

SACRAMENTO'S CREATING COMMUNITY SOLUTIONS NETWORK CONCEPTUAL FRAMEWORK AND MEMBER COMMITMENTS

PARTICIPATION OVERVIEW

The ***Creating Community Solutions Network*** is the vehicle for community-wide mobilization to implement *Sacramento's Mental Health Action Plan: Breaking Through Barriers on Mental Health*. This plan was developed as a result of Sacramento's response to President Obama's call for a National Dialogue on Mental Health and has a particular focus on youth age 14 to 24.

The *Network's* conceptual framework and initial organization are informed by concepts related to the theory and practice of collective impact and collaboration. At the start, the *Creating Community Solutions Network* will be comprised of seven areas of participation, including:

1. General Network Members
2. Action Teams
3. Action Team Co-Facilitators
4. Creating Community Solutions Council
5. Administrative Leadership
6. Executive Committee
7. Funder Committee

This organizational structure is flexible and expected to change as we begin working together to implement strategies. Bi-directional communication and coordination across all levels of participation will be one key to success.

The Sierra Health Foundation Center for Health Program Management (The Center) and the Sacramento County Office of Education (SCOE) serve as the "backbone" for coordination and management of the effort, supported by community-based organizations, policy makers and philanthropic leadership. While anyone interested in mental health and wellness may participate in the *Network* as a general member, the vast majority of change efforts will be accomplished through committed participation in Action Teams. It is anticipated that some strategies offer opportunity to build on existing efforts and be implemented quickly, while other strategies will require additional planning.

To start, there are four Action Teams organized around the eight strategies outlined in the Sacramento Mental Health Action Plan:

- A. Identifying Early Signs of Mental Health Issues through Schools & Community Programs
- B. Connecting Youth to Health-Focused Social Media Campaigns
- C. Integrating Behavioral Health & Primary Health Care
- D. Support for Transition-Age Youth (TAY) to Navigate Systems and Gain Employment

Action Team representatives, diverse stakeholders, content experts and other key leaders will be invited to serve on the ***Creating Community Solutions Council*** to help steer the process, ensure overall coordination and communication, and contribute to policy and systems changes. Initially, Action Teams and the Council will meet monthly and then determine the frequency of meetings, based on project needs. Three *Network* meetings are scheduled to engage general members and broad community participation. This project will conclude in September 2015.

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1. General Network Members

Who: Anyone interested in mental health and wellness in the Sacramento region.

Role: Participate in implementing Sacramento's Mental Health Action Plan and advancing the goals of the *Creating Community Solutions Network*.

Responsibilities:

- a. Share ideas to inform the implementation of strategies and continued planning.
- b. Work collaboratively to coordinate action, communicate with community members and share lessons learned.
- c. Be willing to work on policy and systems change within their sphere of influence.
- d. Participate in Network meetings as desired.

2. Action Teams

Who: Volunteers committed to taking an active role in implementing Action Plan strategies to achieve collective impact. Participants represent diverse perspectives and cultures, including youth, families, consumers of mental health services, health professionals, educators, social service providers, employment specialists, law enforcement, community-based organizations, advocates, researchers, technical advisors, content experts, media and others.

Role: Implement specific strategies in the Sacramento Mental Health Action Plan.

Responsibilities:

- a. Organize to achieve goals and strategically plan next steps.
- b. Mobilize community resources to carry out prioritized activities.
- c. Conduct research, assessment and data collection and analysis as needed.
- d. Convene on a regular basis to share data and stories about progress and to communicate activities more broadly to grow the *Network*.
- e. Provide recommendations to the *Creating Community Solutions Council* and project leadership regarding progress and future activities.
- f. Work with Action Team co-facilitators to keep the group moving forward, document activities and communicate progress.
- g. Prepare for and participate regularly in monthly meetings.

3. Action Team Co-Facilitators

Who: Two committed volunteers from each Action Team

Role: Employ facilitative leadership skills to help organize the group.

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Responsibilities:

- a. Coordinate Action Team process and communication with Administrative Leadership.
- b. Prepare Action Team agendas and ensure meetings are documented.
- c. Facilitate Action Team meetings, using *Network* ground rules and decision-making guidelines.
- d. Participate in the *Creating Community Solutions Council* to assist in coordinating the “big picture.”
- e. Represent the Action Team on the *Council* by sharing ideas, raising questions and communicating progress and recommendations.
- f. Understand the “big picture” and support efforts to achieve collective impact.
- g. Prepare for and participate regularly in monthly meetings.

4. Creating Community Solutions Council

Who: Approximately 25-member advisory group representing a diverse array of stakeholders committed to “moving the needle” on mental health issues in Sacramento County.

Role: Coordinate, advocate and advise on the “big picture.”

Responsibilities:

- a. Assist in the development and implementation of long-term plans and activities that are aligned with shared vision and goals, including data collection and shared measurement.
- b. Influence policy and system changes within respective systems and organizations.
- c. Advocate for technical and other supports required for collective impact, including access to data and communication tools.
- d. Provide recommendations to Action Teams and project leadership regarding progress and future activities to ensure goals are accomplished.
- e. Prepare for and participate regularly in monthly meetings.

5. Administrative Leadership

Who: Center for Health Program Management, Sacramento County Office of Education (SCOE), Mental Health America of Northern California, and Converge CRT.

Role: Provide overall strategic direction, management, facilitation, support and communication required to work collaboratively to implement the Mental Health Action Plan.

Responsibilities:

- a. Coordinate the implementation of the Mental Health Action Plan, facilitate dialogue among partners and provide guidance on *Creating Community Solutions Network* activities.
- b. Establish Action Teams and the *Creating Community Solutions Council* by engaging key leaders, youth and other community members.

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- c. Provide support and coordination, including meeting facilities, process guidelines, and some research and data compilation.
- d. Coordinate communications and community outreach to maintain focus on the vision, goals and progress of the implementation effort.
- e. Document process and outcomes; and manage data collection and analysis.
- f. Consult regularly with Executive and Funder Committees.
- g. Prepare for and participate regularly in meetings.

6. Executive Committee

Who: Mayor Kevin Johnson's Office, Senator Darrell Steinberg's Office, Congresswoman Doris Matsui's Office, Sacramento County Department of Health and Human Services, Sacramento County Division of Behavioral Health Services, and Sierra Health Foundation

Role: Champion the implementation of Sacramento's Mental Health Action Plan and the *Creating Community Solutions Network* efforts to create large-scale, sustainable change.

Responsibilities:

- a. Oversee the strategic direction of the initiative.
- b. Review recommendations and provide advice to the *Network*.
- c. Coordinate with national efforts.
- d. Ensure the adoption of policy, environmental, programmatic and infrastructure changes in their respective areas of influence.
- e. Seek opportunities for sustainability, replication, and/or expansion of successful strategies and activities.
- f. Communicate regularly with Administrative Leadership.

7. Funder Committee

Who: The California Endowment, Blue Shield of California Foundation, and Sierra Health Foundation.

Role: Marshall investments to support *Network* efforts to implement the Mental Health Action Plan and create large-scale, sustainable change.

Responsibilities:

- a. Mobilize and leverage funding to establish, sustain, expand and/or replicate implementation strategies and activities.
- b. Review recommendations and provide advice to the *Network*.
- c. Support the adoption of policy, environmental, programmatic and infrastructure changes in their respective areas of influence.
- d. Communicate regularly with Administrative Leadership.

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DISCUSSION GROUND RULES

Ground rules are a tool to enlist group members' best conduct in meetings. They create a foundation for respectful dialogue, provide guidelines for how the group will work together, and are agreed to by all members.

- All group members are responsible for meeting success and outcomes.
- Please help assure the ground rules are observed.
- Be present, silence electronics.
- Everyone participates, no one dominates – share your experiences, ideas and opinions.
- Think outside the box and welcome new ideas.
- Honor time – be succinct and share the air space.
- Use common conversational courtesy.
- Refrain from interrupting or side conversations.
- Listen respectfully and with an open mind, seek to understand and question first.
- Assume and extend good will.
- Separate people from the problem; be soft on people even if hard on issues.
- Avoid jargon and acronyms – explain terms when necessary.
- Humor is welcome – though never at someone else's expense.
- Be comfortable and take care of your personal needs.
- You can leave silent, but not unhappy.

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DECISION-MAKING GUIDELINES

- 1. CONSENSUS AS THE FUNDAMENTAL PRINCIPLE:** The Action Teams and Creating Community Solutions Council will seek common ground and strive to reach consensus in their actions and recommendations.
- 2. DEFINITION OF "CONSENSUS":** A decision that all group members agree they can live with, reached by the group as a whole. Members may hold different levels of agreement that range from strong support to neutrality, to abstention, to "I can live with it." The decision may not be everyone's ideal choice, but there is common understanding, support and a commitment to move forward together.
- 3. PARTICIPATION:** Members must be in attendance at a meeting to participate in decisions made at that meeting. Decisions made in a meeting will not be revisited in the next.
- 4. DIVERGENT VIEWS:** If the Action Teams or Council cannot reach consensus on a particular item, The Center and SCOE request that the participants provide multiple options for consideration. The administrative leadership will make a determination, taking into consideration all views, alignment with relevant policies, fiscal resources, time line and other significant factors.
- 5. RESOLVING PROCESS CONCERNS:** If there is a concern about the process, a participant should first speak with the facilitator. If unresolved, the participant should discuss the issue with Cheryl Raney, SCOE project manager. If the issue remains unresolved, it should be brought before the Council. If still unresolved, the issue should be brought to Matt Cervantes, The Center's senior program officer. The Center will have final responsibility for deciding how to proceed.