

PIES

Planning Implementation Evaluation Support

Darla Gundler
gundler@uchc.edu

**The Role of Meaningful Family
Involvement in Planning,
Implementation and Evaluation**



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PHASE ONE Exploration

Develop core planning team and project liaison

Complete the readiness tool for ECPC; the TA planning tool and the self- assessment of the CSPD framework

Decide if ECPC intensive TA is a match for state needs

Identify stakeholders for strategic planning team

PHASE TWO Installation

Identify a date and location for strategic planning

Invite stakeholders to be part of strategic CSPD team

Facilitate a 1-2 day meeting to develop the state CSPD vision, mission, and work plans for work groups for each subcomponent of the CSPD

Establish meeting and reporting schedule for work groups and large strategic planning group

PHASE THREE Implementation

Implement work plans for each CSPD sub component workgroup

Develop monthly reports on each CSPD workgroup's progress, to distribute across all groups

Meet monthly as a core planning team to review work group progress and give feedback and assistance

Meet with the CSPD strategic planning group quarterly to review progress and adjust work plans

PHASE FOUR Standardization

Prepare integrated CSPD report of process and implementation plan

Implement all subcomponent activities

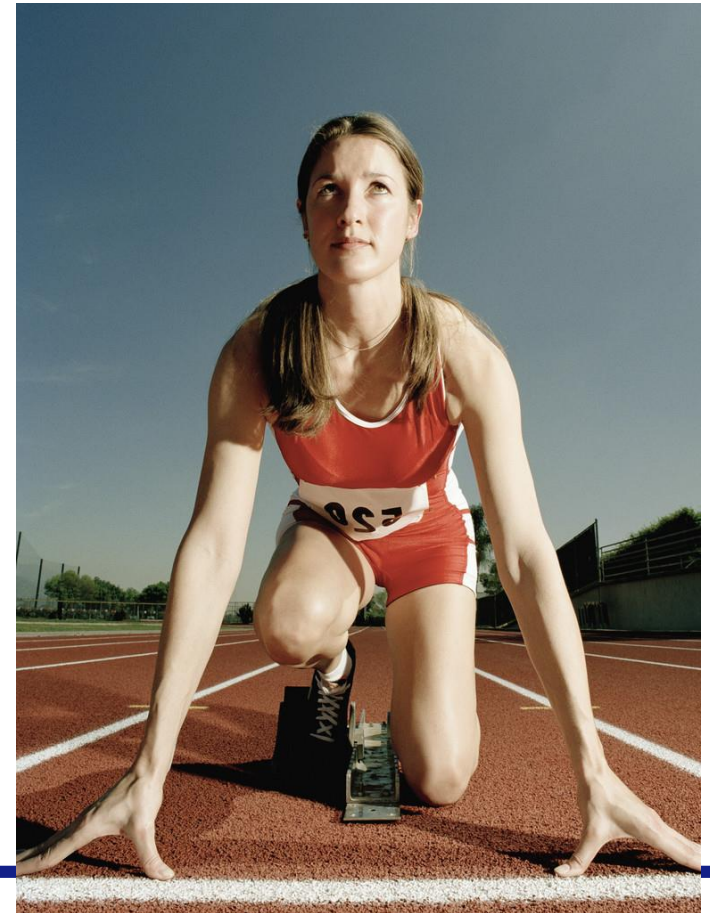
Evaluate all CSPD activities and modify as needed

Revise CSPD and plan for sustainability



PLANNING:

Invite families from the very beginning of a project/stakeholder group.



IMPLEMENTATION

Where can we go to recruit families?

Can be internal *or* external to an organization/agency

- A parent/professional on staff
- ICC Parent Representatives/State Advisory Council Representative
- Parent Co-Trainer of the Parent Training Center
- Parent Training and Information Center

Provide guidance on the progression of a defined scope of work



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Engaging Families

An ongoing cyclical process



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One word that comes to mind when you hear leadership



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COMPREHENSIVE SYSTEM OF PERSONNEL DEVELOPMENT



Questions to Ask...

- Is this the right time for the parent within their personal situation to join this stakeholder group?
- Do they have what they need to make an informed decision about participating on this stakeholder group?
 - Time commitment, support to attend the meetings, etc.
 - Is there a reimbursement structure? Is this clearly explained to the parent?
 - What is the process?
 - Is there more than one parent involved?
 - Don't want to be a token parent representative
 - Is there a mentor assigned to each parent?

Building Relationships

Families need to be informed?

- What is their role?
 - Do they represent families or their own family experience only?
 - How can they connect with other families to truly be representative?
- How to meaningfully participate
- Changes in expectations as the project evolves



Things to consider

Do we truly want to engage and allow families to participate?

Watch the body language and non verbal cues of the group

Watch the use of acronyms at the beginning

Are written materials clear, visually appealing, informative, easy to read and understandable?

Are there resources available to support families?

Is there funding support for family involvement?

If so, what is the mechanism and the process.

How long is the commitment?

Short term, long term or ongoing?



Suggested Strategies

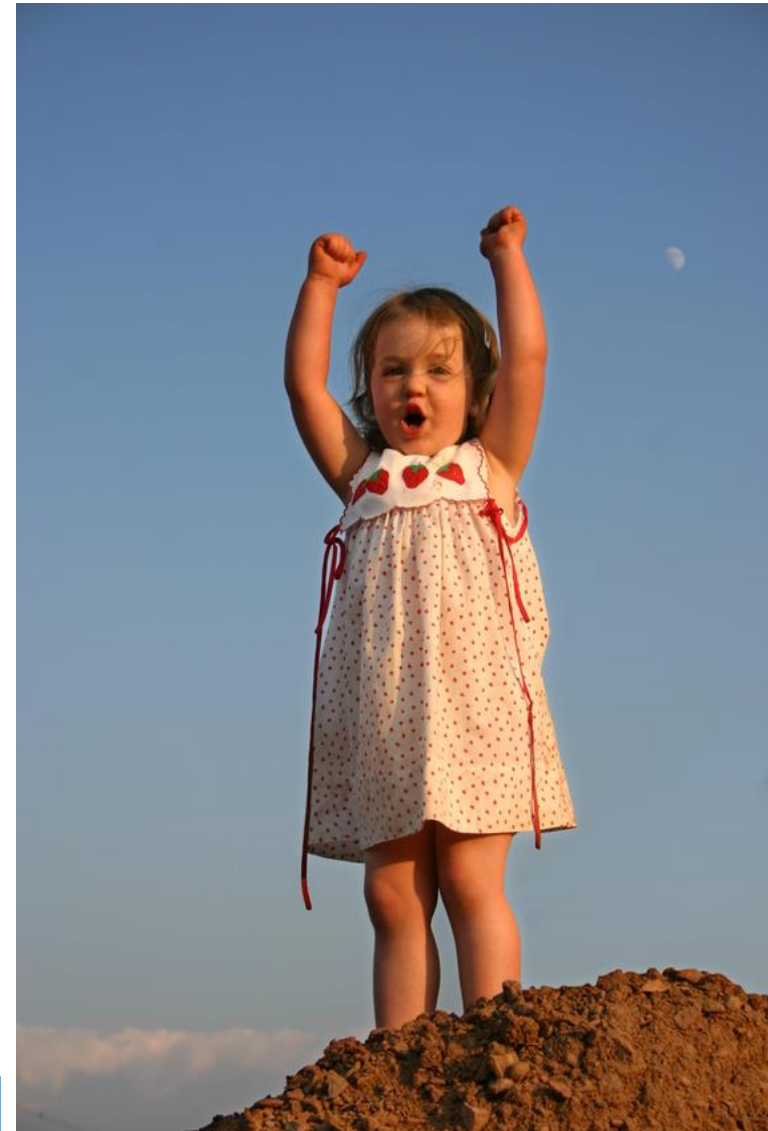
- ☑ Develop procedures to prepare families for active participation
- ☑ Develop guidelines or checklists for families to complete before each critical event
- ☑ Prepare a list of commonly used terms, acronyms and abbreviations
- ☑ Call on experienced parents to assist other families through the process



EVALUATE

- Are there ongoing training opportunities for families to grow their skills?
- Did we assign a mentor/support person for families to go to for any questions/clarification
- Ask the family member:
 - Are you offered the opportunity to meaningfully be involved?
 - Are there other opportunities that you are interested in?
 - Is there anything that we can do better to support families?
 - Is this still the right opportunity for you?
 - Do you feel effective in your involvement?

SUCCESS!



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Take Home Messages!

- Invite more than one parent to participate
- Ask parents if this is the right time for them to participate (*don't assume*)
 - Provide expectations and time commitment
- Provide background information to prepare parents to meaningfully participate
- Funding mechanism to engage more than one parent
- Support/mentoring available for families