

Coordinated Services Team Initiative

Coordinating Committee (CC) Sample Binder Table of Contents

1. Local site brochure
2. State Statute 46.56
3. Legislative Checklist
4. CC membership list
5. Values page
6. Duties and responsibilities of the CC
7. Policies and Procedures
8. Interagency Service Agreement
9. Agendas from previous meetings
10. Minutes from previous meetings
11. Enrollment reports from previous meetings
12. Current budget and work plan
13. Overview of team process
14. Local annual data reports (if available)
15. Local annual family/youth/provider satisfaction reports (if available)
16. Most recent state annual report
17. Most recent state family satisfaction survey annual report
18. Other data as available

Please consider including appointment books for parent committee members