



## Linking Systems of Care Coordinator Toolkit

### The Flow Model

The **structure** of a meeting that elicits a collaborative response has 3 phases.

**Beginning** – Building the working community, creating connections

- An in-depth understanding of the purpose
- Active engagement – everyone’s voice in the room
- A precedent of equal standing
- An appreciation of shared context

**Middle** – Creating useful databases, relevant information to inform your learning, deepen your collaboration, leverage your learning

- Create a shared database
- Shared analysis or meaning making

**Culmination** – Making decisions, developing recommendations, planning next steps, taking action

- Shared goals, shared strategies
- Next steps and events
- Bridge to the future
- Check out
- Closing



**Analysis:  
Meeting Structure and Flow**

Think again about the meeting you recalled as a BEST meeting on Worksheet 1 and reflected on conditions for engagement and participation on Worksheet 2.

What was the structure of that 'BEST' meeting?

- What happened in the **Beginning** to build the working community?
  
- What happened in the **Middle** to create useful databases?
  
- What happened in the **Culmination** to make decisions, develop recommendations or take action?

How closely did the meeting structure follow the three-phase flow model? How did that impact the meeting's effectiveness?

**Practice:**  
**Sketch a Meeting Structure and Flow**

Sketch a possible flow for an upcoming meeting.

<b>Meeting:</b>	
<b>Phase</b>	<b>Preliminary ideas for what to do in this phase</b>
<p><b>Beginning</b> – Building the working community, creating connections</p> <ul style="list-style-type: none"> <li>• An in-depth understanding of the purpose</li> <li>• Active engagement – everyone’s voice in the room</li> <li>• A precedent of equal standing</li> <li>• An appreciation of shared context</li> </ul>	
<p><b>Middle</b> – Creating useful databases, relevant information to inform your learning, deepen your collaboration, leverage your learning</p> <ul style="list-style-type: none"> <li>• Create a shared database</li> <li>• Shared analysis or meaning making</li> </ul>	



# Linking Systems of Care

for Children and Youth Project

**Culmination** – Making decisions, developing recommendations, taking action

- Shared goals, shared strategies
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