

## New CRCG Checklist

Below is a checklist to help prepare new or expanding Community Resource Coordination Groups (CRCGs) to serve clients. The items on this checklist are not exhaustive; however, they serve as a starting point. More details are available in the CRCG Handbook [here](#).

The CRCG State Office recommends accessing the CRCG website for a thorough review of the resources listed below. A review of the CRCG website will provide you with a clear understanding of the key components required to start or maintain a CRCG.

Important Resources for CRCGs:

- [CRCG Model & Guiding Principles](#)
- [CRCG Memorandum of Understanding \(MOU\)](#)
- [CRCG Toolbox \(Handbook, New Chair Guides, Guides for New Members\)](#)
- [Data Entry Requirements & Resources](#) (all forms are listed here)

The following steps provide a chronological order of procedures to help ensure the creation, revival and/or maintenance of an effective CRCG.

**Identify state agencies and leaders in your area who provide human services and support to your community.** In 2006, leadership from the state social service, education, workforce, housing, and criminal justice agencies signed a Memorandum of Understanding requiring representatives from the following state agencies and local offices to participate in the CRCG program:

- Texas Department of Aging and Disability Services (DADS)
- Texas Department of Assistive and Rehabilitative Services (DARS)
- Texas Department of Housing and Community Affairs (TDHCA)
- Texas Department of Family and Protective Services (DFPS)
- Texas Juvenile Justice Department (TJJD)
- Texas Department of Criminal Justice (TDCJ)
- Texas Correctional Office on Offenders with Medical or Mental Impairments (TCOOMMI)
- Texas Workforce Commission (TWC)
- Texas Education Agency (TEA)
- Texas Department of State Health Services (DSHS)
- Texas Health and Human Services Commission (HHSC)

**Identify additional key organizations and leaders in your area who are knowledgeable and provide resources and support to your community.** These leaders may include representatives from the local school district, local mental health authorities, local non-profits, community or faith-based organizations, parents, and family members.

**Reach out to key leaders to determine a date, time, and a centralized meeting location for an initial organizational meeting.** If you need help identifying your local state agency representative, please send an email to [CRCG@hhsc.state.tx.us](mailto:CRCG@hhsc.state.tx.us).

**Develop an initial organizational meeting agenda to include:**

- What are CRCGs?
- Key state and local representatives.
- Examples of CRCGs in other counties (if available).
- The CRCG process and what it will look like in the county.
  - CRCG 101 (See attached CRCG 101 PowerPoint or webinar recording [here](#)).
  - Leadership Team (See "Leadership" on page 13 of the CRCG Handbook for details).
  - Regular Meetings (See "The CRCG Meeting" on page 27 of the CRCG Handbook for details).

**Host an initial organizational meeting. Plan to discuss:**

- What age groups will we serve?
- How many counties will we serve?
- How often will we meet?
- Where and when will we host our regular meetings?
- What CRCG Member roles will we have and how will we select members for leadership roles?
- How long will leadership roles be held?
- What will be our referral process and selection/screening criteria for referrals?
- Confidentiality and Release of Information forms.

**Create CRCG Mission Statement,** (See "Mission" on page 11 of the CRCG Handbook for details).

**Create/determine CRCG by-laws or policies and procedures.** (See "By-laws or Policies and Procedures" on page 11 of the CRCG Handbook for details).

**Select leadership team and roles.** (See "Leadership & Roles/Responsibilities" on pages 13-14 of the CRCG Handbook for details).

**Notify the state CRCG office of your new CRCG, your leadership contact information, and an email list of all your members.** This ensures that all members receive helpful newsletters and resources. Send this information to [cr\\_cg@hhsc.state.tx.us](mailto:cr_cg@hhsc.state.tx.us).

## Community Resource Coordination Groups (CRCGs) of Texas

- Create/develop communication guidelines or ground rules for regular meetings.** (See "Ground Rules" on page 13 of the CRCG Handbook for details).
- Create Release of Information forms with adherence to state/federal law and each agency's confidentiality policies.** (See "Release of Information" on page 20 of the CRCG Handbook for details).
- Notify all partners (including those unable to attend the meeting) that the CRCG is active and accepting referrals.** Inform partners of the referral process and any eligibility requirements for referrals.
- Begin referring eligible clients to the CRCG.**
- Begin holding regular CRCG meetings to coordinate resources for selected cases.** (See "The CRCG Meeting" on pages 27-29 of the CRCG Handbook for details).
- Complete and submit required forms to the State CRCG Office on an ongoing basis.** You may submit paper copies or enter online [here](#). Forms include:

- CRCG Meeting Information form
- Initial Service Plan form
- Follow-Up form

**Data Entry Login information** - Please note that all CRCGs currently use the same login information for data entry. Log in using the following information:

User ID: **mydata**

Password: **getcredit**

### Questions/Contact

<p><b>State CRCG Office:</b> 909 W 45<sup>th</sup> ST Austin, TX 78751</p> <p>Email: <a href="mailto:CRCG@hhsc.state.tx.us">CRCG@hhsc.state.tx.us</a></p> <p>Website: <a href="http://www.hhsc.state.tx.us/crcg/crcg.htm">http://www.hhsc.state.tx.us/crcg/crcg.htm</a></p>	<p><b>CRCG State Team:</b></p> <p>Emily Sasser-Bray, LMSW</p> <p>(512) 206-5256</p>
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