

Frequently Asked Questions about the Family Engagement Study

**This FAQ sheet does NOT substitute for reading the User's Guide
Please read the User's Guide before reading this FAQ!!**



Q. I was unable to attend any of the training webinars on the Demonstration Project Family Engagement Study forms. How can I get this information?

A. You can find the documents (User's Guide and Family Engagement Study Forms) on the Child Welfare Resource Center/ Demonstration Project website (<http://www.pacwrc.pitt.edu/ChildWelfareDemoProject.htm>). You can also access a training video that walks you through each of the forms.

Q. I like to write notes in the margins when I facilitate a group—can I do this with the Family Engagement Forms?

A. No. If you write in the margins, this "confuses" the scanner and results in the form being rejected or critical information being skipped. If you want to take notes on the forms, please use "post it" notes rather than writing in the margins or spaces in the form.

Q. Can I make copies of the forms from the User's Guide?

A. No. The quality of copies of forms from the User's Guide interferes with the scanning process; this is why there is a watermark ("For Illustrative Purposes Only") on the forms included in the User's Guide. Please download and print fresh copies of the PDF documents for each meeting. The forms can be found at <http://www.pacwrc.pitt.edu/ChildWelfareDemoProject.htm>.

Q. I have a Spanish-speaking family participating in a conference. What should I do with the Family Conference Survey?

A. We have a Spanish version of the form that you can give to participants for whom Spanish is the primary language. This form can be found with the other Family Engagement forms at <http://www.pacwrc.pitt.edu/ChildWelfareDemoProject.htm>.

Q. Our conference model does not include private family time, but there is a question on the Family Conference Survey about the family having private time. What do we do?

A. You can mark it as “NA” on the forms before you distribute them. Alternately, you could make an announcement when you pass out the survey that this question should be marked as “NA”. Finally, we are aware of which counties are using an engagement model without private family time, so this can also be determined in the analysis of information.

Q. What if someone refuses to do the survey?

A. Completing the survey is voluntary. People may refuse, or they could begin and stop. They may also leave before completing it at the end of the conference.

The facilitator should prepare for the conference by filling out the top sections of each of the Family Conference Surveys, thus preparing a survey for each participant. Participants will then put their completed surveys (or blank surveys, if they opted not to complete it) in a large mailing envelope. The last participant to put his/her survey in the envelope should seal it and give the sealed envelope to the facilitator. This is to protect the confidentiality of participants’ responses. The facilitator will then submit this packet of forms with the other Family Engagement forms to be scanned. If the facilitator knows that one or more participants refused to complete the survey, s/he may make a note on the outside of the envelope indicating this. However, this is not necessary.

Q. We will sometimes receive referrals to family engagement conferences for individuals and families that are not JPO or CYF related. Are they included in the Family Engagement Study?

A. No, they are not included because they are not eligible to participate in the Child Welfare Demonstration Project. We realize that you may facilitate family engagement groups for other populations (e.g., geriatric populations or adult probation populations). However, only Title IV-E eligible children and families can participate in the Demonstration Project and therefore the Family Engagement Study.

Q. We often facilitate conferences for reasons other than to prevent or divert a placement. For example, a conference may be called because a teenager is truant or the child and the parent are constantly in conflict. How do I fill out the Baseline Form Q5 and Q6, which ask “did the conference prevent the child moving to a formal placement?” and “did the conference allow the child to return/remain home?”

A. You would use the NA option for both Q5 and for Q6 since the intent or the reason for calling the conference was not related to a placement change/move.

Q. Both the Facilitator Face Sheet and the Baseline Form ask questions about who was invited to the conference and who attended the conference. Aren’t these the same questions? Why are you asking this twice?

A. These are not asking for the same information. The Facilitator Face Sheet asks about friends and family who were invited and attended, while the Baseline Form asks about friends and family as well as any professionals who were invited and attended. Please note that the conference facilitator is NOT included in the conference attendance totals on either of the forms.