**MCH Family, Youth and Community Member Engagement**

REDCap Manual

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# Who should use this database?

All Wisconsin MCH funded programs completing a program self-assessment on family, youth and community engagement.

# Finding your record

If using the Record Status Dashboard, simply find your program in the list and select the button for the correct year. Don’t worry if the button is red or clear.



If using Add / Edit Records, simply find your program from the drop down menu to the right of Choose an existing Program. Or you can use the Search query feature. Do not add a new record.

If you are unable to locate your program, contact Becky Burns for assistance ([Rebecca.burns@wisconsin.gov](mailto:Rebecca.burns@wisconsin.gov)).

# Detail within Form

|  |
| --- |
| Basic Information |

Your Name: Enter your first and last name

Your Email: Enter your preferred email address

Today’s Date: Enter today’s date or use the button marked ‘Today’

Population Domain: Make a single selection from the drop down menu.

Women/Maternal: Select this Domain if you are working on issues like

* supporting women to receive annual medical visits
* promoting services for women and men of reproductive age related to effective contraception
* reducing smoking among mothers during pregnancy and reduce smoking households containing children

Infant/Perinatal: Select this Domain if you are working on issues like

* supporting locations to become breastfeeding friendly
* promoting safe sleep practices
* promote screening for perinatal depression

Children: Select this Domain if you are working on issues like

* coordinating or providing developmental screening

Adolescent: Select this Domain if you are working on issues like

* reduce youth suicides and/or suicidal thoughts/behaviors
* strengthening Graduated Driver’s Licensure
* supporting activities through adolescent health programs (PATCH, PREP, PYD)

CYSHCN: Select this Domain if you are working on issues like

* promoting concepts of Medical Home
* promoting concepts of Youth Health Transition

Cross-Cutting: Select this Domain if you are working on issues like

* promoting and supporting staff competencies at the state and local level related to the Foundational Practices for Health Equity
* addressing participation in the MCH Advisory Committee
* creating and supporting policy-level intended outcomes

National Performance Measure: Select all that apply.

Well-Woman Visit

* supporting women to receive annual medical visits

Smoking

* reducing smoking among mothers during pregnancy and reduce smoking households containing children

Breastfeeding

* supporting locations to become breastfeeding friendly

Safe Sleep

* promoting safe sleep practices

Developmental Screening

* coordinating or providing developmental screening

Injury Hospitalization

* reduce youth suicides and/or suicidal thoughts/behaviors
* strengthening Graduated Driver’s Licensure

Adolescent Well Visit

* supporting activities through adolescent health programs (PATCH, PREP, PYD)

Medical Home

* promoting concepts of Medical Home

Youth Health Transition

* promoting concepts of Youth Health Transition

State Performance Measure: Select all that apply.

Access to Contraception

* promoting services for women and men of reproductive age related to effective contraception,

Perinatal Depression

* promote screening for perinatal depression

Health Equity

* promoting and supporting staff competencies at the state and local level related to the Foundational Practices for Health Equity
* addressing participation in the MCH Advisory Committee

Infrastructure to Assure Data-informed Policy, System and Environmental Strategies

* creating and supporting policy-level intended outcomes

Who contributed to this program self-assessment? Please enter their name followed by their role.

Create a list with each person who helped with the program self-assessment including their role. For example:

Mary Smith, Executive Director

Carlos Cruz, Program Manager

Sarah Allen, Parent

Regina Robertson, Community member

Bob Brown, Community member

### How did you come to the final decision of the answers to this assessment?

* By averaging everyone’s scores
* By meeting and coming to consensus

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| Reflections on Last Year’s Work **(Not to be completed if this is your first program assessment)** |

Do not complete this section your first year completing program self-assessments. This is only to be completed your second and consecutive years as you reflect on the work you have accomplished. If this is your first program self-assessment, skip to the next yellow section (Components of Engagement)

What changes have you made in your program over the past year to enhance family, youth and/or community member engagement?

Summarize the efforts your program has made in the previous 12 months to address the indicator you picked last year. What activities did you facilitate? What changes did you make?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly Disagree | Disagree | Neither Disagree or Agree | Agree | Strongly Agree |
| The work of family, youth and/or community member engagement compliments other MCH contracted activities.  Naturally the hope is that programs do not experience an extra burden completing the work towards enhancing family, youth and community engagement. This question serves to measure that experience. | **🌕** | **🌕** | **🌕** | **🌕** | **🌕** |
| Our program has adequate technical assistance to make progress in our goals of family, youth and/or community member engagement.  The core team’s goal was to provide enough support to local programs to make changes towards stronger family, youth and community engagement. This question serves to measure that outcome. | **🌕** | **🌕** | **🌕** | **🌕** | **🌕** |

Please share success stories of engaging family, youth and community members this past year.

Numbers and surveys alone cannot capture the positive outcomes of the work you have done. Share any stories of improvements focusing on the impact the change has had on your program or the people you serve.

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| Overall Category of Engagement |
| Attachment:   https://redcap.wisconsin.gov/redcap_v7.0.9/Resources/images/doc.gif [Categories of Engagement.docx](https://redcap.wisconsin.gov/redcap_v7.0.9/DataEntry/file_download.php?pid=138&type=attachment&doc_id_hash=616f8853b4e09ef685483ce362567f671c865314&instance=1&id=3118)  (0.02 MB) |

The attachment is provided as reference and can be printed or emailed to participants in the program self-assessment process. Please refer to the handout for examples for the following domains and indicators

Please select one category best describes the majority of the work your program is doing related to family, youth and community engagement, recognizing that certain activities for specific communities/populations may fall into different categories.

Inform/Educate

Gather

Discuss

Involve

Partner

|  |
| --- |
| Components of Engagement |
| Attachment:   https://redcap.wisconsin.gov/redcap_v9.1.11/Resources/images/doc.gif [Components of Engagement.docx](https://redcap.wisconsin.gov/redcap_v9.1.11/DataEntry/file_download.php?pid=138&page=program_assessment_2020&type=attachment&doc_id_hash=a5bf0c6d3b78c31d8becac3db484e4d8dc214ba7&instance=1&id=4142)  (0.03 MB) |

The attachment is provided as reference and can be printed or emailed to participants in the program self-assessment process. Please refer to the handout for examples for the following domains and indicators

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Indicators** | I have not experienced this | Not at all well | Fairly  well | Well  enough | Very  well | Extremely well |
| 1) Family, Youth and Community Partnership: Respectful, trusting relationships between staff and families, youth and communities | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 |
| 2) Family, Youth and Community Partnership: Family, youth and community members working in a cooperative way and have shared goals | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 |
| 3) Family, Youth and Community Partnership: Commitment to social support systems within the program and larger community | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 |
| 4) Culture of Inclusion, and Equity: Commitment to health equity | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 |
| 5) Program Environment: Cultural and language-based responsiveness | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 |
| 6) Program Environment: A system of regular communication with families, youth and communities | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 |
| 7) Program Environment: A welcoming and inviting setting (physical space and online) | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 |
| 8) Program Leadership: Family, youth and community engagement as a shared priority | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 |
| 9) Program Leadership: Increasing success in engaging families, youth and communities | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 |
| 10) Program Leadership: Group decision-making | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 |
| 11) Program Leadership: Support for developing new skills | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 |
| 12) Professional Development: High-quality training for all staff | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 |
| 13) Professional Development: Career pathways and leadership opportunities | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 |
| 14) Continuous Improvement: Data about engagement efforts and results driving decision-making | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 | 🌕 |

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| Action Planning for the Next 12 Months |

Which Component of Engagement is your program going to work to advance in the coming year? (Select one) [https://redcap.wisconsin.gov/redcap_v7.0.9/Resources/images/history.png](javascript:;)

1) Family, Youth and Community Partnership: Respectful, trusting relationship between staff and families, youth and communities

2) Family, Youth and Community Partnership: Family, youth and community members work in a collaborative way and have shared goals

3) Family, Youth and Community Partnership: Commitment to social support systems within the program and larger community

4) Culture of Inclusion, and Equity: Commitment to Health Equity

5) Program Environment: Cultural and language-based responsiveness

6) Program Environment: System of regular communication with families, youth and communities

7) Program Environment: Welcoming and inviting setting

8) Program Leadership: Family, youth and community engagement as a shared priority

9) Program Leadership: Increase success in engaging families, youth and communities

10) Program Leadership: Group decision-making happens

11) Program Leadership: Support for developing new skills

12) Professional Development: High-quality training for all staff

13) Professional Development: Career pathways and leadership opportunities

14) Continuous Improvement: Data about engagement efforts and outcomes drives decision-making

What activities are you going to implement to reach your goal to enhance family, youth and community engagement?

Create a list of ideas based on the examples in the Components of Engagement document that your program would like to try and implement by the end of the year. No one will hold you to this list; it is just an action plan for the rest of the year.

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| --- |
| Form Status |

Complete? Please select Complete once you are done with this form.