

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 or initiative already provides, as well as supports they can implement to plan and ensure meaningful family engagement in systems-level initiatives.

Family and Community 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, uses data or conducts focus groups).	☐	☐	☐	☐
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 family leaders have the supports they need to participate in meetings (for example, physical access, language supports, time away from other work responsibilities).	☐	☐	☐	☐
The organization ensures all family leaders have the information they need to participate in meetings.	☐	☐	☐	☐

Domain 3: Participation	Yes	No	Some what	Don't know
Family leaders reflect the communities served by the initiative or organization.	☐	☐	☐	☐
Family leaders offer a range of relevant perspectives.	☐	☐	☐	☐
Communication needs of family leaders were accommodated.	☐	☐	☐	☐
Family leaders are representative of geographic areas in which populations served by the initiative live.	☐	☐	☐	☐

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.	☐	☐	☐	☐