



Family Leadership Network Information Packet



This information is provided to help you in your decision to apply for a position on the Michigan Family Leadership Network. This is a volunteer position working with the Family Center for Children and Youth with Special Health Care Needs (Family Center) and Michigan Family to Family Health Information Center (Family to Family)

The following pages contain these documents:

- Family Leadership Network Position Description
- Family Leadership Network Operating Guidelines
- Family Leadership Network Reimbursement Policy and Form
- A map of the State of Michigan Prosperity Regions
- Family Leadership Network Application

We are excited to offer this opportunity and look forward to receiving your application.

If you would like an application mailed to you, please contact the CSHCS Family Phone Line at 800-359-3722.

TO SUBMIT:

Please submit your application (only) via email to cschcsfc@michigan.gov or you can access an online application at <https://redcap.link/FLNapp>

The link to the online application can also be found on the Michigan Family to Family website (F2Fmichigan.org)

If you have any questions, please contact Kristen Reese at the Family Center at reesek1@michigan.gov or Molly Martzke at Family to Family at mmartzke@mphi.org

Thank you for your interest in the Family Leadership Network.

Family Leadership Network (FLN) Position Description

VISION STATEMENT

We recognize families as experts and cultivate resilient communities by serving as a beacon of support, empowerment, and connection.

POSITION TITLE: Family Leader

POSITION TYPE: Volunteer

This is a volunteer position working with the Family Center for Children and Youth with Special Health Care Needs (Family Center) and Michigan Family to Family Health Information Center (MI F2F). Reimbursement for participation is outlined in the Family Leadership Network's Reimbursement Policy.

SUMMARY: The Family Leadership Network was formed through a collaborative partnership between the Family Center and MI F2F. In recognition of the importance of family involvement, the FLN was created out of the common need to obtain diverse perspectives from families and receive input on programs and special projects. Family perspectives are highly valued and contribute to a better understanding of experiences with healthcare and other systems in Michigan for children and youth with special health care needs (CYSHCN).

The FLN will consist of parents/guardians of a child or young adult (up to age 26) with a disability or special health care needs or a young adult with a disability or special health care needs between the ages of 18-26. FLN members will represent families of children with a variety of disabilities or special health care needs. Examples include, but are not limited to, medical, physical, developmental, behavioral, and emotional conditions.

MEMBERSHIP:

Qualifications

- Have personal experience as a parent or guardian of a child or young adult (up to age 26) with a disability or diagnosis or be a young adult (age 18 – 26) with a disability or diagnosis.
- Can commit to participate in quarterly virtual meetings and one in-person meeting per year.
- Willingness to share personal experience in a way that informs and empowers others.
- Represent the interests of their greater region above and beyond their own personal interests.
- Interested in working with others to provide input on programs and services for CYSHCN.
- Ability to access the internet through home computer, public library, or personal telephone.
- Desire to grow as a Family Leader and be a part of a larger network of family leaders.
- 18 years or older.

Expectations

Members of the FLN will:

- Attend and actively participate in 3-4 regularly scheduled online FLN meetings.
- Attend the annual in-person meeting.
- Maintain communication with FLN co-chairs or staff if challenges arise that impact participation in the FLN.
- Act as a link and source of communication between the FLN and families, community-based agencies, and local health departments.

- Elevate the family/caregiver perspective on matters before the FLN, the Family Center, and MI F2F.
- Solicit feedback from families in their region so that a regional voice is represented on FLN.
- Conduct outreach to increase awareness and utilization of Family Center and MI F2F resources and activities.
- Report and make recommendations regarding issues and priorities affecting families and CYSHCN to Children's Special Health Care Services (CSHCS), the Family Center, and MI F2F.
- Identify and share local community organizations and resources available to CYSHCN.
- Conduct oneself in a manner that reflects positively on the reputation of the FLN, the Family Center and MI F2F.
- Participate in workgroups and/or other opportunities as requested by CSHCS, the Family Center, and MI F2F.
- Be dedicated to building a sense of belonging and connection for all families of children with disabilities by focusing on fair treatment and opportunity for all. They will not discriminate based on an individual or group of individual's characteristics. Members will approach all FLN activities and decisions with the focus of ensuring that all voices, especially those from underrepresented groups, are included, heard, and valued.
- Follow the Family Leadership Network Operating Guidelines and Reimbursement Policies.

The FLN will be comprised of no more than 22 members and will include two members from each of the Michigan Prosperity Regions as well as 2 at-large positions from the state of Michigan. Membership should reflect the cultural, racial, linguistic, socio-economic, and geographic diversity of the State of Michigan. Members will serve on the FLN for a two-year term and will be eligible to renew their membership until their child reaches the age of 26 (for parents/guardians) or they reach age 26 (for young adults).

Family Leadership Network Operating Guidelines

VISION STATEMENT

We recognize families as experts and cultivate resilient communities by serving as a beacon of support, empowerment, and connection.

I. PURPOSE

The Family Leadership Network (FLN) is a collaboration between the Family Center for Children and Youth with Special Health Care Needs (Family Center) and the Michigan Family to Family Health Information Center (MI F2F). The FLN will promote a family-centered, community-based system of coordinated care for all children and youth with special health care needs (CYSHCN) under Michigan's Title V Maternal and Child Health Services Block Grant. The FLN aims to ensure that families of CYSHCN are partners in decision-making at all levels.

II. MEMBERSHIP

The FLN will consist of parents/guardians of a child or young adult (up to age 26) with special health care needs or a young adult with a special health care need between the ages of 18-26. FLN members will represent families of CYSHCN with a variety of special health care needs. Examples include, but are not limited to, medical, physical, developmental, behavioral, and emotional conditions.

The FLN will be comprised of no more than 22 members and will include two members from each of the Michigan Prosperity Regions as well as two at-large positions from the state of Michigan. Membership should reflect the cultural, racial, linguistic, socio-economic, and geographic diversity of the State of Michigan. Members will serve on the FLN for a two-year term and will be eligible to renew their membership until they or their child reaches the age of 26.

A member may resign at any time by notifying FLN staff, either orally or in writing. If a member misses two consecutive meetings without communicating with the co-chairs or FLN staff, a co-chair will contact the member to determine whether the member is willing and able to continue serving on the FLN. If contact cannot be made after three attempts, the member will be considered inactive and removed. If the member chooses to continue but misses another meeting without communicating, they will be considered inactive and removed. Members who resign or are removed due to inactivity will receive written notice thanking them for their service and the Membership Committee will begin recruitment of a new member.

Member Expectations

Members of the FLN will:

- Attend and actively participate in 3-4 regularly scheduled online FLN meetings.
- Attend the annual in-person meeting.
- Maintain communication with FLN co-chairs or staff if challenges arise that impact participation in the FLN.
- Act as a link and source of communication between the FLN and families, community-based agencies, and local health departments.
- Elevate the family/caregiver perspective on matters before the FLN, the Family Center, and MI F2F
- Solicit feedback from families so that a regional voice is represented on FLN.
- Conduct outreach to increase awareness and utilization of Family Center and MI F2F resources and activities.
- Report and make recommendations regarding issues and priorities affecting families and CYSHCN to CSHCS, the Family Center, and MI F2F.

- Identify and share local community partners and resources available to CYSHCN.
- Conduct oneself in a manner that reflects positively on the reputation of FLN, the Family Center and MI F2F.
- Participate in workgroups and/or other opportunities as requested by CSHCS, the Family Center, and MI F2F.
- Be dedicated to building a sense of belonging and connection for all families of children with disabilities by focusing on fair treatment and opportunity for all. They will not discriminate based on an individual or group of individual's characteristics. Members will approach all FLN activities and decisions with the focus of ensuring that all voices, especially those from underrepresented groups, are included, heard, and valued.
- Follow the Family Leadership Network Operating Guidelines and Reimbursement Policy.

III. OFFICERS

The FLN will elect two co-chairs on an annual basis. The election will occur each year at the Annual Meeting. Nominations will be accepted in writing at least one month prior to the Annual Meeting. If more than two nominations are received, members will vote to elect the co-chairs. Co-chairs may serve no more than two consecutive terms. Co-chairs will develop meeting agendas, co-facilitate meetings, and establish priorities for the group. FLN staff will provide support in this role as needed and advise co-chairs on relevant MDHHS and MPHI policies and procedures.

IV. COMMITTEES/WORKGROUPS

The FLN will have a standing Membership Committee. Committee members will be identified at the Annual Meeting and serve for one year. The Membership Committee will be responsible for ensuring a full FLN roster, recruitment of potential members, and approving applications for membership. The Membership Committee will be comprised of one Family Center staff, one MI F2F staff, and three FLN members. The Membership Committee will meet as needed, as determined by FLN staff.

Additional committees or workgroups may be established when the need exists for short-term, more specific work that cannot be completed within the confines of the quarterly meetings. Participation in additional committees or workgroups is voluntary and encouraged, however it is not a requirement of being a member of the FLN.

V. DECISION MAKING

Decisions of the FLN will be made by group consensus. Consensus is defined as “an acceptable resolution, one that can be supported, even if not the ‘favorite’ of each individual.” Consensus will be sought by discussion and an equitable and respectful exchange of ideas. If consensus cannot be reached, the co-chairs will work with FLN staff to make a final decision. FLN staff will provide input and direction to ensure that decisions are in alignment with policies and protocols already established by MI F2F and the Family Center.

VI. REIMBURSEMENT

The Family Center and MI F2F value the participation of families in all aspects of decision-making, planning, implementation, and evaluation of FLN initiatives. As such, FLN members will be compensated for their time as equal partners and reimbursed for costs associated with participation in FLN activities as outlined in the FLN Reimbursement Guidelines. Members will follow these guidelines, including submitting reimbursement requests in the required time frame.

Family Leadership Network Reimbursement Policy

Family Leadership Network (FLN) members are valued partners in the work of the Family Center for Children and Youth with Special Health Care Needs (Family Center) and the Michigan Family to Family Health Information Center (F2F). The purpose of the Family Leadership Network Reimbursement Policy is to compensate family members for their time as equal partners and offset some of the costs associated with participation on the FLN.

STIPENDS:

- **FLN Annual Meeting:** Members are eligible for a flat-rate stipend of \$250 for attending the annual in-person meeting.
- **Online Meeting Reimbursement:** Members are eligible for \$25/hour for quarterly conference call meeting time. Co-chairs will be reimbursed for planning meetings.
- **Committee and Workgroups:** Members may sometimes participate on additional committees or workgroups as part of their work with the FLN. Committee/Workgroup time is reimbursed at \$25/hour. This covers any time spent in meetings, as well as up to one hour of prep for each meeting.
- **Leadership Activities:** FLN members are encouraged to participate in local, community leadership activities (up to 5 hours per month) in their region. Reimbursable activities *must be pre-approved* by FLN staff. Written pre-approval requests must be submitted two-weeks before the scheduled activity to be considered for reimbursement. Examples of covered activities include but are not limited to staffing a booth at a health/resource fair or doing a presentation at a local support group or conference. Reimbursement will be at \$25/hour.

Exclusions: Travel time is not included in hours of participation. If members are participating as part of their job and are already being compensated by an employer, they will not be eligible for additional reimbursement.

MILEAGE: Reimbursement requests should be submitted to Family Center within 30 days of the Annual Meeting.

- Mileage reimbursement will be based on the annual per mile rate set by the State of Michigan. [DTMB - Travel \(michigan.gov\)](https://www.michigan.gov/dtmb)
- Mileage will only be reimbursed for travel between your residence and the in-person meeting per Google Maps or MapQuest.
- Parking and other forms of ground transportation (bus/train/Uber) may be reimbursed when itemized receipts are submitted.

HOTEL:

- Hotel accommodations for the Annual in-person meeting will be covered if FLN member resides 60 miles or further from the meeting site. (Note: reservations made independently and without prior approval are not eligible for reimbursement.)

MEALS: Reimbursement requests should be submitted to Family Center within 30 days of the Annual Meeting.

- If travel time to the FLN Annual in-person meeting is over the mealtime reflected in the chart below, meals can be reimbursed at a per diem rate. In addition, meals not provided during the meeting will be eligible for reimbursement. Reimbursement will be based on the per diem

Family Leadership Network Reimbursement Policy

rates set by the State of Michigan and receipts are not required. Per diem rates can be found here: [DTMB - Travel \(michigan.gov\)](https://www.michigan.gov/dtmb)

Travel Timeline for Meal Reimbursement

Reimbursable Meal	Travel Begins Before	And Extends Past
Breakfast	6:00 a.m.	8:30 a.m.
Lunch	11:30 a.m.	2:00 p.m.
Dinner	5:30 p.m.	8:00 p.m.

CHILDCARE/PRIVATE DUTY NURSING: Reimbursement requests must be approved in advance and submitted to the Family Center within 30 days of the Annual Meeting.

- If you have circumstances that require additional support to participate in the Annual in-person meeting, let us know. Additional reimbursement may be available on a case-by-case basis if funding is available. Reimbursement for childcare is \$20 per hour up to \$75 per day. Special exceptions for Private Duty Nursing may also be considered.
- **Prior approval must be obtained** to be eligible for reimbursement.

WHERE TO SUBMIT:

Use the following forms to submit for reimbursement to the appropriate center:

- Meeting reimbursements – MI Family to Family (Michigan Public Health Institute)
- Mileage/Meal reimbursement – Family Center (SEMHA)
- Community Leadership/ Committee and Workgroup activity reimbursement – Family Center (SEMHA)
- Community Leadership Activity pre-approval form – Family Center staff with copy to MI F2F staff

TO SUBMIT FOR REIMBURSEMENT:

- Attached form should be submitted within 30 days and signed by participant.
- Must have a current W-9 on file with the appropriate center.
- Itemized receipts are required for certain expenses, as noted in attached forms. A copy or picture is accepted, if it is legible.
- Mileage is paid based on actual mileage from home to meeting site, and back. A copy of MapQuest or Google Maps should be attached.
- Keep a copy of all items submitted for your records.
- Rates are subject to change based on funding and rates set by State of Michigan

*Reimbursements may be taxable and need to be reported on your income taxes. If you have concerns about how payment received for Family Leadership Network related work will affect your family, you should talk to an accountant or the person who prepares your taxes. Also, if you are receiving services from programs that are based on income eligibility you may need to report this amount to your caseworker within 10 days of receipt of reimbursement.

Family Leadership Network
Reimbursement Policy
**REIMBURSEMENT FORM FOR MEETINGS
(MI F2F)**

Name:	
Mailing address:	
Phone:	Email:
Last four digits of Social Security #	

QUARTERLY MEETING REIMBURSEMENT

Meeting Date(s):	
Are you a Co-chair?	YES NO
# of hours worked _____ x \$25/hour	\$

ANNUAL IN-PERSON MEETING REIMBURSEMENT

Meeting Date:	
Annual Meeting Stipend (\$250.00)	\$
TOTAL	\$

Signature: _____

Submit to: Attn: Nanette Richards
 MPHI – Center for Strategic Health Partnerships
 nrichard@mphi.org
 (p) 517- 324-6089

Please submit this form within **30 days** to ensure payment.
 W-9 must be on file with MPHI
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>
 Allow three weeks for processing.
 Please keep a copy of submission for your records

Family Leadership Network
Reimbursement Policy
**ANNUAL MEETING MILEAGE/MEALS REIMBURSEMENT FORM
(FAMILY CENTER)**

Name:	
Mailing Address:	
Phone:	Email:
Last 4 digits of Social Security #	

Roundtrip Mileage # _____ miles x 72.5 cents per mile (Copy of Google Maps/MapQuest attached)	\$
Ground Transportation i.e. taxi, Uber, train, bus (Must attach receipts).	\$
Meals during travel: List dates and location. (per diem rate/no receipt required) DTMB - Travel (michigan.gov)	
Departure Time: _____ Arrival Time: _____	\$
Meals not provided during meeting hours: (list date) per diem rate/no receipt required.	\$
TOTAL	\$

Signature: _____

Submit to: Attn: Dawn Adkins
Family Center for Children and Youth with Special Health Care Needs
AdkinsD@michigan.gov
Family Center Fax Line 517-241-8970

Please submit this form within **30 days** to ensure payment.
W-9 must be on file with Family Center
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>
Allow three weeks for processing.
Please keep a copy of submission for your records

Family Leadership Network
Reimbursement Policy
**COMMUNITY LEADERSHIP ACTIVITY/COMMITTEE AND WORKGROUP
REIMBURSEMENT FORM**

Name:	
Address:	
Phone:	Email:
Last four digits of Social Security #	

Date of Activity:	
Description of Activity:	
Preapproval Date:	Preapproved by:
# of hours	x \$25/hour
	TOTAL
	\$

Signature: _____

Submit to: Attn: Dawn Adkins
 Family Center for Children and Youth with Special Health Care Needs
 AdkinsD@michigan.gov
 Family Center Fax Line 517-241-8970

Please submit this form within **30 days** to ensure payment.
 W-9 must be on file with Family Center
<https://www.irs.gov/pub/irs-pdf/fw9.pdf>
 Allow three weeks for processing.
 Please keep a copy of submission for your records

Family Leadership Network
Reimbursement Policy

PRE-APPROVAL REQUEST FOR COMMUNITY LEADERSHIP ACTIVITIES

Your Name:
Name of Event/Activity:
Description of Event/Activity:
Sponsor of Event (if applicable):
Name of Presentation (if applicable):
Date:
Location:
Start and End Times:
Total number of hours:
Audience:

Directions: Please submit the above information to the Family Center FLN staff (and cc the MI F2F staff) **at least two weeks prior** to the event you wish to participate in. Missing/incomplete information may result in there not being enough time to approve.

After the event, please submit the appropriate reimbursement form along with a copy of the email approval within 30 days of the event/activity.

Submit pre-approval request to: Kristen Reese
*Family Center for Children and Youth with
Special Health Care Needs*
Reesek1@michigan.gov
Cc: Molly Martzke
mmartzke@mphi.org