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MCH Innovations Database Practice Summary & Implementation Guidance

Planning for Meaningful Family Involvement Worksheet

The Planning for Meaningful Family Involvement Worksheet will help Title V agencies and other policy bodies in thinking through steps to recruit, orient, and retain family representatives in order to achieve a more authentic partnership.



Location

Oregon



Topic Area

Family/Youth Engagement



Setting

Workplace



Population Focus

CYSHCN



NPM

Choose an Item or Type
Multiple Responses Here



Date Added

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Section 1: Practice Summary

PRACTICE DESCRIPTION

Various state and local programs contact the OCCYSHN Family Involvement Program to help them recruit family representatives to serve as advisors or in other leadership roles. In an effort to improve the “match” between family and professional, we designed a simple tool for program administrators to fill out and return to help us locate potential candidates. The purpose of this 30-item worksheet is to help professionals “think through” the details, logistics, and processes that family members deserve to understand before serving on a board, committee, or task force. It prompts professionals to consider foundational questions (“why do you want a family perspective?” and “what, specifically, would you like the family representative to do?”) and further prompts them to consider practical issues such as remuneration, travel, communications, technology, etc.

This easy-to-use [worksheet](#) was developed to help organizations, agencies, and policymakers think through two important aspects of meaningful family involvement: 1) *Why* they want family voices, and 2) *what* is involved in recruiting and retaining those family voices.

We developed a simple form for agency administrators to fill out, often in collaboration with the Oregon Title V CYSHCN Family Involvement Manager, and use to facilitate recruitment, on-boarding, and retention of families. A guiding principle behind this worksheet is that families’ time is as valuable as their voices. Thoughtful planning increases the likelihood that their time will be well spent.

The primary beneficiary is the agency or policy body. Use of this tool can streamline the process of integrating families into their projects, but more importantly, provides a foundation for meaningful family involvement. Families benefit as well. It is of immense value to families to have a clear picture of what to expect when deciding whether or not to join a policy body.

CORE COMPONENTS & PRACTICE ACTIVITIES

Some core components for agencies’/organizations’ use of this tool include:

- a *desire* to include family voices in their work
- *intentionally setting aside time* (ideally a minimum of one hour) for filling out the worksheet in collaboration with team members and/or family leaders
- *connection* to Family Involvement Program, Family to Family Health Information Centers, or other family organization leaders, to help recruit those family voices
- *conversations* with candidates prior to selection/appointment, using worksheet to provide context and details



Core Components & Practice Activities

Core Component	Activities	Operational Details
Desire to Intentionally Include Family Voices at Policy Level	Self and team reflection as early as possible in the project	This can happen in a variety of ways and in a variety of settings, such as during strategic planning, staff meetings, retreats, reflective supervision, etc.
Dedicated Time for Filling out Worksheet	Work through the worksheet	Two or more people with knowledge of /responsibility for the project should work together to fill out the worksheet. One should have decision-making authority in the organization. Work to achieve consensus on the details to avoid confusion. Call for clarification and help when needed. Fill out the form from the perspective of someone who does not know your project, avoiding jargon and acronyms. Think creatively.
Connection to Title V Family Involvement Program, Family to Family Health Information Center, or Other Family Organization	Assess knowledge of and connection to Title V, F2F HIC, and other family organization staff	Team members can list key family leaders who are in a position to assist with recruiting family voices. Consider broadening recruiting efforts away from “known” families, seek underrepresented voices. Ask recruiting partners to introduce you to families with the lived experiences that are the most relevant to your project, build relationships with those family leaders by describing the project, answering questions, and inviting suggestions for implementation. Stay in touch with those leaders at times other than when you need assistance for your project.
Conversations with Candidates	When candidates express interest, schedule conversations to further explore a potential “match.”	After recruiting efforts bring forward candidates, set aside enough time for a conversation with each one to further explore the project. During these conversations, listen to the stories families tell. Use the worksheet to guide the conversation and answer questions. Write down questions the family member asks that you don’t know the immediate answer to and follow up with the answer.



HEALTH EQUITY

It specifically prompts reflection about the importance of, and the process for, recruiting less-heard family voices.

EVIDENCE OF EFFECTIVENESS

Program administrators can be surveyed to find out if the process of filling out the worksheet was helpful, and families may be surveyed during or after projects to learn if what they were told about the project was indeed what they experienced.

Section 2: Implementation Guidance

STAKEHOLDER EMPOWERMENT & COLLABORATION

Collaborative partners should include Title V and Title V CYSHCN Family Involvement or Engagement staff whenever applicable. Family to Family Health Information Center Staff are also good partners to assist with recruiting family voices and thinking through the items on the worksheet if necessary.

REPLICATION

This practice has not yet been replicated.

INTERNAL CAPACITY

No additional personnel are needed to support this practice or use this tool; however, the team needs to assure that enough time is dedicated to the various components above. Any project lead can do this work; however, it is vital that at least one team member have decision-making authority around logistical issues such as remuneration. Team members should share in working with the family representatives once they join the effort, and in the absence of the lead, should be able to seamlessly support the family.



PRACTICE TIMELINE

There is no timeline associated with this practice.

PRACTICE COST

There are no costs associated with this practice.

LESSONS LEARNED

- The form is generally easy to fill out, but it helps to sit with someone and walk through it together.
- Agencies and organization leaders have found that there is no need to depend on the usual, well-known, family leaders, and that many times it is preferable to find unaffiliated family members in order to hear their more recent or more relevant experiences.

NEXT STEPS

Oregon will continue to use this form and modify annually as needed. It will also more fully design a framework for meaningful family involvement in 2020.

RESOURCES PROVIDED

- The worksheet can be found [here](#).

APPENDIX

- N/A.

