**Coordinated Services Team**

**Consumer/Parent/Youth Participation on Coordination Committees**

**and Sub-Committees**

**Selected general comments**

* For many consumers/parents/youth (referred to as consumer throughout document) it is important to get beyond oneself and look at issues important to the community that are bigger than the individual
* Consumer involvement and input should be looked at beyond a number (or percentage of participants) and be treated as important
* Be empowered
* Be part of the consumer movement at the local, state, and national level
* When introductions take place, it is up to the individual how they choose to introduce themselves – such as consumer, previous participant, citizen, member of the community, student, small business owner, etc.
* When looking for consumer voice on a question or issue, defer to the whole group for comments and let the person choose to comment if they wish – rather than specifically pointing to any individual for their perspective

**Recruitment process**

* Make sure therapists/counselors/teachers know that the opportunity to serve on committees exists
* Awareness gained through group, and community presentations
* Circulate informational brochures
* Promote peer connections

**Training/Orientation**

Provide handbook (sample table of contents attached) with information that outlines topics such as:

* How to participate on a Board of Directors or similar Community Committee
* Clearly state roles, responsibilities and expectations (Job description)
* Skill building
* Meeting guidelines
* Hours per month

**Mentorship**

* Offer a choice to the new consumer – either an existing peer consumer or provider member
* Be available to spend time in advance of the meetings to support preparation, help with understanding and questions that may occur during the meeting, as well as time for debriefing after the meeting
* Provide objective/factual information – don’t try to influence person on issues for discussion
* Serve as a mentor as long as desired by the consumer

**Stipend**

* Should be offered to everyone who is not in attendance as a job expectation
* Rate could (should?) be based on the rate for County/Tribal Board members – as an example - $45 per meeting
* Recognition that time and voice are important in policy and procedure decision-making
* Although a stipend is not the reason for consumer participation, it recognizes importance of input

**Time and Location of meetings**

* Consumer voice should be a priority in this decision – factors such as employment or school schedule, personal responsibilities, safety, and comfort should be taken into account

**Ongoing training and support – including attendance at workshops and conferences**

* Consumers should be encouraged and supported to participate in applicable training, workshops and conferences. Support such as transportation and other related costs should be offered.

**Involvement in the provision of training and presentations**

* Consumers should be considered as priority presenter(s)/co-presenter(s) at any related training or workshop. Again, related costs – if any – should be covered.

**Next Steps**

* Review outline with the Coordinating Committee for discussion and planning for implementation.
* Regularly revisit and revise outline and handbook as necessary.

Adapted from a document originally developed by Joann Stephens, Erika Dorrington, and Dan Naylor for the

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**SAMPLE**

**Coordinated Services Team (CST)**

**Coordinating Committee**

**Sample Binder Table of Contents**

1. Local site brochure
2. Values page
3. CST Statute 46.56
4. Membership requirements
5. Duties and responsibilities
6. Policies and Procedures
7. Interagency Service Agreement
8. Agendas from previous meetings
9. Minutes from previous meetings
10. Enrollment reports from previous meetings
11. Overview of team process
12. Local annual data reports (if available)
13. Local annual consumer/family/youth/provider satisfaction reports (if available)
14. Most recent state annual reports
15. Other data as available

*Please consider including appointment books for consumer/parent committee members*