



Advisory Engagement Process

Purpose

The Oklahoma Commission on Children and Youth (OCCY) Parent Partnership Board (PPB) serves **in an advisory capacity to child-serving agencies and organizations**, as established in Oklahoma statute. Through authentic parent partnership and lived experience, the PPB provides feedback, perspectives, and recommendations to help inform policies, programs, services, and system improvements that impact Oklahoma children and families.

State agencies, child-serving organizations, and community partners may request advisory engagement with the Parent Partnership Board by following the process outlined below.

Step 1: Submit an Advisory Engagement Request

Complete and submit the **PPB Advisory Engagement Request Form** to the OCCY PPB Coordinator.

To help the Board prepare for a meaningful discussion, requests should include:

- A description of the project, program, policy, or initiative.
 - The reason for the request.
 - Specific questions or topics for which advisory input is requested.
 - The intended use of PPB recommendations.
 - Preferred meeting format.
 - Requested timeline and any applicable deadlines.
 - Supporting materials, if available.
-

Step 2: Review and Scheduling

The PPB Coordinator will review each request to ensure it aligns with the Board's statutory advisory role, OCCY's mission, and the Board's priorities and capacity.

If additional information is needed, the coordinator will contact the requesting organization.

Approved requests will be scheduled for a regularly scheduled PPB meeting or another mutually agreed-upon time.

Step 3: Advisory Engagement

During the advisory engagement, the requesting organization will present its project, initiative, policy, program, or request to the Parent Partnership Board.

PPB members may:

- Share lived experiences and parent perspectives.
- Provide feedback and recommendations.
- Ask questions to better understand the request.
- Identify opportunities to strengthen policies, programs, services, and outcomes for children and families.

The Parent Partnership Board serves in an advisory capacity. Recommendations provided by the Board are intended to inform decision-making; however, they do not constitute official OCCY policy or positions. Final decisions remain the responsibility of the requesting organization.

Step 4: Follow-Up

Following the advisory engagement, OCCY will provide the requesting organization with documented feedback, recommendations, or discussion themes, as appropriate.

Organizations are encouraged to share how PPB recommendations informed future planning, decision-making, or implementation activities. This information helps demonstrate the value and impact of authentic parent engagement.

Contact Information

For additional information or to request an advisory engagement with the Parent Partnership Board, please contact:

Isabel Rodriguez
Community Planner, Parent Leadership Programs
Oklahoma Commission on Children and Youth (OCCY)

Email: Isabel.Rodriguez@occy.ok.gov

Phone: (405) 371-3576