Fostering Health Partnerships

Planning Regional Stakeholder Meetings

Child welfare directors may wish to hold meetings on a regular basis with local and regional partners to discuss health and well-being topics in child welfare. The frequency of such meetings will depend on existing relationships and communication, the degree of turnover in regional partners, and/or needing to introduce new policies or initiatives.

1. Determine desired outcome and agenda for meeting; e.g.
    a. General discussion of children's health needs and stakeholder roles
    b. Specific content/actions; e.g.
        i. Engage/re-engage on child welfare health needs
        ii. Inform about new policies/practices/initiatives
        iii. Strategic planning to address a specific gap/challenge
2. Determine time needed for meeting depending on agenda
3. Identify stakeholder groups to consider (broader vs. narrower depends on agenda):
    a. Primary care providers who are close partners with child welfare teams
    b. Primary care providers not yet connected, but whose clinical services would be beneficial
    c. Dental Providers (general and specialty) practicing in the region or distant providers to whom children are referred
    d. Mental Health providers including the local Community Mental Health Services Provider, private providers participating with local Medicaid Health Plan and private providers with whom the Department engages in fair market contracts
    e. Medicaid Health Plans active in the region
    f. School Districts/Intermediate School Districts
    g. Local Health Department
    h. Other active collaborative representatives; e.g.
        i. Great Start
        ii. Trauma
        iii. Community Health Innovation Regions
4. Determine venue and day/time of meeting – depends on the agenda and on stakeholders
    a. Venue
        i. In person – identify appropriate meeting space, consider parking needs

            ii. conference call/web based – identify conference line, or web platform
                1. zoom (easy to use, so far not approved for DHHS computer use)
                2. MS Teams (easy to invite – need to build some skills to use)
                3. Webex (if available)

5. Send invitations – method depends on stakeholder relationships
    a. Email – when stakeholders/attendees are familiar
    b. Phone – may be needed to engage new stakeholders, or to follow up on email
6. Prepare meeting items – can send electronically prior to meeting, can also have printed copies
    a. Agenda
    b. Supporting materials/documents
7. Identify key meeting roles – do these skills exist in the organization? necessary to engage 3^{rd} party?
    a. Facilitator
    b. Note taker
    c. Welcoming party (especially if meeting is at site with any security, or if meeting space hard to find within building)