

Smoky Mountain Assessment and Resource (SMART) Team

Charter

Mission: Our mission is to utilize data, both qualitative and quantitative, to identify and close gaps in quality practices and offer professional development opportunities that are beneficial to the continued growth of the staff in Smoky Mountain.

Team Composition: The Smoky Mountain Assessment and Resource Team is comprised of the Regional Administrator, Deputy Regional Administrator, Team Coordinators, Team Leaders and front line staff from a variety of program areas. This team will also consist of stakeholders including consortium employees, resource parents, private provider agency staff, Community Advisory Board members, consultants and possibly birth parents and custodial and post-custodial youth.

Authority and Empowerment: The Smoky Mountain Assessment and Resource Team will be responsible for the following:

- Circle facilitators will be accountable for the productivity of their teams and a new facilitator will be appointed if no progress is noted after a period of 3 months.
- Circle members are expected to assess the need for, identify and recruit new members.
- Agenda items can be requested by members of the larger team but it is also hoped that members of the circles will continually evaluate the quality of their specialized area and identify agenda items as well.
- The team will promote courageous conversations among the members.
- All Level 2 CQI items will be reviewed by the SMART team.
- The SMART team will be responsible for planning processes for the Smoky Mountain region to include reviewing regional protocols, approving pilot programs, and assisting with coordinating regional events.
- SMART facilitator will send an article regarding the team's initiatives to be included in the regional newsletter.

Operations: The Smoky Mountain Assessment and Resource Team will meet once per month at DCS offices around the region. Suzanne White, Central Office Technical Assistance, will be invited to each of the meetings. Circle members will meet a minimum of monthly but can meet as often as needed. Each circle will have a facilitator, scribe and members. If a member is unable to attend, they must send a representative to the meeting who will be able to report out on action steps and report back to the original team member. Members will sign a charter membership agreement and members who are not employed by DCS will sign a confidentiality agreement as well. Meeting agendas will generally follow a format which includes reviewing old business, discussing Level 2 CQI items, breaking out into circle groups and reconvening to report out, brainstorm needed trainings and/or obtain approval from the larger group to move forward with any plans to increase quality in various areas. All data will be shared at the SMART. Meeting minutes for all Circles will be in the CQI format and will be posted on the shared drive along with the meeting minutes from the larger SMART group. Details regarding the outcomes of the Smoky Mountain Assessment and Resource Team will be shared at the Administrative and Regional Leadership meetings.

By signing this Charter, I agree to accept the responsibility associated with membership in the Smoky Mountain Assessment and Resource Team. I understand the goals, responsibilities and commitments necessary for participation as part of this team and agree to abide by the terms listed above. Further, I understand that participation in this team requires a time commitment to attend and participate in meetings and may include individual and/or group assignments and action steps. I am willing to serve as a member on the Smoky Mountain Assessment and Resource Team.

Signature

Date