

Organize Your CRCG

Whether your CRCG is being developed or is already established, it is important to continually evaluate the CRCG's membership, goals, and policies and procedures. The following steps provide a chronological order of procedures to help ensure the creation, revival, or maintenance of an effective CRCG. During any of the steps of the process, contact the State CRCG Office at (512) 206-5255 or CRCG@hhsc.state.tx.us for questions or to request technical assistance.

Who should be part of your CRCG?

Establishing a strong membership that represents the needs of your community is key to the success of your CRCG. Begin by assessing the common needs of the individuals and families your CRCG serves or plans to serve and identify key people, agencies, or organizations providing human services and supports in the community that meet those needs. Consider including representatives from mandated state agencies, local state agency affiliates, private non-profit organizations, faith-based organizations, the local school district, and individuals with lived experience and their family members.

It is recommended that CRCGs evaluate their membership on an annual basis to ensure that agencies and organizations who play an important role in the service and support system for individuals with complex needs are not missing from the CRCG's membership.

Mandated Members

Mandated members include:

- MOU agencies (HHSC, DFPS, DSHS, TDCJ - TCOOMMI, TJJD, TEA, TDHCA, TWC)
- People served and family representatives
- Private sector and community organizations that can contribute services to an ISP

Prospective Partners and Members

Membership of each CRCG will look different based on the needs of the population served and the agencies and organizations within a community. When determining partners and members to invite to an organizational meeting or to an existing CRCG consider:

- Who does the CRCG serve or plan to serve, and what are their needs?
- Which agencies and organizations should be at the table to ensure that the CRCG is culturally representative of the county(ies) served?
- Do we have people with lived experience who we can invite?

Common partners and members include:

State agencies or local affiliates:

- LMHA
- LIDAA
- Area agency on aging
- Aging and disability resource center
- DSHS regional and program office
- DFPS Prevention and Early Intervention program office
- Child Protective Services
- Adult Protective Services
- Texas Workforce Solutions office
- Education Service Center
- Juvenile probation office
- TDCJ-TCOOMMI regional office
- Adult parole and probation offices

Other local groups:

- Local government agencies
- Judges and judicial support offices
- Veterans services
- Local housing authority
- Early Childhood Intervention Services
- School districts
- Peer and family representatives
- Counseling and other health providers
- Managed care organizations
- Higher education institutions
- Council of Governments
- Community-serving organizations (United Way, 2-1-1, etc.)
- Faith-based organizations
- Private sector stakeholders (businesses, employers, etc.)

A sample CRCG meeting invitation letter can be found in the CRCG Toolkit. For additional information about recruiting members, refer to Tips for Recruiting CRCG Members on the [website](#).