

Minnesota Children's Justice Initiative – Alcohol and Other Drugs Project
Communication Structure and Protocol

Entity	Role	Information Needed	By Whom/How	Information to Share	With Whom/How
TRI-TEAM Dan, Jackie, Tanya	<ul style="list-style-type: none"> a. Assure timeliness of SOW b. Organize meetings, & agendas, for Core and SAC meetings c. Responsible for work to get done, and chair workgroups d. Work with National Center Liaison 	<ul style="list-style-type: none"> a. Keeper of all the documents, and activities. b. Report to and inform Oversight Committee about progress. 	<ul style="list-style-type: none"> a. Dan Griffin, Jackie Crow Shoe, Tanya Refshaug b. Weekly phone meeting Wed 8:30 am or backup of Friday 8:30 am 	Progress and all other activities of which they are aware.	Core team at monthly phone conference
Core Team	<ul style="list-style-type: none"> a. Liaison to County Pilots b. Liaison to Oversight Committee 	<ul style="list-style-type: none"> a. Information from County Pilots b. Mutually shared systems and information c. Workgroup progress reports d. Focus group feedback 	<ul style="list-style-type: none"> a. Dan Griffin & Brigid Murphy forwarded from County SPOC b. Each member c. Danisa Farley 	<ul style="list-style-type: none"> a. workgroup updates b. output from Scope of work c. summary of focus groups 	<ul style="list-style-type: none"> a. Dan Griffin, Carole Johnson, Tanya Refshaug, Brigid Murphy, Ann Ahlstrom, JudyNord, Danisa Farley, Sue Stoterau, Ruthie Dallas, Anita Keyes b. Monthly conference call
Parent Partner Team	<ul style="list-style-type: none"> a. Provide consultation, Coordination, technical assistance on parent partner role 	<ul style="list-style-type: none"> a. Focus Group feedback b. Parent involvement in model development 	<ul style="list-style-type: none"> a. Danisa Farley, Anita Keyes, and tri-team b. Monthly in-person meetings and regular email communication among parent partner team 	<ul style="list-style-type: none"> a. Focus Group Summary b. Model Handbook c. Presentations on parent partner role and model 	<ul style="list-style-type: none"> a. Core team via monthly conference call meetings b. internal and State Advisory Committee email communication
State Advisory Team (SAC)	<ul style="list-style-type: none"> a. Provide consultation to the project and the core team, based on expertise and knowledge b. Assist with guidelines development c. Form communications link to constituents. d. Assist in promoting momentum sustainability of the project 	<ul style="list-style-type: none"> a. Policy Drafts to review and provide feedback b. Summary information from workgroups and focus groups c. Background material for workgroups 	<ul style="list-style-type: none"> a. Core Team b. Project Lead- Jackie Crow Shoe c. Tri-Team d. Via email and at meetings 	<ul style="list-style-type: none"> a. See State Advisory Committee Membership List for names and constituencies represented b. Agenda, Minutes c. Decision Making protocols d. Attendance protocols 	<ul style="list-style-type: none"> a. Internal, County Pilots b. County Pilots c. Internal d. Internal

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	e. Attend all meetings, or at minimum send regrets and identify a substitute representative attending in place of SAC member.				
County Single Point of Contact (SPOC)	a. Participate on SAC b. Liaison to CJJ-AOD group in county.	a. Technical Assistance according to local needs.	a. Dan Griffin and Brigid Murphy b. Phone, email, in person	a. County Pilot listserv b. Feedback on implementation regarding promising practices.	a. Core Team b. Dan Griffin and Brigid Murphy c. SAC workgroups
Oversight Committee	a. Support & provide Resources b. Review, Comment & Approve products and recommendations	a. Regular updates from Tri-Team and Core b. Policy Drafts to review and approve	Tri-Team	Comments, Support and Approval	Tri-Team and Core
County Pilots	a. Implement and develop promising practices. b. Feedback and consultation on activities of workgroups, SAC, Core.	a. Policy Drafts to review and provide feedback b. Strategies to leverage state process to develop local resources	a. SPOC b. Project Lead – Carole Johnson	a. Agenda, minutes b. Practice updates – what is working, what is being tried/tested, what is on the horizon	a. Sent to Core Team designee by County SPOC b. Sent to Core Team by designee

Electronic Communication Protocols

1. Designate, create, maintain the following listserves: County Pilot Teams; State Advisory Team; Oversight Committee; Core Team
2. Limit number of attachments to those that are absolutely necessary.
3. Summarize the content of attachments within the body of the email.
4. Label the communication as CJJ-AOD in all email subject headers and denote the following information in the subject line:
 - a. “CJJ-AOD: Need feedback by xx-xx-xx”
 - b. “CJJ-AOD: For information only”
 - c. “CJJ-AOD: Meeting Notice”
5. Distribute these protocols to County SPOCS for review and orientation with County Pilot Teams.
6. Be concise yet thorough in information sharing and communication – it improves collaboration efforts!