



Recommendations in Selecting a Consultant

The purpose of this document is to help the system of care communities choose experts whose knowledge and skill areas will best serve the individual community’s needs in developing local systems of care. A System of Care Community should determine that a potential consultant is committed to the values and principles for the system of care, as articulated by Stroul and Friedman, A System of Care for Children and Youth with Severe Emotional Disturbances (1994). The community must also ensure that the System of Care elements listed below are addressed:

- ❖ Development of Family Partnerships
- ❖ Cultural Competency and Practices that are Culturally Sensitive
- ❖ Building a System of Care Infrastructure
- ❖ Interagency Collaboration
- ❖ Promoting Access into the System of Care
- ❖ Individualized Care in the Least Restrictive Environment
- ❖ Securing Community Investment in the System of Care
- ❖ Accountability

This should be consistent with the requirements of the GFA, as it relates to:

- Cultural Competence
- Family Involvement
- Effective evidence-based practices
- Sustainability
- Youth Involvement

Please review the following information to assist in your community’s selection process.

I. Clarify and Describe Need	
1. Issues	State issue as specifically as possible
2. Challenges	Write out your understanding of the challenge(s) in addressing the issue.
3. Focus	What do you want to consultant to focus on in addressing the issue?
4. Related to Strategic Plan	Document how this issue relates to the Strategic Plan
5. Desired Outcome	Write out what you hope to happen, as it relates to cultural competence, family involvement, effective evidence –based practices, and sustainability.
6. What’s been tried	Efforts to date



I. Clarify and Describe Need	
7. Time Frame	What is your best estimate as to how long it will take to make the changes you desire?
8. Allocated Resources (\$\$\$)	Be as specific as possible.
9. Will the consultant increase the development of community capacity?	How will the consultant contribute in develop local technical assistance capacity?
10. Who has been used before/tried before?	What were the outcomes?

II. Consultant Options
1. Local Community
2. Regional
3. State
4. National
5. International
6. TAP Peer Mentors (<i>For unassigned communities...</i>)
7. National Guilds
8. Professional Organizations
9. Other System of Care Communities (Graduated/Current)

III. Consultant Selection Team	
1. Recruitment	Team would recruit the appropriate consultant and prepare them for the consultation visit.
2. Community Membership	The Team, 3-5 (Project Director, TA Coordinator, Family Representative...), depending upon the nature of the issue(s).
3. Write requirements	See Above...
4. What type of Intervention?	Document review only, onsite visit, visit with follow-up?
5. Outcomes	Building local capacity...

IV. Narrow the Field	
1. Resumes	
2. Recommendations	
3. References	
4. Is this a repeat visit?	<ul style="list-style-type: none"> • Was the previous visit successful? • What would you change? • Is there community members' feedback?



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V. Phone Interview Process	
1. Development of Interview Questions related to Outcomes.	4 or 5 questions that summarize what you want, what outcomes your want, and how this fits into your site's overall plan.
2. Determine how consultant answers relate to community's requirements	Did the process entail discussions/training on Cultural Competence, Family Involvement, Effective Evidence-Based Practices, or Sustainability?
3. Consider developing set of questions to send to prospective consultant in advance.	<ul style="list-style-type: none"> • Ask consultant about experiences and successes. • How they might help with the community's challenges.

VI. Selection and Negotiating a Contract	
1. Facilitate decision process based on original requirements versus outcomes.	<ul style="list-style-type: none"> • Verify consultant's experience.
2. Think through contract.	<ul style="list-style-type: none"> • Time and end date • Deliverable product • Cost • Consultant exit report with recommendations. • A written report, and • Schedule of communications

VII. Prepare Stakeholders at all levels
1. Involve stakeholders in the planning, and how to reinforce lessons learned.
2. Utilize what is completed.
3. Institutionalize for ongoing use.

VIII. Evaluate Consultant Impact
Utilize TAP "Consultant Visit Feedback Form", or similar evaluation...
Encourage stakeholder feedback...
Did the visit meet your community's expectations?
Did the visit entail discussions/training on Cultural Competence, Family Involvement, Effective Evidence-Based Practices, or Sustainability?



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