

- 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 Services (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
- Springfield 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
- CIS Administrative Team Membership

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

- Fiscal agent
- Springfield Area Parent Child Center
- Field Services Director
- Department of Health
- Designated Mental Health Agency
- CIS Technical Assistance Liaison (if requested)
- CIS Coordinator

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.

- 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 the determined by the administrative team.

- Define and implement evaluation and corrective action for CIS programs and contracted CIS services
- Participate in the hiring and evaluation of key CIS staff (but not responsible for supervision)
- The CIS service provider who is seeking staff will screen applications prior to setting up interviews with the administrative team
 - Each agency has 1 vote
 - The CIS technical Liaison may participate at the request of the administrative team but does not have a vote
- Ensure the purpose and performance measures of the contract are being met satisfactorily.
- Ensure community involvement and distribution of authority
- Budgets and Subcontracts for CIS Services
 - Collaboratively manage the:
 - I. CIS contract with the state
 - II. subcontracted services under this grant
 - The administrative team will discuss and consider inputs for budget development such as;
 - Demographic data
 - Utilization data
 - Organizational constraints budget
 - Anticipated/projected need for services
 - Federal/state guidelines
 - Prior history
 - Community need
 - The fiscal agent and subcontractors 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 once subcontracts for CIS services have been approved.

- Oversight and Evaluation of Subcontracts and CIS Programs

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.

The functional responsibility of the administrative team is the direct service provision of the fiscal agent and subcontractor, not individual staff member's performances. If there is a question about performance of an individual staff member who provides a CIS services, the first step will be for the person receiving the feedback to talk to the appropriate member of the administrative team from that agency so that they can address it at the organizational level.

Hire/fire power and individual corrective action plans for employees providing CIS services remain the purview of the employer. The fiscal agent and the subcontractors may seek input from and provide feedback to the administrative team as needed. Final approval on new hires is an administrative team responsibility.

- The CIS administrative team decision making process

- The Administrative team will make decisions by consensus or by majority vote and all team members will support the final decision. Voting members include;
 - Fiscal agent
 - Springfield Area Parent Child Center
 - Field Services Director
 - Department of Health
 - Designated Mental Health Agency

- CIS Coordinator
- 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;
 - 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.
- If consensus is not reached at the second meeting, a vote will be taken. The vote will not be taken at the meeting, but via email and include all regular members of the team.
- Votes will be tallied and the majority will prevail once all members have voted.
- There is a state grievance process and arbitration process that can be accessed in extreme situation Information