

# The Engaging Nontraditional Voices Toolkit

## GROUP SELF-ASSESSMENT

### WHERE SHOULD YOUR GROUP START?

Your organization may be just beginning or mid-way through a system transformation to be more inclusive of consumer and community voice. This self-assessment will help your group identify areas of strength and areas for improvement with regards to engaging nontraditional voices. You can complete this assessment as a group or individually, but should make sure to:

1. Take time to discuss the questions and answers at your meeting.
2. Report back on the *Areas of Strength*, *Areas for Continued Efforts*, and *Areas for Improvement*. Discuss which areas you would like to address first.
3. Refer to the toolkit sections to identify tools and resources to help with each topic.

### SELF-ASSESSMENT QUESTIONNAIRE

#### Topic: Structuring Meetings to be Friendly to Nontraditional Voices

| <i>Our group or board...</i>   | <i>Yes, and going well</i> | <i>Yes, but needs work</i> | <i>No, but in development</i> | <i>No, but in consideration</i> | <i>No, not discussed</i> |
|--|----------------------------|----------------------------|-------------------------------|---------------------------------|--------------------------|
| Has taken into account the needs of our current or future members when deciding on the time, location, and call in flexibility of meetings | 4                          | 3                          | 2                             | 1                               | 0                        |
| Has a process for engaging new voices, such as orientations, introductory packets of information, or mentoring practices                   | 4                          | 3                          | 2                             | 1                               | 0                        |
| Uses meeting norms and meeting minutes as strategies for ensuring meetings are accessible and comfortable for all participants             | 4                          | 3                          | 2                             | 1                               | 0                        |

#### Topic: Recruiting Nontraditional Participation

| <i>Our group or board...</i>   | <i>Yes, and going well</i> | <i>Yes, but needs work</i> | <i>No, but in development</i> | <i>No, but in consideration</i> | <i>No, not discussed</i> |
|--|----------------------------|----------------------------|-------------------------------|---------------------------------|--------------------------|
| Has identified the issues and/or populations that need to be represented     | 4                          | 3                          | 2                             | 1                               | 0                        |
| Has developed accessible marketing materials that clearly describe our group | 4                          | 3                          | 2                             | 1                               | 0                        |
| Has recruited from underserved and diverse populations for participation     | 4                          | 3                          | 2                             | 1                               | 0                        |

### Are you interested in more tips and tools for engaging nontraditional voices?

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## Topic: Compensation and Reimbursement

| <i>Our group or board...</i>  | <i>Yes, and going well</i> | <i>Yes, but needs work</i> | <i>No, but in development</i> | <i>No, but in consideration</i> | <i>No, not discussed</i> |
|---|----------------------------|----------------------------|-------------------------------|---------------------------------|--------------------------|
| Has an established policy and identified funds to provide stipends for participants                         | 4                          | 3                          | 2                             | 1                               | 0                        |
| Has an established policy and identified funds to provide mileage/transportation reimbursement participants | 4                          | 3                          | 2                             | 1                               | 0                        |
| Either provides childcare or reimburses members for childcare expenses                                      | 4                          | 3                          | 2                             | 1                               | 0                        |

## Topic: Youth Participation

| <i>Our group or board...</i>   | <i>Yes, and going well</i> | <i>Yes, but needs work</i> | <i>No, but in development</i> | <i>No, but in consideration</i> | <i>No, not discussed</i> |
|--|----------------------------|----------------------------|-------------------------------|---------------------------------|--------------------------|
| Has a clear understanding of how engaging youth differs from engaging adults.                                    | 4                          | 3                          | 2                             | 1                               | 0                        |
| Has developed specific strategies for recruiting, retaining, and supporting youth.                               | 4                          | 3                          | 2                             | 1                               | 0                        |
| Has explored and made decisions on how to best engage youth input, including alternatives to direct involvement. | 4                          | 3                          | 2                             | 1                               | 0                        |

## Topic: Leadership Development

| <i>Our group or board...</i>   | <i>Yes, and going well</i> | <i>Yes, but needs work</i> | <i>No, but in development</i> | <i>No, but in consideration</i> | <i>No, not discussed</i> |
|--|----------------------------|----------------------------|-------------------------------|---------------------------------|--------------------------|
| Has connected members to community leadership training opportunities                   | 4                          | 3                          | 2                             | 1                               | 0                        |
| Has paid for members to participate in community leadership training                   | 4                          | 3                          | 2                             | 1                               | 0                        |
| Engages nontraditional voices in leadership roles within meetings and other activities | 4                          | 3                          | 2                             | 1                               | 0                        |

## Topic: Cultural Competence

| <i>Our group or board...</i>   | <i>Yes, and going well</i> | <i>Yes, but needs work</i> | <i>No, but in development</i> | <i>No, but in consideration</i> | <i>No, not discussed</i> |
|--|----------------------------|----------------------------|-------------------------------|---------------------------------|--------------------------|
| Has undergone cultural competency training as a board or as individuals              | 4                          | 3                          | 2                             | 1                               | 0                        |
| Has implemented concrete strategies for improving the board's cultural competency    | 4                          | 3                          | 2                             | 1                               | 0                        |
| Has recruited and retained diverse membership, including racial and ethnic diversity | 4                          | 3                          | 2                             | 1                               | 0                        |

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## Topic: Privacy and Confidentiality

| <i>Our group or board...</i>  | <i>Yes, and going well</i> | <i>Yes, but needs work</i> | <i>No, but in development</i> | <i>No, but in consideration</i> | <i>No, not discussed</i> |
|---|----------------------------|----------------------------|-------------------------------|---------------------------------|--------------------------|
| Understands the implications of HIPAA and other privacy laws for conversations          | 4                          | 3                          | 2                             | 1                               | 0                        |
| Includes our members in all discussions, including confidential ones                    | 4                          | 3                          | 2                             | 1                               | 0                        |
| Has a confidentiality form that all members sign prior to beginning their participation | 4                          | 3                          | 2                             | 1                               | 0                        |

## Topic: Evaluation and Improvement

| <i>Our group or board...</i>   | <i>Yes, and going well</i> | <i>Yes, but needs work</i> | <i>No, but in development</i> | <i>No, but in consideration</i> | <i>No, not discussed</i> |
|--|----------------------------|----------------------------|-------------------------------|---------------------------------|--------------------------|
| Has evaluated participation by nontraditional voices, including their satisfaction                     | 4                          | 3                          | 2                             | 1                               | 0                        |
| Has used evaluation information to inform participation policies and practices                         | 4                          | 3                          | 2                             | 1                               | 0                        |
| Has sought advice and input from other groups that have more experience engaging nontraditional voices | 4                          | 3                          | 2                             | 1                               | 0                        |

## Topic: Beyond Meetings

| <i>Our group or board...</i>  | <i>Yes, and going well</i> | <i>Yes, but needs work</i> | <i>No, but in development</i> | <i>No, but in consideration</i> | <i>No, not discussed</i> |
|---|----------------------------|----------------------------|-------------------------------|---------------------------------|--------------------------|
| Uses focus groups, interviews, or surveys to engage nontraditional voices outside of our meetings | 4                          | 3                          | 2                             | 1                               | 0                        |
| Goes to existing gathering places for input   | 4                          | 3                          | 2                             | 1                               | 0                        |
| Uses advisory groups composed solely of nontraditional voices to gather input                     | 4                          | 3                          | 2                             | 1                               | 0                        |

## Scoring

Add up your board's total score for each topic. Enter them into the score column of the chart below.

Based on the Score for each topic, assign the topic to one of these three categories:

- 10+ Points: Area of Strength
- 6 – 9 Points: Area for Continued Efforts
- 0 – 5 Points: Area for Significant Effort

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## Discussion on Scoring

Once your scores are assembled, bring them back to the board to discuss. Each topic is addressed a section of the Family and Youth Involvement Workbook (noted in chart below). As a group, identify the sections that will help your board address your *Areas for Significant Effort* and *Areas for Continued Efforts*. Prioritize the order in which your board will address the issues.

| SCORING  |       |                                    | DISCUSSION ON SCORES |                |
|--|-------|------------------------------------|----------------------|----------------|
| Topic  | Score | Category                           | Workbook Section     | Priority (1-9) |
| <i>Example: Recruiting Nontraditional Voices</i>             | 4     | <i>Area for Significant Effort</i> | Section 3            | 1              |
| Recruiting Nontraditional Participation                      |       |                                    | Section 3            |                |
| Compensation and Reimbursement                               |       |                                    | Section 2            |                |
| Structuring Meetings to be Friendly to Nontraditional Voices |       |                                    | Section 1            |                |
| Youth Participation  |       |                                    | Section 4            |                |
| Leadership Development                                       |       |                                    | Section 5            |                |
| Cultural Competence  |       |                                    | Section 6            |                |
| Privacy and Confidentiality                                  |       |                                    | Section 7            |                |
| Evaluation and Improvement                                   |       |                                    | Section 8            |                |
| Beyond Meetings  |       |                                    | Section 9            |                |

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