



**Preventing Child Maltreatment and Promoting Well-being:  
Network for Action**

## **State Team Meeting Guide**



# **Preventing Child Maltreatment and Promoting Well-Being: Network For Action State Team Meeting Guide**

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The Network for Action includes time for you and your state colleagues to meet and strengthen your network. The purpose of this time is to provide you with a dedicated opportunity to work together as a team and to strategize and plan how you can strengthen your coordination and collaboration back at home. You will have two sessions, each 1.5 hours long to do whatever work you need to do. To support your efforts, we have created this packet of materials. It includes:

- Preparing for the meeting (optional)
- A brief assessment to help you decide which agenda to use. You can also choose to create your own agenda, if none of these meets your needs.
- Instructions for inviting or selecting a facilitator for your meeting.
- Four possible meeting agendas:
  - Agenda 1: Developing a State Team
  - Agenda 2: Getting to Know You
  - Agenda 3: Working Together
  - Agenda 4: Expanding on Success and Sustaining Results
- Sign-in sheets
- Resources to support your on-going work

If you have questions before, during, or after the meeting, please contact Edi Winkle at [ediwinkle@windstream.net](mailto:ediwinkle@windstream.net) or Glenda Eoyang at [geoyang@hsdinstitute.org](mailto:geoyang@hsdinstitute.org).

## **Contents**

Before You Go (optional) .....	3
Which Agenda Is Right for You? .....	4
What about a Facilitator? .....	5
Agenda 1: Developing a State Team .....	6
Agenda 2: Getting to Know You .....	8
Agenda 3: Working Together .....	11
Agenda 4: Expanding on success and Sustaining Results .....	14
Strategic Projects and Contacts .....	17
Sign-in Sheets .....	19
Resources .....	21



## **Preventing Child Maltreatment and Promoting Well-Being: Network For Action State Team Meeting Guide**

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### **Before You Go (optional)**

This Guide will be available for download at [www.friendsnrc.org/get-involved](http://www.friendsnrc.org/get-involved) before the meeting, so you or some other member of your team can begin your preparations. Copies will also be available in your conference packet. Here are some things you might want to do before you arrive for the State Team Meetings.

**Find out who'll be there.** On the Network for Action website, [www.friendsnrc.org/get-involved](http://www.friendsnrc.org/get-involved), you can find a list of participants by state. You can download the list to see who else from your state will be attending the meeting. This list will be revised weekly, so you might want to check in often.

**Get to know your partners.** If there are people on the list you do not know, you can be in touch with them to begin building the network connection.

**Encourage other partners to attend the meeting.** Think about who is not on the list that should be. They may be people you already collaborate with or ones you would like to add to your network. Contact them and encourage them to come to the meeting.

**Make plans together.** You and your other state team members may want to meet by phone or in person before June to share information and make plans. You could begin your work and increase the power of your time together.

**Do a quick self-assessment.** What is going well in your state network? What could be better? How can you improve your collaboration, and what can you do at the meeting to supercharge your efforts?

**Pick a meeting agenda.** The Guide includes a short assessment to help you decide which of the agendas is best for you. Answer the questions (by yourself or with your state team) to help choose the goals and process to make the most of your time together.

**Choose a facilitator.** There is probably someone in your state network who has the ability and desire to facilitate your meeting. We find that this option is best because no time is wasted getting an external facilitator up to speed. If you do not have a natural facilitator, or if you think an external facilitator will help you be productive, then send an email to Julie Collins ([JCollins@cwla.org](mailto:JCollins@cwla.org)), Chair of the Facilitation Committee. She will help you identify a facilitator. If you HAVE NOT completed this step before the meeting, please go to the registration desk and ask for Julie. She will have facilitators standing by.

**Focus as a state on Strategic Project(s).** The Network for Action includes twelve Strategic Projects. Descriptions and contact people for each of the projects appears on the website. Review the list (alone or with other members of your state team) and consider which of the projects are most important for your state network. Make a plan to participate in the project(s) that will make the biggest difference for your network and your state.



**Preventing Child Maltreatment and Promoting Well-Being:  
Network For Action  
State Team Meeting Guide**

---

**Which Agenda Is Right for You?**

If you are the only person attending the Network for Action from your state, skip this table and go to Agenda 1.

<b>Do the people who will attend Network for Action from your state . . .</b>	<b>Yes</b>	<b>No</b>	<b>Don't know</b>	<b>Notes</b>
Meet regularly?				
Participate in joint planning or assessment?				
Know each other personally?				
Work together on projects together?				
Share funding streams?				
Know about variations in needs across the state (e.g. rural, urban, healthcare, education, child welfare, home visiting, etc.)?				
Represent organizations with similar missions?				
Have similar levels of skills and knowledge about issues related to prevention?				
<b>Total: How many checks in this column?</b>				
<b>Weighted total: Multiply by</b>	<b>10</b>	<b>5</b>	<b>0</b>	
<b>Grand total: Add up all columns</b>				

If your Grand total is . . .

10 to 40, we suggest Agenda 2: Getting to Know You.

41 to 60, we suggest Agenda 3: Working Together.

61 to 80, we suggest Agenda 4: Expanding on Success and Sustaining Results

This little assessment is just a guide. Feel free to review the four agendas and pick the one that fits your needs. Or, design a different agenda that will help your network move to its next stage of action.



## **Preventing Child Maltreatment and Promoting Well-Being: Network For Action State Team Meeting Guide**

---

### **What about a Facilitator?**

We want to be sure that your team has all the support it needs to be productive during your two, 1.5-hour State Team meetings at the Network for Action. Some groups will work more effectively with a facilitator. Other groups can be disrupted by an external facilitator and get distracted from the work they need to do. The problem is, we don't know which description matches your team. You probably do!

You probably do not need a facilitator if:

- Your group works together often and well
- One or more members of the group are facilitators (natural or trained)
- You are not aware of any potential conflicts in the team (personal or substantive)
- You are not anticipating discussions about issues that are contentious
- Your group is relatively small (less than 10)

The group can either assign one of its members to facilitate, or everyone on the team might accept accountability for an open and productive conversation. Either way, you can use one of the four agendas in this Guide to help shape a useful conversation.

If these statements don't describe your group, or if some of the members feel strongly about needing a facilitator, then you should take steps to get the support you need.

1. If you have made this determination BEFORE arriving at the meeting, send an email to Julie Collins at [jcollins@cwla.org](mailto:jcollins@cwla.org). She is Chair of the Facilitator Committee for the meeting, and she will make arrangements for someone to support you.
2. If you decide you need a facilitator AFTER you arrive at the meeting but before the State Team meetings begin, send one (1) member of your team to the registration desk and ask for help. They will give you instructions about what to do.
3. If you decide you need a facilitator AFTER the meeting begins, tell the Host who will be in your room, and they will make arrangements for you.

At the end of the first meeting, conduct a quick assessment and revisit your decision about a facilitator. You may change your decision at that time. Just be sure that you let others know what your decision is and make timely arrangements for the second session.



# Preventing Child Maltreatment and Promoting Well-Being: Network For Action

## State Team Meeting Guide

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### Agenda 1 Developing a State Team

You will use this agenda if you are the only member of your State Team at the Network for Action meeting. You will meet with others who are also sole representatives. We recognize that there are multiple "State Teams" working on a variety of issues at any given time that will intersect with child maltreatment prevention and well-being promotion. We are striving to help you make connections across these various teams that will help to maximize your collaboration and coordination efforts.

The purpose of this meeting agenda is to:

#### Explore ways to develop your State Team

#### State Team Meeting Agenda 1—Developing a State Team

Tuesday, June 21, 1:30 – 3:00

Before the meeting:

- Get the copy of State Team members from the meeting website, [www.friendsnrc.org/get-involved](http://www.friendsnrc.org/get-involved). You can also refer to your participant list at the meeting.
- Be prepared to discuss your state and current lay of the land. A facilitator will be working with the states that elect for Agenda 1 to help in the process of team development.

5 minutes	Welcome and Prelude from the Host Questions and Answers
15 minutes	Introduce all Team Members: <ul style="list-style-type: none"> <li>• Who are you? What state are you from?</li> <li>• What is your connection to the network for prevention of child abuse and neglect or promotion of well-being?</li> <li>• Which Strategic Project meeting did you attend?</li> </ul> Pass around the sign-in sheet and give it to the facilitator.
10 minutes	Review purpose and agenda and revise as needed (Purpose: <i>Explore ways to develop your State Team</i> )
20 minutes	Brainstorm ways that you could connect with others in your state who are engaged in prevention of child maltreatment and promotion of well-being. <ul style="list-style-type: none"> <li>• What existing connections can you build from (committees, workgroups, etc.)</li> <li>• Why do you think there are not more people here from your state?</li> </ul>
15 minutes	Consider barriers (reasons why it is difficult) and bridges (ways to overcome the barriers) for creating a stronger State Team.
15 minutes	What actions can you take to bring people together into a state team?
10 minutes	Close <ul style="list-style-type: none"> <li>• Determine next steps for developing a State Team</li> <li>• Thanks to all</li> <li>• Preview agenda for tomorrow</li> <li>• Share pluses and minuses about this session</li> <li>• Plan changes for the next session</li> </ul>



## Preventing Child Maltreatment and Promoting Well-Being: Network For Action State Team Meeting Guide

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### State Team Meeting Agenda 1—Developing a State Team Wednesday, June 22, 1:30 – 3:00

Before the meeting:

- Talk with people from other states in your Region about their State Teams.
- Consider ways to use your Strategic Project to develop your State Team.
- Think about other issues or activities that are on-going in your state that can help to develop your State Team.

5 minutes	Welcome and Prelude from the Host Questions and Answers
5 minutes	Introduce participants who were not able to attend the first meeting: <ul style="list-style-type: none"> <li>• Who are you? What state are you from?</li> <li>• What is your connection to the network for prevention of child abuse and neglect or promotion of well-being?</li> <li>• Which Strategic Project meeting did you attend?</li> </ul> Pass around the sign-in sheet and give it to the facilitator
10 minutes	Review purpose and agenda and revise as needed (Purpose: <i>Explore ways to develop your State Team</i> )
40 minutes	Each person share information about their Strategic Projects or relevant statewide project and discuss the following questions for each. <ul style="list-style-type: none"> <li>• How might this project leverage connections and help develop my State Team?</li> <li>• What ideas from this project might help me develop my State Team?</li> <li>• How can I get other people in my state engaged in this Strategic Project?</li> </ul>
20 minutes	What actions can I take to use the Strategic Projects or relevant statewide project to strengthen my State Team?
10 minutes	Close <ul style="list-style-type: none"> <li>• Determine next steps for developing a State Team</li> <li>• Thanks to all</li> <li>• Share pluses and minuses about this session</li> <li>• Discuss opportunities for peer sharing and support when you go home</li> </ul>



**Preventing Child Maltreatment and Promoting Well-Being:  
Network For Action  
State Team Meeting Guide**

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**Agenda 2  
Getting to Know You**

You will probably need to use this agenda if your team DOES NOT:

- Meet regularly
- Participate in joint planning or assessment
- Know each other personally
- Work together on projects
- Share funding streams
- Know about variations in needs across the state (e.g. rural, urban, healthcare, education, child welfare, home visiting, etc.)
- Represent organizations with similar missions
- Have similar levels of skills and knowledge about issues related to prevention

The purpose of this meeting agenda is to:

**Build relationships among potential network partners**

**State Team Meeting Agenda 2—Getting to Know You  
Tuesday, June 21, 1:30 – 3:00**

Before the meeting:

- Get the copy of State Team members from the meeting website, [www.friendsnrc.org/get-involved](http://www.friendsnrc.org/get-involved). You can also refer to your participant list at the meeting.
- Decide if the group wants or needs minutes and select a scribe.
- Decide if your groups needs or wants a facilitator and select someone to fill that role.

5 minutes	Welcome and Prelude from the Host Questions and Answers
15 minutes	<p>Introduce all Team Members:</p> <ul style="list-style-type: none"> <li>• Who are you?</li> <li>• What is your connection to the network for prevention of child abuse and neglect or promotion of well-being?</li> <li>• Which Strategic Project meeting did you attend?</li> <li>• Is there another statewide project that is important for the members to discuss?</li> </ul> <p>Pass around the sign-in sheet and give it to the selected scribe</p>
10 minutes	Review purpose and agenda and revise as needed (Purpose: <i>Build relationships among potential network partners</i> )



## Preventing Child Maltreatment and Promoting Well-Being: Network For Action State Team Meeting Guide

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35 minutes	<p>Recognize existing network links—identify groups of people in the state who already work together. For example:</p> <ul style="list-style-type: none"> <li>• the Community-Based Child Abuse and Neglect Prevention Program (CBCAP) Lead may participate with others on committees,</li> <li>• Parent Leaders may be active in various organizations,</li> <li>• the EBHV grantee maybe connected with other early childhood and home visiting initiatives,</li> <li>• the Prevent Child Abuse America representative may be working on a joint project with others; and so on.</li> </ul> <p>Try to identify all of the relevant connections that already exist among team members.</p> <p>Consider some related questions:</p> <ul style="list-style-type: none"> <li>• How can these existing connections be use to support your prevention work?</li> <li>• Who in the circle is not currently connected, and how should they connect in future?</li> <li>• Where are the connections strong?</li> <li>• Where might connections be stronger?</li> <li>• Who is connected to the network but not present at this meeting?</li> <li>• Who is not currently connected to the network and should be?</li> <li>• How might the Network for Action Strategic Projects present opportunities for new or stronger connections in our state?</li> </ul>
15 minutes	What actions can individuals, institutions, and groups take to make the connections stronger?
10 minutes	<p>Close</p> <ul style="list-style-type: none"> <li>• Determine next steps for building stronger connections</li> <li>• Thanks to all</li> <li>• Preview agenda for tomorrow</li> <li>• Share pluses and minuses about this session</li> <li>• Plan changes for the next session</li> </ul>



## Preventing Child Maltreatment and Promoting Well-Being: Network For Action State Team Meeting Guide

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### State Team Meeting Agenda 2—Getting to Know You Wednesday, June 22, 1:30 – 3:00

Before the meeting:

- Meet with others on your State Team to get to know each other better and explore opportunities to connect at home.
- Think about other ways you might connect with other members of your State Team.
- Select a scribe, if you need one.
- Select a facilitator, if you need one.

5 minutes	Welcome and Prelude from the Host Questions and Answers
5 minutes	Introduce Team Members who were not able to attend the first meeting: <ul style="list-style-type: none"> <li>• Who are you?</li> <li>• What is your connection to the network for prevention of child abuse and neglect or promotion of well-being?</li> <li>• Which Strategic Project meeting did you attend?</li> <li>• Is there another statewide project that is important for the members to discuss?</li> </ul> Pass around the sign-in sheet and give it to the selected scribe
15 minutes	Review purpose and agenda and revise as needed (Purpose: <i>Build relationships among potential network partners</i> )
40 minutes	Each person share information about their Strategic Projects/statewide projects and discuss the following questions for each. <ul style="list-style-type: none"> <li>• What activities are currently happening in the state related to the Project?</li> <li>• What is the need for related activities?</li> <li>• What potential is there for related activities?</li> <li>• How can or should the State Team work together to support the project?</li> </ul>
15 minutes	What actions can individuals, institutions, and groups take to support and be supported by the Strategic Project/statewide project?
10 minutes	Close <ul style="list-style-type: none"> <li>• Determine next steps for building stronger connections</li> <li>• Thanks to all</li> <li>• Share pluses and minuses about this session</li> </ul>



**Preventing Child Maltreatment and Promoting Well-Being:  
Network For Action  
State Team Meeting Guide**

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**Agenda 3  
Working Together**

You will probably need to use this agenda if your team DOES NOT:

- Meet regularly
- Participate in joint planning or assessment
- Work together on projects together
- Share funding streams

And if you DO:

- Know each other personally
- Know about variations in needs across the state (e.g. rural, urban, healthcare, education, child welfare, home visiting, etc.)
- Represent organizations with similar missions
- Have similar levels of skills and knowledge about issues related to prevention

The purpose of this meeting agenda is to:

**Explore opportunities to work together on initiatives or projects**

**State Team Meeting Agenda 3—Working Together  
Tuesday, June 21, 1:30 – 3:00**

Before the meeting:

- Get the copy of State Team members from the meeting website, [www.friendsnrc.org/get-involved](http://www.friendsnrc.org/get-involved). You can also refer to your participant list at the meeting.
- Decide if the group wants or needs minutes and select a scribe.
- Decide if your groups needs or wants a facilitator and select someone to fill that role.

5 minutes	Welcome and Prelude from the Host Questions and Answers
15 minutes	Introduce all Team Members: <ul style="list-style-type: none"> <li>• Who are you?</li> <li>• What is your connection to the network for prevention of child abuse and neglect or promotion of well-being?</li> <li>• Which Strategic Project meeting did you attend?</li> <li>• Is there another statewide project that is important for the members to discuss?</li> </ul> Pass around the sign-in sheet and give it to the selected scribe
10 minutes	Review purpose and agenda and revise as needed (Purpose: <i>Explore opportunities to work together on initiatives or projects</i> )



## Preventing Child Maltreatment and Promoting Well-Being: Network For Action State Team Meeting Guide

---

25 minutes	<p><b>Find opportunities to support existing initiatives or projects. Each State Team member can share information about projects currently underway in the state. Include information such as:</b></p> <ul style="list-style-type: none"> <li>• <b>Purpose</b></li> <li>• <b>Activities</b></li> <li>• <b>Timelines</b></li> <li>• <b>Roles and responsibilities</b></li> <li>• <b>Funding sources</b></li> <li>• <b>Outcomes and impacts</b></li> <li>• <b>Opportunities for support from other State Team members</b></li> </ul>
10 minutes	<p>Find opportunities to jointly launch new initiatives or projects. Together consider:</p> <ul style="list-style-type: none"> <li>• Documented needs in the state (from needs assessments or experience)</li> <li>• Resources and strengths that are available in the community to meet the need (include social capital, human capital, institutional capacity, funds, cultural resources, volunteers, etc.)</li> <li>• Ways the State Team could collaborate to meet current needs.</li> </ul>
15 minutes	<p>What actions can individuals, institutions, and groups take to support existing or launch new initiatives or projects collaboratively?</p>
10 minutes	<p>Close</p> <ul style="list-style-type: none"> <li>• Determine next steps for working together</li> <li>• Thanks to all</li> <li>• Preview agenda for tomorrow</li> <li>• Share pluses and minuses about this session</li> <li>• Plan changes for the next session</li> </ul>



## Preventing Child Maltreatment and Promoting Well-Being: Network For Action State Team Meeting Guide

---

### State Team Meeting Agenda 3—Working Together Wednesday, June 22, 1:30 – 3:00

Before the meeting:

- Meet with others on your State Team to get make plans for shared work.
- Think about other opportunities to work together to meet statewide needs.
- Select a scribe, if you need one.
- Identify a facilitator, if you need one.

5 minutes	Welcome and Prelude from the Host Questions and Answers
5 minutes	Introduce Team Members who were not able to attend the first meeting: <ul style="list-style-type: none"> <li>• Who are you?</li> <li>• What is your connection to the network for prevention of child abuse and neglect or promotion of well-being?</li> <li>• Which Strategic Project meeting did you attend?</li> <li>• Is there another statewide project that is important for the members to discuss?</li> </ul> Pass around the sign-in sheet and give it to the selected scribe
15 minutes	Review purpose and agenda and revise as needed (Purpose: <i>Explore opportunities to work together on initiatives or projects</i> )
40 minutes	Each person share information about their Strategic Projects/statewide projects and discuss the following questions for each. <ul style="list-style-type: none"> <li>• What projects or initiatives in your state are currently aligned with the Strategic Project/statewide project?</li> <li>• What opportunities exist to strengthen current projects or to initiate new ones?</li> </ul>
15 minutes	What actions can individuals, institutions, and groups take to collaborate on Strategic Projects/statewide project?
10 minutes	Close <ul style="list-style-type: none"> <li>• Determine next steps for working together</li> <li>• Thanks to all</li> <li>• Share pluses and minuses about this session</li> </ul>



# Preventing Child Maltreatment and Promoting Well-Being: Network For Action State Team Meeting Guide

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## Agenda 4 Expanding on Success and Sustaining Results

You will probably need to use this agenda if your team DOES:

- Meet regularly
- Participate in joint planning or assessment
- Work together on projects together
- Share funding streams
- Know each other personally
- Know about variations in needs across the state (e.g. rural, urban, healthcare, education, child welfare, home visiting, etc.)
- Represent organizations with similar missions
- Have similar levels of skills and knowledge about issues related to prevention

The purpose of this meeting agenda is to:

**Explore opportunities to work together on initiatives or projects**

### State Team Meeting Agenda 4—Expanding on Success and Sustaining Results Tuesday, June 21, 1:30 – 3:00

Before the meeting:

- Get the copy of State Team members from the meeting website, [www.friendsnrc.org/get-involved](http://www.friendsnrc.org/get-involved). You can also refer to your participant list at the meeting.
- Decide if the group wants or needs minutes and select a scribe.
- Decide if your groups needs or wants a facilitator and select someone to fill that role.

5 minutes	Welcome and Prelude from the Host Questions and Answers
15 minutes	Introduce all Team Members: <ul style="list-style-type: none"> <li>• Who are you?</li> <li>• What is your connection to the network for prevention of child abuse and neglect or promotion of well-being?</li> <li>• Which Strategic Project meeting did you attend?</li> <li>• Is there another statewide project that is important for the members to discuss?</li> </ul> Pass around the sign-in sheet and give it to the selected scribe
10 minutes	Review purpose and agenda and revise as needed (Purpose: <i>Explore opportunities to work together on initiatives or projects</i> )
15 minutes	Share experience about how your State Team has worked together in the past: <ul style="list-style-type: none"> <li>• As a State Team, what have been our greatest accomplishments?</li> <li>• Why were we able to be successful?</li> <li>• What challenges did we overcome?</li> </ul>



## Preventing Child Maltreatment and Promoting Well-Being: Network For Action State Team Meeting Guide

---

20 minutes	<p>Consider opportunities for the future:</p> <ul style="list-style-type: none"> <li>• What emerging challenges do we face?</li> <li>• How can we build on past success?</li> <li>• What did we learn from our past successes that can help us to respond to emerging challenges?</li> <li>• What needs to be in place to sustain the results of our success?</li> <li>• What type of technical assistance do we need to build capacity?</li> </ul>
15 minutes	<p>What actions can individuals, institutions, and groups take to work collaboratively to build on the past and sustain into the future??</p>
10 minutes	<p>Close</p> <ul style="list-style-type: none"> <li>• Determine next steps for working together</li> <li>• Thanks to all</li> <li>• Preview agenda for tomorrow</li> <li>• Share pluses and minuses about this session</li> <li>• Plan changes for the next session</li> </ul>



## Preventing Child Maltreatment and Promoting Well-Being: Network For Action State Team Meeting Guide

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### State Team Meeting Agenda 4—Expanding on Success and Sustaining Results Wednesday, June 22, 1:30 – 3:00

Before the meeting:

- Meet with others on your State Team to get make plans for shared work.
- Think about other opportunities to work together to meet statewide needs.
- Select a scribe, if you need one.
- Identify a facilitator, if you need one.

5 minutes	Welcome and Prelude from the Host Questions and Answers
5 minutes	Introduce Team Members who were not able to attend the first meeting: <ul style="list-style-type: none"> <li>• Who are you?</li> <li>• What is your connection to the network for prevention of child abuse and neglect or promotion of well-being?</li> <li>• Which Strategic Project meeting did you attend?</li> <li>• Is there another statewide project that is important for the members to discuss?</li> </ul> Pass around the sign-in sheet and give it to the selected scribe
10 minutes	Review purpose and agenda and revise as needed (Purpose: <i>Explore opportunities to work together on initiatives or projects</i> )
40 minutes	Each person share information about their Strategic Projects/statewide projects and discuss the following questions for each. <ul style="list-style-type: none"> <li>• What synergies exist between the Strategic Project/statewide project and our individual and statewide efforts?</li> <li>• How might we collaborate with each other and with the Strategic Project/statewide project to extend our success and sustain our results?</li> </ul>
20 minutes	What actions can individuals, institutions, and groups take to leverage the activities and initiatives of the Strategic Projects/statewide projects?
10 minutes	Close <ul style="list-style-type: none"> <li>• Determine next steps for working together</li> <li>• Thanks to all</li> <li>• Share pluses and minuses about this session</li> </ul>



**Preventing Child Maltreatment and Promoting Well-Being:  
Network For Action  
State Team Meeting Guide**

**Strategic Projects and Contacts**

<b>Title</b>	<b>Sponsor</b>	<b>Goal</b>	
Messaging at the Intersections: Making the Case to New Partners About Why Child Abuse and Neglect Matters to Them	Center for the Study of Social Policy	Engage significant new partners in incorporating child maltreatment goals and strategies into their ongoing work with children and families	Nilofer Ahsan <a href="mailto:Nilofer.Ahsan@cssp.org">Nilofer.Ahsan@cssp.org</a>
Engaging and Leveraging the Business Sector in Supporting Essentials for Childhood: Safe, Stable, Nurturing Relationships (SSNRs) for Children	Division of Violence Prevention CDC	Engage leaders in the business community in the promotion of Essentials for Childhood: SSNRs and the prevention of child maltreatment	Sandra Alexander <a href="mailto:SPAlexander@cdc.gov">SPAlexander@cdc.gov</a>
The National Parent Helpline®: Mobilizing Diverse Partners to Promote Community Change	Parents Anonymous	Create a strategic National Parent Helpline® Outreach Plan to further the national prevention and promotion agenda by engaging parents and organizational staff in utilizing, making referrals, and sharing resources through the National Parent Helpline® to strengthen families and communities.	Sandra Williams <a href="mailto:swilliams@parentsanonymous.org">swilliams@parentsanonymous.org</a>
Parent Partnerships: Charting Effective Strategies and Evaluating the Impact on Programs and Policy Development	National Alliance of Children's Trust and Prevention Funds <i>in conjunction with</i> Circle of Parents	Identify and define strategies that foster effective parent partnerships AND Develop mechanisms for measuring the short- and long-term impact of parent leadership on program effectiveness	Cynthia Savage <a href="mailto:csavage@circleofparents.org">csavage@circleofparents.org</a> Carolyn Abdullah <a href="mailto:cabdullah@hotmail.com">cabdullah@hotmail.com</a>
National Campaign to Prevent Child Maltreatment	Prevent Child Abuse America <i>in conjunction with</i> Prevent Child Abuse Florida	Highlight the roles individuals and organizations play in supporting healthy development for each and every child AND Ensure that public awareness campaigns are having the desired impact on the audience.	Ben Tanzer <a href="mailto:btanzer@preventchildabuse.org">btanzer@preventchildabuse.org</a>
Building the Movement to Prevent Child Sexual Abuse	MA Child Sexual Abuse Prevention Partnership	Promote comprehensive education about child sexual abuse	Jetta Bernier <a href="mailto:jetta@masskids.org">jetta@masskids.org</a>
Sharing the Care	ZERO to THREE	Engage national partners in broadly disseminating an interactive tool for meaningful discussions between providers and parents	Nancy Seibel <a href="mailto:NSeibel@zerotothree.org">NSeibel@zerotothree.org</a>



## Preventing Child Maltreatment and Promoting Well-Being: Network For Action State Team Meeting Guide

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Engaging the Child Abuse Prevention Community in State Lifespan Respite Systems	ARCH National Respite Network and Resource Center	Increase engagement of CBCAP Leads and others in building and implementing State Lifespan Respite Systems to ensure that families are able to access respite when and how they need it	Jill kagan <a href="mailto:jbkagan@verizon.net">jbkagan@verizon.net</a>
Leveraging Complex Systems Science to Advance Child Maltreatment Prevention: Supporting Essentials for Childhood (Safe, Stable, and Nurturing Relationships for Children)	Division of Violence Prevention, CDC	Leverage current efforts in understanding and applying Complex Systems Science to prevent child maltreatment	Rich Puddy <a href="mailto:rpuddy@cdc.gov">rpuddy@cdc.gov</a>
CWLA Child Welfare Standards of Excellence for Prevention of Child Abuse and Neglect—Phase 1	Child Welfare League of America	Contribute to the development of an agreed upon definition of child abuse and neglect and a framework that will be used for the development of standards	Julie Collins <a href="mailto:JCollins@cwla.org">JCollins@cwla.org</a>
Period of PURPLE Crying: Evidence-Based Infant Abuse Prevention Program	National Center on Shaken Baby Syndrome	To increase the impact and awareness of the evidence-based <i>Period of PURPLE Crying</i> program in communities across North America and thus help reduce the incidence of Shaken Baby Syndrome/Abusive Head Trauma (SBS/AHT)	Julie Price <a href="mailto:jprice@dontshake.org">jprice@dontshake.org</a>
Child Care Expansion Initiative: The Role of Training and Technical Assistance in Improving Quality Child Care for Military Families	DOD, Military Community and Family Policy, Office of Children and Youth	Increase child care capacity in support of military families	Barbara Delaney <a href="mailto:Barbara.Delaney@osd.mil">Barbara.Delaney@osd.mil</a>



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**State Team Meeting  
Sign-in Sheet  
Session 1 Tuesday**

State \_\_\_\_\_

Facilitator (optional) \_\_\_\_\_

Scribe (optional) \_\_\_\_\_

Name	Organization	email
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Continue on the back if necessary.



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### State Team Meeting Guide

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## State Team Meeting Sign-in Sheet Session 2 Wednesday

State \_\_\_\_\_

Facilitator (optional) \_\_\_\_\_

Scribe (optional) \_\_\_\_\_

Name	Organization	email
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### **Resources**

[National Network for Collaboration](http://crs.uvm.edu/ncco/) (<http://crs.uvm.edu/ncco/>)

This site has a wealth of information and links to useful resources. One tool you may find helpful is the [Spider Web Tool](http://crs.uvm.edu/ncco/cd/spider.htm) (<http://crs.uvm.edu/ncco/cd/spider.htm>).

[Collaborative Capacity Instrument](http://www.cffutures.org/files/publications/Collaborative_Capacity_Instrument.pdf?q=Children___Family_Policy/CW/EPSCG/Collaborative_Capacity_Instrument.pdf)

([http://www.cffutures.org/files/publications/Collaborative\\_Capacity\\_Instrument.pdf?q=Children\\_\\_\\_Family\\_Policy/CW/EPSCG/Collaborative\\_Capacity\\_Instrument.pdf](http://www.cffutures.org/files/publications/Collaborative_Capacity_Instrument.pdf?q=Children___Family_Policy/CW/EPSCG/Collaborative_Capacity_Instrument.pdf))

The Collaborative Capacity Instrument was developed by staff at Children and Family Futures to be used as a self-assessment by County (and/or State) alcohol and drug and child welfare service agencies who are preparing to work with each other or who may be seeking to move to a new level of cooperation after some initial efforts. The questions were designed to elicit discussion among and within both sets of agencies about their readiness for closer work with each other.

[Collaborative Values Inventory](http://www.ncsacw.samhsa.gov/files/CVI_5_17_03.pdf) ([http://www.ncsacw.samhsa.gov/files/CVI\\_5\\_17\\_03.pdf](http://www.ncsacw.samhsa.gov/files/CVI_5_17_03.pdf))

The Collaborative Values Inventory is a questionnaire to be completed by cross-disciplinary teams of professionals who are seeking a better understanding of the values that guide different disciplines and systems. After completing the questionnaire anonymously, it is helpful to have the items scored and then a formal meeting(s) to discuss the similarities and differences across systems. The intent of the questionnaire is to assist community members and professional staff in developing common principles for their work together

[Framework and Policy Tools for Improving Linkages between Alcohol and Drug Services, Child Welfare Services and Dependency Courts](http://www.ncsacw.samhsa.gov/files/NewFramework.pdf) (<http://www.ncsacw.samhsa.gov/files/NewFramework.pdf>)

This paper explains a framework for assessing the components of collaborative efforts to address the substance abuse issues among families in the child welfare and dependency court systems. This ten-element framework is a tool for assessing collaboration across systems, specifically the identification of benchmarks for improving system linkages, which are fundamental to improving outcomes and long-term well-being for families in the child welfare system with substance use disorders.

[Collaboration: What Makes it Work](http://www.fieldstonealliance.org/index.cfm) (<http://www.fieldstonealliance.org/index.cfm>)

This resource reviews and summarizes the existing literature on collaborations and identifies factors that influence the success of the collaboration. This resource includes a copy of the Wilder Collaboration Factors Inventory.

[Partnership Self-Assessment Tool](http://partnershiptool.net/) (<http://partnershiptool.net/>)

This assessment was developed by the Center for the Advancement of Collaborative Strategies in Health and is available at this address for free download. The tool was designed to help partnerships 1) understand how collaboration works and what it means to create a successful collaborative process; 2) assess how well their collaborative process is working; and 3) identify specific areas they can focus on to make their collaborative process work better.



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### [Evaluating Collaboratives: Reaching the Potential](#)

(<http://learningstore.uwex.edu/assets/pdfs/G3658-8.PDF>)

This report from the University of Wisconsin Cooperative Extension breaks down the evaluation of collaboration into manageable sections and defines the different areas.

### [Community Tool Box](http://tamarackcommunity.ca/g3.php) (<http://tamarackcommunity.ca/g3.php>)

This link guides you to a Community Tool Box developed by Tamarack: An Institute for Community Engagement. The toolbox talks about a four step process using some of the tools referenced above to get a comprehensive picture of your collaboration. It also includes some helpful information on necessary components for community based programs.