***Definition***: In-Service education is defined as a program of planned activities designed to increase the competencies (knowledge, skills, and attitudes) needed by all collaborative members in the performance of their professional roles.

Through in-services, Collaborative members coordinate efforts to provide on-going training in areas identified by the collaborative. In-service trainings serve as on-going training and education in subjects relating directly to care coordination and to the population that we serve, Children and Youth with Special Health Care Needs. In-service training should be presented during regularly scheduled Collaborative Meetings per your region’s work plan.

* Meeting coordinator will schedule date for in-service and consult with trainer about topic
* Prior to Care Coordination Collaborative Meeting, the trainer provides the meeting coordinator with PowerPoint presentations, resources, tools, survey tools, etc if applicable
* It is recommended that in-services are limited to 30 minutes (20 min presentation/ 10 min questions/answers)