

ROOTED IN RELATIONSHIPS

COORDINATION RESPONSIBILITIES

Strong coordination and fiscal management are essential to the successful planning, implementation, and sustainability of Rooted in Relationships. These functions support both Pyramid Model implementation and Infant and Early Childhood Mental Health (IECMH) systems-building efforts by helping stakeholders, coaches, providers, and community partners work toward shared community goals.

Because community level implementation varies across the state, responsibilities may vary based on local needs, capacity, and structure. In some communities, coordination and fiscal management responsibilities may be fulfilled by the same individual, while in others they may be shared across multiple people or organizations.

Key Skills for Effective Coordination and Fiscal Management

Individuals responsible for coordination and fiscal management demonstrate:

- Relationship-building and communication
- Organizational and project management
- Collaboration with diverse stakeholders and community partners
- Systems-thinking and strategic planning
- Fiscal management and budgeting
- Problem-solving and decision-making
- Use of data and evaluation to support continuous improvement
- Accountability and follow-through
- Knowledge of Pyramid Model implementation and IECMH systems-building efforts

Rooted in Relationships Coordination responsibilities include, but are not limited to:

Planning Phase

Coordination

- Invite community stakeholders to participate in planning process
 - This may include communicating with partners and asking them to reach out to their contacts also.
- With the help of the NCFE TA, plan community meetings including the large stakeholder group and any subgroups that may be convened
 - Planning includes setting dates, arranging space, planning agendas, and sending out minutes following the meeting.
- Facilitate planning meetings and/or collaborate with an external facilitator.
- Recruit coaches, providers, and trainers for Pyramid implementation.

- Complete progress reports and submit them in accordance with the schedule in the contract.
- Develop a work plan and budget for implementation in coordination with the fiscal agency and community stakeholder group.
- Have regular, ongoing communication with NCFF staff regarding needs and progress.

Fiscal Management

- Execute contracts to carry out planning
 - This may include a coordinator, a neutral facilitator, use of facilities, and others as determined by stakeholder group.
- Keep accurate financial records inclusive of supporting documentation for expenditures, monitor contracts and pay contractors in a timely manner.
- Submit monthly expenditure reports with all required documentation to Nebraska Children and Families Foundation by the deadline stated in the contract.
- Develop a work plan and budget for implementation in coordination with the Rooted coordinator and community stakeholder group.

Implementation Phase

Coordination

- Plan and hold Rooted stakeholder meetings, including large group meetings where cross-sector representatives are present and subgroups (if applicable).
 - In many cases these groups may not be solely focused on Rooted and the Rooted coordinator may not be the facilitator. In those cases, the coordinator should be in communication with the facilitator and ensure that Rooted business is included on the agenda when applicable.
- Develop a work plan and budget, with fiscal agent and stakeholder input for each new year, and adjust the work plan as needed throughout the year based on implementation experience (Continuous Quality Improvement).
- Schedule and plan logistics for all Pyramid Model module trainings, provider collaboration meetings, and coach/coordinator check in meetings.
- Problem-solve concerns among coaches and providers as they arise.
- Communicate regularly with the coaching team and reiterate information between NCFF staff and local providers and coaches.
- Work with evaluators from Munroe-Meyer Institute to implement evaluation protocol for Pyramid Model work. Reach out to NCFF staff for assistance in the development of evaluation methods for your systems strategies as they are planned.
- Routinely log in to the coaching database to ensure coaching documentation is up to date for each coach.

- Conduct background checks as needed for prospective coaches.
- With the external stakeholder team, develop a plan for who will lead the system strategies on the workplan and provide accountability to ensure those activities are completed, including established evaluation.
- Complete and submit progress reports to NCFF by the deadline outlined in the contractual agreement.
- Have regular, ongoing communication with NCFF staff regarding needs and progress.

Fiscal Management

- Execute contracts to carry out the project, including letters of agreements with all childcare providers, contracts with coaches, etc.
- Hold coordinator, coaches, and providers accountable to what is included in their contracts.
- Keep accurate financial records (including supporting documentation for all expenditures), monitor contracts, and pay contractors in a timely manner.
- Submit monthly expenditure reports with all required documentation to Nebraska Children and Families Foundation by the deadline stated in the contract.
- Submit budget modification requests as needed.

Note: The coordinator/fiscal agent for the planning phase may be different from the coordinator/fiscal agent for the implementation phase.