and be empowered to speak on behalf of their respective agency, bureau, or office. Members may identify additional agency, bureau, or office staff members they believe are necessary to perform the IASA Committee Liaison functions.

6. Workgroups and Advisory Groups: The IASA Committee shall create workgroups and advisory groups as necessary to carry out the work of the IASA Committee. Each workgroup shall have a chair and co-chair to coordinate efforts of the group in overseeing progress to meet goals and objectives set forth by the group. Workgroup Chairs/Co-chairs shall coordinate meetings, prepare agendas, distribute minutes including action items, and make assignments as deemed appropriate. Workgroup Chairs/Co-chairs or their designees will regularly report on progress to the IASA full committee. As new resources become available, Workgroup Chairs/Co-chairs will submit copies of products produced by the workgroup to OIASA to place on the TLOA website to disseminate broadly to the public. Each of the three partner departments (DOJ, DOI, HHS) will be represented on every workgroup. Members may identify staff experts they believe are necessary to perform the IASA Committee workgroup or advisory group activities. The Chair of the IASA Committee will recommend which agency will serve as Workgroup Chair and will seek concurrence from the applicable agency, bureau, or office head who also will identify the individual.
- a) The *Tribal Coordinating Committee* is a locally determined body, under the chairmanship of a tribal representative and has primary responsibility for the implementation of a tribe's TAP. The IASA Committee will, at the request of any Tribal Coordinating Committee, coordinate the federal response in cooperating with the tribe in the development of a TAP and coordinating resources and programs relevant to alcohol and substance abuse prevention and treatment. Upon the completion of a TAP, the IASA Committee in coordination with the TAP workgroup, will also respond to the request of a tribe to enter into an agreement to assist with the implementation of the TAP.
  - b) The *MOA Workgroup*, comprised of IASA Coordinating Committee members, will oversee the annual review of the IASA Memorandum of Agreement, and coordinate any consideration of proposed changes. The MOA Workgroup will consult with their respective legal counsel as appropriate regarding the review of the MOA. The MOA Workgroup, with OIASA's logistical support and coordination, will establish and manage the overall coordination of comments from the various federal departments and other entities; shepherd the MOA through the MOA partner department clearance processes; secure final signatures; and coordinate the submission of the revised MOA, its dissemination to Indian tribes, and its publication in the *Federal Register*.
  - c) The *TAP Workgroup* coordinates the IASA Committee's guidance and support for tribes that choose to adopt a resolution for the development of a TAP to prevent substance abuse among their members. The TAP Workgroup established a protocol to field and coordinate tribal

requests for assistance in the development of a TAP, will coordinate assistance and support to tribes as deemed feasible, and work with IASA partner agency staff in the regions to coordinate assistance and resources for tribes in their areas that are developing and implementing TAPs.

- d) The *Inventory/Resource Workgroup* coordinates federal, state, local and tribal resources including, but not limited to, technical assistance contracts and services, grants, , and cooperative agreements that address alcohol and substance abuse (prevention, intervention and treatment) specific to AI/ANs. The Inventory Resources Workgroup will prepare and make available to tribes a list of national, state, tribal, and local alcohol and substance abuse programs and resources for consideration and use in the development of a Tribal Action Plan.
- e) The *Communications Workgroup* takes the lead for all phases of planning, developing, and publishing the IASA newsletter *Prevention & Recovery: A Quarterly Newsletter*, the purpose of which is to highlight successful practices and stories, tools, resources, information, and current research addressing substance abuse in Indian country. The Communications Workgroup will feature weekly blogs, upcoming events, new funding opportunities, and the *Prevention and Recovery* newsletter on various social media sites such as Facebook, Twitter, and the SAMHSA Blog. The IASA Workgroups are responsible for providing OIASA with relevant messages to be posted on the social media sites.
- f) The *Native Youth Educational Services Workgroup* coordinates efforts to gather, maintain, and update the current federal effort and capacity with respect to federal programs providing education services or benefits to AI/AN youth and families, and tribal, state, local, and private educational resources and programs. The Native Youth Educational Services Workgroup will serve as a resource for tribes and Indian country regarding educational programs and resources and provide information to tribes and Indian country regarding substance abuse education, prevention, and treatment available to Native youth.
- g) The *Minimum Program Standards Workgroup* will take the lead in developing and establishing minimum program standards for substance abuse prevention, intervention, and treatment, and collaborating with federal partners to identify common standards for similar programs and activities. This will lay the foundation for identifying policy guidance appropriate for the full range of tribal entities and establishing a system for systematically monitoring developments in program standards and regularly updating the IASA minimum program standards resources. The Workgroup shall identify

and review existing standards at the tribal and state level for consideration, develop minimum program standards resources for the Committee's review, and develop an executive summary of the resources to disseminate to tribal leaders and post on the TLOA website for broader access and feedback.

**B. Responsibilities of the IASA Committee Chair**

The Chair of the IASA Committee is charged with the overall direction of the IASA Committee. The Chair shall preside over all IASA Committee meetings or activities. The IASA Committee Chair will be responsible for the flow of information between and among participating IASA Committee members, federal agencies, and other interested parties. The Chair may make all other appointments of officers, representatives, and staff, as may be considered necessary and appropriate to accomplish the functions of the IASA Committee.

**VI. COMMITTEE ADMINISTRATION**

**A. Management and Administrative Staff**

The Chair of the IASA Committee is responsible for the management and administration of the IASA Committee activities; preparation of agendas for meetings, and maintaining the records of all IASA Committee business, including the preparation and dissemination of minutes from IASA Committee meetings. The IASA Committee shall be directly responsible to the Executive Steering Committee. Staff support for the IASA Committee may come through personnel details. Staff identified as potential details to the IASA Committee should be highly qualified with knowledge and/or experience in AI/AN issues. Employees detailed to the IASA Committee will be selected by the Chair in consultation with the Executive Steering Committee. When necessary, the Committee Liaisons will be assigned to assist the Committee Chair on special projects, with the concurrence of the applicable agency, bureau, or office head.

**B. Meetings**

The IASA Committee meetings shall be chaired by the Committee Chair, or a member of the Executive Steering Committee. The chair and co-chair of each workgroup shall report out on progress of set goals and objectives for their respective groups. The IASA Committee shall meet at such places (to include the option of participating via conference call) it considers appropriate. To ensure that these cooperative efforts are pursued in a continuing and timely fashion, the IASA Committee representatives will meet on a regular basis, not less than quarterly, to review the activities supported by the IASA MOA and will share information, report on progress, and explore new areas for cooperation. In addition, other meetings may be arranged to discuss specific

projects. The Chair shall make every effort to provide IASA Committee members as much advance notice of IASA Committee meetings as feasible. The OIASA office shall coordinate meetings, prepare agendas, distribute minutes including action items, and make assignments as deemed appropriate.

#### **C. Quorum**

A representative from a majority of the workgroups and federal representation from each of DOI, HHS, and DOJ shall constitute a quorum for the transaction of official business.

#### **D. Issue Resolution**

The IASA Committee will make every effort to resolve issues by developing a consensus among the members. In the event a consensus cannot be reached, the IASA Committee will resolve issues based on a vote of the members present at the meeting by a simple majority.

### **VII. REPORTS**

An annual progress report and a summary of meetings and activities conducted by the IASA Committee will be prepared and submitted by the Committee to designated HHS, DOI, and DOJ officials at the completion of each fiscal year, beginning with fiscal year 2012. Each annual progress report will cover the preceding year August 1 – July 31.

The IASA Committee will share the annual progress report and a summary of meetings and activities conducted under the IASA Committee regarding activities with AI/ANs, or other appropriate public information venues.

### **VIII. SPECIAL PROJECTS**

The IASA Committee may make recommendations to the Chair regarding special studies, research and development activities, or demonstration projects to improve the delivery of IASA services and benefits to all AI/AN people, consistent with the purposes of the IASA Committee.

### **IX. REVIEW OF THE CHARTER**

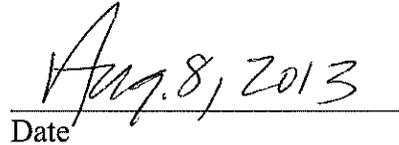
The Chair of the IASA Committee, in consultation with SAMHSA's Center for Substance Abuse Prevention (CSAP) and the full IASA Committee, will review this Charter as needed or at a minimum, annually within the month of the anniversary of the signing of this Charter.

**X. CHARTER ADOPTION**

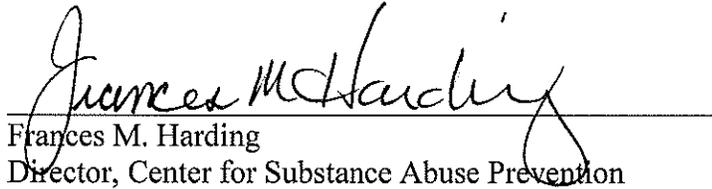
This Charter will become operational upon the review and recommendation of the IASA Committee, concurrence from CSAP, SAMHSA, and the signatures of the IASA Committee Chair and Director of the Center for Substance Abuse Prevention.



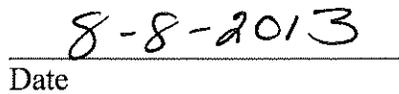
Rod K. Robinson  
Director, Office of Indian Alcohol and Substance Abuse  
Substance Abuse and Mental Health Services Administration



Date



Frances M. Harding  
Director, Center for Substance Abuse Prevention  
Substance Abuse and Mental Health Services Administration



Date