

Process Evaluation Tracking Sheet: Example Board Activities to Track

This type of form, for tracking inclusiveness, diversity, and the comprehensiveness of the decision-making processes, can be done as often as your board pleases. For example, you could choose to complete this form after each board meeting to assess whether decisions are being made with due input from families and youth and other necessary perspectives. It is, however, a good idea to do this assessment at least twice per year. The board can designate one person, most likely the secretary, who has ready access to the minutes, to complete this form and bring it to the full board for discussion on whether the board is meeting its goals on having a diversity of appropriate perspectives contributing to board decisions.

The information collected can also be used to develop board activities to improve communication and utilization of the family and/or youth voice, track that decisions are made inclusive of the family / youth voice, and to identify needed training or committees to help inform policies as gaps arise.

Meeting Involvement and Decisions

Date of Meeting	Number of Family / Youth Members in Attendance	Decisions Made at Meeting

Diversity of All Board Members

Diversity	#
Caucasian	
Black/African American	
Asian/Pacific Islander	
Indian/Native American	
Middle Eastern	
Hispanic/Latino	
Other/Multiracial	

Age Range	#
Below 18	
18 – 20	
21 – 30	
31 – 40	
41 – 50	
51 – 60	
61 & Above	

Experience with Systems	#
Juvenile justice	
Child welfare	
Mental health & substance abuse	

Counties Represented	#

Counties Represented, Cont.	#

Family and Youth Involvement Activities

Family and Youth Involvement Activity	Date Begun	Date Completed	Notes/Feedback
Recruitment & marketing			
Orientation meeting			
Assignment of mentors			
Family & youth leadership training / activity			