Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We would like to invite you to join a Care Coordination Collaborative that we are convening for the [insert region] and hope that you are able to attend our first meeting that will be held in [insert month]. More information on the meeting will be sent out separately.

**Background Information:**

This Collaborative, funded through the DPH’s Medical Home Initiative for Children and Youth with Special Healthcare Needs (CYSHCN), is being modeled after the group that has been operating in the North Central since 2010. Over the years, representatives from more than 15 organizations including state agencies (DPH, DCF, DSS), statewide organizations (CHN, CT BHP, CT DHP, FSN) and local providers have come together to:

* learn about resources and services offered by colleagues
* problem solve challenges confronting families via case presentations
* design and offer trainings on issues identified through case presentations
* identify systems and policy barriers that prevent families from obtaining the services needed in a timely and efficient manner

As the Collaborative learns more about the work of member agencies and the challenges they confront in supporting families, suggestions and recommendations for improving care coordination will arise. A **State Level Collaborative** was convened to provide a venue for regional collaboratives to elevate systems’ issues and gaps, with the intention of developing potential policies to address these issues.

Our goal is to establish a Collaborative that can do similar work in this region. Your participation in this effort is important to ensuring its success. We hope that you are interested in representing your organization on the Collaborative. We anticipate that meetings will be held [insert how often] at [location if known].

If you would like more information about [Insert Your Collaborative Name] please contact us at [Insert contact information].

I look forward to hearing from you and to your participation in the Collaborative.

Thank you,