

# Prepare Meeting and Staffing Materials

## Forms and Documents

Prepare and assemble all materials prior to the meeting. The CRCG will need to have the following forms and documents:

- ISP: CRCGs create ISPs in partnership with the people they serve, this form is used to record the CRCG's recommendations. A template of the ISP form is available on the CRCG [website](#).
- Consent and release of information: the referring entity must have written consent from the individual, parent, or legal guardian (as appropriate) to participate in the CRCG process prior to the meeting. Additionally, a written release of information must be obtained to share information with the CRCG. Refer to the Consent and Release of Information section for more information.
- Member and guest confidentiality agreement: each member and guest member must have a signed confidentiality agreement on file prior to attending any staffings. The CRCG Confidentiality Agreement Form and Policy is available on the CRCG [website](#).
- Data Tracking Worksheet: this document streamlines the data tracking and entry process. It is best to use one worksheet for all staffings throughout the month. If the CRCG does not have a designated data reporter, assign a member to tally the information during each meeting (this can be a one-time task or a continuous responsibility). At the end of the month, total the tallies for each section and input the numbers into the data collection system. The Data Tracking Worksheet is available on the CRCG [website](#).

Ensure materials that will be provided during the staffing match the individual or family's preferred language.

## Agenda

A well thought out, carefully constructed agenda will help ensure that the meeting runs smoothly and accomplishes its goals. An agenda helps to:

- Outline the purpose of the meeting.
- Keep the meeting on track.
- Give structure around the amount of time for each topic.
- Eliminate the risk of missing important topics or accidentally going off-topic.

It is recommended that the CRCG develop a standard agenda by consensus. The standard agenda will lay out the items to be addressed at each meeting and the order in which they will be addressed. A standard agenda also simplifies the process of preparing for meetings. Leadership may "fill in the blanks" for each meeting. Revisit the agenda occasionally to be sure it continues to meet the needs of the CRCG, its members, and the individuals and families that it serves.

All CRCG members should be afforded the opportunity to provide input into the development of the agenda. To ensure members have sufficient opportunity to provide input, use the following approaches:

- Ask for agenda items for the next meeting at the conclusion of the current meeting.
- Keep an open invitation to members to suggest agenda items until a specified date before the next meeting.
- Review the agenda at the beginning of each meeting and provide the opportunity to amend the agenda.

For virtual CRCG meetings, the agenda may need to be adjusted to accommodate for the virtual setting, save time, or streamline the meeting process to make it easier for the referred individuals, families, and members. It is recommended that CRCG leaders divide the virtual tasks among the team or assign tasks to members like keeping track of who signs in to the meeting, monitoring the chat, keeping time, etc.

Below is a sample agenda. The times are suggested and may or may not be included on the distributed version. It might be helpful for the Chair to estimate the time needed for each item to keep the meeting on task. Some CRCGs establish time limits for each agenda item and appoint a timekeeper for this purpose.

Sample CRCG Meeting Agenda	
Mission: To create service plans through interagency collaboration for individuals and families whose needs cannot be met by a single agency.	
I.	Introductions and announcements (10 minutes)
II.	Agenda review
III.	CRCG business (30 minutes) <ul style="list-style-type: none"><li>A. Review previous meeting minutes</li><li>B. Other items of discussion (operating procedures, funding, systems change, increasing public awareness of the CRCG, recruiting new members, etc.)</li></ul>
IV.	Educational presentation (30 minutes)
V.	Follow up reports (30 minutes) <ul style="list-style-type: none"><li>a. One Month</li><li>b. Three Months</li><li>c. Six Months</li></ul>
VI.	Staffings: creation of ISPs (30 minutes each)
VII.	Meeting reflection (10 minutes)
VIII.	Adjourn

## Other Materials

Other materials that may be needed for the meeting and staffing include, but are not limited to:

- Minutes of the previous meeting
- Sign in sheets
- Individual or family information packets, including the referral form
  - As mentioned in the referral section, release of information and consent to participate must be signed prior to scheduling a staffing and sending out information to members.
  - A copy of the referral and any other documents that will be provided to the CRCG should also be given to the individual or family prior to the staffing.
- Name tags or name tents
- Easel pads