**OMB Control No.: 0970-0501**

**Expiration Date: xx/xx/xx**

*THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13) The purpose of this information collection is to better understand the capacity building needs of child welfare jurisdictions so that the Capacity Building Center for States, a Children’s Bureau initiative can tailor and improve its services. Public reporting burden for this collection of information is estimated to average 15 minutes per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. A Federal agency may not conduct or sponsor, and no individual or entity is required to respond to, nor shall an individual or entity be subject to a penalty or failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act of 1995,* *unless that collection of information displays a currently valid OMB control number. If you have any comments on this collection of information, please contact Beth Claxon, Children’s Bureau, by e-mail at Beth.Claxon@acf.hhs.gov.*

Facilitator Guidelines

We would like to know your impressions about the Capacity Building Center for States (the Center’s) efforts to promote engagement and partnership with individuals who have lived experience and/or lived expertise.This survey should take approximately 15 minutes to complete, and your participation is voluntary. You may exit the survey at any time and are free to decline to answer any question. There are no foreseeable risks and no direct benefits from participating in this survey and your responses will be kept private. Proceeding with the survey is an indication of your consent. Thank you for your participation!

For the purposes of this survey, references to individuals with lived expertise and lived experience include individuals who have direct, firsthand experience with the child welfare system. Lived experience “can provide insight into patterns, common behaviors, challenges, and barriers among individuals who share similar experiences in the child welfare system.”[[1]](#footnote-3) Lived expertise refers to “the unique ability to translate personal experiences in the child welfare system into meaningful system change. Developing lived expertise is a process that takes ongoing training, support, and skill building.”[[2]](#footnote-4)

Questions

1. To what extent do you agree that individuals with lived experience and/or expertise **assigned to the Center team** are being meaningfully engaged on this project (i.e., actively contributing and helping to inform decisions)?

*1=Strongly Disagree; 2=Disagree; 3=Somewhat Disagree; 4=Neither agree nor disagree; 5=Somewhat Agree; 6=Agree; 7=Strongly Agree; NA=Individuals with lived experience/expertise were not part of the Center team*

[Display logic]: Ask if response to #1 above is 5, 6 or 7.

1. Select all of the following ways individuals with lived experience and/or lived expertise **assigned to the Center team** are supporting your project:

* Informing or sharing your knowledge about an issue, practice or policy.
* Consulting to share expertise to inform and conceptualize service or products.
* Involved by working directly to develop a scope of work, plan, and/or the design of a specific project.
* Collaborating in a should-to-shoulder partnership with Center staff and/or the jurisdiction.
* Empowered to share decision making about Center service delivery.
* Other way: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Don’t know

1. To what extent do you agree that individuals with lived experience and/or expertise **from your jurisdiction** are being meaningfully engaged on this project (i.e., actively contributing and helping to inform decisions)?On a seven-point scale where 1= strongly disagree and 7=strongly agree.

*1=Strongly Disagree; 2=Disagree; 3=Somewhat Disagree; 4=Neither agree nor disagree; 5=Somewhat Agree; 6=Agree; 7=Strongly Agree; NA=Individuals with lived experience/expertise from my jurisdiction were engaged on this project.*

*[if 5=Somewhat agree or above] What are some examples of meaningful engagement you’ve observed?*

*[If 3=Somewhat disagree or below] Are there any opportunities to improve?*

[Display logic]: Ask if response to question #3 above is 5, 6 or 7.

1. Select all of the following ways individuals with lived experience and/or lived expertise **from your jurisdiction are** supporting your project:

* Informing or sharing your knowledge about an issue, practice or policy.
* Consulting to share expertise to inform and conceptualize service or products.
* Involved by working directly to develop a scope of work, plan, and/or the design of a specific project.
* Collaborating in a should-to-shoulder partnership with Center staff and/or the jurisdiction.
* Empowered to share decision making about Center service delivery.
* Other way: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Don’t know

*Please rate your agreement with the following statements:*

1. My agency is receiving Center services to support incorporating individuals with lived experience and/or expertise into our project work (e.g., applying strategies that encourage and support active participation and inclusion of families and youth with lived experience/expertise in program planning, implementation, or continuous quality improvement).

*1=Strongly Disagree; 2=Disagree; 3=Somewhat Disagree; 4=Neither agree nor disagree; 5=Somewhat Agree; 6=Agree; 7=Strongly Agree; 99=Don’t Know*

1. My agency values engaging individuals with lived experience/expertise.

1=Strongly Disagree; 2=Disagree; 3=Somewhat Disagree; 4=Neither agree nor disagree; 5=Somewhat Agree; 6=Agree; 7=Strongly Agree; 99=Don’t Know

1. The Center’s services and supports align with my agency’s current prioritization of lived experience and/or lived expertise.

*1=Strongly Disagree; 2=Disagree; 3=Somewhat Disagree; 4=Neither agree nor disagree; 5=Somewhat Agree; 6=Agree; 7=Strongly Agree; 99=Don’t Know*

1. The Center’s services and supports increased my agency’s capacity to engage individuals with lived experience and/or expertise in a meaningful way on the project (i.e., *actively contributed and helped to inform decisions).*

*1=Strongly Disagree; 2=Disagree; 3=Somewhat Disagree; 4=Neither agree nor disagree; 5=Somewhat Agree; 6=Agree; 7=Strongly Agree; 99=Don’t Know*

1. The Center’s services and supports are increasing my agency’s capacity to engage individuals with lived experience and/or expertise in other areas of our work.

*1=Strongly Disagree; 2=Disagree; 3=Somewhat Disagree; 4=Neither agree nor disagree; 5=Somewhat Agree; 6=Agree; 7=Strongly Agree; 99=Don’t Know*

1. The Center’s services and supports increased my agency’s capacity to sustain our work with individuals that have lived experience and/or expertise in the future.

*1=Strongly Disagree; 2=Disagree; 3=Somewhat Disagree; 4=Neither agree nor disagree; 5=Somewhat Agree; 6=Agree; 7=Strongly Agree; 99=Don’t Know*

1. *[if Q8 score is 5=Somewhat agree or above] What are some examples or activities that have helped increase your jurisdiction’s capacity to engage individuals with lived experience and/or lived expertise?*
2. *[If Q8 score is 3=Somewhat disagree or below] In what ways can the Center better support your jurisdiction to engage individuals with lived experience and/or expertise?*

***This next set of questions relate to any of the Center for State’s efforts to infuse a racial equity approach into its service delivery. A racial equity approach refers to a deliberate approach to identifying the systemic and institutional structures, policies, and practices that produce disparate outcomes for Black, Indigenous, and people of color [and their] communities. This approach requires taking intentional steps to address these inequities.[[3]](#footnote-5)***

**Please rate your agreement with the following statements:**

1. The Center’s services that my agency received addressed racial equity (e.g., increasing capacity for interpreting data by race and/or ethnicity to understand populations and their needs, using data to understand gaps in and barriers to service delivery for families of color, increasing understanding of service needs for families and communities of color).

1=Strongly Disagree; 2=Disagree; 3=Somewhat Disagree; 4=Neither agree nor disagree; 5=Somewhat Agree; 6=Agree; 7=Strongly Agree; 99=Don’t Know

1. The Center’s services fit well with my agency’s current efforts to infuse racial equity in our work.

1=Strongly Disagree; 2=Disagree; 3=Somewhat Disagree; 4=Neither agree nor disagree; 5=Somewhat Agree; 6=Agree; 7=Strongly Agree; 99=Don’t Know

1. [If Q13 score is 5=Somewhat agree or higher] Why do the services fit well? (Open-ended)
2. [If Q13 score is 4=Neither agree nor disagree or lower] Why do the Center’s services not fit well with your agency’s current efforts? (Open-ended)

***The next set of questions will ask you to think more broadly about ways individuals with lived experience and/or expertise are being integrated into your jurisdiction. This could extend beyond the work of the Center.***

1. Are there any opportunities to engage individuals with lived experience and/or lived expertise in ways or places that they currently do not within your jurisdiction?

1. Can you think of any successful strategies for training or recruiting potential applicants with lived experience and/or lived expertise used in your jurisdiction (e.g., hiring parent partners, demonstrating the value and benefit of integrating lived experience)?

1. Can you think of any examples of ways that individuals with lived experience and/or lived expertise are being integrated into services in support of CFSR Round 4?

1. Can you think of any examples of ways that individuals with lived experience and/or lived expertise are being integrated into FFPSA support and/or prevention/FFPSA implementation projects?
2. Do you have any additional comments or suggestions on ways the Center can promote engagement and partnership with individuals who have lived experience and/or lived expertise?

**Thank you for your time and participation!**

1. Given, L. M. (Ed.). (2008). The SAGE encyclopedia of qualitative research methods (Vol. 2). Thousand Oaks, CA: SAGE. <https://dx.doi.org/10.4135/9781412963909> [↑](#footnote-ref-3)
2. Pauter, S. M., Dicharry, L., Cuza, H., Harvey, J., Hernandez, V., McDaniel, S., & Trochtenberg, R. (2019, July). Definition of partnership. In S. Pauter (Chair), Think tank on partnering with youth and young adults in child welfare. Symposium conducted at the Chadwick Center, San Diego, CA. <https://www.tipscenter.org/public/uploads/ckeditor/5e98837a743cf1587053434.pdf> [↑](#footnote-ref-4)
3. Capacity Building Center for States (2023). Diversity, racial equity, and inclusion in child welfare: Terms and Definitions. https://capacity.childwelfare.gov/states/resources/rei-terms-and-definitions [↑](#footnote-ref-5)