

CULTIVATE



COLLABORATIVE FAMILY ENGAGEMENT

Cultivate is the use of CFE tools to identify the support network for the child/parents and family. It is a best practice is to complete three or more of any of the CFE tools with/for child, parent, and family/fictive kin. Of the three tools, at least one tool should be attempted with/for the child, and one tool with a parent.

WHAT DOES CULTIVATE LOOK LIKE?

Refer to list of CFE tools in the data definitions.

HOW DO I ENTER CULTIVATE INTO OPTIMA?

CFE Tool Completed

Subject line: Enter which tool is used

Notes: Indicate who the tool was completed with and any information gained, or indicate if tool was uploaded into documents. If completing multiple tools at one visit, only enter one contact log.

Name	Relationship	Party Type
Lana Aleman		Child
Lucas Norman		Child

Case: **Alman - CASA-19-051948**

File Name (Click to upload): No file chosen

Document Type: **CFE Tool**

Document Date:

Name	ACA	Relationship	Active	Deceased	Contact Info
Alman, Mandy		Mother	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mari, Roger		Grandma	<input type="checkbox"/>	<input type="checkbox"/>	xxxxxx
Mari, Roger		Maternal Grandmother	<input type="checkbox"/>	<input type="checkbox"/>	xxxxxx

File Name	Document Date	Document Type	Add By	Add Date	Action
MD_1531.jpg	1/9/2023	CFE Tool	McDonnell, Anna	3/1/2023	

CULTIVATE FAQ

CPS/SSCC is doing a tool. How should we track it? If CPS/SSCC completes a tool, log that as Contact with CPS/SSCC and upload the tool as a document, or enter it in the notes section. Only CFE activities completed by CASA will count toward CFE activity funding.

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CULTIVATE FAQ

What happens if there are no parents available or a parent refuses to complete a tool with me? If a parent is not available or refuses to complete a tool with you, there are some other ways to try and gain the information. The first may be to explain to the parent, again, why you want them to complete the tool and how the tool will help you as a volunteer keep the child connected to those who love them. The parent's attorney may be able to complete the tool with the parent, or be present and encourage them to complete the tool. You might try to speak with a family member, share the reason for completing the tool, and ask if they could speak to the parent.

If all else fails, there are other options to gain the information you need. If the child is of age, you may be able to gain information about the network from them. You can also complete a tool with another family member or fictive kin to gain valuable information about the network around the child or family. The most important thing is: don't give up! Once you complete (or have attempted) the tool, enter CFE tool completed, and in the description section, note if the parent refused or was not available, and with whom you completed the tool.

What information do I need to enter? Enter the name of the tool in the subject line and either upload the tool (via a picture or document) in documents or include the information you gained in the description section of the contact.

There are multiple parents, which one should I do a tool with? For multiple parents in one family, please work with the CFE Team on the case to determine which tool should be done with which parent. Ideally all of the children's parents would have the opportunity to complete a tool, so volunteers or others on the CFE Team are not limited to doing a tool with just one parent. Remember to make equal efforts to engage with both parents' sides.

I am completing multiple tools during my child visit. How do I enter those? If multiple tools are completed during one instance of advocacy, only utilize one contact log with the activity CFE Tool Completed. However, you can enter all the information gained from all of the tools either as documents or include the information in the notes section.

I am calling people from the Seneca Search or another CFE tool to determine who they are. How do I enter that? Calling people from the Seneca Search or other CFE tool to determine who they are is part of Cultivate. Enter the information into Optima in the Family member or Associated member's section. Once you have engaged the person and determined that they are willing to be a connection and a plan is in place to strengthen those connections, you should enter Family/Child Connection.

I completed a CFE tool using the CFE mobile application, does that count? Absolutely! This counts the same as completing the tool on paper and should be documented the same way.

Any questions? Please contact your CFE Coach.