

Community Engagement Report Out Form

Submission Questions and Instructions

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Initial Instructions

The intention of the community engagement report out form is for you to share the outcomes of engagements related to services for Children and Youth with Support Needs (CYSN) with the Ministry of Children and Family Development (MCFD). You may be a grant-holding organization, a First Nations community, or an organization who is conducting engagement with families or service providers supporting children and youth with support needs.

To fill this out, please:

- 1) Consider if you wish to submit documents and information for one engagement activity or multiple engagement activities. We encourage you to include multiple different engagement activities in one submission if possible.
- 2) Respond to the questions that describe the who, what, when, and where of your discussions and engagement activities.
- 3) Upload any documents you wish to submit. We encourage you to try to combine engagement activities onto one or a couple of documents if possible, and we ask that you only upload each document once. Please do not attach any photos that include people's faces or identifying information. This will result in the immediate deletion of your entry for privacy and confidentiality purposes.
- 4) Respond to the optional questions as desired.

Your responses will help inform and shape the future of CYSN Services. Please include anything that came from your discussions that you think is important.

Identifying Information

If you need help removing identifying information, please consider these points:

Remove people's names, addresses, or specific diagnoses. Instead, use more general identifiers as needed, such as 'they have high medical and equipment needs', or 'they have been looking for behaviour support for 3 years'.

Remove specific professions and employer names. For example, if your community has only one physiotherapist contracted with the ABC Society, do not identify 'the physiotherapist working for ABC Society'. Instead, refer to them as 'a physiotherapist'.

If you need help filling out any of the questions or would rather talk to someone about your engagement, please reach out to: MCF.CYSNEngage@gov.bc.ca

1. General Questions

These are the general questions asked on the Community Engagement Report Out form. These questions apply to every engagement activity you wish to report out, except where specified.

a. Broad information about your engagements

Please describe your engagements. *Starred questions are required.

1) *Who are you?

- a. A First Nations Community [please specify]
- b. An organization who received a grant or contract for CYSN Service engagements [please specify]
- c. Other [please specify]

2) *How did your engagement(s) happen? Choose all that apply:

- a. Group Discussions - this can include any type of discussion with 2-20 people (focus groups, or other small gatherings, either virtual, in-person or hybrid)
- b. Interviews or individual conversations with people over time.
- c. Community Gatherings - these can include any type of gathering with more than 20 people (such as community meetings or town halls, and can be virtual, in person or hybrid)
- d. Survey
- e. Other [please specify]

3) So that we can learn about the best way to share engagement opportunities, how did you advertise your engagement activities?

4) CYSN Services are for children and youth with support needs and their families. Did your engagement(s) focus on one or a few specific types of support needs or disabilities?

5) Please upload your final engagement document(s) here. This can be a report, excel spreadsheet, presentation, or any other document that you feel will best represent your engagement activities. You can upload more than one document.

b. Describing the Engagements

These are the questions that are meant to describe all engagement activities *except* surveys (see [Section 2.d](#) for survey details).

1. ***How many people participated in total?**
2. ***How many instances were there of each engagement activity?**
3. ***Who came to your engagement activity?** Please select all that apply.
 - a. Community and family members who are connected to children or youth with support needs
 - b. Children and youth with support needs
 - c. Families with children and/or youth with support needs who are accessing CYSN services
 - d. Families with children and/or youth with support needs who are not accessing CYSN services
 - e. People from organizations that support children and youth with support needs and their families (service providers).
 - f. Other [please specify]
4. ***Where were participants from?** Choose all that apply. You may refer to [this Service Delivery Area Map](#) for context if needed.
 - a. Vancouver Coastal
 - b. Vancouver Island
 - c. North / East Fraser
 - d. South Fraser
 - e. Central Interior / East Kootenay
 - f. Okanagan / West Kootenay
 - g. North Central / Peace Region
 - h. North Coast / Bulkley Nechako
5. **Please identify up to 10 key themes that emerged from [engagement activities].** Key themes are broad topic areas that include wide varieties of information – this can be something specific like “Service Coordination”, or something broad like “Family Goals for Service”. *You can enter up to 10 themes, but if you need additional space, you may attach a document on this page.*

c. CYSN Services and Anti-Discrimination

This question is optional and applies to all engagement activities. It only needs to be filled out once per form.

- 1) To address systemic discrimination, it is important for MCFD to understand feedback related to different, but connected, identity factors from the B.C. Human Rights Code and CYSN services. **Did any discussions, engagements, or survey responses include feedback about these identity factors? (Fill in the appropriate response in the table).**

Factor	Yes	No	Unsure
2SLGBTQIA+ identity (including gender identity and/or expression, sexual orientation, sex).			
Indigenous identity (including First Nations, Métis, and Inuit Identity)			
Race and/or colour			
Immigrant, migrant statuses (including place of origin)			
Ethnicity, place of origin, and/or ancestry			
Religions background			
Marital and/or family status (including foster families, single parents, separated households)			
Economic status (including experiences of poverty or houselessness, education, social standing, class)			
Cultural background			
First language other than English			
If you answered YES to any of the above, please describe the conversations you had in the text box below or in an attached document.			

d. What stood out to you?

This section is optional. If you already attached a document with details about what you learned during your engagement(s), please only fill out these questions if you wish. If you did not submit a document about your engagement(s), please use this section to share details about what you heard. When answering, please include any anonymous quotes or stories that feel relevant.

- 1) What stories stood out to you in your engagement activities and why?

- 2) Did your conversations focus on any specific CYSN Services? If YES, please tell us which services and details of your conversation.
- 3) What challenges about CYSN services were shared during your engagement activities?
- 4) What strengths or innovative solutions about CYSN services were shared during your engagement activities?
- 5) What ideas for the future of CYSN services were shared during your engagement activities?
- 6) Is there anything else you would like to tell us about CYSN services?

2. Detailed Questions

These are the questions as they are written in the Community Engagement Report Out Form in detail.

a. Detailed “Group Discussion” Information

Group discussions are those with 2 - 20 people. *Starred questions are required.

- 1) ***How many groups were hosted in total?** Counting all in-person, virtual and hybrid groups.
- 2) ***How many people participated in group discussions in total?**
- 3) ***Who came to your group discussions?** Please select all that apply.
 - a. Community and family members who are connected to children or youth with support needs
 - b. Children and youth with support needs
 - c. Families with children and/or youth with support needs who are accessing CYSN services
 - d. Families with children and/or youth with support needs who are not accessing CYSN services
 - e. People from organizations that support children and youth with support needs and their families (service providers).
 - f. Other [please specify]
- 4) ***Where were participants from?** Choose all that apply. You may refer to [this Service Delivery Area Map](#) for context if needed.
 - a. Vancouver Coastal
 - b. Vancouver Island
 - c. North / East Fraser

- d. South Fraser
- e. Central Interior / East Kootenay
- f. Okanagan / West Kootenay
- g. North Central / Peace Region
- h. North Coast / Bulkley Nechako

5) Please identify up to 10 key themes that emerged from all your group discussions combined. Key themes are broad topic areas that include wide varieties of information – this can be something specific like “Service Coordination”, or something broad like “Family Goals for Service”.
You can enter up to 10 themes, but if you need additional space, you may attach a document on this page.

b. Detailed “Interview” Information

For interviews or individual conversations with people over time. *Starred questions are required.

- 1) *How many people participated in total?**
- 2) *Who came to your individual conversations?** Please select all that apply.
 - a. Community and family members who are connected to children or youth with support needs
 - b. Children and youth with support needs
 - c. Families with children and/or youth with support needs who are accessing CYSN services
 - d. Families with children and/or youth with support needs who are not accessing CYSN services
 - e. People from organizations that support children and youth with support needs and their families (service providers).
 - f. Other [please specify]
- 3) *Where were participants from?** Choose all that apply. You may refer to [this Service Delivery Area Map](#) for context if needed.
 - a. Vancouver Coastal
 - b. Vancouver Island
 - c. North / East Fraser
 - d. South Fraser
 - e. Central Interior / East Kootenay
 - f. Okanagan / West Kootenay
 - g. North Central / Peace Region

h. North Coast / Bulkley Nechako

- 4) Please identify up to 10 key themes that emerged from all your interviews combined.** Key themes are broad topic areas that include wide varieties of information – this can be something specific like “Service Coordination”, or something broad like “Family Goals for Service”.

You can enter up to 10 themes, but if you need additional space, you may attach a document on this page.

c. Detailed “Community Gathering” Information

For community gatherings (20+ people). *Starred questions are required.

- 1) *How many gatherings were hosted? Counting in-person, virtual, and hybrid.**
- 2) *How many people participated in your community gatherings in total?**
- 3) *Who came to your community gatherings?** Please select all that apply.
 - a. Community and family members who are connected to children or youth with support needs
 - b. Children and youth with support needs
 - c. Families with children and/or youth with support needs who are accessing CYSN services
 - d. Families with children and/or youth with support needs who are not accessing CYSN services
 - e. People from organizations that support children and youth with support needs and their families (service providers).
 - f. Other [please specify]
- 4) *Where were participants from?** Choose all that apply. You may refer to [this Service Delivery Area Map](#) for context if needed.
 - a. Vancouver Coastal
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 - c. North / East Fraser
 - d. South Fraser
 - e. Central Interior / East Kootenay
 - f. Okanagan / West Kootenay
 - g. North Central / Peace Region
 - h. North Coast / Bulkley Nechako

- 5) **Please identify up to 10 key themes that emerged from all your community gatherings combined.** Key themes are broad topic areas that include wide varieties of information – this can be something specific like “Service Coordination”, or something broad like “Family Goals for Service”. *You can enter up to 10 themes, but if you need additional space, you may attach a document on this page.*

d. Detailed “Survey” Information

For surveys. *Starred questions are required.

- 1) ***How many people completed the survey?**
- 2) ***Who was the target audience of your survey?** [please specify]
- 3) ***Please upload a blank copy of your survey.**
- 4) **Please upload a document with the results of your survey.**

e. Detailed “Other Engagement Activity/Activities” Information

For any engagement activities that do not fit within the other categories. *Starred questions are required.

- 1) ***What was the engagement activity?** [please specify]
- 2) ***How many times did the engagement activity occur?**
- 3) ***How many people participated in total?**
- 4) ***Who came to your engagement activity?** Please select all that apply.
 - a. Community and family members who are connected to children or youth with support needs
 - b. Children and youth with support needs
 - c. Families with children and/or youth with support needs who are accessing CYSN services
 - d. Families with children and/or youth with support needs who are not accessing CYSN services
 - e. People from organizations that support children and youth with support needs and their families (service providers).
 - f. Other [please specify]
- 5) ***Where were participants from?** Choose all that apply. You may refer to [this Service Delivery Area Map](#) for context if needed.
 - a. Vancouver Coastal

- b. Vancouver Island
- c. North / East Fraser
- d. South Fraser
- e. Central Interior / East Kootenay
- f. Okanagan / West Kootenay
- g. North Central / Peace Region
- h. North Coast / Bulkley Nechako

6) Please identify up to 10 key themes that emerged from all your engagement activities combined. Key themes are broad topic areas that include wide varieties of information – this can be something specific like “Service Coordination”, or something broad like “Family Goals for Service”. *You can enter up to 10 themes, but if you need additional space, you may attach a document on this page.*