



Successful Health-Housing Organization Meetings

The Consortium Steering Group agreed in March to use recent successful health-housing collaboration meetings to develop a list of key components that create effective inter-agency relationships. These components are:

- **Participants**
 - Ensure key participants are present including clinicians, managers and the people involved in day-to-day work. All agencies with direct stake in these relationships need to be represented.
- **Set realistic agendas and times**
 - Develop agendas in advance that define the purpose of the meetings and topics for discussion to support this purpose. Give participants a chance to modify the agenda in advance.
 - Participants need to be prepared with examples that support the agenda discussion items.
 - Create an agenda that can be completed in the allotted time.
 - One and a half hours are needed for the initial collaboration meeting.
- **Managing the meeting**
 - To avoid the tendency for some people to dominate the discussion, select a facilitator who is not too directly involved in the discussions and who will ensure full participation to include everyone's perspective.
- **Discussion topics**
 - Introductions and agreements about 'who does what' are key.
 - Ensure everyone understands the general goals and requirements of each organization at the table.
 - Use real examples to support realistic discussions.
- **Follow-up required**
 - Ensure there is a written note or minutes of the meeting, including agreements, next steps and who has responsibility for them.
 - While responsibilities for follow-up action may fall on multiple participants, identify a single point of contact at each organization who is most appropriate to handle the majority of collaboration and who can make connections between other participants as needed.
 - Look for and capture the change in collaborative efforts post-meeting and share these to encourage further collaboration. For example, if communication improves between hospital and community staff resulting in improved flow of information, let participants and others know.