**ICC Family Engagement Committee**

**November 10, 2022 - Meeting Notes**

Attendees:

Dina Tedeschi, Jennifer Clark, Mary Bishop, Michelle Grewal, Amy Muehlberger, Andrea Oliveira, Casandra Greeno, Lynn Rogalin, Sanya Agrawal, Tory Karlsen, Kris Martone-Levine

Notes:

* Meeting called to order at 1:10pm
* Welcome from the Chair and member introductions
* Discussion of Open Meeting Law, including roles of voting and non-voting members in committee meetings
* Provided an overview of the NCSEAM Family Survey. Kris shared information on what data is gathered from the survey and where it is reported. Also discussed format and process of distribution.
* Discussion about the NCSEAM Family Survey:
  + Understanding the questions? Families do not understand the questions or understand it correctly. Don’t really understand what is being asked.
  + Reach the audience they are trying to reach in a simpler, easier way to capture what we want to know.
  + What are the demographics of the responses and does that indicate families understanding of the questions or lack of response.
  + Simplify
  + Programs do it differently: some programs help families complete it; some do not. Use of hotspot to complete the online version.
  + Could it be done when families are discharged?
  + If families have been recently discharged, and were eligible for the survey, some programs send it to families, some do not.
  + Kris will pull together NCSEAM information for next meeting.
* Meeting ended at 1:55pm to return to the main session