

Competency Checklist for MFG Facilitators

Problem-Solving Meetings of the Multifamily Psycho-education Group

Facilitators _____ Date of Session _____
 Session Number _____ Date of Rating _____

Circle One: Videotape Audiotape Self monitor/Discussion

Coding Key: ✓ = appropriately included O = optionally omitted NA = not applicable

Face to Face

Hybrid

Virtual

Initial Socialization (10 – 15 minutes)

- _____ 1. The meeting began with 10-15 minutes of social conversation.
- _____ 2. The facilitator introduced a topic of conversation.
- _____ 3. There was balanced participation among group members.
- _____ 4. Quiet members were encouraged to participate.
- _____ 5. Group members were encouraged to talk to each other directly without side conversations.
- _____ 6. The facilitator redirected side conversations.
- _____ 7. The content was light with a place for humor.
- _____ 8. Comments about the illness or criticisms/ complaints about the consumer were deflected, ignored or reframed.
- _____ 9. The group started on time.
- _____ 10. The facilitator reminded the group members of the structure of the group (for the first 2-3 months).
- _____ 11. The facilitators shared relevant, social information about themselves.

Go Around (20-25 minutes)

- _____ 1. The facilitator started the go-around with the family who solved a problem in the previous session.
- _____ 2. The facilitator reviewed the implementation of the plan with the family.
- _____ 3. The facilitator praised the family for their efforts.
- _____ 4. Praise was given for an alternative solutions tried by the family

- _____ 5. The facilitator pointed out specific suggestions made by other family members and thanked them for their participation
- _____ 6. Factors that might have been overlooked if the solution and plan was unsuccessful were reviewed.
- _____ 7. The facilitator took responsibility for any failed solutions.
- _____ 8. An alternative solution was suggested if necessary.
- _____ 9. The facilitator checked in with each member of each family.
- _____ 10. The facilitator inquired about pertinent areas of significance.
- _____ 11. The facilitator inquired about more information related to symptoms and recovery when responses were general.
- _____ 12. Appropriate biological information was shared with the family.
- _____ 13. The Family Guidelines were reinforced or integrated into the facilitator comments.
- _____ 14. The facilitator offered to intervene directly with the treatment system when appropriate.
- _____ 15. The family was asked to observe a situation and contact the facilitator before the next meeting if the situation persists, if appropriate.
- _____ 16. The issue was identified as a possible problem solving for the meeting.
- _____ 17. The facilitators “debriefed” each family situation between families and summarized key issues.
- _____ 18. The Go-Around was completed in 20-25 minutes.
- _____ 19. The facilitator’s voice tone was low key, supportive and nonjudgmental throughout the Go-around.
- _____ 20. The facilitator redirected interruptions from other group members.
- _____ 21. Everyone was thanked for their participation.

Problem/Issue Identification (5 minutes)

- _____ 1. The facilitators openly discussed which problem needed to be worked on in this session.
- _____ 2. There was an attempt to rotate the problem-solving among the families.
- _____ 3. Attention was given to factors leading to relapse and issues having to do with the next steps in recovery when considering a problem-solving.
- _____ 4. Consideration was given to the immediacy of the problem/issue.
- _____ 5. The facilitator offered to meet with the family outside of the group if a crisis was presented.
- _____ 6. A problem solving was not done with a family attending for the first time.
- _____ 7. The problem/issue was measurable and narrowed so that it leads to a practical solution.
- _____ 8. The facilitator acquired agreement on issue definition from all family members.

Problem Solving & Action Plan (20 minutes)

- _____ 1. A problem solving process was facilitated utilizing the 6-step problem-solving model.
- _____ 2. In the early sessions the families were reminded of the problem-solving steps and guidelines.
- _____ 3. The facilitators rotated their roles; one lead the group through the six-step process while the other ensured group participation.
- _____ 4. Facilitators contributed solutions and accepted all solutions to the problem.
- _____ 5. Facilitators used a brainstorming format for solution generation; deferring evaluation of ideas to discussion of advantages/disadvantages.
- _____ 6. Minimum of 6 but no more than 12 solutions were generated before moving on to discussing the advantages and disadvantages.
- _____ 7. The advantages then disadvantages to each solution were explored.
- _____ 8. A solution was identified that the family feels best suits their situation.
- _____ 9. The solution was broken down into manageable, specific steps.
- _____ 10. A copy of the problem solving is given to the family.
- _____ 11. A recorder documented the information.

Closing Socialization (5 minutes)

- _____ 1. The group spent five minutes socializing.
- _____ 2. The content was again light and positive.