

BOARD SELF-ASSESSMENT On Family and Youth Involvement

Where should your board start?

Recent reports and commissions indicate the need for a fundamental transformation of the mental health system toward a family and consumer driven behavioral health model. Traditional administrative structures often do not foster an environment and culture that welcomes consumers' ideas and sustains their involvement.

This Board Self-Assessment will help your board to identify areas of strength and areas for improvement with regards to family and youth involvement. To complete this assessment either take it as a group or individually, but regardless:

1. Present and discuss the questions at your board meeting.
2. Tally the scores for each topic during a break (or add up all your individual scores for each topic prior to the meeting).
3. Report back to the board on the Areas of Strength, Areas for Continued Efforts, and Areas for Improvement. Discuss which areas the board would like to address first.
4. Refer to the Workbook sections to identify tools and resources to help with each topic.

SELF-ASSESSMENT QUESTIONNAIRE

Topic: Structuring Meetings to be Family and Youth Friendly

<i>Our board...</i>	<i>Yes, and going well</i>	<i>Yes, but needs work</i>	<i>No, but in development</i>	<i>No, but in consideration</i>	<i>No, not discussed</i>
Has taken into account the needs of our current or future family and youth members when deciding on the time, location, and call in flexibility of board meetings.	4	3	2	1	0
Has processes for engaging new families and youth, such as orientations, introductory packets of information, or mentoring practices.	4	3	2	1	0
Uses meeting norms and meeting minutes as strategies for ensuring meetings are accessible and comfortable for all participants.	4	3	2	1	0

Topic: Recruiting Family and Youth Participation

<i>Our board...</i>	<i>Yes, and going well</i>	<i>Yes, but needs work</i>	<i>No, but in development</i>	<i>No, but in consideration</i>	<i>No, not discussed</i>
Has identified the issues and/or populations that need to be represented on our board	4	3	2	1	0
Has developed family and youth friendly marketing materials that clearly describe our board	4	3	2	1	0
Has recruited family and youth participation, including from underserved and diverse populations	4	3	2	1	0

Topic: Compensation and Reimbursement for Families and Youth

<i>Our board...</i>	<i>Yes, and going well</i>	<i>Yes, but needs work</i>	<i>No, but in development</i>	<i>No, but in consideration</i>	<i>No, not discussed</i>
Has an established policy and identified funds to provide stipends for family and youth participants	4	3	2	1	0
Has an established policy and identified funds to provide mileage/transportation reimbursement for family and youth participants	4	3	2	1	0
Either provides childcare or reimburses family members for childcare expenses	4	3	2	1	0

Topic: Youth Participation

<i>Our board...</i>	<i>Yes, and going well</i>	<i>Yes, but needs work</i>	<i>No, but in development</i>	<i>No, but in consideration</i>	<i>No, not discussed</i>
Has a clear understanding of how engaging youth differs from engaging families or adult consumers.	4	3	2	1	0
Has developed specific strategies for recruiting, retaining, and supporting youth board members.	4	3	2	1	0
Has explored and made decisions on how to best engage youth input, including alternatives to youth involvement directly on the board.	4	3	2	1	0

Topic: Leadership for Families and Youth

<i>Our board...</i>	<i>Yes, and going well</i>	<i>Yes, but needs work</i>	<i>No, but in development</i>	<i>No, but in consideration</i>	<i>No, not discussed</i>
Has connected family and youth members to community leadership training opportunities.	4	3	2	1	0
Has paid for family and youth members to participate in community leadership training opportunities.	4	3	2	1	0

Engages families and youth in leadership roles within board meetings and other board activities.	4	3	2	1	0
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Topic: Cultural Competence

<i>Our board...</i>	<i>Yes, and going well</i>	<i>Yes, but needs work</i>	<i>No, but in development</i>	<i>No, but in consideration</i>	<i>No, not discussed</i>
Has undergone cultural competency training as a board or as individuals.	4	3	2	1	0
Has implemented concrete strategies for improving the board's cultural competency.	4	3	2	1	0
Has recruited and retained diverse membership, including racial and ethnic diversity.	4	3	2	1	0

Topic: Privacy and Confidentiality

<i>Our board...</i>	<i>Yes, and going well</i>	<i>Yes, but needs work</i>	<i>No, but in development</i>	<i>No, but in consideration</i>	<i>No, not discussed</i>
Understands the implications of HIPAA and other privacy laws for board conversations.	4	3	2	1	0
Includes our family and youth members in all discussions, including confidential ones.	4	3	2	1	0
Has a confidentiality form that all members sign prior to beginning their board participation.	4	3	2	1	0

Topic: Evaluation and Improvement

<i>Our board...</i>	<i>Yes, and going well</i>	<i>Yes, but needs work</i>	<i>No, but in development</i>	<i>No, but in consideration</i>	<i>No, not discussed</i>
Has evaluated the family and youth participation, including their satisfaction.	4	3	2	1	0
Has used evaluation information to inform our family and youth participation policies and practices.	4	3	2	1	0
Has sought advice and input from other boards who have more experience engaging families and youth.	4	3	2	1	0

Topic: Beyond Meetings

<i>Our board...</i>	<i>Yes, and going well</i>	<i>Yes, but needs work</i>	<i>No, but in development</i>	<i>No, but in consideration</i>	<i>No, not discussed</i>
Uses focus groups, interviews, or surveys to engage family and youth voice outside of our meetings.	4	3	2	1	0
Goes to family and youth gathering places for input.	4	3	2	1	0
Utilizes advisory groups composed solely of families and/or youth to gather input.	4	3	2	1	0

SCORING & RESPONDING TO YOUR SELF-ASSESSMENT QUESTIONNAIRE

Scoring

Add up your board's total score for each topic. Enter them into the score column of the chart below.

Based on the Score for each topic, assign the topic to one of these three categories:

- 10+ Points: Area of Strength
- 6 – 9 Points: Area for Continued Efforts
- 0 – 5 Points: Area for Significant Effort

Discussion on Scores

Once your scores are assembled, bring them back to the board to discuss. Each topic is addressed a section of the Family and Youth Involvement Workbook (noted in chart below). As a group, identify the sections that will help your board address your *Areas for Significant Effort* and *Areas for Continued Efforts*. Prioritize the order in which your board will address the issues.

SCORING			DISCUSSION ON SCORES	
Topic	Score	Category	Workbook Section	Priority (1-9)
<i>Example: Recruiting Family and Youth</i>	4	<i>Area for Significant Effort</i>	Section 3	1
Recruiting Family and Youth Participation			Section 3	
Compensation and Reimbursement			Section 2	
Structuring Meetings to be Family			Section 1	
Youth Participation			Section 4	
Leadership for Families and Youth			Section 5	
Cultural Competence			Section 6	
Privacy and Confidentiality			Section 7	
Evaluation and Improvement			Section 8	
Beyond Meetings			Section 9	

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