

The Coordinated Services Team Initiative An Overview of Coordinating Committee Responsibilities

Required Responsibilities:

- Prepare one or more interagency agreements that all participatory organizations in the initiative agree to follow in creating and operating an initiative.
- Assess how the initiative relates to other service coordination programs operating at the county, tribal, or local level and take steps to work with the other service coordination programs to avoid duplication of activities, services, and resources.
- If a county or tribe applies for funding under sub. (15), assist the administering agency in developing the application.
- Review determination by the service coordination agency regarding eligibility for assessment, appropriate family resources, or funding of services, if requested by a parent or partner. The coordinating committee shall adopt written procedures for conducting reviews.
- Plan for sustainability of the system change beginning in the first year of any funding received for the initiative and thereafter by acting as a consortium to pursue additional funding for the initiative; maintaining formal collaborative agency relationships; including families in the process by emphasizing rights and advocacy; addressing funding and issues related to providing matching funds; and recommending a plan for realized savings from substitute care budgets to be reinvested in community-based care.
- Establish target groups of children who are involved in two or more systems of care and their families to be served by the initiative. Severely emotionally disturbed children are required to be a priority target group.
- Oversee the development and implementation of the initiative.
- Establish operational policies and procedures, such as referral and screening procedures, a conflict management policy, and a flexible funding policy, and ensure that the policies and procedures are monitored and adhered to.
- Ensure quality, including adherence to the core values of the initiative.
- Develop a plan for orientation of new coordinating committee members and coordinated services team members to the coordinated services team approach.
- Identify and address gaps in services for children and families who are enrolled in the initiative.
- Ensure client and partner agency satisfaction through performance of a client and partner agency satisfaction survey.
- Distribute information about the availability and operation of the initiative to the general public and to public or private service providers who might seek to make referrals to the initiative.

Recommended Responsibilities:

- The coordinating committee may direct the initiative coordinator or another person to do any of the following:
 - Maintain data of enrollments in the initiative and results of screening.
 - Establish and report monitoring and evaluation results.
 - Monitor, or ensure proper monitoring of targeted case management and in-home services provided under the Medical Assistance Program, including recordkeeping and billing processes.
 - Assist in developing and maintaining additional funding sources, including collaborative efforts with system partners.
 - Assist in the development and implementation of advocacy for families.