Guide the Design of an Initiative to Ensure Family Engagement

Child- and family-serving organizations can use this **Family Engagement Checklist** to identify the supports the organization already provides as well as supports to implement to plan and ensure meaningful family engagement in systems-level initiatives.

Family Engagement Checklist				
Domain 1: Commitment	**Yes**	**No**	**Some what**	**Don't know**
The organization uses written policy that requires family engagement in systems-level initiatives.	☒	☐	☐	☐
The organization has one or more champions of family engagement.	☐	☐	☐	☐
The organization acknowledges the contributions family leaders make to systems-level initiatives.	☐	☐	☐	☐
The organization's budget includes funding for family leaders' time and/or other costs they incur (for example, travel, child care).	☐	☐	☐	☐
The organization provides adequate time for staff to implement changes that result from family engagement in systems-levels initiatives (for example, educating staff about new policies).	☐	☐	☐	☐
Domain 2: Transparency	**Yes**	**No**	**Some what**	**Don't know**
The organization conducts activities to understand the issues faced by the children and families they serve (for example, used data or conducted a focus group).	☐	☐	☐	☐
The organization ensures all staff and families have a clear understanding of the initiative they will work on together.	☐	☐	☐	☐
The organization provides the supports families and staff need to understand their partnership role (for example mentors/coaching).	☐	☐	☐	☐
The organization ensures all participants have the supports they need to participate in meetings (for example, physical access, interpreters, time away from other work responsibilities).	☐	☐	☐	☐
The organization ensures all participants have the information they need to participate in meetings.	☐	☐	☐	☐

Domain 3: Representation	Yes	No	Some what	Don't know
Family leaders are representative of the races and ethnicities of the populations served by the initiative.	☐	☐	☐	☐
Family leaders are representative of the cultures of the populations served by the initiative.	☐	☐	☐	☐
Family leaders are representative of the languages spoken by the populations served by the initiative.	☐	☐	☐	☐
Family leaders are representative of geographic areas in which populations served by the initiative live.	☐	☐	☐	☐

NOTE: If one or more of the four demographic characteristics in Domain 3: Representation, do not match your priorities for the populations served by the initiative you are assessing, you can replace them with criteria that do match your priorities. For example, your organization may be looking for family leaders of certain ages, disabilities, gender, etc.

Domain 4: Impact	Yes	No	Some what	Don't know
Organization staff listen to family leaders' ideas.	☐	☐	☐	☐
Organization staff engage family leaders in choosing goals for the initiative.	☐	☐	☐	☐
Organization staff work together with family leaders to implement the initiative.	☐	☐	☐	☐
Organization staff work together with family leaders to evaluate the initiative.	☐	☐	☐	☐
Organization staff use family leaders' input to improve the initiative.	☐	☐	☐	☐
Organization staff can explain how family leaders contribute to the initiative.	☐	☐	☐	☐

This checklist is included in the Family Voices Family Engagement in Systems (FES) Toolkit. The FES Toolkit is a collection of strategies and resources that encourage, support, and enhance family engagement in systems-level initiatives.

Download the FES Toolkit, the Family Engagement in Systems Assessment Tool (FESAT), User's Guide, and Scoresheet at https://familyvoices.org/fesat-request-form/.