

# List of FGDM Tasks

1. Ensure that privacy of the room is maintained
2. Decide who will be invited to the conference
3. Ensure that all participants have an opportunity to speak
4. Have the power and the accountability throughout the process
5. Introduces the family to FGDM
6. Supports the family
7. Establishes bottom line concerns
8. Primary decision maker throughout the process
9. Accepts and supports the family plan
10. Obtain a consent form to contact the persons on the invitation list
11. Secure/expand the guest list
12. Ensure that all persons can participate safely
13. Explain the concept of a support person
14. Ensure the providers do not discuss the family outside of the room
15. Explain the concept of a guest speaker
16. Create a plan that will address the concerns
17. Provides emotional support to a family member
18. Explain the purpose of the meeting
19. Ensure the service providers know they are free to leave except for the referral source and that they will receive a copy of the plan

20. Secure location and food for the meeting
21. Identifies resources for the family
22. Identify the family ritual
23. Invites all participants
24. Speaks for a family member if needed
25. Plans for a safe conference
26. Facilitates the Pre-conference meeting
27. Remains neutral
28. Explain participants' role in the conference
29. Ensures safety
30. Solicits Strength and Concerns
31. Monitors group dynamics
32. Ensure the family understands the expectations of Family Private Time
33. Ensure that participants complete surveys before they leave the conference
34. Scribe
35. Helps monitor group dynamics
36. Seeks clarification of strengths and concerns
37. Share information relevant to the purpose
38. Provides resources to the family
39. Ensures that the family members voice is heard