

## System Coordination Activities Tracking Form

**Core Standard CS6: System Coordination, states:**

The agency must demonstrate the capacity to coordinate the service system, which entails the development of working relationships and agreements (formal and informal) among programs and services with a role in the array of sexual abuse/assault service provision, with the goal of improving service delivery.

To simplify the collection of documentation for activities performed under this standard, this form will help you to organize the appropriate evidence. Use a separate form for each project or task conducted to improve service delivery.

**Name of Project or Task and Brief Description:**

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**Date Started** \_\_\_\_\_ **Ongoing?** \_\_\_\_ **If not, Date Finished** \_\_\_\_\_

**Evidence of leadership by the CSAP.** Leadership could include initiating the task or activity, being in a formal leadership role, participating in a collaborative leadership role, contributing significantly to an ongoing project, serving as a partner in a grant or grant application, convening a conversation, developing a multidisciplinary training, or sharing resources with project partners, among other activities. Attach all available documentation to this form:

- Meeting Minutes
- Meeting Agenda
- Letters of Support
- Emails Initiating the Activity
- Agency Strategic Plan
- Other Documentation
  - o Specify: \_\_\_\_\_
  - o \_\_\_\_\_

**What eligible activities were conducted** (provide a brief description)? At least four activities should be named.

- Develop partnerships  
\_\_\_\_\_  
\_\_\_\_\_
- Increase collaboration  
\_\_\_\_\_  
\_\_\_\_\_
- Assess gaps in service  
\_\_\_\_\_  
\_\_\_\_\_

- Foster cooperation

\_\_\_\_\_

- Develop accountability process

\_\_\_\_\_

- Develop new ways of delivering services

\_\_\_\_\_

**Who were the participants in this process?** Check their role and specify who was involved. At least five participants should be named.

- Law enforcement

\_\_\_\_\_

- Prosecutors

\_\_\_\_\_

- Judiciary

\_\_\_\_\_

- Child Protective Services

\_\_\_\_\_

- Schools

\_\_\_\_\_

- Social services (private and public)

\_\_\_\_\_

- Mental health services

\_\_\_\_\_

- Medical facilities/practitioners

\_\_\_\_\_

- Emergency services

\_\_\_\_\_

- Other relevant groups, task forces, network and individuals

\_\_\_\_\_

**Attach documentation of participation by the people and entities above.** This documentation may include:

- Meeting Minutes
- Task Force or Committee Rosters
- Letters of Collaboration
- Memoranda of Understanding
- Grant Applications
- Protocols
- Interagency Agreements
- Other Relevant Documentation

- Specify: \_\_\_\_\_

**The last part of the System Coordination standard states:**

The agency participates (through membership or other evidence of involvement) in local, statewide and/or national groups to improve service for individual clients, identify gaps in service, advocate for needed change, share training and other resources and work toward the elimination of sexual violence.

**Identify the local, statewide and/or national groups in which you participate:**

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**Attach any of the following forms of evidence of participation:**

- Membership certificates
- Meeting minutes
- Proof of Lobby Day participation
- Training agendas
- Listserv information
- Other indicators of engagement

Remember, the overall goal of this standard is to create lasting changes in service delivery for the benefit of survivors, changes that will be maintained even if particular individuals are no longer involved in providing services.