

**Linking Systems of Care Coordinator Toolkit**

**Meeting Design Planning Guide**

<b>MEETING:</b>	
<b>Purpose:</b>	
<b>Tangible Outcomes:</b>	<b>Intangible Outcomes:</b>
<b>Participants:</b>	
<b>Roadmap:</b>	
<b>Decision-making:</b>	

**Meeting Design – SCREENER Example**

<p><b>MEETING:</b> 2<sup>nd</sup> Screener Sub-committee Meeting</p>	
<p><b>Purpose:</b> Draft criteria for a screening tool.</p>	
<p><b>Tangible Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Identify a range of likely criteria for an effective screener in our state</li> <li>• Prioritize top criteria to use for a screener</li> </ul>	<p><b>Intangible Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Hear from all committee members; hear the full range of viewpoints</li> <li>• Experience and set the expectation that all voices matter</li> <li>• Everyone feels heard and valued</li> </ul>
<p><b>Participants:</b> All 8 members of the Screener Committee (a sub-committee of the Linking Systems of Care Steering Committee in State X.) This includes 3 steering committee members, leaders and direct service providers from educational, health care, juvenile justice and other institutional partners. They represent a range of urban, suburban and rural parts of our state, and the major racial, ethnic and tribal populations in our state. 2 project team staff also participate.</p>	
<p><b>Roadmap:</b></p> <pre> graph TD     A[Steering Committee met twice] --&gt; B[Formation and 1<sup>st</sup> meeting of Screener Sub-committee]     B --&gt; C[2<sup>nd</sup> Sub-committee Meeting]     C --&gt; D[3-4 more Sub-committee meetings to draft recommendations]     D --&gt; E[Present to Steering Committee to review and approve]     E --&gt; F[Pilot, revise, and plan to implement screener]           </pre>	

**Decision-making:**

This sub-committee will seek consensus on recommendations to the Steering Committee. If we are unable to reach full agreement, we will submit a decision with at least 70% support and include explanations of the other views/open questions.

**Meeting Design – SUCCESSES/CHALLENGES Example**

**MEETING:**

Steering Committee Meeting following a half-day symposium of listening sessions with key community partners and sub-committee reports.

**Purpose:**

After 4 hours of input from key community partners (tribal council representatives, State Department of Education representatives and managers from 2 school districts,) as well as demonstration site team members from a neighboring state, our Screener Sub-committee, and our research partners, this short sense-making session allows Steering Committee members and staff to reflect on our project’s progress and challenges.

**Tangible Outcomes:**

- List of project accomplishments to date
- List of key challenges facing us now
- Prioritized top challenges

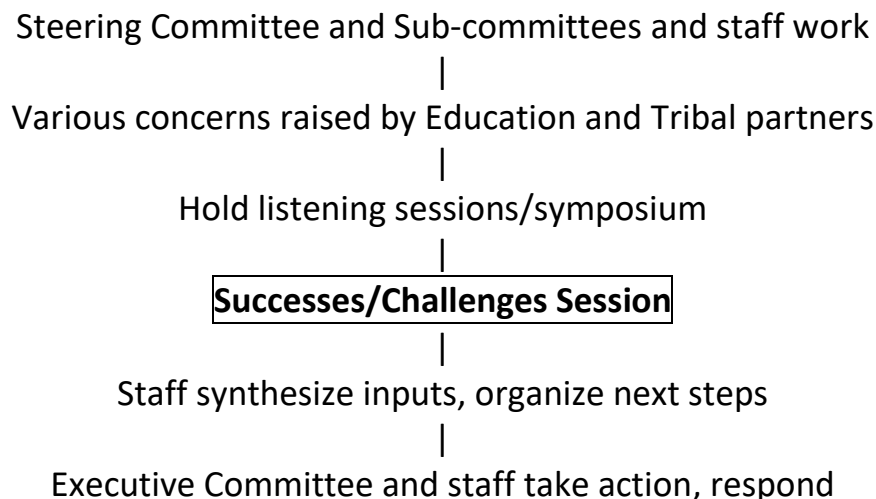
**Intangible Outcomes:**

- Opportunity to make meaning of a wide array of inputs
- Sense of closure on this phase of the project
- Preliminary sense of the group on what matters most going forward

**Participants:**

Linking Systems of Care Steering Committee members (19) and project staff (4.)

**Roadmap:**





**Linking  
Systems of Care**  
for Children and Youth Project

**Decision-making:**

This meeting will generate priorities that staff and leadership will use to decide on next steps.

**Analysis:**  
**Deconstruct the Design of a Previous Meeting**

Think again about the BEST meeting you have been reflecting on and analyzing... or one of the meetings you recently observed. Apply the Meeting Design Planning Guide to that meeting to see for yourself how the elements operate in practice.

- Can you identify the meeting purpose? What was it?
- Were the intended tangible and intangible outcomes clear? Were they achieved?
- How well did the participants represent information and interests needed for the conversation?
- Was it clear what led up to this meeting, and how this it fit into a larger context?
- Was the larger decision-making process clear?