

CTJT PEOPLE AND PARTNERS

The CTJT initiative was made possible through the collaborative efforts and support of multiple, diverse groups of people including the *CTJT organizers* as well as the CTJT participants. A full description of the roles and responsibilities that went into the CTJT project is detailed below.

CTJT ORGANIZERS

These are the people who put together the project, materials, and website.

This 16-member team began with three faculty, with one each from the University of Cincinnati College of Law, School of Criminal Justice, and Department of Psychology.

Additional team members include:

- 1 consultant with expertise in facilitating collaborative research from Cincinnati Children's Hospital Medical Center
- 11 student research assistants on the Process Evaluation Team
- 7 law students, 4 of whom were either pursuing a second degree
 - Master's in Social Work
 - Master's in Public Health and PhD candidate in Epidemiology
 - Master's in Women's, Gender, and Sexuality Studies
 - Doctor of Medicine Candidate
- 3 graduate students in Criminal Justice (2 Master's and 1 PhD)
- 1 Master's student in Psychology
- 1 Postdoctoral Fellow in Criminal Justice

CTJT PARTICIPANTS

These are the people who provided their time and experience to participate in CTJT.

Project organizers deliberately started CTJT with a small group of 18 participants. Participants are listed in three categories below to explain who was at the table.

- 6 community organizers focusing on disparities in health, housing, education, economic development, and criminal justice
- 6 system officials: a state legislator, a police official, a public defender, a prosecutor, a probation officer, and a magistrate in the Court of Domestic Relations
- 6 academics focusing on law and sociology, housing, medicine, economics, and public health

To identify people for your own CTJT group, consider these initial questions:

- *Who is doing the work in your community?*
- *Who else could be included?*
- *What helps or hinders collaboration?*

CTJT Organizers - Team Roles and Responsibilities

Faculty Members

- Lead project planning and administration
- Recruit participants
- Provide subject matter expertise
- Lead data collection, analysis, and dissemination
- Supervise students
- Communicate and meet with other team members on a regular basis
- Co-facilitate workshops and conference
- Lead ongoing process evaluation, reflection, and retooling

Project Manager

- Assist in project planning and implementation
- Communicate and meet regularly with faculty research team; assist in generating meeting agendas, minutes, and follow-up communications
- Assist in planning and managing logistics for virtual workshops and in-person conference
- Meet regularly with the Process Evaluation Team; facilitate feedback between that team and faculty researchers; assist in identifying opportunities for process improvement

Process Evaluation Team

Coordinator

- In consultation with faculty, lead drafting, revision, and implementation of data collection tools
- Assist in training law students on using data collection tools
- Assist in identifying opportunities for process improvements

Team Leaders

- Conduct literature reviews
- Assist in development and implementation of data collection tools
- Lead post-workshop feedback sessions with Process Evaluation team to assess productivity and identify opportunities for improvement
- Communicate improvement opportunities to faculty

Team Leaders

- Observe and transcribe workshop and conference sessions
- Provide insight and impressions of research participants within the research sessions
- Communicate with the Project Manager and Team Leaders regarding feedback and issues that occurred during the research sessions
- Conduct participants exit surveys and interviews
- Aid the team with other activities

Postdoctoral Fellow

- Coordinate development of prototypes for CTJT website and Thriving Library

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