

This checklist includes examples of activities that many state teams have used to engage and include family members in IPS implementation. The **IPS Family Group** encourages both state leadership and IPS teams to use this as a guide in considering ways to increase family member support and advocacy.

FOR STATES/REGIONS:

- Establishes a liaison within their state/regional NAMI and/or other Family Advocacy Group
- Ensures the availability of training on family engagement techniques and strategies (NAMI or local advocacy groups) AND training for mental health/IPS providers on family engagement
- Train family members on advocacy strategies
- Train family members to be co-evaluators in Fidelity Reviews
- There is at least one family representative at the state/regional Steering Committees
- Family liaisons and advocates are invited to kickoff events and ongoing trainings
- Teams are offering family engagement training at their agency
- At IPS training events, leaders ask IPS supervisors and family members to educate and present on family engagement strategies (ex, Speakers Bureau)
- There is a customized family brochure on IPS for families to share with other family members
- There are other materials that families can use to educate others on IPS programs
- Connects with the state mental health consumer/family advocacy council (ex, Mental Health advisory board, MH Block Grant planning council) to present and engage family members in the steering committee/implementation team
- Reaches out to the Department of Education to educate school board/parents on IPS as a support for transition age youth (TAY)
- State Teams develop IPS talking points for families to share with legislators/policy makers
- Collects and shares Family Recovery Stories from their family members of persons served who have obtained jobs
- Encourage and support a liaison from NAMI and/or other family advocacy group member to attend the IPS Annual Conference.

FOR TEAMS:

- The IPS team asks about family involvement in the individual's life at intake, when completing the Career Profile, and ongoing throughout their work tenure.
- Supervisors are educating employment specialists in how to include families in treatment planning
- Supervisors schedule regular family meetings or outreach to family advocacy groups
- Supervisors mentor how to contact and engage family members while training new employment specialists
- Teams include outreach to family as part of team meeting agendas
- Employment Specialists offer to make copies of brief documents for the individual to share back home with their family, like the "Job Support Plan" or other that includes goals & support needs to maintain jobs.
- Supervisors have a goal for at least a certain number of family meetings for all clients on caseload
- Teams are connecting local family members to the state implementation teams and that the meetings are accessible (call in options) for family members
- Team uses a customized IPS brochure with family stories to share at local meetings
- Presents regularly at local NAMI family to family meetings
- Presents on IPS at the local school/PTA meetings (if that service is available to TAY)