

CHECKLIST FOR DEVELOPING FCC PARTNERSHIPS

STEP 1

Based on the assessments, identify the core components of your family-centered coaching approach to partnership. This will form the basis of your discussion with partners, and will help guide you to a memorandum of understanding (MOU) with them that works for all parties operationally. See “*Considerations in Developing the Coaching Partnership*” on page 28 to guide your thinking.

QUESTION TO ASK: How will you support families working across multiple organizations to make the coaching and service work easy to navigate?

NOTES/NEXT STEPS: _____

LEAD TEAM MEMBER: _____ **TARGET DATE:** _____ **COMPLETED:**

QUESTION TO ASK: How often will you meet with core partners to discuss participants?

NOTES/NEXT STEPS: _____

LEAD TEAM MEMBER: _____ **TARGET DATE:** _____ **COMPLETED:**

QUESTION TO ASK: How often will you bring referral partners together?

NOTES/NEXT STEPS: _____

LEAD TEAM MEMBER: _____ **TARGET DATE:** _____ **COMPLETED:**

QUESTION TO ASK: What will the communication structure look like at the line, supervisor, and leadership levels?

NOTES/NEXT STEPS: _____

LEAD TEAM MEMBER: _____ **TARGET DATE:** _____ **COMPLETED:**

QUESTION TO ASK: How will you share data and what data will you share across organizations?

NOTES/NEXT STEPS: _____

LEAD TEAM MEMBER: _____ **TARGET DATE:** _____ **COMPLETED:**

QUESTION TO ASK: How will communication work? Who is responsible for ensuring this happens?”

NOTES/NEXT STEPS: _____

LEAD TEAM MEMBER: _____ **TARGET DATE:** _____ **COMPLETED:**

Continued...

STEP 1

QUESTION TO ASK: Will you provide cross-training among organizations on a regular basis on topics related to family-centered coaching (for example, trauma-informed care, racial equity approaches, behavioral economics, or effective coaching practices)?

NOTES/NEXT STEPS: _____

LEAD TEAM MEMBER: _____ **TARGET DATE:** _____ **COMPLETED:**

QUESTION TO ASK: How will you assess how the coaching is working?

NOTES/NEXT STEPS: _____

LEAD TEAM MEMBER: _____ **TARGET DATE:** _____ **COMPLETED:**

QUESTION TO ASK: What resources will be needed to operationalize the partnership?

NOTES/NEXT STEPS: _____

LEAD TEAM MEMBER: _____ **TARGET DATE:** _____ **COMPLETED:**

QUESTION TO ASK: What data can be shared?

NOTES/NEXT STEPS: _____

LEAD TEAM MEMBER: _____ **TARGET DATE:** _____ **COMPLETED:**

STEP 2

Develop a one- or two-page fact sheet to explain family-centered coaching.

NOTES/NEXT STEPS: _____

PERSON IN CHARGE: _____ **TARGET DATE:** _____ **COMPLETED:**

STEP 3

Hold a meeting with the identified “core coaching partner(s)” to discuss family-centered coaching, identify mutual goals, assess interest and fit, and discuss baseline requirements for coaching. Make sure that the leadership of both organizations are present so that buy-in is established early on.

NOTES/NEXT STEPS: _____

PERSON IN CHARGE: _____ **TARGET DATE:** _____ **COMPLETED:**

STEP 4

Create an MOU that clearly outlines how the partnership will work.

NOTES/NEXT STEPS: _____

PERSON IN CHARGE: _____ **TARGET DATE:** _____ **COMPLETED:**

Family-Centered Coaching

ORGANIZATION

- Whole-family approach is central to the mission
- Views the family as the expert in their own life
- Leadership demonstrates commitment to family-centered coaching through alignment of mission, allocating funding to support family-centered coaching
- Provides routine training in family-centered coaching practices and related disciplines
- Actively incorporates trauma-informed care practices
- Actively incorporates racial equity practices
- Staff reflects diversity of community being served and is trained in cultural competency and strength-based approaches
- Has strong partnerships to create whole-family set of services and programs
- Supervisors actively support and coach their coaches
- Uses data on the whole family for continuous improvement

COACHING

- Parent is in the driver's seat and "family" is defined by the parent
- Parents have choice in who coaches them and the services they access
- Coach-parent relationship is transparent and collaborative
- Coaching incorporates the whole family and their interests (8 areas of the Wheel of Life)
- Coaches are able to move fluidly among goal-setting, assessing readiness for change, and case management
- Coaches have established warm referral systems for services
- Coaches have a means for self-reflection and self-care to optimize their coaching skills

COACHING ENVIRONMENT

- Coaching locations and hours of operation are easily reached by families
- Organizational spaces and approaches incorporate physical and psychological safety and comfort for parents and children
- Coaching space allows for privacy, and is welcoming and reflective of local population
- Child care is available during coaching appointment

PARTNERSHIP

- Formal Memorandums of Understanding (MOUs) are in place for services, with roles clearly defined
- Clear communication and coordination among coaches, including regular meetings
- Partner organizational leadership and operations reflect family-centered values and approach