Collaboration Assessment Tool: Glossary of Terms

Words and phrases written in red on the Collaboration Assessment Worksheets are defined below, in the order they appear in each section.

Worksheet Sections	
1. **Knowledge Base**	The process by which agencies involved in the initiative define, identify, track, share, and evaluate information on the target population within and across agencies.
2. **System Collaboration**	The process by which different systems work together to define common goals, identify mechanisms to achieve those goals, support their service providers ,and evaluate and refine their initiative to ensure positive outcomes.
3. **Service Coordination**	The process by which service providers from different systems coordinate—and potentially integrate—treatment and services for a shared population in order to achieve system goals.
4. **Resource Collaboration**	The process by which agencies involved in the initiative identify and secure resources (e.g. staffing, funding, etc.) that sustain the initiative and advance its goals.
Worksheet Terms	
1. **Collaborating Agencies**	The criminal justice and mental health agencies that work together on specific initiatives, activities, programs, etc. that target shared populations.
2. **Initiative**	Activities that collaborating agencies undertake to develop and implement a coordinated response to their target population
3. **Governing Structure**	The oversight team that plans, administers, monitors, and/or evaluates the various aspects of the initiative. The governing structure can be a committee, task force, etc.
4. **Boundary Spanner**	An agency staff person who links collaborating agencies through information exchange and communication.
5. **Community-Based Service Provider**	Individuals, organizations, and agencies that assist in various aspects of the treatment, recovery, transition, and integration of people with mental illness involved with the criminal justice system. While the term "community-based service provider" typically encompasses a broad spectrum of providers, this assessment tool emphasizes those that consider themselves part of the mental health system.

6. Corrections Employees	Individuals who work for the state or county corrections agency, including community corrections (e.g. probation and parole officers) and health care staff (e.g. psychologists, psychiatrists, social workers, substance abuse counselors) and are employed by a jail or prison.
7. Screening	The process of identifying the potential presence (evidence) of mental illness, drug abuse, victimization, etc., in an individual for the purpose of determining whether the individual is a member of a given target population.
8. Assessment	The process of verifying the presence of, evaluating, and diagnosing mental illness, substance use, victimization, etc. for the purpose of determining the needs and strengths of individuals in order to develop a comprehensive treatment/re-entry plan.
9. Comprehensive Services	A range of individualized services that increase the likelihood of successful treatment/re-entry plan implementation. Comprehensive services include: • Case management • Integrated substance abuse and mental health counseling; • General medical services • Housing/residential services • Supported employment • Family services • Assertive Community Treatment • Psychopharmacology
10. Process Evaluation	A process evaluation is an assessment of the *implementation* of an initiative, including the frequency and intensity of services provided and client satisfaction with those services.
11. Outcome Evaluation	An outcome evaluation is used to assess the *results* of an initiative to determine its effectiveness, efficiency, and costs.
12. Target Population	The group of individuals on which the initiative will focus, determined based on the prevalence of group members across systems, the needs of those group members, and the most efficient and cost-effective use of limited resources to address those needs.
13. Demographics	Statistical characteristics that describe a particular group of individuals or members of that group, including age, race, sex, etc.
14. Needs Assessment	A review of the existing systems and service providers working with the target population in order to identify gaps in services and develop strategies to fill them.

15. Cross Training	Inter-organizational training designed to improve staff expertise and knowledge of each other's systems, specifically regarding their respective roles and responsibilities with the shared target population. Cross training is also intended to improve staff competencies in providing services to this shared target population.