

MCH Family, Youth and Community Member Engagement

REDCap Manual



**WISCONSIN DEPARTMENT
of HEALTH SERVICES**

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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.

Program	Program Self-Assessment 2019	Program Self-Assessment 2020
ABC for Health	<input checked="" type="radio"/>	<input type="radio"/>
Adams County	<input checked="" type="radio"/>	<input type="radio"/>
Appleton City Health Department	<input checked="" type="radio"/>	<input type="radio"/>
Ashland County	<input checked="" type="radio"/>	<input type="radio"/>
Barron County	<input checked="" type="radio"/>	<input type="radio"/>
Bayfield County	<input checked="" type="radio"/>	<input type="radio"/>
Buffalo County	<input checked="" type="radio"/>	<input type="radio"/>
Burnett County	<input checked="" type="radio"/>	<input type="radio"/>
Calumet County	<input checked="" type="radio"/>	<input type="radio"/>

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).

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

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
<p>The work of family, youth and/or community member engagement compliments other MCH contracted activities.</p> <p>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.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p>Our program has adequate technical assistance to make progress in our goals of family, youth and/or community member engagement.</p> <p>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.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.

Components of Engagement

Attachment:  [Components of Engagement.docx](#) (0.04 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	Not yet considered	Not started work on	Have started work on	Progress being made	Embedded / Institutionalized	Not Applicable
1) Program Leadership: a) Ambitious goals promote success in engaging families, youth and communities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2) Program Leadership: b) Collaborative decision-making occurs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3) Program Leadership: c) Support for developing new skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4) Program Leadership: d) Family, youth and community engagement as a shared priority	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5) Continuous Improvement: Data about engagement efforts and outcomes drives decision-making	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6) Professional Development: a) High-quality training for all staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7) Professional Development: b) Career pathways and leadership opportunities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8) Program Environment: a) Welcoming and inviting setting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9) Program Environment: b) Cultural and linguistic responsiveness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10) Program Environment: c) System of regular communication with families, youth and communities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11) Family, Youth and Community Partnership: a) Respectful, trusting relationship between staff and families, youth and communities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12) Family, Youth and Community Partnership: b) Family, youth and community members work collaboratively and have reciprocal goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13) Family, Youth and Community Partnership: c) Commitment to social support systems within the program and larger community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14) Culture of Respect, Inclusion, and Equity: Commitment to Health Equity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Categories of Engagement

Attachment:  [Categories of Engagement.docx](#) (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

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)

- 1) Program Leadership: a) Ambitious goals promote success in engaging families, youth and communities
- 2) Program Leadership: b) Collaborative decision-making occurs
- 3) Program Leadership: c) Support for developing new skills
- 4) Program Leadership: d) Family, youth and community engagement as a shared priority
- 5) Continuous Improvement; Data about engagement efforts and outcomes drives decision-making
- 6) Professional Development: a) High-quality training for all staff
- 7) Professional Development: b) Career pathways and leadership opportunities
- 8) Program Environment: a) Welcoming and inviting setting
- 9) Program Environment: b) Cultural and linguistic responsiveness
- 10) Program Environment: c) System of regular communication with families, youth and communities
- 11) Family, Youth and Community Partnership: a) Respectful, trusting relationship between staff and families, youth and communities
- 12) Family, Youth and Community Partnership: b) Family, youth and community members work collaboratively and have reciprocal goals
- 13) Family, Youth and Community Partnership: c) Commitment to social support systems within the program and larger community
- 14) Culture of Respect, Inclusion, and Equity: Commitment to Health Equity

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.

Form Status

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