

Suggested Orientation for CST Initiative Coordinators

Recommended Material to Review	
Overview of CST Process	Review of Service Coordination Handbook (www.wicollaborative.org)
Review Service Coordinator and Project Coordinator Job Descriptions	Found in Service Coordination Handbook, Module 1 Tools (www.wicollaborative.org)
Review Statutory Requirements	State/County Contract; Wisconsin Act 334
Review Grant Reporting and Evaluation Requirements	“Evaluation Tool Guidelines” (www.wicollaborative.org – follow CST Reports and Forms link)
Overview of the Coordinating Committee	Review of Coordinating Committee Handbook (www.wicollaborative.org)
Policy & Procedure Review	If available, review your county or tribe’s CST policies and procedures.
Recommended Training	
Service Coordination and the Team Process Training	Upcoming trainings on www.wicollaborative.org – Trainings & Events link or Contact White Pine Consulting Service to request training (715) 258-5430; email: whitepine@mwwb.net
Child & Adolescent Needs and Strengths (CANS) Reliable Rater Certification	Contact Tim Connor: (608) 261-6744; email: tim.connor@wisconsin.gov for more information.
Web-based data reporting	Contact Tim Connor: (608) 261-6744; email: tim.connor@wisconsin.gov to schedule.
Annual Project Meetings	
Statewide Project Director Meetings	CST sites are required to send a representative (commonly the project coordinator) to the 2 statewide meetings held each year. Check www.wicollaborative.org – Training & Events link for meeting dates and location.
Regional Project Director Meetings/Training Days	CST sites are required to send a representative (commonly the project coordinator) to the 2 regional meetings held each year. Check www.wicollaborative.org – Training & Events link for meeting dates and location.
Other	
Shadowing	To shadow a CST coordinator and/or visit a team meeting or coordinating committee meeting in your area, please contact White Pine Consulting for suggested contacts (715) 258-5430 or whitepine@mwwb.net