

Crisis Intervention Teams (CIT) & Crisis Intervention Partner (CIP) Stakeholder Meeting Toolkit

Identify your Community Stakeholders. Stakeholders are those within the county/community that have a vested interest in Crisis Intervention, and/or hold a profession that plays a key role in developing CIT&CIP trainings. By bringing together these key community stakeholders, various areas are represented and reached within the community and the conversation can begin about adapting the philosophy of CIT&CIP. Community stakeholders will greatly benefit your Coordinating Committee, who help in the development, coordination, and planning of a CIT&CIP training.

Any business, service provider, government agency and/or advocacy group that would benefit in some way from CIT&CIP needs to be invited and involved. Suggestions include:

Consumers, families, advocates:

- People living with mental illness and/or substance use
- Family members of people living with mental illness and/or substance use
- Local advocacy groups (National Alliance on Mental Illness local affiliate)

Mental health care providers:

- County mental health & substance use providers (decision-maker and direct service provider)
- Representative from local United Way
- Providers and advocates (including people with lived experience) from Alzheimer's community
- Providers and advocates (including people with lived experience) from the cross-disability community (developmental, intellectual, cognitive, physical disabilities)
- Emergency room/hospital representatives (decision-maker and direct service provider)
- Private mental health & substance use providers (decision-makers and people providing direct service)

Law enforcement and first-responders:

- Sheriff and chief of police
- First responders
- 911 dispatch supervisor

Local & state government:

- City mayor
- City manager
- City council
- County commissioners
- Chamber of Commerce
- State legislators

Criminal justice system:

- Representative from Wisconsin Dept. of Corrections
- Probation and parole authorities
- Magistrate, superior and probate court judges
- Juvenile court judges
- Representative from Wisconsin Division of Juvenile Corrections

Education:

- Representative from local colleges and/or universities
- Representative from K-12 education (decision-maker such as a school board member and an educator)

Other:

- Homeless advocates
- Faith-based organizations
- Local business owners
- Military (Provost Marshal)
- Local Media

For Questions, Please Contact: Stacey Mohr, CIT/CIP Program Director
NAMI Wisconsin, 4233 W. Beltline Hwy. Madison WI, 53711 or email to stacey@namiwisconsin.org.
Ph:608-268-6000.

Visit www.citwisconsin.org for more information on Crisis Intervention programs

Plan the meeting:

1. Review the meeting purpose. The purpose of this meeting is to educate attendees about CIT&CIP. Propose the concept of adapting the philosophy of CIT&CIP to your area and joining the CIT&CIP Wisconsin community. Allow the attendees to voice their perspectives and develop a sense of ownership regarding CIT&CIP.

Although this may include discussions surrounding the community's strengths and weaknesses as they relate to supporting people experiencing mental health crises, the meeting is not a platform for addressing inequities in mental health services, finger pointing, or airing personal experiences.

Connect with the NAMI Wisconsin CIT/CIP Program Director before the stakeholder meeting for questions and guidance with this process.

2. Develop the meeting agenda. Your stakeholder meeting might include:

- Welcome and introductions (NAMI representative, CIT trained officer, or other meeting coordinators)
- Make the case for CIT&CIP: explain to your audience how CIT&CIP will benefit them. In preparing this component, brainstorm concerns and motivations stakeholders might bring to the table. For law enforcement, this could be liability issues, concern for officer safety, and time spent transporting individuals to mental health treatment. Funding is another main source of concern--connect with the NAMI Wisconsin CIT/CIP Program Director to discuss possible funding opportunities prior to the meeting.
- Presentation from CIT&CIP trained officer from a community with local CIT&CIP program
- Invite the NAMI Wisconsin CIT&CIP Program Director to attend in person or conf. in to answer any questions that may arise
- View a CIT&CIP video
- Inform Stakeholders of the Coordinating Committee who help to develop, coordinate, and plan the CIT&CIP. Pass out sign-up sheets for those interested in being a member of your county's Coordinating Committee.
- Wrap-up and set next steps

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3. Logistics.

- Print copies of the agenda for each attendee
- Ensure that someone is designated to take minutes (notes) during the meeting.
- Materials needed include:
 - Information display table with NAMI Wisconsin brochures, local affiliate brochures, CIT&CIP brochures and general information
 - Laptop computer and LCD projector
 - Projector screen or wall viewable by all invitees
 - Easel with flip chart
 - CIT video
 - Light refreshments
 - Registration/Sign-In table with:
 - List of invitees who RSVP'd (be prepared to welcome those who did not)
 - Sticky name tags
 - Sign-in sheet (contact information for all attendees is very important!)
 - Meeting agenda
 - Packets with additional materials (CIT&CIP info and handouts)
 - Sign-up sheet to pass around at end of meeting to get volunteers for professional, family and consumer presentations

Meeting follow-up:

1. Send thank-you emails. Follow up with an email thanking attendees for coming and an overview of next steps. Send a meeting overview/update email to those that didn't attend, asking interested parties to call or email meeting coordinator with questions. Email those interested in being a member of the Coordinating Committee, providing a welcome and information.

2. Organize contact information. Following the meeting, provide contact information for those who coordinated the stakeholders meeting and are the main point of contact for planning the training. Also provide contact information for the NAMI Wisconsin CIT/CIP Program Director.

3. Follow up with additional stakeholders. As a result of the stakeholders meeting, you may be given recommendations for others that should be involved. Be sure to follow up with any individuals that other stakeholders recommend.