

## Region 3 Communication Plan

**Purpose:** To develop a system of enhanced communication between the local systems tables, the Regional Advisory Council (RAC) and the State Advisory Council (SAC)/Commissioner to strengthen the quality and accessibility of childhood mental health services, recognize and minimize any possible gaps in care, and inform the development and implementation of Connecticut child and youth mental health programs and policies to best meet the needs of individuals and families within their communities.

### Proposed Methods

- Communication form and plan will be presented to all systems tables requested to provide feedback to the RAC. (See attached form) Tables will include Systems of Care, Local Advisory Boards and Youth Advisory Board.
- Each systems table will select a designated communication person (chairperson?) to complete the form on a quarterly basis based on the discussions in their meetings and email to the RAC co-chair(s). This timeline will follow the state calendar so forms will be submitted on October 1<sup>st</sup>, January 1<sup>st</sup>, April 1<sup>st</sup>, and July 1<sup>st</sup>.
- This communication person will also be the one to receive any return correspondence from the RAC co-chairs to present to their groups.
- A standardized email will be sent to the communication person at the start of each quarter either to confirm and thank them for the submission or to notify that no submission was received and request the completed form.
- The RAC co-chairs will review all submitted forms and present their content to the Council for discussion. They have 3 months to present and discuss all forms, so they could do 2 or 3 per meeting.
- The RAC will share their meeting minutes with the system table chairperson and/or communication person so that they can see the inclusion of the discussion on their forms when they occur.
- The RAC will vote on which content from local forms should be included in the forms to the SAC.
- The RAC co-chairs should inform the system table groups when and how their presented issues are addressed or if any relevant actions take place over time. A periodic review process could be implemented to ensure that system tables receive updates on their issues of concern.
- All forms and follow-up emails between the RAC and systems table groups will be filed for future reference by either the co-chairs or a designated administrative support person from DCF (Robin?).
- The communication plan could be duplicated by all regions in the state.

System Table Group name:

Date:

Contact Name & Email address to receive RAC response:

## **Systems Table Communication Form**

Briefly describe or list the issues that have been most discussed in your meetings.

What are the factors most influencing these issues and how are individuals, families, and communities being impacted?

What possible actions, on a local or state level, could affect positive change on these issues?