# Appendix A: Team Brainstorming Worksheet

**Part 1. Instructions:** Answer the questions below to help you think about different roles that can be considered for the person-centered and positive support team. Use the following questions when considering each role and make a note if you decide you will invite this person to attend. Copy and paste additional roles if more sections on this form are needed.

## Important Roles to Consider for the Team:

### CEO, Director, and/or Leadership for the Organization

Who is the person?

*[Type the name of the CEO, Director, and/or leadership for the organization]*

What is the person’s role?

*[Type the person’s role]*

Can they attend on a regular basis?

*[Type yes/no to indicate if this person can attend meetings on a regular basis]*

Does this leader make decisions for the organization?

*[Type yes/no as to if this person a decision maker for the organization]*

Will you invite this person to become a team member?

*[Type yes/no to indicate if you will invite this person to become a team member]*

Does the person represent a diverse or culturally distinct group of people (racial or ethnic diversity, a group of people who tend to spend time together as friends and share similar beliefs and values, etc.)?

*[Type yes/no if the leader represents a diverse or culturally distinct group of people in the organization?]*

### Possible Staff Member (1)

Who is the person?

*[Type the name of the first possible staff member]*

What is the person’s role?

*[Type the first possible staff member’s role]*

Can they attend on a regular basis?

*[Type yes/no to indicate if the first possible staff member can attend on a regular basis]*

Where does the person work?

*[Type where the first possible staff member works in HCBS]*

Are they a full-time or part-time staff member?

*[Type full-time or part-time to indicate staff member’s participation in the organization]*

Length of time in the organization?

*[Type the length of time the first possible staff member has worked in the organization]*

Does the person represent a diverse or culturally distinct group of people in the organization (racial or ethnic diversity, one or more people who tend to spend time together as friends and share similar beliefs and values, etc.)?

*[Type yes/no if the first possible staff member represents a diverse or culturally distinct group of people in the organization]*

Will you invite this person to become a team member?

*[Type yes/no to indicate whether you will invite this first possible staff member to become a team member]*

### Possible Staff Member (2)

Who is the person?

*[Type the name of the second possible staff member]*

What is the person’s role?

*[Type the second possible staff member’s role]*

Can they attend on a regular basis?

*[Type yes/no to indicate if the second possible staff member can attend on a regular basis]*

Where does the person work?

*[Type where the second possible staff member works in HCBS]*

Are they a full-time or part-time staff member?

*[Type full-time or part-time to indicate staff member’s work load in the organization]*

Length of time in the organization?

*[Type the length of time the second possible staff member has worked in the organization]*

Does the person represent a diverse or culturally distinct group working in the organization (racial or ethnic diversity, one or more people who tend to spend time together as friends and share similar beliefs and values, etc.)?

*[Type yes/no if the second possible staff member represents a diverse or culturally distinct group of people working in the organization]*

Will you invite this person to become a team member?

*[Type yes/no to indicate you will invite this second possible staff member to become a team member]*

### Possible Staff Member (3)

Who is the person?

*[Type the name of the third possible staff member]*

What is the person’s role?

*[Type the third possible staff member’s role]*

Can they attend on a regular basis?

*[Type yes/no to indicate the third possible staff member can attend on a regular basis]*

Where does the person work?

*[Type where the third possible staff member works in HCBS]*

Are they a full-time or part-time staff member?

*[Type full-time or part-time to indicate staff member’s participation in the organization]*

Length of time in the organization?

*[Type the length of time the third possible staff member has worked in the organization]*

Does the person represent a diverse or culturally distinct group working in the organization (racial or ethnic diversity, one or more people who tend to spend time together as friends and share similar beliefs and values, etc.)?

*[Type yes/no if the third possible staff member represents a diverse or culturally distinct group of people working in the organization]*

Will you invite this person to become a team member?

*[Type yes/no if you will invite this third possible staff member to become a team member]*

### People Receiving Services (1)

Who is the person?

*[Type the name of the first person receiving services]*

Can they attend on a regular basis?

*[Type yes/no to indicate that the first person receiving services can attend on a regular basis]*

Type of services they are receiving?

*[Type the services received by the first person receiving HCBS]*

Length of time with the organization?

*[Type how long the first person has been receiving services from the organization]*

Does the person represent a diverse or culturally distinct group in the organization (racial or ethnic diversity, one or more people who tend to spend time together as friends and share similar beliefs and values, etc.)?

*[Type yes/no to indicate whether the first person receiving services represents a diverse or culturally distinct group of people in the organization]*

Will you invite this person to become a team member?

*[Type yes/no to indicate whether you will invite the first person receiving services to become a team member]*

### People Receiving Services (2)

Who is the person?

*[Type the name of the second person receiving services]*

Can they attend on a regular basis?

*[Type yes/no to indicate that the second person receiving services can attend on a regular basis]*

Type of services they are receiving?

*[Type the services received by the second person receiving HCBS]*

Length of time with the organization?

*[Type how long the first person has been receiving services from the organization]*

Does the person represent a diverse or culturally distinct group in the organization (racial or ethnic diversity, one or more people who tend to spend time together as friends and share similar beliefs and values, etc.)?

*[Type yes/no to indicate whether the second person receiving services represents a diverse or culturally distinct group of people in the organization]*

Will you invite this person to become a team member?

*[Type yes/no to indicate whether you will invite the second person receiving services to become a team member]*

### Family Members/Caregivers/Guardians (1)

Who is receiving services from the family?

*[Type the name of the family member]*

Can they attend on a regular basis?

*[Type yes/no to indicate whether the first family member/caregiver/guardian can attend on a regular basis]*

Type of services the family member is receiving?

*[Type the services received by the person the first family member/caregiver/guardian represents]*

Length of time with the organization?

*[Type how long the person the first family member/caregiver/guardian represents has received services]*

Does the person represent a diverse or culturally distinct group working in the organization (racial or ethnic diversity, one or more people who tend to spend time together as friends and share similar beliefs and values, etc.)?

*[Type yes/no if the first family member/caregiver/guardian represents a diverse or culturally distinct group of people]*

Will you invite this person to become a team member?

*[Type yes/no to indicate whether you will invite the first family member/caregiver/guardian to become a team member]*

### Family Members/Caregivers/Guardians (2)

Who is receiving services from the family?

*[Type the name of the family member]*

Can they attend on a regular basis?

*[Type yes/no to indicate whether the second family member/caregiver/guardian can attend on a regular basis]*

Type of services the family member is receiving?

*[Type the services received by the person the first family member/caregiver/guardian represents]*

Length of time with the organization?

*[Type how long the person the first family member/caregiver/guardian represents has received services]*

Does the person represent a diverse or culturally distinct group working in the organization (racial or ethnic diversity, one or more people who tend to spend time together as friends and share similar beliefs and values, etc.)?

*[Type yes/no if the first family member/caregiver/guardian represents a diverse or culturally distinct group of people]*

Will you invite this person to become a team member?

*[Type yes/no to indicate whether you will invite the second family member/caregiver/guardian to become a team member]*

### Manager, Supervisor

Who is the person?

*[Type the name of the manager, supervisor]*

What is the person’s role?

*[Type the role of manager, supervisor]*

Can they attend on a regular basis?

*[Type yes/no to indicate whether the manager, supervisor can attend on a regular basis]*

Where does the person work?

*[Type where the supervisor, manager works]*

Are they a full-time or part-time staff member?

*[Type full-time or part-time to indicate the work load in the organization for this manager, supervisor]*

Length of time in the organization?

*[Type how long the manager, supervisor has worked with the organization]*

Does the person represent a diverse or culturally distinct group working in the organization (racial or ethnic diversity, one or more people who tend to spend time together as friends and share similar beliefs and values, etc.)?

*[Type yes/no if the manager, supervisor represents a diverse or culturally distinct group of people]*

Will you invite this person to become a team member?

*[Type yes/no as to if you will invite the supervisor, manager to become a team member]*

### Quality Assurance (QA), Human Service Professionals

Who is the person?

*[Type the name of the QA/human service professional]*

What is the person’s professional role?

*[Type role the QA/human service professional represents]*

Can they attend on a regular basis?

*[Type yes/no to indicate whether the QA/human service professional can attend on a regular basis]*

How is this person connected to the organization (internal organizational position or external role) ?

*[Type how the QA/human service professional is connected to the organization]*

Length of time connected to the organization?

*[Type how long the QA/human service professional has worked with the organization]*

Does the person represent a diverse or culturally distinct group working in the organization (racial or ethnic diversity, one or more people who tend to spend time together as friends and share similar beliefs and values, etc.)?

*[Type yes/no if the quality assurance, human services professional represents a diverse or culturally distinct group of people]*

Will you invite this person to become a team member?

*[Type yes/no to indicate whether will invite the QA/human service professional to become a team member]*

### Community Members, Board of Directors or Other Human Services in Region

Who is the person?

*[Type the name of the community, board, or human service member]*

What is the person’s professional role?

*[Type the community, board, or human service member’s professional role]*

How is this person connected to the organization?

*[Type how this community member is connected to the organization]*

Why are you considering this person for the team?

*[Type why you are considering the community member for the team]*

Can the person attend meetings on a regular basis?

*[Type yes/no if the community member can attend meetings on a regular basis]*

Length of time working with the organization?

*[Type how long the community member has worked with the organization]*

Does the person represent a diverse or culturally distinct group of people (racial or ethnic diversity, areas or characteristics within the community, etc.)?

*[Type yes/no if the community, board, or human service member represents a diverse or culturally distinct group of people]*

Will you invite this person to become a team member?

*[Type yes/no to indicate whether you will invite community member to become a team member]*

### Other Ideas for Team Members

Who is this person?

*[Type name of an additional team member]*

What is the person’s role?

*[Type a description of the person’s role]*

Where does the person work?

*[Type where the other person works]*

Can they attend on a regular basis?

*[Type yes/no to indicate whether the person can attend on a regular basis]*

~~Are they a full time or part time staff member?~~

*~~[Type if the other person is a full time or part time staff member]~~*

Length of time the person has known about the organization?

*[Type the length of time the person known about the organization]*

Does the person represent a diverse or culturally distinct group in the community (racial or ethnic diversity, areas or characteristics within the community, etc.)?

*[Type yes/no to indicate whether the person represents a diverse or culturally distinct group of people in the community]*

Will you invite this person to become a team member? Circle YES or NO.

*[Type yes/no to indicate whether you will invite community member to become a team member]*

## Final List of Invited Team Members

**Part 2. Instructions:** Create a summary of potential team members using the brainstorming list above. Record the name of the person who you are inviting, when they were asked to join the team and when you expect to get a response from each person. Copy and paste additional members as needed to this list below.

### Team Member 1

Name

*[Type the name of team member 1]*

Invitation to send (date)

*[Type the date the invitation needs to be sent]*

Due date for response

*[Type the due date for response]*

**Team Member 2**

Name

*[Type the name of team member 2]*

Invitation to send (date)

*[Type the date the invitation needs to be sent]*

Due date for response

*[Type the due date for response]*

### Team Member 3

Name

*[Type the name of team member 3]*

Invitation to send (date)

*[Type the date the invitation needs to be sent]*

Due date for response

*[Type the due date for response]*

### Person Invited 1

Name

*[Type the name of the first person invited]*

Invitation date

*[Type the date the first person invited was sent an invitation]*

Due date for response

*[Type response due date for the first person invited]*

Accepted?

*[Type yes/no as to if the first person invited accepted the invitation]*

### Person Invited 2

Name

*[Type the name of the second person invited]*

Invitation date

*[Type the date the second person invited was sent an invitation]*

Due date for response

*[Type response due date for the second person invited]*

Accepted?

*[Type yes/no as to if the second person invited accepted the invitation]*

### Person Invited 3

Name

*[Type the name of the third person invited]*

Invitation date

*[Type the date the third person invited was sent an invitation]*

Due date for response

*Type response due date for the third person invited]*

Accepted?

*Type yes/no as to if the third person invited accepted the invitation]*