



July 22, 2020

Dear 207 Remote: Introduction to Family Group Decision Making (FGDM): Part II instructors:

We have revised 207: FGDM Part II, referred to as Remote 207: FGDM II to be delivered remotely via Zoom. These revisions have taken place to allow certification during this time of social distancing.

Below we have outlined the general changes we have made to this module to prepare for remote participation. Please review these revisions and do not hesitate to reach out to us with any questions or concerns.

### Instructor Guide

Location	New Language
Section Introduction	<p>Added the following language:</p> <ul style="list-style-type: none"> <li>Typically, 207: Introduction to Family Group Decision Making (FGDM) would be conducted in-person. To protect participants health and safety during this time with COVID-19, this training has been revised to be conducted remotely by Zoom.</li> <li>Prior to participants joining the session, set up the Zoom breakout rooms following the Zoom Room Flow Chart, set up all instructor prepared Word documents needed for the session, and open the online Workshop Attendance Form, noting any participants who have not completed the required pre-requisites.</li> <li>This module may be delivered in one 12-hour training session, or in four 3-hour training sessions. In the case of the latter, the Instructor Guide makes note where each three-hour session starts and ends.</li> </ul>
Greeting	<p>The following language has been added to assist with monitoring attendance:</p> <p><b>Do:</b> Greet participants as they join the session. Confirm with participants that they can hear you and see the shared screen. Troubleshoot any technical difficulties. Conduct a final sound and screen sharing check before proceeding.</p> <p><b>Do:</b> Take attendance, making sure to get a verbal confirmation from participants that they are present. Review the 15-minute rule. Ask participants to notify you right away if they are late joining the session after any of the breaks or if for any reason they need to leave the session today.</p>

	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Facilitator Note:</b> It is important to make note of attendance at the beginning of both days of this session and after each break. At the end of Day 1 of this module, attendance must be submitted to CWRC using the online Workshop Attendance Form located here: <a href="http://forms.cwrc.pitt.edu/attendance/">http://forms.cwrc.pitt.edu/attendance/</a></p> </div> <p><b>Do:</b> Ask participants to have something ready to jot down a few important notes that they will need to refer to throughout the session. Provide the following and ask participants to take notes:</p> <ul style="list-style-type: none"> <li>○ Workshop ID number</li> </ul> <p><b>Do:</b> Explain that throughout our session today, you will display materials for participants to see on the screen. You may also put links or documents for them to access in the chat feature.</p> <p>Review of Zoom guidelines</p>
Team formation	Language was added to support with getting individuals in groups for the remote format.
Throughout module	<p>Activities have been changed throughout this module to accommodate for use of Zoom. These changes primarily include:</p> <ul style="list-style-type: none"> <li>• Organizing participants to enter their team “room” breakout Zoom room for small group discussion</li> <li>• Asking participants to return to the large group “room” for discussion and debrief</li> <li>• Participants were asked to have the following handouts available during the training: <b>#6, #8-9, #13-14, and #27</b></li> <li>• Handouts will be shared on screen. Noted in Instructor Guide.</li> <li>• Revising individual, small group, and large group activity language to accommodate for the use of Zoom</li> <li>• Having participants share their responses through the chat feature or verbally</li> <li>• Instructors/moderators sharing handouts, posters, blank Word documents (as needed) on their screens to replace participants having handouts, seeing posters on the wall, and flip chart paper</li> <li>• Instructor/moderators sharing the link with handouts to participants for participants to access needed handouts when directed</li> <li>• Use of blank Word documents or Zoom white board to list collaboration ideas and share with participants.</li> <li>• DVD is now a video link. Instructions for sharing are in the Instructor Guide.</li> </ul>
Additional support materials	<p>There have been additional support materials created for the transition from in-person to remote training to include:</p> <ul style="list-style-type: none"> <li>• Managing Zoom Breakout Rooms: Instructor Guide</li> <li>• Zoom Room Flow Chart</li> <li>• Zoom Remote Training Guidance</li> </ul>

Page numbers	<ul style="list-style-type: none"><li>All page numbers have been adjusted due to any changes in the module.</li></ul>
Timing	Added 15 minutes to the Section 1 - Introduction to check zoom technical difficulties and go over some of the changes.

During your training session, you will have a Resource Center staff available to support as a moderator. Their role will be to support you in taking attendance, monitoring the chat feature and questions, operating breakout rooms, identifying what documents should be displayed, and acting as the technology liaison if technology issues occur.

The updated instructor guide, handouts, posters, and other support documents are attached or accessed via the provided link. You can find other resources to support with remote delivery of modules through accessing the Instructor Hub. Participants will be provided with a registration letter, link to handouts, and Zoom instructions.

If you have any questions or concerns regarding these changes. Please contact Andrea Merovich [anm222@pitt.edu](mailto:anm222@pitt.edu).

Thank you for your continued support of the Pennsylvania Child Welfare Resource Center.

Sincerely,

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