

## Suggested Orientation for CST Initiative Coordinators

<b>Recommended Material to Review</b>	
Overview of CST Process	Review of Service Coordination Handbook ( <a href="http://www.wicollaborative.org">www.wicollaborative.org</a> )
Review Service Coordinator and Project Coordinator Job Descriptions	Found in Service Coordination Handbook, Module 1 Tools ( <a href="http://www.wicollaborative.org">www.wicollaborative.org</a> )
Review Statutory Requirements	State/County Contract; State Statute 46.56
Review Grant Reporting and Evaluation Requirements	“Evaluation Tool Guidelines” ( <a href="http://www.wicollaborative.org">www.wicollaborative.org</a> – follow CST Reports and Forms link)
Overview of the Coordinating Committee	Review of Coordinating Committee Handbook ( <a href="http://www.wicollaborative.org">www.wicollaborative.org</a> )
Policy & Procedure Review	If available, review your county or tribe’s CST policies and procedures.
<b>Recommended Training</b>	
Service Coordination and the Team Process Training	Upcoming trainings on <a href="http://www.wicollaborative.org">www.wicollaborative.org</a> – Trainings & Events link or Contact White Pine Consulting Service to request training (715) 258-5430; email: <a href="mailto:whitepine@mwwb.net">whitepine@mwwb.net</a>
Child & Adolescent Needs and Strengths (CANS) Training	Many CST sites have a certified CANS Trainer. If your site does not have a trainer, please contact White Pine Consulting (715) 258-5430
Web-based data reporting	Contact Tim Connor: (608) 261-6744; email: <a href="mailto:tim.connor@wisconsin.gov">tim.connor@wisconsin.gov</a> to schedule
<b>Annual Project Meetings</b>	
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 <a href="http://www.wicollaborative.org">www.wicollaborative.org</a> – 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 <a href="http://www.wicollaborative.org">www.wicollaborative.org</a> – Training & Events link for meeting dates and location.
<b>Other</b>	
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 <a href="mailto:whitepine@mwwb.net">whitepine@mwwb.net</a>