

Roles of FGDM

Family Members

- ◆ Primary decision maker throughout the process
- ◆ Decide who will be invited to the conference
- ◆ Has the power and the accountability throughout the process
- ◆ Create a plan that will address the concerns

Referral Source

- ◆ Introduce the family to FGDM
- ◆ Support the family
- ◆ Establish bottom line concerns
- ◆ Identify resources for the family
- ◆ Accept and supports the family plan

Coordinator

- ◆ Obtain a consent form to contact the persons on the invitation list
- ◆ Explain participants role in the conference
- ◆ Secure/expand the guest list
- ◆ Ensure that all persons can participate safely
- ◆ Explain the concept of a support person
- ◆ Explain the concept of a guest speaker
- ◆ Explain the purpose of the meeting
- ◆ Secure location and food for the meeting
- ◆ Identify the family ritual
- ◆ Invite all participants
- ◆ Plan for a safe conference
- ◆ Facilitate the Pre-conference meeting

Roles of FGDM (continued)

Facilitator

- ◆ Remain neutral
- ◆ Ensure safety
- ◆ Solicit Strengths and Concerns
- ◆ Monitor group dynamics
- ◆ Ensure that all participants have an opportunity to speak
- ◆ Ensure the family understands the expectations of Family Private Time
- ◆ Ensure that privacy of the room is maintained
- ◆ Ensure the providers do not discuss the family outside of the room
- ◆ 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
- ◆ Ensure that participants complete surveys before they leave the conference

Co-facilitator

- ◆ Scribe
- ◆ Help monitor group dynamics
- ◆ Seek clarification of strength and concerns

Service Providers

- ◆ Share information relevant to the purpose
- ◆ Provide resources to the family

Support Person

- ◆ Provide emotional support to a family member
- ◆ Ensure that the family members voice is heard
- ◆ Speak for a family member if needed

