

Collaborative Family Engagement Fidelity Index

CASA Program:

Child/Family Name & ID:

Collaborate: The creation of a CFE team is necessary for CFE fidelity.		
Action Step	Progress	
1. Agreement from CASA, CPS/SSCC on selection of child to receive CFE strategies.	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____
2. CASA volunteer or staff assigned have been trained in CFE.	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____
3. CFE team sets purpose and goals for CFE work and scores authentic commitment.	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____
4. Initial connection record made (who we know of prior to doing any CFE work - can be done via Connectedness Map, list, genogram, etc. Enter known connections into Optima under Family Members or Associated Parties.	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____
5. Action plan developed and has shared workload.	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____
6. CFE lead identified (person who will help keep CFE moving until next CFE team).	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____
7. CFE team check-in meetings (touch base in-between family meetings, check commitment score, re-align goals, action plan).	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____

Cultivate: The use of one or more engagement and connection tools is necessary for CFE fidelity. Ideally three CFE tools will be completed: one with/for the child, one with the parent, and one with someone else the child or parent is connected to.

Action Step	Progress	
8. CFE team engages with child and youth using engagement and connection tools such as: Mobility Map, Ecomap, Connectedness Map, Three Houses, etc.	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____
9. CFE team engages with parents and other family members using engagement and connection tools such as: genogram, Mobility Map, Ecomap, Connectedness Map, etc. Add information from CFE tools into Optima as CFE tool completed.	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____
10. CFE team searches only when necessary using search tools.	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____

Convene: Progression of family meetings with the elements of a neutral facilitator, transparent agenda, room set up, and 70/30 rule (goal) are necessary for CFE fidelity.

Action Step	Progress	
11. Kin, fictive kin, and child's caregivers invited to family meetings, with advance notice and/or input into the scheduling and location.	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____
12. Family meeting to share information occurs (first family meeting).	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____
13. Family meeting elements achieved in first family meeting (neutral facilitator, room setup, transparent meeting, 70/30 rule).	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____
14. Biggest Unmet Need Statement developed in first family meeting.	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____
15. Family meeting for planning occurs (second family meeting).	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____

<p>16. Family meeting elements achieved in second family meeting (neutral facilitator, room setup, transparent meeting, 70/30 rule).</p>	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____
<p>17. Minimum of three concurrent plans of support identified. Add CFE Family Meeting into Optima with details of the meeting and who attended.</p>	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____
<p>Connect: The presence of a lifetime network that is committed to supporting the child and/or family for the long- term, with the ultimate goal of relational and/or legal permanency, is necessary for CFE fidelity.</p>		
<p>Action Step</p>	<p>Progress</p>	
<p>18. Family meeting to move network to action occurs (third family meeting). Permanency plan identified.</p>	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____
<p>19. Family meeting elements achieved in third family meeting (neutral facilitator, room setup, transparent meeting, 70/30 rule)</p>	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____
<p>20. Network established for every child and/or parents/caregivers.</p>	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____
<p>21. Calendar made for the child, parents or caregivers, and for the network (as needed). Actionable plans of connection to be documented via the calendar.</p>	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____
<p>22. Network takes leadership role in action planning, calendaring, and coordinating/facilitating meetings; and has plan for action and communication with one another following CPS/SSCC case closure.</p>	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____
<p>23. Closing connections noted (who we know of after CFE work is completed - can be done via Connectedness Map, list, genogram, CFE Team document, etc.). Add any closing connections into Optima under Family Members or Known Associates.</p>	<input type="radio"/> In Progress	<input type="radio"/> Completed Date of Completion _____