

Process for Safe Harbor Engagement with Subject Matter Experts

1. Assess current project to decide what expertise and skill sets are needed.

Completed on _____

Notes:

2. Identify the desired role(s) for subject matter experts in the project.

Completed on _____

Notes:

3. Determine the budget for compensation, based on fair market value, and how people with lived experience will be equitably and timely compensated.

Completed on _____

Notes:

4. Draft a request for engagement to the subject matter expert. Include:

- a. Details of what the Safe Harbor team is asking them to do and in what timeframe;
- b. How and when they will be compensated;
- c. Include space for language regarding the need and availability of support for the individual during engagement (See steps six and seven for details to include after discussion with individual with lived experience).

Completed on _____

Notes:

5. Review the Safe Harbor Subject Matter Expert Values for Engagement document to ensure the survivor scope of work is in alignment.

Yes

Notes:

6. Reach out to identified subject matter expert(s) and have a conversation to discuss the following:

- a. Make the engagement request and begin negotiations with the individual
- b. Ask the individual if they can do what is being asked of them

- c. Be sure to address:
 - i. Needed supports and safety planning
 - ii. Compensation
 - iii. Questions they have about the project and their expectations
 - iv. How they want to be identified
 - v. Any potential conflicts of interest
- d. Have a plan in the event that, after careful consideration, the Safe Harbor team decides not to engage a particular individual and how the team will communicate this to them in a timely manner
- e. Be flexible with subject matter expert(s) and understand that things can come up in their lives that preclude involvement. They have the right to withdraw from the project at any time. They can still be considered for future projects.

Completed on _____

Notes:

- 7. The individual(s) should assess their ability to engage on the project.
 - a. Safe Harbor staff will ask questions regarding self-care and their support network.
 - b. Safe Harbor staff will ask what expectations the person with lived experience has from MDH or DHS regarding support.
 - c. Assess any conflicts of interests the individual may have for this project (i.e. for DHS – does this person have any current involvement with child protection?)
 - d. Decision on which subject matter expert would fit the project and be ready to engage should be discussed by multiple Safe Harbor staff.

Completed on _____

Notes:

- 8. Ensure compensation plan is in place and who is responsible for it.
 - a. Consider the needs of the individual and prepare for accessibility needs.
 - b. Communicate to the individual how and when payment will be made.
 - c. Clarify any logistics associated with the contract, such as lodging, travel, per diem, etc.

Completed on _____

Notes:

- 9. Project implementation should include check-ins with subject matter expert(s). Ensure the individual's input is sought after and incorporated in the project to the extent possible.

Completed on _____

Notes:

- 10. After the project ends, complete the steps below for follow-up:
 - a. Request feedback - create a subject matter expert evaluation based on our values for engagement document.
 - b. Ask individual if they would like feedback, if collected (e.g. evaluations from a training).
 - c. Do an overall evaluation of subject matter expert engagement on the project.

d. Review process with Safe Harbor partners.

Completed on _____

Notes:

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