

Examples of Family Mentorship Materials for Reference
Recruitment, Orientation, Matching, On-going Process & Evaluation

For Mentoring Families		
<i>Topic</i>	<i>Title/Purpose</i>	<i>Document #</i>
Recruitment		
Tools and Letters	Brochure	#37 TNB
	Newspaper Article	#38 TNB
	Handout for Prospective Families	#39 VA
	Letter and Return Participation Form	#40 WI
	Letter to Families	#42 NM
Matching LEND Trainees with Families		
Information Forms and Pre-Match Surveys	Family Participation Form	#47 IA, p.4
	Family Information Form	#61 NYW
	Family Registration Form	#58 VA
	Family Information Form	#40 WI
Match Notification/ Information Forms	Parents as Mentors Assignment Letter	#47 IA, p. 3
	Sample Letter to Family	#41 NYW
	Letter to Family in Orientation Manual	#62 OHC
Orienting Families and Trainees to Family Mentorship		
Orientation Manual	Parent Orientation Packet	#47 IA, pp. 1-12
	Family Orientation Manual	#45 OHC, pp. 1-6
	Family Orientation Manual	#57 VA, pp. 1-9
FM Program Descriptions	Principles to Practice	#68 OK
	Family Mentoring Experience	#70 WI
	Description of the Family Mentoring Program	#1 WI, pp. 1-5
	Description of Family-Practicum Project/Assignment	#6 NM
Family/Trainees Get Together	Family Mentoring Picnic	#10 VA, p.5
	Invitation to Pizza Party	#27 NM
	Orientation Invitation	#25 WI
Learning Objectives	Family Mentoring Experience Competencies	#11 OHC, pp. 1-3
	Family Manual	#57 VA, pp. 2-3
Guidelines for Visit	Sample Activities for Family Visits	#47 IA, p. 8
	Guidelines for the Family Mentor Program	#71 WI
	Guidelines for Families	#14 NYS, p. 2
Etiquette	Tips for Parents to Help Home Visits Go Smoothly	#47 IA, p. 7

Program Evaluation		
	<i>Instrument Type & Purpose</i>	
Family Feedback and Student Evaluation Form	Open ended questionnaire; <i>To determine family's perception of the trainee's communication style, overall impression of visit; additional comments</i>	# 47 IA, p. 12
Family Centered Competency Assessment	Likert 4 point rating scale; <i>To determine the family's perception of the trainee's use of People First Language, ability to listen, show respect, accessibility, and supportiveness, etc</i>	#7 NYW
Family Evaluation form	Open ended questionnaire; <i>To determine the family's perception of the trainee's (a) FM experience and (b) performance</i>	#55 OHC
Evaluation for Families	Brief open ended questionnaire; <i>To determine the family's perception regarding the FM program as a positive experience, their willingness to participate again, and any suggested changes</i>	#39 NYS
Family Mentorship Experience-Family Evaluation	Open ended questionnaire and Likert 5 point rating scale; <i>To determine the family's perception of the experience and the trainee's performance. Requests permission from family to share their comments with the trainee.</i>	#56 VA
Family Assessment of MCH LEND Trainee	Likert 4 point rating scale; <i>To determine the family's perception of the trainee's use of People First Language, ability to listen, show respect, accessibility, and supportiveness, etc</i>	#35 WI
Family Evaluation of FM Program	Open ended questions; <i>To determine the family's perception regarding the number of hours required for trainee participation and overall experiences</i>	#73 WI
LEND Family Faculty Evaluation-A	Open ended questionnaire; <i>To determine the family's perception regarding the type of frequency of contact by the trainee, completion of assignment, community visits, comments about what the family enjoyed the most and the least, and suggestions for change</i>	#74 NM
LEND Family Faculty Evaluation-B	Open ended questionnaire and rating scale; <i>To determine the family's perception regarding the type of frequency of contact by the trainee, completion of assignment, community visits, comments about what the family enjoyed the most and the least, and suggestions for change</i>	#75 NM
Family Mentor Evaluation	Open ended questionnaire; <i>To determine the family's perception regarding frequency of contact with the trainee, timeliness of plans, and whether or not the family would recommend the FM program to other families</i>	#76 TNN
LEND Family Shadowing Program Feedback Form	Yes/No questionnaire with space for comments; <i>To determine the family's perception of the trainee's benefit from the FM experience, suggestions for improvement, and willingness to participate in next year's program</i>	#78 MO

For LEND Trainees		
<i>Topic</i>	<i>Title/Purpose</i>	<i>Document #</i>
Matching LEND Trainees with Families		
Information Forms and Pre-Match Surveys	LEND Fellow Information Form	#61 NYW
	Pre-Match Trainee Survey/Information Form	#46 OHC
	Pre-Match Survey of Trainees	#48 VA
	Student Information Form & Match Survey	#72 WI, p. 1
Developing FM Goals to Help Make a Match	Student Plan for Family Mentor Goals <i>Given to families during the first visit</i>	#9 WI, p.2
Alternative FM Options	Alternative Experience Questionnaire	#48 VA, p. 3
Match Notification Information Forms	Trainee Match Form	#63 OHC
Orienting Families and Trainees to Family Mentorship		
Orientation Manuals	Trainee Packets	#19 IA, pp. 1-14
	Trainee Orientation Manual	#17 OHC, pp. 1-10
	Trainee Orientation Manual	#10 VA, pp. 1-30
FM Program Descriptions	Information for LEND Fellows	#18 NYW
	Family Visit Interview & Observation	#21 NYW, p. 1
	Description of the Family Mentor Program	#1 WI
	Description of Family-Practicum Project/Assignment	#6 NM
	FM Experience Agreement	#15 TNN
Family Shadowing Experience	#50 MO	
Family/Trainee Get-Together	Family Mentor Picnic	#10 VA, p. 5
Learning Objectives	Trainee Manual	#17 OHC
	Trainee Manual	# VA
Guidelines for Visits	First Visits to LEND Families	#52 NYS
	A Guideline for the Family Mentor Program	#71 WI
	Guidelines for LEND Trainees	#14 NYS, p. 2
Safety	Safety Tips for LEND Trainees on Family Visits	#64 OHC
	Safety Tips Sign-off Form	#29 OHC
Etiquette	Home Visits	#53 WI
Difficult Issues	Problem Situations	#17 OHC, p. 10

For LEND Trainees (continued)

Ongoing Process of Family Mentorship

Journal Tools	Family Visits – Reflection Guidelines	#19 IA, p. 12
	LEND Family Mentoring Journal Expectations	#22 OHC
	Experience Journal Form	#23 OHC
	Weekly Journal Tool	#20 WI
	Family Centered Experience Visit Long	#49 MO
Questions for Discussion	Questions for a Rainy Day	#47 IA, p. 9
	Questions to Guide Your Family Mentor Experience	#54 WI
	Questions to Consider	#51 MO

Interview Guide		
	Post-Interview Impressions Form	#21 NYW, p. 2

Program Evaluation

	<i>Instrument Type & Purpose</i>	
Self-Assessment	Likert 5 point rating scale; <i>To determine trainee knowledge, skills, and attitudes, assessment tool can be used as pre- and post-test</i>	#19 IA, pp. 8-9
Post-Interview Impressions	Open ended questionnaire; <i>To determine trainee experiences/system views</i>	#21 NYW, p. 2
Trainee Evaluation of the FM Experience (Part 1)	Likert 5 point rating scale and comments; <i>To determine trainee experiences and increased understanding of family life</i>	#66 OHC
Trainee Reflection on the FM Experience (Part 2)	Open ended questions; <i>To determine trainee experiences, system beliefs, leadership, competencies; suggestions for changes</i>	#67 OHC
Trainee Evaluation of FM Experience	Likert 4 point rating scale and open ended questions; <i>To determine trainee FM experiences</i>	#69 VA
Family Mentor Program-Student Evaluation	Open ended questionnaire and Likert 5 point rating scale; <i>To determine trainee value, challenges, FM experiences</i>	#34 WI
Family Systems Practicum Evaluation	Yes/No Questionnaire with open ended responses to questions answered 'Yes'; <i>To determine trainee FM experiences</i>	#79 NYS
Family Mentor Evaluation	Open ended questionnaire; <i>To determine trainee FM experience</i>	#76 TNN
Family Mentoring Evaluation (Pre- & Post-Test)	Likert 5 point rating scale; <i>To determine trainee Pre- Post-test for level of competency</i>	#77 WI
Questions to Consider for Your Family Experience	Open ended questions; <i>To determine trainee FM experiences</i>	#51 MO
LEND Trainee Family Mentorship Feedback Form	Yes/No Questions with space for Comments; <i>To determine the trainee FM experiences</i>	#80 NYW

For Faculty

<i>Topic</i>	<i>Title/Purpose</i>	<i>Document #</i>
Matching LEND Trainees with Families		
Information Forms and Pre-Match Surveys	Match Survey	#72 WI, pp. 2-3
Family Database	Family Choices Form	#43 VA
	Family Roster	#44 WI
Match Notification Information forms		
	Parent Coordinator Initial Home Visit form	#65 OHC
Orienting Families and Trainees to Family Mentorship		
FM Program Descriptions	Description of the Family Mentor Program	#1 WI
Guidelines for Visit	Guideline for the Family Mentor Program	#71 WI
Ongoing Process of Family Mentorship		
Journal Tool		
	Journal Tool	#20 WI
Program Evaluation		
<i>Instrument Type & Purpose</i>		
Evaluation Letter to FME Families	Letter of appreciation	#32 OHC
LEND Fellows Family Mentoring 2004-2005 Evaluation	FM Coordinator completes this form based on each trainee's FM follow-up group discussion, written reflections, and feedback from the mentoring families. It is forwarded to the LEND Director to be used as part of the trainee's individual evaluations.	#36 NYW
Family Centered Care	Tool to track progress on competencies	#8 WI