

LENGTH OF TIME WITH ORGANIZATION: _____

Completion Date: _____

Engaging Youth and Families ~ Best Practices Checklist

YOUTH/YOUNG ADULT VERSION - To be completed by youth or young adult partners (16-24 years) with lived mental health experiences that are in staff or volunteer/advisory roles.

INSTRUCTIONS: Circle the response that best fits how things are NOW at your organization.

BASICS & ROLES	No Sometimes Often Always 	Notes/comments
I know my opinion matters to staff/other staff here.	0 1 2 3 I DON'T KNOW	
I feel respected and equal to staff.	0 1 2 3	
I work with staff daily to plan and improve services.	0 1 2 3	
I have a key role or work on an important project.	0 1 2 3	
I know my role at this organization (Example: I know what to do, when to be at work or meetings/events, and what support or payment I will get.)	0 1 2 3	
I can see how my work and input is making a difference.	0 1 2 3	
I know how to get support from staff	0 1 2 3 I DON'T KNOW	

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Everyone knows about including youth and young adults' voice -- staff, advisors, volunteers, and people who get services here.	YES	NO	I DON'T KNOW
From what I have seen, I think this place will permanently include youth and youth adults in important roles at this organization.	YES	NO	I DON'T KNOW
From what I have seen, youth and young adults are included just as much as youth & young adults.	YES	NO	I DON'T KNOW

LEADERSHIP	No Sometimes Often Always ←-----→				Notes/comments
The leaders here are excited to include youth and listen to their opinions. (Example: They speak up at meetings/in public so people know about this.)	0	1	2	3	I DON'T KNOW
I think the leaders here use the opinions of people like me as part of their regular work routine.	YES	NO	I DON'T KNOW		

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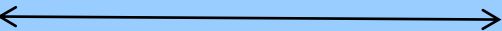
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SUPERVISION AND SUPPORT	No Sometimes Often Always 	Notes/comments
My boss or point of contact on staff and I meet regularly.	0 1 2 3	
I get appreciation for my work or participation.	0 1 2 3	
If I disagree with someone or have a conflict, it is dealt with promptly and respectfully.	0 1 2 3	
Meeting times and places are flexible. <i>(Example: In the evening and or in the community if that works better for me, instead of the program office.)</i>	0 1 2 3 I DON'T KNOW	
Staff is open to and allowed to communicate with me and other youth in different ways. <i>(Example: Like calls, text messages, emails, Facebook, etc.)</i>	0 1 2 3 I DON'T KNOW	
I can get help with transportation if I need it.	0 1 2 3 I DON'T KNOW	
My boss/point of contact works with me to get ready for meetings and presentations – and we talk about how it went afterwards.	0 1 2 3	
I have choices in what I want to say or do about my personal story. <i>(Example: I am asked beforehand if I</i>	0 1 2 3	

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am comfortable sharing it.)		
This workplace/program gives me the flexibility to handle personal and health/mental health needs. <i>(Example: I can go to mental health appointments during the day.)</i>	0 1 2 3	
I have a clear boss or point of contact on staff.	YES NO	
There is at least one person on staff I trust and can talk to/ask questions to.	YES NO	
I think the pay or forms of support I get (transportation, etc.) are fair.	YES NO	
My lived mental health experience counts as experience here for pay and promotion decisions.	YES NO	I DON'T KNOW

TRAINING	No Sometimes Often Always 	Notes/comments
Youth and young adults like me are included in those trainings – presenting or participating.	0 1 2 3 I DON'T KNOW	
Staff at all levels – from front desk to maintenance to administration – seem to know that hearing youth and young adults' voice is important and why.	YES NO 2 3 I DON'T KNOW	

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From what I've seen, staff at all levels gets training on the best practices about how to involve youth and young adults.	YES NO 2 3 I DON'T KNOW	
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FEEDBACK AND EVALUATION	No Sometimes Often Always ←—————→	Notes/comments
We get this feedback from youth and young adults. (Example: twice a year, once a month)	0 1 2 3	How often?
I am part of evaluations and quality improvement work. (Example: I help this place to get and use input from youth and young adults.)	0 1 2 3	
I know how we get feedback from the people our program serves.	YES NO I DON'T KNOW	

Anything else you'd like to add about how this place works with youth/young adults as partners?

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