

Director's Guide

MiTEAM Specialist

Prepare

Directors will:

- Review MiTEAM Specialist Position Description.
- Send your MiTEAM Specialist's information to the Assigned MiTEAM Analyst.
- Determine if you would like to be included in the follow-up meeting that will occur between your MiTEAM Specialist and Assigned MiTEAM Analyst.

MiTEAM Specialist will:

- Take the web-based training offered in our Learning Management System. Complete the requirements listed in the Next Steps Section of the training.
- Within one week of taking the web-based training schedule a time to meet with the Assigned MiTEAM Analyst.
- Utilize the chain of command to schedule a meeting with you (or your alternative designee) to discuss and decide what procedure option will best serve your office for the upcoming quarter.
- Request to attend the upcoming all-staff meeting to explain their role.

Plan

Directors will:

- Encourage caseworkers and supervisors to view the MiTEAM Specialist as an asset.
- Review the Procedure to Utilize MiTEAM Specialist Document and the procedural definitions on page 8 of the MiTEAM Specialist Guide.
- See page 6 of the MiTEAM Specialist Guide for information about available support.
- Meet with your MiTEAM Specialist to discuss what procedure option will work best for your office(s). If you have a county configuration consider focusing on one county. **May invite the Assigned MiTEAM Analyst.
- Email staff to explain the MiTEAM Specialist's position and what procedure option your office will use. See the procedure document for samples.

MiTEAM Specialist will:

- Meet with the Assigned MiTEAM Analyst to discuss how to explain their expanded role, ask questions, and strategize how to proceed. **You may participate in this meeting.
- Meet and collaborate with you to determine what procedure option will work best.
- Write out (or copy and paste) the details of the procedure option and email those to the Assigned MiTEAM Analyst.

Do

MiTEAM Specialist will:

- Utilize the procedure option to assist caseworkers in your offices.
- Document the assistance on the MiTEAM Specialist Individual Assistance Report.
- Work with new hires to complete CWTI homework. Discuss the Strengthening Our Focus Approach, explain their role, and discuss the completed Caseworker Self-Assessment Tool.
- Attend a quarterly Practice Support Training.
- Attend a quarterly Practice Support Networking Meeting.
- Collaborate with you to determine how to best share information and updates regarding MiTEAM.
- Seek you and the Assigned MiTEAM Analyst's approval prior to planning training.
- Complete MiTEAM Specialist Monthly Reports to document county trends and their efforts to provide individual assistance. Send to you and the Assigned MiTEAM Analyst on or before the first business day of the following month.
- Complete MiTEAM Specialist Quarterly Reports and submit them to the Assigned MiTEAM Analyst on the first business day of each quarter. **You may have them filter this report to you prior to it being sent to your Assigned MiTEAM Analyst.
- At the end of each quarter, reassess to determine if a new plan is needed for the upcoming quarter. If changing procedure options the MiTEAM Specialist must email the Assigned MiTEAM Analyst.

More information can be found in the MiTEAM Specialist Guide.

