The Collaborative mission is to improve access to services for children by strengthening the relationships amongst care coordination agencies utilizing a shared resource model of care.

The **Minutes Tracking Document** serves as multi-purpose tool. The goal is to document the type of meeting being held, provide highlights, and identify formal and informal connections that occurred during or after the meetings; including outcomes, pending action item, and follow up.

Through this tracking document, collaboratives will be able to identify coordination efforts, training needs, and system’s issues.

It is recommended that the tracking document be completed during regularly scheduled Collaborative Meetings.

* Meeting facilitator should consider identifying a scribe to take minutes and follow up with formal and informal connections via email or phone
* The scribe should present the minutes and any documentation at the beginning of each meeting.

There are four parts to this tool which will be defined in detail below:

**Topic:**

**Discussion:**

**Linkages/Connections:**

**Action Items/Person Responsible:**