

Guide the Design of an Initiative to Ensure Family Engagement

Infant-Toddler Court Program
National Resource Center



The Family Engagement Checklist is a tool that is used by the ITCP (as defined by the State Team, State Advisory Team, Site Implementation Team, or National Resource Center) to identify supports currently in place or needed to ensure meaningful family engagement in systems-level initiatives.

Family Engagement Checklist

Domain 1: Commitment	Yes	No	Some what	Don't know
The ITCP team uses written policy that requires family engagement in systems-level initiatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ITCP team has one or more champions of family engagement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ITCP team acknowledges the contributions parent leaders make to systems-level initiatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ITCP team's budget includes funding for parent leaders' time and/or other costs they incur (for example, travel, per diem).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ITCP team provides adequate time for staff to implement changes that result from engagement of parent leaders in systems-levels initiatives (for example, educating staff about new policies).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Domain 2: Transparency	Yes	No	Some what	Don't know
The ITCP team conducts activities to understand the issues faced by the children and families they serve (for example, a case review, examining data or facilitating a focus group).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ITCP team ensures all staff and parent leaders have a clear understanding of the initiative they will work on together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ITCP team provides the supports parent leaders and staff need to understand their partnership role (for example mentors/coaching and reflective consultation).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ITCP team ensures all participants have the support they need to participate in meetings (for example, physical access, interpreters, time away from other work responsibilities).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The ITCP team ensures all participants are provided with the information they need to participate in meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Domain 3: Representation	Yes	No	Some what	Don't know
Parent leaders are representative of the races, ethnicities, and gender of the populations served by the initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent leaders are representative of the cultures and languages of the populations served by the initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent leaders are representative of the parents including dads with lived experience who have navigated the child welfare system as a parent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent leaders are representative of geographic areas in which populations served by the initiative live.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 parent leaders of certain ages, disabilities, gender, etc.

Domain 4: Impact	Yes	No	Some what	Don't know
ITCP team members engage parent leaders in choosing goals for the initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ITCP team members work together with parent leaders to implement the initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ITCP team members work together with parent leaders to evaluate the initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ITCP team members use parent leaders' input to improve the initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ITCP team members can explain how parent leaders contribute to the initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This checklist is included in the Family Voices Family Engagement in Systems (FES) Toolkit and available to download in the ITCP National Resource Center Library at <https://elearn.zerotothree.org/itcp-meetingparents>.

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/>.



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