

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.

Name(s) of person filling out this form: _____

Date: _____

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 Representative 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 the Family Representative mentoring and support if needed. Include this person’s contact details.</i>	
Who is the secondary contact? <i>Provide contact details</i>	

What remuneration will be offered? <i>Family Representatives are Subject Matter Experts. Consider out-of-pocket costs 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>				
Describe your meeting plans and requirements. <i>Will meetings be in-person, hybrid, or a combination? Are there attendance expectations or are meetings optional?</i>				
Meeting times, days, locations, and frequency: <i>Will you invite the family to participate in choosing meeting details?</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>				
How will you manage interpretation and translation for Family Representatives who need it? <i>Who will plan for or provide supports for Family Representatives who do not speak English or who will be able to participate more fully using their own language?</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 those who are traditionally unheard.</i>	Very	Somewhat	Not Important	We can support
Ability to check and respond to email ___ times per week				
A personal laptop/desktop & basic computer skills				
Ability to participate in web-based meetings/calls				
Advanced writing skills				
Willingness to speak up in small/medium group settings				
Willingness to speak in front of large groups				
Ability to arrange own transportation to meetings				
Ability to meet during the workday				
			Yes	No
When necessary, are you able to text message the Family Representative or communicate with them outside of normal business hours?				

Part 4: Next Steps	
What is the process or deadline 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>	
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>	

If you are requesting help recruiting a Family Representative, please return this form to: [OCCYSHN Family Involvement Program](https://www.ohsu.edu/occyshn/family-involvement-program)

Suggested citation:

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