# CULTIVATE



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.

Optin		folunteerContactLog/Details/MilzMTAyNTQ=			é 🖈 🖬 🔕	← → C ☆ @ tx-tablemaint.
	ma`				listome Anna McDennell ge Password   Log Off	♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥
	Supervisors Dashboard	Lookup Tables Cases	User Administration Repo	Adhos Reports	8 Melo	East Dashboard Busehourd
NTACT LOG						T ADD
						Document
_						Case
et Log						File Name (Ctrl+click to multi-select)
umber	Graham, Rebecca CASA-19-0019468			Pertains to Lanie Aleman	Party Type Child	(Ctrt+click to multi-select) Document Type
Date	9/13/2022			Lucas Aleman	Child	
Type	CFE Tool Completed					Document Date
lourt	Connectedness map					Cancel Save
Туре	Face-to-Face					
	1.00					
es	\$0.00					
Status	See photo of connectedness map in d Pending	journents.				
00 e tx	x-tablemaint.evintosolutions.com/C	Case/Details/MTcwMjMwNQ%3d%3d			6 x 🖬 🔕 1	
lame a	Placement .	From - Reason -	With Siblings . Contact	tt Name	ntact Info . Action	
					Displaying items 0 - 0 of 0	
	-					
Members	-					
( Members		Relationship =	Active a	Deceased a Contact		
y Members		Mother	2	0	ର୍ 🗰	
y Members y Members ame a teman, Mandy ann, Ginger	Grandma					
Members	Grandma	Mother	8	xxxxxxx	્ # ્ #	
y Members y Members lerrar, Mandy ann, Onger 1 C 1 C 1 C	Grandma	Mother Maternal Grandmother	8	xxxxxxx	્ # ્ #	
y Members y Members lerrar, Mandy ann, Onger 1 C 1 C 1 C	Grandma	Matter Material Grandwatter	8	xxxxxxx	્ # ્ #	
y Members arme A teman, Mandy arm, Ginger	Grandma	Mother Maternal Grandmother	8	xxxxxxx	્ # ્ #	
y Members y Members ena, Mandy en, Onger 1 C t Logs To Do	Grades	Matter Material Grandwatter	8	xxxxxxx	્ # ્ #	
Armber Members Members Members Members Mendy won, Grager To De Merket Kage To De Merket Merket Merket Merket Merket Merket Merket Merket Merket	Grades	Noter Marina Castroner Petitiss and Allegations Hearing Service Accor	8	xxxxxxx	્ # ્ #	

Carl Dashboard	Bapervisors Dashboard	Volunteers	Lookup Tables	Cases	User Administration	Reports	Ad-hoc Reports	P	
ADD									
Document -		Aleman - CASA-19-0019468							
File Name (Ctrl+click to multi-sel	ect)	Choose Files No file chose	en						
		CFE Tool	~						
Document Type		01 E 100							

× +

### **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.

# CULTIVATE

# 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.