

## Coordinating Committee and Subcommittees Sample Purpose, Membership, and Tasks

Committee	Purpose	Membership	Meets	Outcomes/Products
Coordinating Committee (CC)	<p>Provide leadership for the collaborative system of care.</p> <p>Ensure appropriate family, system, provider and community representation and that the members are in agreement on the values and principles.</p> <p>Develop policies and procedures; and review and act on issues brought to it by the Core Committee and other subcommittees.</p>	<p>Minimum of 25% primary caregiver/family representation, as well as system representatives (e.g. juvenile justice, child welfare, education, mental health, etc.), representation from the provider community, and other representation from the community such as private organizations/businesses.</p>	<p>Typically meets monthly in the organizing stages.</p> <p>Meets at least quarterly or as often as necessary as initiative is developed and other responsibilities are taken on.</p>	<p>Develop policies and procedures and/or review recommendations for policies and procedures proposed by subcommittees.</p> <p>Determination of Target Population</p> <p>Develop Referral and Enrollment Processes</p> <p>Development of an Interagency Agreement to ensure agreement on values and principles, policies and procedure, organizational responsibilities</p> <p>Composition of CC (process for including consumers)</p> <p>Oversight of all subcommittee work.</p> <p>Acts on requests for action from committees</p>
Core/ Administrative Subcommittee	<p>Monitor and advise the day-to-day operations of the Initiative.</p> <p>Ensure that the Work Plan (as developed by the CC) is being implemented.</p> <p>Develop additional policies and procedures to take to the CC for approval.</p>	<p>Primary caregiver/family membership is essential</p> <p>Typically representatives of child welfare, juvenile justice, mental health, and education</p> <p>Initiative Coordinator (Approximately 4 - 8 people)</p>	<p>Monthly or as often as necessary to ensure the work plan is being implemented.</p>	<p>Dissemination of Referral and Enrollment Information</p> <p>Draft new policies and procedures for Coordinating Committee to review</p> <p>Ongoing oversight of the CST process</p>
Training & Education Subcommittee	<p>Identify and provide for the education, training needs, and coaching of people directly participating in the Initiative.</p> <p>Provide information regarding CST to the community.</p> <p>Community Outreach,</p> <p>Ensure accurate inter and intra-agency communication.</p>	<p>Membership is from the CC and should be representative of primary caregiver/family members, systems and community people.</p> <p>(Approximately 3-5 people)</p>	<p>Initially to set up training, education, and coaching plan</p> <p>Quarterly to review training, education, and coaching needs</p>	<p>Training plan for all constituencies</p> <ul style="list-style-type: none"> <li>• Project Coordinator</li> <li>• Service Coordinators</li> <li>• Coordinating Committee</li> <li>• Administrators/Supervisors</li> <li>• Family Training</li> <li>• System Training</li> <li>• Provider Training</li> <li>• Community Training</li> </ul> <p>Organizes/implements all training</p> <p>Development of PR and Info plan/materials</p> <p>Evaluation of training needs ongoing</p>

Membership Subcommittee	Ensure that the CC has membership representation from primary caregiver/family members, systems such as education, child welfare, juvenile justice, mental health and others identified, and community members such as business, clergy, other child serving organizations, service clubs, and elected officials.	Membership is from the CC and should be a mix of primary caregiver/family members (minimum of 25%), system and community members. (Approximately 3-5 people)	Initially to ensure appropriate representation. Quarterly to review membership, make nominations, and plan for new member orientation.	Determining process for including primary caregivers/family Review representation on CC Make nominations to the Coordinating Committee for new membership Coordinate development of handbook and/or orientation process for new members.
Conflict/Barrier Resolution Subcommittee	Help in the resolution of conflicts that have not been resolved through the initial steps established for conflict resolution Involvement should be outlined as a step in the Initiative's formal Conflict Resolution Policy	Membership is from the CC and will include a primary caregiver/family member, an administrator from the agency holding the contract, and a representative of the agency providing the service. (Approximately 3-5 people)	Initially to develop conflict resolution procedures to recommend to the CC for adoption As needed to review and resolve identified conflicts or barriers.	Development of conflict resolution policy and procedures Process to document barriers and resolution.
Evaluation and Quality Assurance Subcommittee	Develop & support evaluation efforts Review the data from the Initiative to ensure that quality services are maintained and outcomes met. Report on evaluation results and make recommendations to the CC including recommendations for process improvement.	Membership is from the CC and can include a primary caregiver/family member, an administrator from the agency holding the contract, and a representative of the agency providing the service. A specialist in evaluation may also be included (Approximately 3-5 people)	Initially to determine evaluation data Quarterly to review data	Determine what data will be collected Determine methods of collecting the data Implement data collection Review data collected Report results of evaluation
Sustainability Subcommittee	Develop and implement a plan to sustain the Initiative, including agreed upon values and needed funds, after the grant concludes. The Sustainability Committee looks at funding possibilities to ensure continuation and expansion of the Initiative.	Membership is from the CC and can include a primary caregiver/family member, an administrator from the agency holding the contract, and others who can help determine potential ongoing funding services. (Approximately 3-5 people)	Initially to determine plan for sustainability. Ongoing to monitor and adapt plan.	Review public and private funding possibilities Work with CC to determine funding potential as vision evolves, utilizing the sustain ability section of the handbook as a guide (can be found at <a href="http://www.wicollaborative.org">www.wicollaborative.org</a> ; handbooks link, click on "sustainability")