



Waukesha County Coordinated Services Teams (CST) Initiatives Committee Handbook

Mission Statement

“The mission of Waukesha County government is to promote the health, safety and quality of life of citizens while fostering an economically vibrant community. We are committed to delivering effective, high quality programs and services in a courteous and fiscally prudent manner”

Vision Statement

“Waukesha County...leading the way with quality and value.”

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DRAFT

Welcome Letter to the Coordinated Service Teams (CST) Committee

Dear Potential CST Member:

On behalf of Coordinated Service Team (CST) Committee, please accept our thanks for your willingness to serve as a member of our committee.

Volunteers like you bring invaluable expertise and experience as you assist us in continued growth and coordination with the Waukesha County Community. Your experiences, ideas and suggestions on our programming help us to ensure that our clients receive the best services possible.

Members of the CST Committee have a clear goal of supporting our client's success, with an emphasis on these objectives:

1. To assist in regular program evaluation and feedback throughout the year and as part of the Annual Review
2. To provide input and advice on the quality and relevance of program structure and services.
3. To identify opportunities for partnerships within the community.
4. To assist in identification of opportunities to meet evolving needs of the community

There is a CST Committee meeting once per month, except for August and December. There may be additional meetings if you choose to be involved in a sub-group. Feel free to join us at the next scheduled CST Committee meeting. In the meantime, if you have any questions, please do not hesitate to contact us at....[phone number/email?]

Again, thank you for your willingness to serve in this important role. Your contribution is valued.

Sincerely

Coordinated Service Team Committee

Coordinated Service Team Committee

The CST Coordinating Committee meets to provide feedback to continued development of the CST program and other county-based program services for youth. The Committee meets throughout the year and values the feedback of our consumers and community partners.

The mission of the Coordinated Services Team Initiative Committee is to collaborate with families, schools, and community partners to support the wellbeing, quality of life, and inclusion of children and adolescents with significant mental health and behavioral issues in Waukesha County.

Meetings will occur for the Coordinated Services Team Initiative (CST) at Health & Human Services Dept. in room number 114 at 12:00 p.m. – 1:00 p.m.

January 26, 2022

February 23, 2022

March 23, 2022

April 27, 2022

May 25, 2022

June 22, 2022

July 27, 2022

No meeting in August

September 28, 2022

October 26, 2022

November 16, 2022

No meeting in December

Coordinating Committee Members

Per DHS 46.56(3) Required Members are listed below

(3) Coordinating committee.

(a) The coordinating committee shall include representatives from all of the following:

1. The county department responsible for child welfare and protection services
2. The county department responsible for mental health and alcohol and drug abuse services for children and families
3. The county department responsible for providing services for children who have developmental disability
5. The juvenile court administrator or another representative appointed by the judge responsible for cases heard under chs. 48 and 938
6. The largest school district in the county and any cooperative educational service agency
7. At least 2 parents, or the number that equals 25 percent of the coordinating committee's membership, whichever is greater, of children who are involved in 2 or more systems of care.
8. The agency responsible for economic support programs.

Additional members could be (but not limited to) :

- Representatives of the vocational rehabilitation office,
- Representatives of a technical college district that is located in the county.
- Physicians specializing in care for children.
- Representatives of health maintenance organizations that are operating in the county
- Representatives of law enforcement agencies that are located in the county
- Representatives of agencies that are located in the county
- Local elected officials.
- Representatives of a vocational and technical school.
- Local business representatives.
- Representatives of the local faith-based community.



General Information about Coordinated Services Team (CST)

What is CST? CST is a family centered, community-based initiative that aids with the development of a coordinated system of care for youth with behavioral health needs. CST is a team process, giving parents voice, access, and ownership to what happens in their family. CST focuses on team building using the wrap around philosophy. It offers a family the means to address their concerns while maintaining their voice in the process of planning.

Who is Eligible for CST? CST Initiatives are for youth who are involved in multiple systems of care such as mental health, substance abuse, child welfare, youth justice, special education, or developmental disabilities.

There are a few things you NEED to have in order to participate:

1. An individual under the age of 21, who is a resident of Waukesha County.
2. An individual and family who are willing to participate in the CST process.
3. An individual with mental health and/or substance use issues whose symptoms interfere with one or more major life activities, as identified by the CST assessment.
4. An individual involved with two or more service systems such as mental health, special education, juvenile justice, child welfare, or long-term care.
5. Youth that are at risk for out-of-home placement due to their severe emotional and behavioral issues.

Wisconsin's Wraparound Vision

To transform the children's mental health and substance use system to better meet the needs of children and families by developing a seamless, comprehensive children's behavioral health system by utilizing wraparound as a model for support.

CST Core Values

FAMILY VOICE AND CHOICE: Family and youth/child perspectives are intentionally elicited and prioritized during all phases of the wraparound process. Planning is grounded in family members' perspectives and the team strives to provide options and choices that reflect the family's values and preferences.

TEAM-BASED: The wraparound team consists of individuals agreed upon by the family and committed to the family through informal, formal, and community support and service relationships.

NATURAL SUPPORTS: The team actively seeks out and encourages the full participation of team members drawn from family members' networks of interpersonal and community relationships. The wraparound plan reflects activities and interventions that draw on sources of natural support.

COLLABORATION: Team members work cooperatively and share responsibility for developing, implementing, monitoring, and evaluating a single wraparound plan. The plan reflects a blending of team members' perspectives, mandates, and resources. The plan guides and coordinates each team member's work towards meeting the team's goals.

COMMUNITY-BASED: The wraparound team implements service and support strategies that take place in the most inclusive, most responsive, most accessible, and least restrictive settings possible and that safely promote child and family integration into home and community life.

CULTURAL AND LINGUISTIC RESPONSIVENESS: The wraparound process demonstrates respect for and builds on the values, preferences, beliefs, culture, and identity of the child, youth, family, and their community.

INDIVIDUALIZED AND DEVELOPMENTALLY INFORMED: To achieve the goals laid out in the wraparound plan, the team develops and implements a customized set of strategies, supports, and services.

STRENGTHS-BASED: The wraparound process and the wraparound plan identify, build on, and enhance the capabilities, knowledge, skills, and assets of the child and family, their community, and other team members

UNCONDITIONAL: The wraparound team does not give up on, blame, or reject children, youth, and their families. When faced with challenges or setbacks, the team continues working toward meeting the needs of the youth and family and achieving the goals in the wraparound plan until the team reaches agreement that a formal wraparound process is no longer necessary.

OUTCOME-BASED: The team ties the goals and strategies of the plan to observable or measurable indicators of success, monitors progress in terms of these indicators, and revises the plan accordingly.

Roberts Rules of Order

We do follow Roberts Rules of Order which guides our order of business for the meeting. Business is conducted according to specific rules that state who can attend, who can participate in the discussion of business and who can vote.

The common structure of the meeting is below:

1. **Call To Order**- Start the meeting
2. **Roll Call**- Confirm we have the minimum number of committee members (Quorum)
3. **Review and Approval of Minutes**- Read previous meeting minutes, any corrections need to be made?
4. **Committee Business**- Discussion on business, Information sharing, vote on motion if needed
5. **Committee and Organizational Updates**- Reports and updates/ information provided
6. **Announcements**- Any additional information sharing
7. **Public Comment**- Any member of the public can share
8. **Adjournment**- End meeting.

We must have quorum to start the meeting. For this committee it is **4 members**. The chair of the committee is in charge of conducting the meeting. We have a meeting secretary to keep the meeting minutes. All members are notified of the meeting date and time and the purpose for which the meeting is called.

Open Meeting Law

This is an Open meeting, which means this meeting is open for members of the public to attend and observe the meetings. However, members of the public do not have the ability to speak (although time is set aside to hear comments from the public), make motions or vote.

All meeting minutes are kept available for anyone to read. You can access all meeting minutes and agendas on our Waukeshacounty.gov Website

<https://www.waukeshacounty.gov/meetings/coordinated-serice-team-cst/>