

Competency Checklist for FPE Facilitators
Problem-Solving Meeting
SINGLE FAMILY Psycho-education

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

Hybrid

Face to Face

Virtual

Initial Socialization (5 – 7 minutes)

- _____ 1. The meeting began with 5 – 7 minutes of social conversation.
- _____ 2. The facilitator introduced a topic of conversation.
- _____ 3. There was balanced participation among family members.
- _____ 4. Quiet members were encouraged to participate.
- _____ 5. Family 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 person served were deflected, ignored or reframed.
- _____ 9. The session started on time.
- _____ 10. The facilitator reminded the family of the structure of the session as needed.
- _____ 11. The facilitators shared relevant, social information about themselves.

Go Around (10 – 15 minutes)

- _____ 1. The facilitator started the session reviewing the problem that was solved in the previous session.
- _____ 2. The facilitator reviewed the implementation of the previous 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 the family.
- ___ 10. The facilitator inquired about pertinent areas of significance.
- ___ 11. The facilitator probed for more information 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 member situation and summarized key issues.
- ___ 18. The Go-Around was completed in 10 - 15 minutes.
- ___ 19. The facilitator's voice tone was low key, supportive and nonjudgmental throughout the Go-around.
- ___ 20. The facilitator redirected interruptions from other family members.
- ___ 21. Everyone was thanked for their participation.

Problem/Issue Identification (5 minutes)

- ___ 1. The facilitator(s) openly discussed which problem needed to be worked on in this session.
- ___ 2. There was an attempt to rotate the problem-solving among the family members.
- ___ 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 members outside of session if a crisis was presented that could not be resolved during the session.
- ___ 6. A problem solving was not done with a family member attending for the first time.
- ___ 7. The definition of the problem/issue was narrowed so that it leads to a practical solution.
- ___ 8. The facilitator acquired agreement on issue definition from all the family member chosen for problem solving.

Problem Solving (20 minutes)

- _____ 1. A problem solving process was facilitated utilizing the 6-step problem-solving model.
- _____ 2. In the early sessions the family is reminded of the problem-solving steps and guidelines.
- _____ 3. If there is more than one facilitator, they rotated their roles; one lead the family through the six-step process while the other ensured family member participation.
- _____ 4. Facilitator(s) contributed solutions and accepted all solutions to the problem.
- _____ 5. Facilitator(s) used a brainstorming format for solution generation; deferring evaluation of ideas to discussion of advantages/disadvantages.
- _____ 6. Six to eight 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 each member of the family.
- _____ 11. A recorder documented the information.

Closing Socialization (5 minutes)

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