

Oregon Center for Children and Youth with Special Health Needs

WORKSHEET: PLANNING FOR MEANINGFUL FAMILY INVOLVEMENT

How to use this worksheet: This form will guide you through the elements required to recruit and include a family member/representative in your program, project, or activity. It should be filled out and reviewed by one or more project leaders.

Part 1: GOALS	
The purpose of this project: <i>Using plain language, write three to four sentences that describe your project.</i>	
Why does your workgroup/committee/team want to include the voices and experiences of family members? <i>Write 2 – 4 bullet points that describe what you hope to gain by having a family member with lived experience be a part of your team.</i>	
Specifically, what would you like the family representative to do? <i>As specifically as possible, include tasks you wish the family member to undertake. For example, “attend monthly meetings and contribute to team goals” “suggest improvements to agency forms”.</i>	
What specific lived experience, skills, or characteristics would be helpful? <i>For example: “We seek a parent of a child who has been hospitalized in the last five years”, “We hope to engage a grandparent from a frontier county”</i>	
Part 2: Logistics	
Will the family representative work with a group? If so, please describe its approximate size and membership: <i>For example, Title V, Medicaid, or other state agency staff, physicians, nurses, social workers, hospital administrators, other families/consumers, etc.</i>	
Who is the primary contact for the family representative? <i>Please consider if this person will be able to provide mentoring and support if needed. Provide contact details</i>	
Who is the secondary contact? <i>Provide contact details</i>	

What remuneration will be offered? <i>Consider costs of travel/time/child care/parking/etc. as well as the value of the person's lived experience/expertise. If no remuneration is offered, describe other benefits to the family representative.</i>				
How many family representatives do you seek? <i>Consider including more than one. Just as with professional team members, families may have absences.</i>				
If meetings are required, will there be an option to participate via phone, skype, or webinar?				
Meeting times, days, locations, and frequency: <i>If meeting times are yet to be determined, will you invite the family to participate in choosing them?</i>				
Will there be work between meetings? <i>If yes, please list. For example, "Read project-related materials", "respond to committee emails" etc. Give an estimate of the time commitment between meetings, if possible.</i>				
Part 3: Requirements				
How important are the following? <i>For items marked "very", consider how can your team accommodate family representatives who may have the experience you seek but may not be able to meet all requirements? Consider the importance of including the voices of diverse families, including <u>those who are traditionally unheard</u>.</i>	Very	Somewhat	Not Important	We can support
Ability to check and respond to email ___ times per week.				
A personal laptop or desktop computer/basic computer skills				
Ability to use skype or other web-based communication tools				
Advanced writing skills				
Willingness to speak up in small and medium group settings				
Willingness to address large groups				
Ability to arrange own transportation to meetings				
Ability to meet during the work day				
Are you able to use text messaging to communicate with the family representative? (Text messaging is a preferred method of communication for many family members)				
Are you able to communicate with the family representative after or before normal work hours, if necessary?				
Part 4: Next Steps				
What is the deadline for applying for this position?				

<p>What is the process for applying for this position? <i>For example, should they call or email the project lead, fill out a formal application, etc? If there is no formal process, please give enough details to help the family know what to do.</i></p>	
<p>Will there be an interview for the position? <i>If so, when will interviews be held and who will conduct them? An interview process allows the family member to ask questions before accepting the position. Consider holding interviews for projects that will last for an extended period of time.</i></p>	

Please list any other information about this recruitment below, and return this form to:
[OCCYSHN Family Involvement Program](#)