

Facilitator Checklist

Welcome and Introduction

1. **Begin the meeting by welcoming everybody**, introducing yourselves as the facilitators (include your role in terms of maintaining neutrality and staying focused on the purpose). Use this time to state the purpose posted, and receive agreement on the purpose by all participants.
2. **Get commitment from the referral source** that he or she is willing to support the family's plan if it adequately addresses his Bottom-Line Concerns.
3. **Get commitment from the family** that they are willing to take the time to adequately address at least the worker's Bottom-Line Concerns and stay for the duration of the meeting.
4. **Review the guidelines** and ask participants if they would like to add any additional guidelines. Ask for their agreement on all the guidelines. Talk to the family about the guideline regarding confidentiality. Explain the exceptions as it relates to mandated reporting - threat to self, others, new allegations of abuse. Ask all mandated reporters in the room to identify themselves by raising their hands.
5. **Review any housekeeping items** (i.e. breaks, restroom location, etc...)
6. Ask for **permission from family for an observer** to be present (if applicable). Explain that they will not be commenting, questioning, taking notes or participating in Private Family Time. If everyone is not in agreement for the observer to stay, he/she will have to leave.
7. **Pass out the tablet** for people to sign their name and address if they want a copy of the typed plan.
8. **Pass out family evaluation forms**. Indicate to the family that the evaluations are confidential, and they can fill out these forms throughout the course of the meeting and hand them in at the end.
9. **Introduce family traditions/protocol** agreed upon by family.
10. **Ask participants to introduce themselves** and their relationship to the identified child.
11. **Reiterate the purpose of the FGDM meeting by stating it again.**

Information Sharing

12. **Allow the referring worker the opportunity to present the case as it relates to the stated purpose.**
13. **Strengths:** Provide each participant an opportunity to reflect and share his or her views regarding the family's **strengths**. Explain what this means. **Make sure that the referring worker responds first. The non-family members should go next followed by family members. If written views have been submitted for strengths they are to be read and recorded.** Write these strengths on the flip chart (use alternating colors for strengths vs concerns).

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14. **Concerns:** Provide each participant an opportunity to reflect and share their views regarding **concerns**. Explain what this means. **Make sure that family members respond first, if written views have been submitted for concerns read them at this time**, followed by non-family members. Write these concerns on the flip chart. *****The scribe should wait until the facilitator has fully connected the concern amongst participant before they begin writing the concern.*****
15. **The referring worker should not be asked to offer Bottom-Line Concerns until the family has finished offering concerns.** When the family has finished, ask the referring worker to **put a star next to any of the Bottom-Line Concerns that the family has already identified.** The remaining Bottom-Line Concerns, if there are any, should then be written on a sheet of flip chart paper. *****This is extremely important, as these are the minimum concerns the family needs to address during private family time.*****
16. List the **resources** that service providers can offer to the family.
17. **Prepare the family** for Private Family Time - either before or after the meal.
18. **Break for a meal.** Explain that upon completion of the meal the family will gather for Private Family Time. Make sure they understand that this is when they develop the plan. Reiterate that the plan must be specific in terms of who, what, when, where and how. Write the format on the flip chart paper. It is important that this plan can be quantified. Give them a timeframe of approximately 20 minutes to eat. Guide all participants in the one room to eat together.

REMEMBER: Do not use abbreviations when writing strengths/concerns. Use people's names so that it is clear whom the strength/concern applies to. Do not write "Name" is concerned about...

Private Family Time

19. Upon completion of the meal, excuse all service providers so that the family can begin **Private Family Time** and develop the family plan. Ensure that the family has an identified member to record family plan on the flip chart. Reassure the family that the facilitators will be easily accessible if needed for any reason. Once all service providers are gathered, explain the importance of not discussing the family during Private Family Time.
20. Direct non-family members to an area where they can comfortably wait for the conclusion of Private Family Time. If a service provider is leaving at the break, the facilitator needs to collect the **Service Provider Evaluation Form**.

Presentation of Family Plan and Acceptance

21. Upon indication from the family, gather everybody back into the room so that the family can present the family plan. Guide the family through this process, allowing them to present their entire plan. Once the family has presented their plan, go back and review the plan concern by concern, allowing the referring worker the opportunity to ask for necessary clarification of the plan. The referring worker is to accept each individual concern as it is reviewed and revised (if needed). Once the

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referring worker has agreed to a particular concern, record the written information on the plan form and read it back to the family to make sure all their details of the plan are accurate. If the plan is not complete, remind the family of their earlier commitment and ask them to go back into Private Family Time to address the concern. **Ensure that the worker can agree to the plan in its entirety and is willing/able to support it.**

- 22. Before completion of the meeting, the referring worker is to schedule a follow-up meeting with the family in approximately 2-3 weeks. This meeting date, time, and location are to be included in the plan.**
- 23. Let all participants know they will be receiving a written version of the plan within a week** if they signed the tablet.
- 24. Offer the family an opportunity for a follow-up meeting** if they so desire. Explain how a follow-up conference is different. Otherwise make clear the option of contacting the referring worker to request a follow-up meeting in the future if the need should arise.
- 25. Have each family member complete a FGDM Evaluation Form.** Please make sure that they are **filled out completely** and placed in the envelope.
- 26. If applicable, close the meeting with a family tradition.** Otherwise thank the participants for all their hard work and commitment.

