Family Engagement Checklist
for IPS State Leadership or Teams

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)