

**AGENCY OF HUMAN SERVICES
Integrating Family Services**

Regional Readiness Tracking Document

STEPS TO READINESS	REGION: _____ NAME OF IFS GOVERNING BODY MEMBER WHO COMPLETED THIS FORM: _____ DATE FORM COMPLETED/UPDATED: _____	EVIDENCE OF COMPLETION
1. Make an informal inquiry		Email sent to IFS Management Team
2. Hold “Introduction to Integration” & “getting to know you” meeting(s) with the IFS Mgt. team		Meeting minutes distributed to meeting participants and available on IFS website (and local website if possible)
3. Convene exploratory meetings among local partners		Meeting minutes distributed to meeting participants and available on IFS website (and local website if possible)
4. Make a decision to pursue IFS implementation		Email sent to IFS Management Team informing them of group’s decision
5. Submit a Letter of Intent & do any necessary follow-up		Signed Letter of Intent, submitted to IFS Management Team

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6. Draft & finalize your Regional Governance Agreement		Signed IFS Regional Governance Agreement, available online & sent to IFS Management Team
7. Identify your region's strengths, opportunities, gaps and barriers		Completed Regional Map
8. Develop & finalize your IFS Regional Implementation Plan		Completed IFS Regional Implementation Plan
9. Prepare & finalize your IFS grant/contract		Signed IFS grant/contract
10. Begin IFS implementation		Convene a kick-off meeting