

A. Roles and Responsibilities

- The fiscal agent has the responsibility as informed by the administrative team to make decisions that enable it to meet the purpose, contractual performance measures and requirements with the State.
- Each subcontracting agency providing a Children’s Integrated Service(CIS) is responsible for the day-to-day management of their service delivery system, including; hiring and firing of staff, salaries, benefits and staff supervisions

B. Hartford Collaborative Values

- Shared sense of responsibilities
- Focus on family-centered services
- Responsiveness to community needs, including examining gaps in services (amongst CIS programs, CIS partners and beyond)
- Support collaboration
- Respect for all people and partners involved
- Clear and transparent operational roles, responsibilities and processes
- Transparency
- Openness to change and to the process of change
- Attention to data, including family feedback
- Support of continuous process improvement to achieve better outcomes
- Fun and effective

C. CIS Administrative Team Membership

Membership of the team is partially defined in the grant specifications and is further defined by the Hartford Administrative Team. The Hartford CIS administrative team is composed of community members who are decision makers and includes but is not limited to:

- The Family Place

- Orange County Parent Child Center
- Field Services Director
- Department of Health
- Health Care Rehabilitative Services (designated agency)
- Clara Martin Center (designated agency)
- CIS Technical Assistance Liaison (if requested)
- CIS Coordinators (2)

The team members cannot send a proxy and to the best of their ability should attend all meetings. A process for adding members is not defined at this time. It is critical that most of the sectors in the community that are relevant to the work of CIS are represented or the group has defined bridges to other community agencies and constituent groups (for example, Building Bright Futures, the housing/homelessness community, etc.).

The administrative team may consider other avenues for community input and subcommittee membership for partners who do not sit at the administrative team table regularly.

D. Collaborative Governance Responsibilities

- Construct and collaboratively manage the overall CIS budget (see section E).
- Plan strategically and set goals for the team that are in concert with the purpose and performance measures of the CIS contract and reflect community needs and resources.
- The criteria for evaluation of service models will be determined by the administrative team.
 - Develop, define and implement evaluation and corrective action for CIS programs and contracted CIS services

Ensure the purpose and performance measures of the contractor and subcontractors are being met satisfactorily.

E. Administrative Team Process for Budgets

The administrative team will discuss and consider inputs for budget development such as;

- Demographic data
- Utilization data
- Organizational constraints
- Anticipated/projected need and funding for services
- Federal/state guidelines
- Prior history
- Performance measures
- The fiscal agent and subcontractor(s) will draft a preliminary budget.
- The preliminary budget will articulate the portion of funds that will likely be allocated to each CIS service area.
- The preliminary budget will be discussed at the administrative team for approval or further revision.
- A final budget will be approved by the administrative team

F. Oversight and Evaluation of Subcontracts and CIS Programs

- The administrative team is responsible for CIS program planning, quality assurances regarding the provision of CIS services and any state and federal reporting requirements for CIS services.
- The CIS administrative team will develop a process to address performance issues for CIS service providers including the fiscal agent.
- Any change in a CIS service provider will be based on an evaluative process
- The CIS administrative team establishes data provision protocols, reporting protocols, reporting schedules, etc. for all subcontractors and program providers (including the fiscal agent). The administrative team evaluates programs and measures how services provided are meeting the purpose of CIS and meeting CIS performance measures.
- Participate in the hiring and evaluation of the CIS Coordinator.

G. The CIS administrative team decision making process

- The Administrative team will strive to make decisions by consensus, if consensus cannot be reached decisions will be made by majority vote of 2/3 and all team members will support the final decision. Voting members include;
 - The Family Place
 - Orange County Parent Child Center
 - Field Services Director
 - Department of Health
 - Health Care Rehabilitative Services (designated agency)
 - Clara Martin Center (designated agency)
- Each agency has 1 vote
- The CIS technical Liaison may participate at the request of the administrative team but does not have a vote
- If there is not agreement, the dissenting point of view will be deliberately sought out and discussed.
- If agreement still cannot be reached by consensus, the issue will be tabled until the next meeting for discussion and vote;
 - For time sensitive issues: a vote by email in a time frame that meets any timeline requirements will be held
 - Absent members will be informed of that issue prior to the need for an email vote or before the next meeting via notes/minutes.
- Votes will be tallied and the majority (2/3) will prevail once all members have voted.
- There is a state grievance process and arbitration process that can be accessed in extreme situations.

CIS Administrative Team members have developed and agree to this document:

The Family Place

_____ date _____

Orange County Parent Child Center

_____date_____

Field Services Director

_____date_____

Health Care Rehabilitative Services (designated agency)

_____date_____

Clara Martin Center (designated agency)

_____date_____