Community Collaboration for Children
Peer Exchange Process
For
Service Providers

Peer Exchange Core Team

The Cabinet for Health and Family Services (CHFS), Community Collaboration for Children (CCC) staff along with community partners, service providers, parents and vendors volunteered to make up the Peer Exchange Core Team. At this time, the Peer Exchange process will be conducted for In-home Based Services, Supervised Visitation Services, and Family Team Meetings.

Peer Exchange Packet

CCC staff will send out an email (enclosed) to Regional Coordinators explaining process and attaching packet. This packet will include:

1. Letter to service providers
2. Self-assessment tool for In-home Based Services, Supervised Visitation, and Family Team Meetings
3. Evaluation of the peer exchange process

Definition

Peer Exchange brings together peers in a process of sharing and exchanging ideas. It is not a Cabinet monitoring but is an assistance tool to identify strengths and challenges. Its goal is to highlight problematic areas and explore solutions through available resources with your peers.

Purpose

- Exchange ideas
- Highlight success
- Provide an open environment for sharing
- Identify service gaps
- Identify additional assets
- Identify training and/or technical assistance needs
- Improve child abuse prevention efforts
- Provide feedback to service providers
- Offer new perspectives
- Support service providers

Timeframes

Core Peer Exchange Team set the date and time for each review.
3 months prior - CCC staff makes meeting arrangements
2 months prior - CCC staff email letter to coordinator
1 ½ - 1 month prior - CCC staff sends invite letter to service providers
1 month prior - CCC staff mail Peer Exchange Assessment Tool to service providers
1 week before exchange CCC staff send reminder letter to service providers

Peer Exchange Agenda Items

The facilitators have the flexibility to adjust timeframes on the agenda that they feel will be most productive for the process. However, the agenda must include the following items (see attached sample agenda).

- ✓ **Welcome**
- ✓ **Introductions**
- ✓ **Ground Rules**
- ✓ **Purpose**
- ✓ **Work through tool**
- ✓ **Report Out**
- ✓ **Evaluations**

Roles and Responsibilities

Community Collaboration for Children role:

- Set up meeting
- Follow timeframes outline above
- Provide lunch
- Provide materials
  - Flip charts, easels & markers
  - Sign-in Sheet (include region and email address)
  - Name tags
  - Dots
  - Cards and post its
  - Blank tools and evaluations
  - Blank CD
  - Candy (Provided by TA or facilitators)
  - Resources for service providers
  - Provide caterer contact information

Facilitators Role:

- Meet night before review with other facilitators to review process
- Take notes on flip charts
- Send notes from exchange to CCC (Annette Harrod or designee)

Who attends Peer Exchange

- Service Providers
- Facilitator and co-facilitator
- *No CCC staff*