

WELCOME TO 2016
CSHCN Communication Network Meeting
 Meeting Procedures for All Participants

What	When	How and Why
Agenda and Draft Minutes	<ul style="list-style-type: none"> • <u>Participant input, updates and questions for response are due to Christy seven (7) days before the meeting:</u> <ul style="list-style-type: none"> ○ Due 1/7/16 for 1/14/16 meeting ○ Due 4/7/16 for 4/14/16 meeting ○ Due 7/7/16 for 7/14/16 meeting ○ Due 10/6/15 for 10/13/16 meeting • <i>Information received after due dates will be discussed at meeting but not entered into draft minutes due to time constraints, but will be included in the final minutes, if possible.</i> 	<ul style="list-style-type: none"> • Prepare a one-page written update from the group you represent in standard Arial 10pt format. <i>When acronyms are used, please spell out at least once.</i> • Send electronically by email to Christy Polking (christy.polking@doh.wa.gov) by the due date. • Submitted input is cut and pasted into draft minutes and may be edited for length, choice of words, or clarity. • <u>Deadline is necessary</u> to pursue responses to questions and prepare meeting packets for participants. If updates are not received by the deadline, you may bring copies of your one-page update. • Bring 35 copies of additional handout/materials as needed.
Attendance	<ul style="list-style-type: none"> • <u>Regular participants are expected to attend</u> or send a substitute. <ul style="list-style-type: none"> ○ Confirm attendance of participant (or substitute) when submitting input. 	<ul style="list-style-type: none"> • Attendance information is facility check-in, name tents, and agenda.
Meeting Format	<ul style="list-style-type: none"> • <u>Timeframe for face-to-face meeting</u> 8:30 am-4:00 pm = Overall meeting time. 	<ul style="list-style-type: none"> • 8:30AM – 10:00AM = Regional Representatives • 10:00AM – 10:30AM = Networking (Informal conversations & networking among participants & invited guests.) • 10:30AM – 2:15PM = Core Meeting for all Participants • 2:30PM – 4:00PM = Great LINCS Steering Committee
	<ul style="list-style-type: none"> • <u>CSHCN Regional Representatives and CSHCN Program Staff</u> (approx. 1 to 1½ hours) 	<ul style="list-style-type: none"> • Time reserved for issues unique to local health jurisdictions such as, mentoring CSHCN Coordinators, statewide and community service delivery systems, and county contract activities.
	<ul style="list-style-type: none"> • <u>CSHCN Program Staff Updates</u> (approx. ½ hour) 	<ul style="list-style-type: none"> • Highlight items. • Question and answer review.
	<ul style="list-style-type: none"> • <u>Updates from Participants</u> (approx. 1 to 1½ hours) 	<ul style="list-style-type: none"> • Distribute updates and handouts. • Highlight items from group you represent. • Question and answer review. • Average time per participant is approximately 5 minutes.

What	When	How and Why
(Meeting Format continued)	<ul style="list-style-type: none"> • <u>Focused Topic</u> (approx. 1 hour) 	<ul style="list-style-type: none"> • Topic determined by participants in advance. • Invited guest(s) gives presentation followed by group discussion.
	<ul style="list-style-type: none"> • <u>Working Lunch</u> (30 minutes) 	<ul style="list-style-type: none"> • Working lunch with continuation of partner updates, and only if time permits, continued networking among participants and invited guests.
	<ul style="list-style-type: none"> • <u>CSHCN Regional Updates</u> (approx. ½ hour) <ul style="list-style-type: none"> ○ Regional Representatives 	<ul style="list-style-type: none"> • Distribute regional minutes as needed. • Highlight items from region you represent. • Question and answer review. • Average time per participant is approximately 5 minutes.
	<ul style="list-style-type: none"> • CSHCN State Staff (10 to 15 min.) 	<ul style="list-style-type: none"> • Announcements and Wrap Up
	<ul style="list-style-type: none"> • <u>Great LINCS Steering Committee</u> (approx. 1½ to 2 hours) 	<ul style="list-style-type: none"> • Some designated Communication Network members and others continue meeting for the Great LINCS Steering Committee.
Final Minutes	<ul style="list-style-type: none"> • <u>Minutes are finalized</u> by the end of the month in which the meeting occurred. 	<ul style="list-style-type: none"> • The CSHCN Program completes and electronically distributes final minutes to a statewide audience. • Number of attachments is limited.
Mentoring and Sharing	<ul style="list-style-type: none"> • <u>Participants should report back</u> to the group they represent after each meeting: <ul style="list-style-type: none"> ○ Share minutes and other distributed materials. ○ Facilitate a discussion to exchange information. ○ Prepare for the next meeting. 	<ul style="list-style-type: none"> • Participants should be the link between the group they represent and the Communication Network members, increasing knowledge about the statewide networks serving children with special health care needs and their families. • The group being represented should submit ideas, concerns and questions to the Network through the participant who attends the meeting.
CSHCN Program Contacts for Communication Network Activities	<p><u>Maria Nardella</u> Healthy Starts and Transitions Unit (includes CSHCN Program) Manager</p> <p><u>Meredith Pyle</u> CSHCN Projects Supervisor</p> <p><u>Christy Polking</u> Special Services Consultant</p>	<p>Phone: 360-236-3573 Email: maria.nardella@doh.wa.gov</p> <p>Phone: 360-236-3536 Email: meredith.pyle@doh.wa.gov</p> <p>Phone: 360-236-3571 Email: christy.polking@doh.wa.gov</p> <p>FAX: 360-586-7868</p>