**FAMILY GROUP DECISION MAKING:**

**NEW ROLES FOR `OLD' PARTNERS IN RESOLVING FAMILY VIOLENCE**

**IMPLEMENTATION REPORT**
**VOLUME II**
**RESEARCH/EVALUATION  INSTRUMENTS**

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# TABLE OF CONTENTS

## FORMS

**B.    During the Conference**

▸    Family Group Conference Evaluation - Site 1

▸    Family Group Conference Fact Sheet - Site #1

▸    Observer's Checksheet and Sessional Recording Guide - Site #1

▸    Consent for Observation of Family Group Conference - All Sites

**C.    After the Conference**

▸    Abuse Scale Answer Sheet - Site #1

▸    After the Conference - Site #1

▸    After the Conference Package Checklist (Project Group) - Site #1

▸    Consent to Interview After the Family Group Conference - All Sites

▸    Family Record - Site #1

▸    Impressions of Decision Making at the FGC - Site #1

**II.    COMMUNITY CONSULTATIONS**

▸    Protocols for Focus Groups and Interviews

▸    Consent for Focus Group/Interview

▸    Consent for Interview on Family Group Decision Making

▸    Consent for Tape Recording

# I. PROJECT FAMILY

# CHART OF RESEARCH TASKS

## of Coordinator

| TIME PERIOD | MAIN TASKS | NOTES |
|---|---|---|
| Before conference | Fact Sheet on Interviewee in Preparation for Conference<br><br>People and Groups in Your Life | ▸ Must have received **Consent for Referral to the Family Group Decision Making Project** and have chief family representative sign **Consent to Participate in Research Form**. |
| During conference | Family Group Conference Evaluation | ▸ Have all participants complete the evaluation form at end of conference.<br><br>▸ Have family members sign **Consent for Observation of the Family Group Conference.** |
| Within one week after conference | Family Group Conference Fact Sheet<br><br>Abuse Scale Answer Sheet<br><br>Impressions of Decision Making at the FGP<br><br>Reflective Notes | ▸ Give forms to researcher to send to university. |

# CHART OF RESEARCHER'S TASKS

## Project Families

| TIME PERIOD | MAIN TASKS | NOTES |
|---|---|---|
| Before conference | Looking After Children Assessment Records | ‣ Decide with coordinator whether to complete before or after the conference.<br><br>‣ Need caregiver and/or young person to sign **Consent for Assessment**.<br><br>‣ Complete on all children of the family whether living at home or not. |
| During conference | Observation of Conference | ‣ Need all family group members to sign **Consent for Observation of the Family Group Conference**.<br><br>‣ Complete **Observer's Checksheet and Sessional Recording Guide**. |
| One week after conference | After the Conference Interview | ‣ Need interviewee to sign **Consent to Interview After the Family Group Conference**.<br><br>‣ Complete **Reflective Notes** and **Family Record** and if not done before conference, **Looking After Children Assessment.**<br><br>‣ Send entire package of forms, including the coordinator's, to the university right away. |

**Project Families**

**Before the Conference**

This stage is primarily devoted to preparing for the family group conference (FGC).
Most of the research tasks are completed by the coordinators.  The main exception is the
Looking After Children Assessment Records (LAC), which is administered by the
researcher.

LOOKING AFTER CHILDREN ASSESSMENT RECORD (LAC)

Why:  To determine if there have been any changes in how the children are
developing from before the conference and one year later.  The "People and
Groups in Your Life" is not completed with children so the LAC is needed to
give information directly about the children.

How:  Timing of Assessment:  The LAC can be completed before the family group
conference or right after it.  Work out with the coordinator and the family the
best time to complete the LAC.  Usually, the coordinator will have spent a fair
amount of time with the family before the researcher does the LAC.

Consent/Authorization for Contact:  Check with the coordinator as to whether
or not the family representative initialled the "Consent to Participate in
Research Form" section that gives the researcher permission to contact the
child's primary caregiver and/or the young person to complete the LAC.  In
the case of direct referrals from Child Welfare, the original "Authorization for
Referral" grants the permission to contact people to take part in the follow up.
However, if a suitable family representative becomes available, her/his
permission should be sought.

Consent for Assessment:  Before administering the LAC, a "Consent for
Assessment" must be signed by all interviewees ages 16 and above.  In the
case of young people ages 12-15 years, it is advisable to have them also sign
the "Consent for Assessment."  Before any young people under 16 years can
be interviewed, their guardian must sign a consent giving permission to
interview them.

Children to Assess:  Fill out an LAC on all children (people under 18 years of
age from the referred family.  These children may or may not be living with
their own parent/s.

People to Interview:  The person/s interviewed will vary by the age of the
child and his/her living situation.  With children under 10 years, complete the

LAC with the main caregiver/s for the children and sometimes main caregivers for the children.  Often this means interviewing the mother and/or father.  Sometimes it will involve talking with foster parents or other people who are providing most of the care for the child.  For ages 10 through 14, interview separately the main caregiver/s and the young person; and for ages 15 through 17, interview the young person.

**During the Conference**

If the family has given consent, the researcher will observe the conference. She will take some notes at the time and afterwards complete the Observer's Checksheet and Sessional Recording Guide. The researcher may also at the end of the conference ask about 4-5 family group participants to take part in After the Conference interviews.

OBSERVER'S CHECKSHEET AND SESSIONAL RECORDING GUIDE

Why: To document how the FGC works and provide information on how to organize them in the future.

How: Consent: Before the researcher can observe the conference, the coordinator must make sure that the family group members know who the observer would be. Then the coordinator asks all participants 16 years and older (and if it seems appropriate younger ones) if they will sign the "Consent for Observation of the Family Group Conference." If all adults sign the consent form and no one objects to the presence of the observer, the observation will take place.

Observation: Overall act in a friendly way but do not influence the family group conference. During the session sit outside of the family group circle, don't take part in the conference (except in an emergency), and take some notes in a way that won't disturb the conferences.

Recording: After the conference complete the Observer's Checksheet and Sessional Recording Group.

**1-Week After the Conference**

The researcher completes a number of forms fairly soon after the end of the conference. Remember that the LAC can be completed during this time if it seemed more appropriate than before the conference.

AFTER THE CONFERENCE INTERVIEW

Why: To secure the views of a number of participants on the process of the FGC.

How: When: These interviews should take place about a week after the conference so that participants have had some time to reflect on what happened.

People to Interview: People to ask for After the Conference Interviews would usually include the chief caregiver for any abused children, abused adults or young people (ages 12-15) for whom the conference was held, and people whom the researcher senses would be able to offer some insights about the

conference. She should try to select people who are likely to have different opinions and come from different parts of the family group.

<u>Consent for Contact</u>: Before contacting people for interviews, check that the family representative initialled the "Consent to Participate in Research Form" section that gives the researcher permission to contact family group participants for After the Conference interviews. In the case of direct referrals from Child Welfare, the original "Authorization for Referral" grants the permission to contact people to take part in the follow up. However, if a suitable family representative becomes available, her/his permission should be sought.

<u>Consent for Interview</u>: Before conducting the interview, the "Consent to Interview After the Family Group Conference" must be signed by any interviewee 16 years and older. In the case of interviewees ages 12-15, a consent must be signed by their guardian; if appropriate, also have the young person sign a consent form.


REFLECTIVE NOTES (ON FGC)

Why: To separately record the thinking of the coordinator and researcher on how this conference went, why it turned out the way it did, and how it compares with other conferences. In particular, they should note any patterns that they have found across conferences or how this conference stands out as different from earlier ones.

How: The coordinator and researcher complete their notes separately. They should not try to agree on what they say but instead each should state what s/he thinks. If they can type, it is preferable for them to prepare the notes on the computer and save copies of these notes. It will help the university researchers later analyze the notes if they are already on computer disk.

Mailing--Once all these forms are completed, the researcher collects hers and those of the coordinator and sends them to the university right away. In St. John's materials will normally be transported by the researcher to the university; the Port au Port Peninsula site is to send their package by courier; and the Nain site is to use Federal Express.

# A. Preparation for Family Group Conference

# CONSENT FOR REFERRAL
## TO THE FAMILY GROUP DECISION MAKING PROJECT

I give _____ , of the _____ , authority to

exchange information on _____ , of

.

I acknowledge that by consenting to a referral to the Family Group Decision Making Project that

I will be participating in a research study by the School of Social Work, Memorial University of

Newfoundland.

I acknowledge receipt of the attached brochure describing the Project.

Dated at _____ , in the Province of Newfoundland this

day of _____ A.D. 199___ .


_____                    _____

            Name                                                                    Name


_____

            Witness

# CONSENT TO PARTICIPATE IN RESEARCH FORM

This is to state that I voluntarily agree to participate in a program of research that is being conducted by Dr. Gale Burford & Dr. Joan Pennell of Memorial University of Newfoundland as part of the Family Group Decision Making Project.

▸ I understand that the primary purpose of the research is to evaluate the use of Family Group Decisions Making with families in Newfoundland & Labrador.

▸ I have read the attached descriptions of the various components of the project and of the expectations of the research including the Project Description, Having an Observer Present, Assessing the Children, After the Conference Contact, and Follow-Up After the Conference.

▸ I understand that by giving this consent I am agreeing to let the coordinator of the project contact members of my extended family and friends to invite them to participate in finding a way to stop the violence in my immediate family. I understand that I will have a say in which family and friends are invited and who is to be excluded from the Family Group Conference. The Coordinator <u>will not</u> contact anyone without first allowing me time to discuss my feelings about that person being invited.

▸ I understand that at the Family Group Conference the person or persons who carried out the investigation (child welfare and/or police) will present the details of their investigation to all present.

▸ I understand that the Coordinator may at any time consult with members of the Community Panel about my family situation. I understand that the members of the Community Panel will all have signed an Oath of Confidentiality in which they have agreed to protect my identity and right to privacy. They will only discuss the details of my family situation with the Coordinator.

▸ I understand that the names of persons on the Community Panel will be made known to me and that I have the right to choose which members the Coordinator will speak to about my family situation and which ones the Coordinator will not speak to.

▸ In understand that any information which I or any member of my family discloses about abuse of a child under the age of 16 years which has not been brought to the attention of the Child Welfare Department will be brought to their attention as is required by law.

▸ I understand that my participation in this research is not a requirement nor is it a necessary pre-condition to benefit from being involved in the Family Group Decision Making Project.

If I do consent to participate in this research:

▸ **I understand that I will be asked to respond to questions in the People and Groups in Your Life Questionnaire and the Family Group Conference Evaluation Form. I have examined these instruments and am familiar with their content.**

▸ **I understand that all information about me and my family given to the Project Coordinator and/or Project Researcher as part of the referral, family group conference process, and follow-up will be available for examination purposes to the principal investigators/project administrators, Dr. Burford and Dr. Pennell (and for Nain site only, to the Labrador Inuit Association Health Advisor).**

▸ **I understand that all reference to my name and the names of other family members will be removed from these materials before they are sent to Memorial University.**

▸ I understand that the data from this study may be published.

▸ I understand that my identity and the identity of my family members will not be revealed in any published materials or public presentations made by any project staff or the principal investigators/ project administrators.

▸ I understand that I am free to withdraw my consent and to discontinue my participation in this research at any time without giving notice and without negative consequences.


I HAVE CAREFULLY READ AND I UNDERSTAND THIS AGREEMENT, AND I FREELY AND VOLUNTARILY CONSENT AND AGREE TO PARTICIPATE IN THIS STUDY.


NAME (PLEASE PRINT): _____

SIGNATURE: _____

WITNESS SIGNATURE: _____

DATE: _____

**I HAVE INITIALLED THE FOLLOWING TO INDICATE WHAT OTHER COMPONENTS OF THE RESEARCH PROJECT I AM WILLING TO PARTICIPATE IN. I UNDERSTAND THAT I CAN WITHDRAW MY CONSENT FOR ANY OR ALL OF THESE COMPONENTS AT ANY TIME WITHOUT CONSEQUENCE.**

| I DO Approve | I DO NOT Approve | Activity[1] | Date & Initials |
|---|---|---|---|
| | | Having a Researcher observe my family group conference with the permission of the other participants. | |
| | | Having the Researcher contact me and/or the other people whom I specify below in order to complete the Looking After Children Assessment Records<br><br>Name _____<br><br>Name _____<br><br>Name _____<br><br>Name _____ | |
| | | Having the Researcher contact me and/or other conference participants for an interview about a week after the conference. | |
| | | Having the Researcher contact me and other people whom I specify for follow-up interviews about six months and one year after the conference. | |

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[1]Note for the Coordinator and Researcher: The consent given in the above Table only enables the Researcher to make contact or be present. The Researcher still must present the appropriate consent form at the time the activity is actually carried out.

# HAVING AN OBSERVER PRESENT

The researcher who would sit in and observe your family group conference is a paid staff member of the Project. The name of that person will be given to you before your conference, and you could change your mind if you do not want that particular person sitting in.

The purpose of having someone sit in on the conference is to learn how families work together in making plans for stopping the problem. This information will be used to evaluate the Project but also will help the Project Coordinator and others learn how to organize conferences and prepare people for taking part in them.

If you agree to have the Researcher present, that person will normally sit outside of the family group circle (unless you ask them to do otherwise) and will not take part in the discussions or planning. The Researcher will not intervene in your family's deliberations except if someone is in immediate danger. Then the Researcher will take steps to protect that person.

The Researcher will take notes on what people do and say in the conference, but these notes will not be shown to any family group members or participants other than the Project staff and administrators (and once names of family members are removed, the research assistants at the university).

If you decide that you will allow a Researcher to be present, you can still ask the Researcher to leave at any time. Even if the conference has already started, all you have to do is ask the Researcher to leave and s/he will leave right away. There will be no negative repercussions from the Researcher or any other staff associated with the Family Group Project.

# ASSESSING THE CHILDREN
## (Looking After Children Assessment Records)

This is a series of questions about how your child or children are doing overall in their lives.  It includes questions about such matters as how their health is, how they are doing in school (if they are attending school), how they get along in their family and with their friends, how well they take care of themselves, and how they feel about themselves.  There is a different sets of questions for each age group so that we ask you questions that match the ages of your children or teen-agers.  In the case of children 10 to 15 years of age, we will want to talk both with you and them to get their views.  For young people 16 years and older, we will want to interview just them unless there are some questions that they cannot answer.

# AFTER THE CONFERENCE CONTACT

The purpose of the After the Conference Interview is to find out what you and others think about the Project about a week after you have had your meeting with your family.

The researcher will ask questions to find out and write down your thoughts on the family group conference and its planning process. The researcher will also ask other people at the conference to their views on the conference too.

The researcher will not show her/his notes to any family group participants. They will be available only to the Project staff, Project administrators, and after all names are removed, the research assistants at the university.

# FOLLOW-UPS AFTER THE CONFERENCE

The information gathered by the Researcher in the follow-ups would be used to evaluate how well the Project is working to help families.

If you agree to participate in the follow-up part of the study, the Researcher will contact you about six months and again one year after the family group conference. S/he will be asking if she can interview you and contact other people to interview. She will only contact people whom you agree that she can interview at that time.

At the six-month follow-up, the Researcher will ask questions about whether or not there have been any changes in the family since the family group conference, if the plan was carried out, and what were the results of the conference.

At the one-year follow-up, the Researcher will ask if s/he can ask questions about how the family is doing now. S/he will also ask if she can fill out again the People and Groups in Your Life and the Assessment of Children. She will ask at that time if s/he can contact Child Welfare, police, and other agencies to find out how they think you are doing and if everyone is safe from abuse.

The consent that you are signing now is only to gain permission to contact you in the future. The researcher will only interview people or review files with your consent. Even though you agree now to take part in the research, the Researcher will ask you again when s/he contacts you to see if you are willing to continue to take part in the study.

If you do not want to have any interviews take place, the Researcher will respect your wishes.

# CONSENT FOR ASSESSMENT

This is to state that I voluntarily agree to be interviewed by the Project researcher.

▸ I understand that the purpose of the interview is to assess how children and young people, in the family for whom the family group conference was, are developing and what kind of care they are receiving.

▸ I am aware that the family representative, whose name is _____ , agreed to the researcher contacting me for an interview to fill out the Looking After Children Assessment Records. It is my choice, though, whether or not I wish to be interviewed.

▸ I have read the attached description of the Looking After Children Assessment Records.

▸ I understand that the interviewer will not show her/his notes to any family group participants. They will be available only to the Project staff, Project administrators, and, after all names are removed, the research assistants.

▸ I understand that any information which I or any member of my family discloses about abuse of a child under the age of 16 years which has not been brought to the attention of the Child Welfare Department will be brought to their attention as is required by law.

▸ I understand that all Project records on families will be stored in a locked filing cabinet.

▸ I understand that the data from this study may be published.

▸ I understand that my identity and the identity of my family members will not be revealed in any published materials or public presentations made by any project staff or the project administrators.

I HAVE CAREFULLY READ AND I UNDERSTAND THIS AGREEMENT, AND I FREELY AND VOLUNTARILY CONSENT AND AGREE TO BE INTERVIEWED.

NAME (PLEASE PRINT): _____

SIGNATURE: _____

WITNESS SIGNATURE: _____

DATE: _____

This is a series of questions about how the children or young people, in the family referred for a family group conference, are doing overall in their lives. It includes questions about such matters as how their health is, how they are doing in school (if they are attending school), how they get along in their family and with their friends, how well they take care of themselves, and how they feel about themselves. There is a different sets of questions for each age group so that we ask you questions that match the ages of the children or young people. In the case of children/young people 10 to 15 years of age, we will want to talk both with the adult caregiver and them to get their views. For young people 16 years and older, we will want to interview just them unless there are some questions that they cannot answer.

# FACT SHEET ON INTERVIEWEE IN PREPARATION FOR CONFERENCE

*{Please send form to university.}*

**Site # 1**                                                                                    Site (v01)____(1)

Person ID _____                                                                    Person (v02)_____(2-5)

Conference # _____                                                               Confer (v03)____(6-8)

Date _____                                                                      Date (v04)_____(9-14)


GENDER

      ___ Male (1) ___ Female (2)                                          Gender (v05)___(15)


AGE _____ in years                                                            Age (v06)____(16-17)


PREFERRED LANGUAGE FOR CONFERENCE

      ___ English (1) ___ French (2)
      ___ Inuktitut (3) ___ Other (4) specify ___                Language (v07)___(18)


Other languages interviewee understands and to what extent?              OtherLan (v08)___(19)

_____

_____


ETHNICITY

      ___ Anglophone (1) ___ Francophone (2)
      ___ Aboriginal/Metis (3) ___ Other (4) ___ Don't Know (7)      Ethnic (v09)___(20)


ROLE IN/TO REFERRED FAMILY _____            RoleSpec (v10)____(21-22)
  (e.g., wife/mother in referred family, biological father)

    _____ person who was abused (1)

    _____ person who was seen as abusing (2)

    _____ family member (3)

    _____ friend of family member (4)

    _____ legal guardian of person(s) who were abused (5)

    _____ support person for the person who was abused (6)

    _____ resource/information person (7)

    _____ investigative worker/police (8)

    _____ other (please specify) (11) _____            Role (v11)____(23-24)

AREA OF LIFE

___ Household (1)     ___ Other Family (2)
___ Work/School (3)     ___ Organizations (4)
___ Other Friends (5)     ___ Neighbours (6)
___ Professionals (7)
___ Other (8) specify _____        Area (v12)___(25-26)

AGREES TO ATTEND FAMILY GROUP CONFERENCE?

___ Yes (1) ___ No (2) ___ Uncertain (7)        Attend (v13)___(27)

IF DOES NOT PLAN TO ATTEND, WISHED TO SEND MESSAGE?

___ Yes (1) ___ No (2) ___ NA (8) ___ MD (9)        Message (v14)___(28)

By what means?

___ Coordinator (1)
___ Family Member (2)
___ Other Participants (3)
___ Written Statement (4)
___ Audio or Video Tape (5)
___ Other Means (specify) _____ (6)        Means (v15)___(29)

EXPRESSED CONCERNS ABOUT THE FAMILY GROUP CONFERENCE?

___ Yes (1) ___ No (2) ___ NA (8) ___ MD (9)        Concerns (v16)___(30)

What were these concerns?        What (v17)___(31)

_____

_____

_____

REQUIRES SPECIAL ARRANGEMENTS TO ATTEND CONFERENCE?

_____ Yes (1) _____ No (2) _____ NA (8) _____ MD (9)                    Arrange (v18)____(32)

_____ Transportation Funding (1)
_____ Translation (2)
_____ Accessibility (e.g. for wheelchair) (3)
_____ Temporary Release (e.g. from prison) (4)
_____ Escort (e.g. guard, police) (5)
_____ Other (specify) (6) _____                    Type (v19)____(33)


COMPLETED?

Consent to Participate in Research Form signed?
   [Must be signed by all participants 16 years and older
   prior to interviewing.]

   _____ Yes (1) _____ No (2) _____ NA (8)                             Consent (v20)____(34)

People and Groups in Your Life (map, grid, close friends scale, invites)

   _____ Yes (1) _____ No (2) _____ NA (8) _____ MD (9)               People (v21)____(35)

Length of completion _____ minutes                                  PeopleT (v22)____(36-37)


Number of Contacts Prior to Conference _____                        Contacts (v25)____(41-42)
   (Interviews, Phone Calls, etc.)

## MEASURES TO ENSURE THE SAFETY OF FAMILY MEMBERS PARTICIPATING IN THE FAMILY GROUP DECISION MAKING PROJECT

The Family Group Conference process helps keep members of the family safe by breaking the silence about abuse: by making sure as many relatives and supportive friends of the family as possible know what is happening.  By giving the Family enough information about services that are available to them and allowing them to make decisions about how to stop the abuse that is happening, family members will be better protected.

A basic idea of the Family Group Decision Making model is that people are responsible for their behaviour and family members who abuse other family members ought to be held responsible for their actions by their family, the community and the authorities.  The following are measures this project will use to make sure family members are kept safe.

1.      Every person under the age of sixteen who has been a victim of abuse will be required to have a support person go with them to the Family Group Conference.  Also, any other person in the family who has been a victim of abuse or is at risk of abuse will be given an opportunity to choose a support person to go with them to the Family Group Conference. The Coordinator will check to make sure that this person is able to fulfil the role of support person.

2.      As part of preparing for the Family Group Conference, the Coordinator will meet with the non-violent parent to determine if she/he will feel scared to speak up in the meeting for fear that their partner will hurt them in some way after the meeting.  The Coordinator will help the person plan a way to make sure his/her views are heard without being put at risk (i.e. have someone else raise difficult issues).

3.      In preparing for the Family Group Conference, the Coordinator will make herself aware of which people in the family carry the most authority in the family to see if they are willing to take responsibility for keeping violent family members in check during the Family Group Conference.  This person(s) would also be identified in the plan of the Family Group Conference to take on this role after the meeting.  These people, along with the support people will also be asked to let the Coordinator know when tension is too high during the Family Group Conference and ask for a break.

4.      As part of preparing for the Family Group Conference, the Coordinator will make sure family members know the agencies and help that is available to them if they feel unsafe at home.

5.      Information about the issues facing survivors of abuse will be outlined at the start of the Family Group Conference by a person from the community who works with survivors of abuse. This will make sure that <u>all</u> family members have correct information when making decisions and plans.

6.   The offender may have a stake in the outcome of the conference that may help to keep victims safe.
     a) When charges have <u>not yet</u> been laid, but Child Protection has concerns.
     b) When charges have been laid but the case has not yet gone to court. The outcome of the Family Group Conference may be presented at sentencing.
     c) When the person is on Parole or Probation.

7.   If it is not possible to make sure Family members are kept safe at the Family Group Conference if the offender is there, the offender can be excluded from the meeting.

8.   If the Coordinator feels that holding a Family Group Conference will put family members at risk of further abuse, she can choose not to hold the conference and report this decision to the authorities who referred the family to the project.

9.   It will be possible for an accused offender to have a support person at the conference.

10.  The people who have been involved in checking out the problem of violence in a family will be asked to approve the plans the family decides on and make sure good safety and follow-up measures are included in the plan. The Community Panel will also make sure that the Coordinator has paid enough attention to safety issues in preparing for the Family Group Conference and will give their ideas about the plan after the conference.

11.  Follow-up and review of the plan of the Family Group Conference will include regular checks by the Children's Protection Service, the police or any agency that has been involved in checking out the concerns about abuse that is happening in the family.

12.  The researcher/interviewer for the project will also serve as part of the checking up process as he/she will visit the family from time to time after the conference.

13.  The safety measures that are already available to families (i.e. peace bonds, shelters) will still be available and families would be given information about these choices.

14.  The Family Group Conference will not be used in place of laying criminal charges against the person who is being abusive and/or violent.

All of these safety measures are intended to make sure that as many family and friends as possible are able to work together to make plans to keep all family members safe.

# OATH OF CONFIDENTIALITY

I, _____ , do swear/affirm that I will not, directly or indirectly, without

due authority disclose to any person any information or other matter that may come to me

regarding families that are referred to the FAMILY GROUP DECISION MAKING

PROJECT by reason of my involvement with the project, so help me God/I so do affirm.


_____
Signature


**TAKEN AND SWORN AT** _____ ,

in the Province of Newfoundland, this _____

day of _____, A.D., 199__ before me:


(J.P., Commissioner of Oaths, Barrister)

# PLANNING FOR FAMILY GROUP CONFERENCE FORM

# PEOPLE AND GROUPS IN YOUR LIFE

[Below is an explanation of and series of instructions on social network mapping.  Adjust the wording and its order to fit the person with whom you are speaking.]

We have been talking about the people that you would like to see at the Family Group Meeting. The names of the people that you come up with will need to be talked out with other family members so that we can pull together the best family group for the meeting.

## Map--People and Groups in Your Life[2]

I think it would be helpful in planning for this meeting to take a look together at the different people and groups of people in your life.  Not everyone you know but just those that are <u>important</u> to you.  This includes people and groups who made you feel good, who made you feel bad, and who just played a part in your life.  It can be helpful to put these down on a piece of paper--to make a map of these important relationships.  [Show Map.]  Then we'll talk about how the two of you get along with each other.  That information I'll write down on this piece of paper. [Show Grid.]  The map helps us keep track of all the people and groups that you mention.  The Grid helps you to think through their place in your life.  And it helps us talk about what it would be like to have these people at your family group meeting.

We will <u>not</u> show your map or grid to your family or other people outside of the Project, unless you want us to.  The Project will only use this information to help you plan for the family group conference and to help us evaluate the Project.   The researchers will not see the Map that has names on it; they will only see the grid, that doesn't have any names on it.

There is no right or wrong number of people or groups to identify on your map.  Right now, just list as many people and groups as you come up with.  Do you want me to write, or do you want to do the writing?

[Look over the map sheet with the person and point to each section as you explain it.]
I would like you to think about people and groups from many different parts of your life.  These may be family and relatives, friends, neighbours, people you know from work/school, and professionals.

---

[2]The following instructional material on People in Your Life is essentially a modified version of The Social Network Map developed originally by Tracy & Whittaker (1990) as a tool to assess social network and social support resources for social services clientele.  We have modified the instrument and its instructions to increase its utility in family group conferencing.  Interested readers are directed to the original source article, as well as the Kemp, Whittaker and Tracy book (1997) for an update on The Social Network Map's adaptation to a variety of client situations. **Error! Main Document Only.**  It was originally published in:

Tracy, E.M. & Whittaker, J.K.  (1990) The Social Network Map: Assessing Social Support in Clinical Social Work Practice.  Families in Society, pp. 461-470.

[Fill out with the person, the people and groups for each section of the map. If the persons do not volunteer anyone for a section (e.g., neighbours), check on whether or not they have anyone to put into that category but don't push them to fill in all sections. Remember that they are only putting in people and groups that are more or less important to them.]

Look over your map. Are these the people and groups that you would consider important in your life? [Add or delete names as necessary.]

**Grid--People and Groups in Your Life**

[If there are more than 15 people or groups on the map, ask the person to select the fifteen whom s/he considers most important. But if they want to keep in more than 15, include the extra individuals on another form attached to this one. Then ask the questions about only the individuals or groups on the grid. For each of the questions use the appropriate sorting guide card (e.g., card with "hardly ever," "sometimes," "almost always"). Once the person has divided up the cards, put the appropriate code number for each person or group listed on the grid.]

Now, I'd like to learn more about the people and groups in your life. I'll write down on the Grid their relationship to you (e.g., daughter, teacher, social assistance worker) and put a code number for the area of life (e.g., for daughter, put 1 for household). List their sex, age, and ethnicity if you know them. It's OK to give a rough guess about age. [For a group, skip the items on gender and age. The item on ethnicity may or may not be applicable.]

Let's also write their names and relationship to you on these slips of paper too; this will make answering the questions a lot easier. [Place name above relationship to interviewee on the slip of paper.] We'll put down the information for each person on this grid as we go through each question.

The first three questions have to do with the <u>types of support</u> people give you.

Who or what group would be available to help you out in real <u>concrete</u> ways - for example, would give you a ride if you needed one, or would pitch in to help you with a big chore, or would look after your belongings for awhile if you were away? Divide your cards into three piles - those people you can hardly ever rely on for concrete help, those you can rely on sometimes, and those you'd almost always rely on for this type of help. (Think of Hardly Ever as meaning less than 10% of the time and Almost Always as meaning over 90% of the time). Also base your answers on how available help <u>would</u> be <u>if</u> you were to ask for help.

Now who or what group would be available to give you <u>emotional support</u> - for example, to comfort you if you were upset, to be right there with you in a stressful situation, to listen to you talk about your feelings? Again, divide your cards into three piles - those people you can hardly ever rely on for emotional support, those you can rely on sometimes, and those you almost always can rely on for this type of help.

Finally, who or what group do you rely on for <u>advice</u> - for example, who would give you information on how to do something, help you make a big decision, or teach you how to do something? Divide your cards into the three piles - hardly ever, sometimes and almost always for this kind of support.

Look through your cards and this time select those people or groups, if any, in your life that you feel are critical of you (either critical of you or your life style). When I say "critical," I mean critical of you in a way that makes you feel bad or inadequate. Divide the cards into three piles - those people or groups who are hardly ever critical of you, sometimes critical of you, and almost always critical of you. Again, we'll put the code numbers next to the person or group.

Now look over your cards, and think about the direction of help. Divide your cards into three piles - those people or groups where help goes both ways (you help them just as much as they help you), those where it's mostly you helping them, and those where it's mostly them helping you. Ok, let's get their code numbers on the grid.

Now think about how close you are to the people and groups in your life. Closeness means how you feel about each other, not whether they live nearby you. Divide the cards into three piles - those you are not very close to, those you are sort of close to, and those you are very close to - and then we'll put a code number for them.

Finally, just a few questions about how often you have contact with people or groups, and how long you've known the people and groups in your life.

Divide the cards into four piles - people with whom you have contact just a few times a year or less, monthly, weekly and daily. [NOTE: If you have contact with someone tiwce or more than twice a week, count that as "daily."). Ok, we'll put their numbers on the grid.

Divide the cards into three piles - those people you have know less than a year, from 1-5 years, and over 5 years.

Now just a few more questions on the people and groups in your life. [Go to **Close Friends Questions**]

**People to Invite to the Family Group Conference**

I'd like you to look over your map, and tell me whom you would like to see at the Family Group Conference. If it is a group, tell me whom you would like to see come from that group to the meeting. Is there someone that you didn't put down on the map, but you would still like to have at the conference? We can put them down too.

For each person that you want invited to the Family Group Conference, I will need you to give me their name, and a way to get hold of them (phone number, address). Could you also tell me the reason why you want them at the conference? This can help me explain to them why it is important for them to be at the meeting.

[Fill out sheet "People to Invite to the Family Group Conference."]

Support Person

[Must do for persons who have been abused but could also do for the offender or another person wanting support.] Is there somebody you would like to have at the meeting to act as your Support Person? Someone that you feel close to and trust to stay by you; and someone that you think others will pay attention to in your family group. I will contact this person and see if s/he is willing and able to serve as your Support Person. Sometimes people are unable to attend the conference or are unable to act as a real support. In case that I decide that s/he can't, can you give me the name of a person to serve as a replacement or back-up. I will keep you informed of who is coming as your Support Person.

[Fill out sheet "Support Person."]

[If the listed Support Persons are not on the grid, complete the grid questions for these individuals.]

People to Exclude

I am asking other people in your (immediate) family who they want to have at the Family Group Conference. Their lists may not be the same as yours. They may have some people that you forgot or don't know about. They may also want some people that you would not like to see at the Family Group Conference. Are there any people that you can think of that you really do not want to have at the conference? Can you give me their names too? If I find that others want people at the meeting that you do not want, I will talk with you about this. We will plan out together the best way to handle this.

[Fill out sheet "People NOT to Invite to the Family Group Conference."]
[If the people to exclude are not on the grid, complete the grid questions for these individuals.]

You have done a lot of thinking about the people and groups in your life right now. People's maps can change over time. A while after after the Family Group Conference, the Project would like to talk with you about how things are going for you. If you agree, one thing that we would like you to do then is to draw another map. You can let us know at that time how you feel about redrawing your map.

NAME _____

PERSON ID _____

DATE _____

## MAP--PEOPLE AND GROUPS IN YOUR LIFE

**{PLEASE DO NOT SEND THIS TO THE UNIVERSITY}**

NAME _____

PERSON ID _____

DATE _____

## MAP--PEOPLE AND GROUPS IN YOUR LIFE

**{PLEASE DO NOT SEND THIS TO THE UNIVERSITY}**



HOUSEHOLD

FORMAL SERVICES

OTHER FAMILY

NEIGHBOURS

WORK/SCHOOL

FRIENDS

CLUBS/ORGANIZATIONS/CHURCH

# GRID--PEOPLE AND GROUPS IN YOUR LIFE

{Please send this form to the university}

| ID # | Area of Life<br><br>1 household<br>2 other Family<br>3 work/school<br>4 organizations<br>5 other friends<br>6 neighbours<br>7 professionals<br>8 other<br><br>RELATIONSHIP TO YOU | | # | Ethnicity<br><br>1 anglophone<br>2 francophone<br>3 aboriginal /Métis<br>4 other<br>7 don't know | | | Concrete Support<br><br>1 hardly ever<br>2 sometimes<br>3 almost always | Emotional Support<br><br>1 hardly ever<br>2 sometimes<br>3 almost always | Information /Advice<br><br>1 hardly ever<br>2 sometimes<br>3 almost always | Critical<br><br>1 hardly ever<br>2 sometimes<br>3 almost always | Direction of Help<br><br>1 goes both ways<br>2 you to them<br>3 them to you | Closeness<br><br>1 not very close<br>2 sort of close<br>3 very close | How Often See<br><br>1 few times year or less<br>2 monthly<br>3 weekly<br>4 daily | How Long Known<br><br>1 less than one year<br>2 from 1-5 years<br>3 more than 5 years |
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# GRID--PEOPLE AND GROUPS IN YOUR LIFE

{Please send this form to the university}

| ID # | Area of Life<br><br>1 household<br>2 other Family<br>3 work/school<br>4 organizations<br>5 other friends<br>6 neighbours<br>7 professionals<br>8 other<br><br>RELATIONSHIP TO YOU # | Ethnicity<br><br>1 anglophone<br>2 francophone<br>3 aboriginal /Métis<br>4 other<br>7 don't know | | | Concrete Support<br><br>1 hardly ever<br>2 sometimes<br>3 almost always | Emotional Support<br><br>1 hardly ever<br>2 sometimes<br>3 almost always | Information /Advice<br><br>1 hardly ever<br>2 sometimes<br>3 almost always | Critical<br><br>1 hardly ever<br>2 sometimes<br>3 almost always | Direction of Help<br><br>1 goes both ways<br>2 you to them<br>3 them to you | Closeness<br><br>1 not very close<br>2 sort of close<br>3 very close | How Often See<br><br>1 few times year or less<br>2 monthly<br>3 weekly<br>4 daily | How Long Known<br><br>1 less than one year<br>2 from 1-5 years<br>3 more than 5 years |
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**Site #1**
Person ID _____

### GRID--PEOPLE AND GROUPS IN YOUR LIFE

Conference # _____

Date _____

{Please send this form to the university}

| ID # | Area of Life<br><br>1 household<br>2 other Family<br>3 work/school<br>4 organizations<br>5 other friends<br>6 neighbours<br>7 professionals<br>8 other<br><br>RELATIONSHIP TO YOU # | | Ethnicity<br><br>1 anglophone<br>2 francophone<br>3 aboriginal /Métis<br>4 other<br>7 don't know | | | Concrete Support<br><br>1 hardly ever<br>2 sometimes<br>3 almost always | Emotional Support<br><br>1 hardly ever<br>2 sometimes<br>3 almost always | Information /Advice<br><br>1 hardly ever<br>2 sometimes<br>3 almost always | Critical<br><br>1 hardly ever<br>2 sometimes<br>3 almost always | Direction of Help<br><br>1 goes both ways<br>2 you to them<br>3 them to you | Closeness<br><br>1 not very close<br>2 sort of close<br>3 very close | How Often See<br><br>1 few times year or less<br>2 monthly<br>3 weekly<br>4 daily | How Long Known<br><br>1 less than one year<br>2 from 1-5 years<br>3 more than 5 years |
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**Site #1**

**Person ID** _____

**Conference #** _____

## Close Friend Questions

1. Do you have a close friend or family member in whom you can confide?
   __ Yes (4) __ Perhaps (2) __ No (0)                     Confide (v569)___(3[14])

2. Is there someone who understands you?
   __ Yes (4) __ Perhaps (2) __ No (0)                     Under (v570)___(4[14])

3. Is there someone with whom you can openly discuss the
   violence/abuse in your family?
   __ Yes (4) __ Perhaps (2) __ No (0)                     Discuss (v571)___(5[14])

4. Have you discussed what has been happening with this
   person?
   __ Fully (4) __ Partly (2) __ Not at all (0)            Happen (v572)___(6[14])

5. Would you go to that person if further violence occurred
   in your family?
   __ Yes (4) __ Perhaps (2) __ No (0)                     Further (v573)___(7[14])

# PEOPLE TO INVITE TO THE CONFERENCE

(Please do NOT send this form to university)

1.    Name: _____    Person ID _____

      Address: _____

      Telephone Number/s
              Home: _____
              Work: _____

2.    Name: _____    Person ID _____

      Address: _____

      Telephone Number/s
              Home: _____
              Work: _____

3.    Name: _____    Person ID _____

      Address: _____

      Telephone Number/s
              Home: _____
              Work: _____

4.    Name: _____    Person ID _____

      Address: _____

      Telephone Number/s
              Home: _____
              Work: _____

5.	Name: _____	Person ID _____

	Address: _____

	Telephone Number/s
		Home: _____
		Work: _____


6.	Name: _____	Person ID _____

	Address: _____

	Telephone Number/s
		Home: _____
		Work: _____


7.	Name: _____	Person ID _____

	Address: _____

	Telephone Number/s
		Home: _____
		Work: _____


8.	Name: _____	Person ID _____

	Address: _____

	Telephone Number/s
		Home: _____
		Work: _____


9.	Name: _____	Person ID _____

	Address: _____

	Telephone Number/s
		Home: _____
		Work: _____

10. Name: _____ Person ID _____

    Address: _____

    Telephone Number/s
        Home: _____
        Work: _____


11. Name: _____ Person ID _____

    Address: _____

    Telephone Number/s
        Home: _____
        Work: _____


12. Name: _____ Person ID _____

    Address: _____

    Telephone Number/s
        Home: _____
        Work: _____


13. Name: _____ Person ID _____

    Address: _____

    Telephone Number/s
        Home: _____
        Work: _____


14. Name: _____ Person ID _____

    Address: _____

    Telephone Number/s
        Home: _____
        Work: _____

15.	Name: _____	Person ID _____

	Address: _____

	Telephone Number/s
		Home: _____
		Work: _____


16.	Name: _____	Person ID _____

	Address: _____

	Telephone Number/s
		Home: _____
		Work: _____


17.	Name: _____	Person ID _____

	Address: _____

	Telephone Number/s
		Home: _____
		Work: _____


18.	Name: _____	Person ID _____

	Address: _____

	Telephone Number/s
		Home: _____
		Work: _____


19.	Name: _____	Person ID _____

	Address: _____

	Telephone Number/s
		Home: _____
		Work: _____

## REASONS FOR INVITING PEOPLE TO THE CONFERENCE

Total number wanting to invite _____.    Invite (v574)____(3-4[15])

Why you want this person at the Family Group Conference?

1.     Person ID _____                                                       P1(v575)_____(5-8[15])

_____    R1(v576)_____(9-10[15])


2.      Person ID _____                                                      P2(v577)_____(11-14[15])

_____    R2(v578)_____(15-16[15])


3.     Person ID _____                                                       P3(v579)_____(17-20[15])

_____    R3(v580)_____(21-22[15])


4.     Person ID _____                                                       P4(v581)_____(23-26[15])

_____    R4(v582)_____(27-28[15])


5.     Person ID _____                                                       P5(v583)_____(29-32[15])

_____    P5(v584)_____(33-34[15])


6.     Person ID ___ ___                                                      P6(v585)_____(35-38[15])

_____    R6(v586)_____(39-40[15])


7.     Person ID _____                                                       P7(v587)_____(41-44[15])

_____    R7(v588)_____45-46[15])

8.    Person ID __ _ ____                                              P8(v589)____ (47-50[15])

_____    R8(v590)____ (51-52[15])


9.    Person ID _____                                                 P9(v591)____ (53-56[15])

_____    R9(v592)____ (57-58[15])


10.   Person ID _____                                                 P10(v593)____ (59-62[15])

_____    R10(v594)____ (63-64[15])


11.   Person ID _____                                                 P11(v595)____ (65-68[15])

_____    R11(v596)____ (69-70[15])


12.   Person ID _____                                                 P12(v597)____ (3-6[16])

_____    R12(v598)____ (7-8[16])


13.   Person ID _____                                                 P13(v599)____ (9-12[16])

_____    R13(v600____ (13-14[16])


14.   Person ID _____                                                 P14(v601)____ (15-18[16])

_____    R14(v602)____ (19-20[16])


15.   Person ID _____                                                 P15(v603)____ (21-24[16])

_____    R15(v604)____ (25-26[16])

# SUPPORT PERSON

Wants Support Person?
___ Yes (1)  ___ No (2)  ___ DK (7)                                   Support (v605)_____(3[17])
___ NA (8)  ___ MD (9)

1.  Name of Desired Support Person:

    _____

    Address:

    _____

    Telephone Number:

    _____

        Home: _____
        Work: _____

    Person ID ___ __ ___                                          IDSP(v606)_____(4-7[17])

    Why You Want This Person to Serve as Your Support Person:     RSP(v607)_____(8-9[17])

2.  Name of Back-Up Support Person:

    Address:

    _____

    Telephone Number:

    _____

        Home: _____
        Work: _____

    Person ID___ _____                                           IDBSP(v608)_____(10-13[17])

    Why You Want This Person to Serve as Your Support Person:    RBSP(v609)_____(14-15[17])

    _____

    [Before giving this form to the researchers, white out the people's names, addresses, and phone number's.]

# PEOPLE <u>NOT</u> TO INVITE TO THE CONFERENCE

Number of People Specified Not to Invite _____            ExcludNo (v610)\_\_\_(3[18])

1.  Name:

    _____

    Address:

    _____

    Telephone Number:

    _____

    Home: _____

    Work: _____

    Person ID _____            IDPNI1(v611)\_\_\_\_\_(4-7[18])

    Why You Do <u>Not</u> Want the Person at the Family Group Conference:            RPNI1(v612)\_\_\_\_\_(8-9[18])

    _____

2.  Name:

    _____

    Address:

    _____

    Telephone Number:

    _____

    Home: _____

    Work: _____

    Person ID _____            IDPNI2(v613)\_\_\_\_\_(10-13[18])

    Why You Do <u>Not</u> Want the Person at the Family Group Conference            RPNI2(v614)\_\_\_\_\_(14-15[18])

    _____

3. Name:

   _____

Address:

   _____

Telephone Number:

   _____

      Home: _____
      Work:   _____

Person ID  ___ ____              IDPNI3(v615)_____(16-19[18])

Why You Do <u>Not</u> Want the Person at the Family Group Conference:    RPNI3(v616)_____(20-21[18])

   _____

*[Before giving this form to the researchers, white out the people's names, addresses, and phone numbers.]*

# B. During the Conference

**Site # 1**　　　**FAMILY GROUP CONFERENCE EVALUATION**

Conference # _____
Date _____

Please do <u>not</u> put your name on this form. Your answers will be used to help us evaluate how we run the conferences and help us organize better conferences in the future for other families. Your answers will only be read by project staff and researchers. We will not show your answers to other people. Place the completed form in the attached envelope and return it to the project coordinator or the designated family member. Thank you for your assistance.

Your main role in the conference: (check one only please)

___ person who was abused (for whom conference held) (1)
___ person who was seen as abusing (2)
___ family member (3)
___ friend of a family member (4)
___ legal guardian of person(s) who were abused (5)
___ support person for the person who was abused (6)
___ resource/information person (7)
___ investigative worker/police (8)
___ project coordinator (9)
___ project researcher (10)
___ other (please specify) (11)

Was the preparation for the conference adequate?
___ Yes (1)　　　___ No (2)　　　　___ Don't Know (7)

If there were problems, what were they? _____
_____

Did you like where the conference was held?
___ Yes (1)　　　___ No (2)　　　___ Don't Know (7)

If no, where would have been better?_____

Were the right people at the conference?
___ Yes (1)　　　___ No (2)　　　___ Don't Know (7)

If no, who else should have been there? _____

If no, who should have been excluded? _____

At the conference, did you get the information that you needed?
___ Yes (1)　　　___ No (2)　　　___ Don't Know (7)

At the conference, were you able to say what you thought was important?

   \_\_\_ Yes (1)     \_\_\_ No (2)     \_\_\_ Don't Know (7)       SayC (v14)\_\_\_(26)

Were you satisfied with the way the conference was run?

   \_\_\_ Yes (1)     \_\_\_ No (2)     \_\_\_ Don't Know (7)       WayC (v15)\_\_\_(27)

Who do you think were the main people involved in reaching the decisions during the family's private time? (Father, Mother, Sister, Uncle, Grand-parent, Friend etc.): _____     MainC (v16)\_\_\_(28)

_____

_____

Do you think that the right people were involved in reaching the decisions?

   \_\_\_ Yes (1)     \_\_\_ No (2)     \_\_\_ Don't Know (7)       RightD (v17)\_\_\_(29)

Are you satisfied with the plan that was agreed upon at the conference?

   \_\_\_ Yes (1)     \_\_\_ No (2)     \_\_\_ Don't Know (7)       PlanC (v18)\_\_\_(30)

What especially needed to be changed to make for a better conference?     ChangeC (v19)\_\_\_(31)

_____

_____

_____

Is there anything else that you think we should know in order to organize conferences in the future with other families?     OrganC (v20)\_\_\_(32)

_____

_____

_____

# FAMILY GROUP CONFERENCE FACT SHEET

**Site #1**                                                                                    Site (v01)___(1)
Conference # _____                                                              Confer (v02)____(2-4)
Date _____                                                                  Date (v03)_____(5-10)


Location of Family Group Conference: _____     Locate (v04)___(11-12)

Time FGC Started: _____

Time Officials Withdrew: {How many minutes after start of FGC?} _____     Withdrew (v05)_____(13-16)

Time Coordinator Returned: {How many minutes after start of FGC?} _____     Return (v06)_____(17-20)

Time FGC Concluded: _____

Total Time of FGC (in minutes): _____     Total (v07)_____(21-24)

Number of Officials Present: _____     OfficeN (v08)___(25-26)

Title of Each Official Present:

| Title | Person ID # | |
|---|---|---|
| | | Offi1 (v09)____(27-28) |
| _____ | _____ | Offi1ID (v10)_____(29-32) |
| | | Offi2 (v11)____(33-34) |
| _____ | _____ | Offi2ID (v12)_____(35-38) |
| | | Offi3 (v13)____(39-40) |
| _____ | _____ | Offi3ID (v14)_____(41-44) |
| | | Offi4 (v15)____(45-46) |
| _____ | _____ | Offi4ID (v16)_____(47-50) |
| | | Offi5 (v17)____(51-52) |
| _____ | _____ | Offi5ID (v18)_____(53-56) |
| | | Offi6 (v19)____(57-58) |
| _____ | _____ | Offi6ID (v20)_____(59-62) |
| | | Offi7 (v21)____(63-64) |
| _____ | _____ | Offi7ID (v22)_____(65-68) |
| | | Offi8 (v23)____(03-04[2]) |
| _____ | _____ | Offi8ID (v24)_____(05-07[2]) |
| | | Offi9 (v25)____(08-09[2]) |
| _____ | _____ | Offi9ID (v26)_____(10-13[2]) |
| | | Offi10 (v27)____(14-15[2]) |
| _____ | _____ | Offi10ID (v28)_____(16-19[2]) |

Number of Family Members/Friends Present:_____

Relationship          Person ID #

Family (v29)____(20-21[2])

Fam1 (v30)____(22-23[2])

Fam1ID (v31)_____(24-27[2])

Fam2 (v32)____(28-29[2])

Fam2ID (v33)_____(30-33[2])

Fam3 (v34)____(34-35[2])

Fam3ID (v35)_____(36-39[2])

Fam4 (v36)____(40-41[2])

Fam4ID (v37)_____(42-45[2])

Fam5 (v38)____(46-47[2])

Fam5ID (v39)_____(48-51[2])

Fam6 (v40)____(52-53[2])

Fam6ID (v41)_____(54-57[2])

Fam7 (v42)____(58-59[2])

Fam7ID (v43)_____(60-63[2])

Fam8 (v44)____(64-65[2])

Fam8ID (v45)_____(66-69[2])

Fam9 (v46)____(03-04[3])

Fam9ID (v47)_____(05-08[3])

Fam10 (V48)____(09-10[3])

Fam10ID (V49)_____(11-14[3])

Fam11 (v50)____(15-16[3])

Fam11ID (v51)____(17-20[3])

Fam12 (v52)____(21-22[3])

Fam12ID (v53)_____(23-26[3])

Fam13 (v54)____(27-28[3])

Fam13ID (v55)_____(29-32[3])

Fam14 (v56)____(33-34[3])

Fam14ID (v57)_____(35-38[3])

Fam15 (v58)____(39-40[3])

Fam15ID (v59)_____(41-44[3])

Fam16 (v60)____(45-46[3])

Fam16ID (v61)_____(47-50[3])

Fam17 (v62)____(51-52[3])

Fam17ID (v63)_____(53-56[3])

Fam18 (v64)____(57-58[3])

Fam18ID (v65)_____(59-62[3])

Fam19 (v66)____(63-64[3])

Fam19ID (v67)_____(65-68[3])

Fam20 (v68)____(03-04[4])

Fam20ID (v69)_____(05-08[4])

Fam21 (v70)____(09-10[4])

Fam21ID (v71)_____(11-14[4])

Fam22 (v72)____(15-16[4])

Fam22ID (v73)_____(17-20[4])

Fam23 (v74)____(21-22[4])

Fam23ID (v75)_____(23-26[4])

_____     _____   Fam24 (v76)_____(27-28$^4$)

Fam24ID (v77)_____(29-32$^4$)

_____     _____   Fam25 (v78)_____(33-34$^4$)

Fam25ID (v79)_____(35-38$^4$)

_____     _____   Fam26 (v80)_____(39-40$^4$)

Fam 26ID (v81)_____(41-44$^4$)

_____     _____   Fam27 (v82)_____(45-46$^4$)

Fam27ID (v83)_____(47-50$^4$)

_____     _____   Fam28 (v84)_____(51-52$^4$)

Fam28ID (v85)_____(53-56$^4$)

_____     _____   Fam29 (v86)_____(57-58$^4$)

Fam29ID (v87)_____(59-62$^4$)

_____     _____   Fam30 (v88)_____(63-64$^4$)

Fam30ID (v89)_____(65-68$^4$)

_____     _____   Fam31 (v90)_____(03-04$^5$)

Fam31ID (v91)_____(05-08$^5$)

_____     _____   Fam32 (v92)_____(09-10$^5$)

Fam32ID (v93)_____(11-14$^5$)

_____     _____   Fam33 (v94)_____(15-16$^5$)

Fam33ID (v95)_____(17-20$^5$)

_____     _____   Fam34 (v96)_____(21-22$^5$)

Fam34ID (v97)_____(23-26$^5$)

_____     _____   Fam35 (v98)_____(27-28$^5$)

Fam35ID (v99)_____(29-32$^5$)

_____     _____   Fam36 (v100)_____(33-34$^5$)

Fam36ID (v101)_____(35-38$^5$)

_____     _____   Fam37 (v102)_____(39-40$^5$)

Fam37ID (v103)_____(41-44$^5$)

_____     _____   Fam38 (v104)_____(45-46$^5$)

Fam38ID (v105)_____(47-50$^5$)

_____     _____   Fam39 (v106)_____(51-52$^5$)

Fam39ID (v107)_____(53-56$^5$)

_____     _____   Fam40 (v108)_____(57-58$^5$)

Fam40ID (v109)_____(59-62$^5$)

_____     _____   Fam41 (v110)_____(63-64$^5$)

Fam41ID (v111)_____(65-68$^5$)

_____     _____   Fam42 (v112)_____(03-04$^6$)

Fam42ID (v113)_____(05-08$^6$)

_____     _____   Fam43 (v114)_____(09-10$^6$)

Fam43ID (v115)_____(11-14$^6$)

_____     _____   Fam44 (v116)_____(15-16$^6$)

Fam44ID (v117)_____(17-20$^6$)

_____     _____   Fam45 (v118)_____(21-22$^6$)

Fam45ID (v119)_____(23-26$^6$)

_____     _____   Fam46 (v120)_____(27-28$^6$)

Fam46ID (v121)_____(29-32$^6$)

_____     _____   Fam47 (v122)_____(33-34$^6$)

Fam47ID (v123)_____(35-38$^6$)

_____     _____

_____     _____

_____     _____


Costs of Conference (to nearest dollar - don't include costs of plan)

To Department of Social Services  _____     CostDoSS(v130)_____(57-61[6])

To Project  _____     CostProj(v131)_____(62-65[6])

To Others (please specify)  _____     CostOthr(v132)_____(66-70[6])

# OBSERVER'S CHECKSHEET AND SESSIONAL RECORDING GUIDE

*{Please send form to university}*

**Site #1**

Conference # _____

Date _____

1) Were the right family members at the FGC?

_____ Yes(1)    _____ No(2)    Right (v154)__(2⁹)

If yes, who in particular? _____ _____    RightY (v155)___(3-4⁹)

_____

_____

_____

If no, who *should* have been there and why weren't they? _____    RightN (v156)___(5-6⁹)

_____

_____

_____

2) Were the things discussed the right things?

_____ Yes(1)    _____ No(2)    Discuss (v157)__(7⁹)

If yes, what in particular? _____ _____    DiscusY (v158)___(8-9⁹)

_____

_____

_____

If no, what *should* they have discussed? _____    DiscusN (v159)___(10-11⁹)

_____

_____

_____

_____

3) Were the family members well prepared for what would happen
at the conference and were they supported throughout?

   \_\_\_\_\_ Yes(1)      \_\_\_\_\_ No(2)               PrepF (v160)\_\_(12[9])

If yes, what was done well? _____    DoneY (v161)\_\_\_(13-14[9])

_____

_____

_____

If no, what could have been done differently? _____    DoneN (v162)\_\_\_(15-16[9])

_____

_____

_____

4) Were the family members appropriately challenged?

   \_\_\_\_\_ Yes(1)      \_\_\_\_\_ No(2)               Chal (v163)\_\_(17[9])

If yes, please describe how. _____    ChalY (v164)\_\_\_(18-19[9])

_____

_____

_____

If no, please describe. _____    ChalN (v165)\_\_\_(20-21[9])

_____

_____

_____

5) Was/were the abused person(s) well prepared for what would happen
at the conference and were they supported throughout?    PrepA (v166)\_\_(22[9])

   \_\_\_\_\_ Yes(1)      \_\_\_\_\_ No(2)

If yes, what was done well? _____    PrepY (v167)\_\_\_(23-24[9])

_____

_____

_____

If no, what could have been done differently? _____    PrepN (v168)\_\_\_(25-26[9])

_____

_____

_____

6) Was/were the information giver(s) well prepared to play their roles at the conference?

    \_\_\_\_\_ Yes(1)       \_\_\_\_\_ No(2)          Giver (v169)\_\_(27[9])

If yes, what was done well?_____ \_     GiverY (v170)\_\_(28-29[9])

_____

_____

_____

If no, what could have been done differently? _____   GiverN (v171)\_\_\_(30-31[9])

_____

_____

_____

7) Did any people dominate the discussion *(whether in a positive **or** negative way)*?

    \_\_\_\_\_ Yes(1)       \_\_\_\_\_ No(2)          Dominate (v172)\_\_(32[9])

If yes, who *(roles or titles, no names)* , how did they do that, and what effect did it have?

_____ \_\_    DomnateY (v173)\_\_\_(33-34[9])

_____

_____

_____

If no, what happened instead? _____ _____   DomnateN (v174)\_\_\_(35-36[9])

_____

_____

_____

8)  Was there a consensus that a problem with violence and/or child neglect exists in the family?

_____ Yes(1)        _____ No(2)                    Sensus (v175)___($37^9$)

If yes, how was this expressed?_____ _     SensusY (v176)___($38\text{-}39^9$)

_____

_____

_____


If no, who disagreed; what effect did this have on the conference?        SensusN (v177)___($40\text{-}41^9$)

_____

_____

_____


9)  Did the family reach a decision?

_____ Yes(1)        _____ No(2)                    Decide (v178)___($42^9$)

If no, why not? _____ _____       DecideN (v179)___($43\text{-}44^9$)

_____

_____

_____


10) Who were the main people involved in reaching the decision? *(roles or titles please, no names)*

_____ __         Main (v180)___($45\text{-}46^9$)

_____

_____

_____

11) What role(s), if any, did the abused person(s) play in the discussion and in reaching the decision?

RoleA (v181)____(47-48[9])

_____

_____

_____

12) What role(s), if any, did the family member(s) play?

RoleF (v182)____(49-50[9])

_____

_____

_____

13) What role(s) did other professionals play?

RoleP (v183)____(51-52[9])

_____

_____

_____

14) If there were young people present, to what extent did they participate and what role(s) did they play?

RoleY (v184)____(53-54[9])

_____

_____

_____

15) If there were children present, to what extent did they participate and what role(s) did they play?

RoleC (v185)____(55-56[9])

_____

_____

_____

16) From your own perspective as observer, fill out the following four tables:

| Compared with others at this conference, *how much say* in making the decisions did: | LESS THAN AVERAGE (1) | AVERAGE (2) | MORE THAN AVERAGE (3) | DON'T KNOW (7) | N/A (8) | CODING |
|---|---|---|---|---|---|---|
| (v186) Person#____ have? (57-60[9]) | | | | | | (v187)__(61[9]) |
| (v188) Person#____ have? (62-65[9]) | | | | | | (v189)__(66[9]) |
| (v190) Person#____ have? (67-70[9]) | | | | | | (v191)__(03[10]) |
| (v192) Person#____ have? (04-07[10]) | | | | | | (v193)__(08[10]) |
| (v194) Person#____ have? (09-12[10]) | | | | | | (v195)__(13[10]) |
| (v196) Person#____ have? (14-17[10]) | | | | | | (v197)__(18[10]) |
| (v198) Person#____ have? (19-22[10]) | | | | | | (v199)__(23[10]) |
| (v200) Person#____ have? (24-27[10]) | | | | | | (v201)__(28[10]) |
| (v202) Person#____ have? (29-32[10]) | | | | | | (v203)__(33[10]) |
| (v204) Person#____ have? (34-37[10]) | | | | | | (v205)__(38[10]) |
| (v206) Person#____ have? (39-42[10]) | | | | | | (v207)__(43[10]) |
| (v208) Person#____ have? (44-47[10]) | | | | | | (v209)__(48[10]) |
| (v210) Person#____ have? (49-52[10]) | | | | | | (v211)__(53[10]) |
| (v212) Person#____ have? (54-57[10]) | | | | | | (v213)__(58[10]) |
| (v214) Person#____ have? (59-62[10]) | | | | | | (v215)__(63[10]) |
| (v216) Person#____ have? (64-67[10]) | | | | | | (v217)__(68[10]) |

| | | | | | |
|---|---|---|---|---|---|
| (v218) Person#_____ have? (03-06[11]) | | | | | (v219)__(07[11]) |
| (v220) Person#_____ have? (08-11[11]) | | | | | (v221)__(12[11]) |
| (v222) Person#_____ have? (13-16[11]) | | | | | (v223)__(17[11]) |
| (v224) Person#_____ have? (18-21[11]) | | | | | (v225)__(22[11]) |
| (v226) Person#_____ have? (23-26[11]) | | | | | (v227)__(27[11]) |
| (v228) Person#_____ have? (28-31[11]) | | | | | (v229)__(32[11]) |
| (v230) Person#_____ have? (33-36[11]) | | | | | (v231)__(37[11]) |
| (v232) Person#_____ have? (38-41[11]) | | | | | (v233)__(42[11]) |
| (v234) Person#_____ have? (43-46[11]) | | | | | (v235)__(47[11]) |
| (v236) Person#_____ have? (48-51[11]) | | | | | (v237)__(52[11]) |
| (v238) Person#_____ have? (53-56[11]) | | | | | (v239)__(57[11]) |
| (v240) Person#_____ have? (58-61[11]) | | | | | (v241)__(62[11]) |
| (v242) Person#_____ have? (63-66[11]) | | | | | (v243)__(67[11]) |
| (v244) Person#_____ have? (03-06[12]) | | | | | (v245)__(07[12]) |
| (v246) Person#_____ have? (08-11[12]) | | | | | (v247)__(12[12]) |
| (v248) Person#_____ have? (13-16[12]) | | | | | (v249)__(17[12]) |
| (v250) Person#_____ have? (18-21[12]) | | | | | (v251)__(22[12]) |
| (v252) Person#_____ have? (23-26[12]) | | | | | (v253)__(27[12]) |
| (v254) Person#_____ have? (28-31[12]) | | | | | (v255)__(32[12]) |

17)

| Was the *amount of say in making decisions* not enough, just right, or too much for: | NOT ENOUGH 1 | JUST RIGHT 2 | TOO MUCH 3 | DON'T KNOW 7 | N/A 8 | CODING |
|---|---|---|---|---|---|---|
| (v256) Person#_____ (33-36[12]) | | | | | | (v257)___(37[12]) |
| (v258) Person#_____ (38-41[12]) | | | | | | (v259)___(42[12]) |
| (v260) Person#_____ (43-46[12]) | | | | | | (v261)___(47[12]) |
| (v262) Person#_____ (48-51[12]) | | | | | | (v263)___(52[12]) |
| (v264) Person#_____ (53-56[12]) | | | | | | (v265)___(57[12]) |
| (v266) Person#_____ (58-61[12]) | | | | | | (v267)___(62[12]) |
| (v268) Person#_____ (63-66[12]) | | | | | | (v269)___(67[12]) |
| (v270) Person#_____ (03-06[13]) | | | | | | (v271)___(07[13]) |
| (v272) Person#_____ (08-11[13]) | | | | | | (v273)___(12[13]) |
| (v274) Person#_____ (13-16[13]) | | | | | | (v275)___(17[13]) |
| (v276) Person#_____ (18-21[13]) | | | | | | (v277)___(22[13]) |
| (v278) Person#_____ (23-26[13]) | | | | | | (v279)___(27[13]) |
| (v280) Person#_____ (28-31[13]) | | | | | | (v281)___(32[13]) |
| (v282) Person#_____ (33-36[13]) | | | | | | (v283)___(37[13]) |
| (v284) Person#_____ (38-41[13]) | | | | | | (v285)___(42[13]) |
| (v286) Person#_____ (43-46[13]) | | | | | | (v287)___(47[13]) |
| (v288) Person#_____ (48-51[13]) | | | | | | (v289)___(52[13]) |

| | | | | | |
|---|---|---|---|---|---|
| (v290) Person#_____ have? (53-56[13]) | | | | | (v291)___(57[13]) |
| (v292) Person#_____ have? (58-61[13]) | | | | | (v293)___(62[13]) |
| (v294) Person#_____ have? (63-66[13]) | | | | | (v295)___(67[13]) |
| (v296) Person#_____ have? (03-06[14]) | | | | | (v297)___(07[14]) |
| (v298) Person#_____ have? (08-11[14]) | | | | | (v299)___(12[14]) |
| (v300) Person#_____ have? (13-16[14]) | | | | | (v301)___(17[14]) |
| (v302) Person#_____ have? (18-21[14]) | | | | | (v303)___(22[14]) |
| (v304) Person#_____ have? (23-26[14]) | | | | | (v305)___(27[14]) |
| (v306) Person#_____ have? (28-31[14]) | | | | | (v307)___(32[14]) |
| (v308) Person#_____ have? (33-36[14]) | | | | | (v309)___(37[14]) |
| (v310) Person#_____ have? (38-41[14]) | | | | | (v311)___(42[14]) |
| (v312) Person#_____ have? (43-46[14]) | | | | | (v313)___(47[14]) |
| (v314) Person#_____ have? (48-51[14]) | | | | | (v315)___(52[14]) |
| (v316) Person#_____ have? (53-56[14]) | | | | | (v317)___(57[14]) |
| (v318) Person#_____ have? (58-61[14]) | | | | | (v319)___(62[14]) |
| (v320) Person#_____ have? (63-66[14]) | | | | | (v321)___(67[14]) |
| (v322) Person#_____ have? (03-06[15]) | | | | | (v323)___(07[15]) |
| (v324) Person#_____ have? (08-11[15]) | | | | | (v325)___(12[15]) |
| (v326) Person#_____ have? (13-16[15]) | | | | | (v327)___(17[15]) |
| (v328) Person#_____ have? (18-21[15]) | | | | | (v329)___(22[15]) |

18)

| DECISION PROCESSES OF THE FAMILY GROUP IN MAKING THEIR PLAN<br>*Consider decision making up to the point when the coordinator returns to negotiate the plan with the family group* | DEFINITIONS | RANK DECISION PROCESSES FROM MOST IMPORTANT (1) TO LEAST IMPORTANT (9)<br>*Put 0 if the decision process was not used at all.* | CODING |
|---|---|---|---|
| Consensus | Pulling together everyone's ideas and coming up with a plan which everyone is comfortable with | | (v330)___(23-24[15]) |
| Bargaining | Having each side say what they want in the plan and then having each side get some of what they want | | (v331)___(25-26[15]) |
| Voting | Taking a vote on what to have in the plan | | (v332)___(27-28[15]) |
| Ordering | Telling others what to have in the plan | | (v333)___(29-30[15]) |
| Inspiring | Going along with what a trusted leader says should be in the plan | | (v334)___(31-32[15]) |
| Manipulating | Getting others to put things in the plan by using underhanded means | | (v335)___(33-34[15]) |
| Avoiding | Evading or not finishing the decision making on the plan | | (v336)___(35-36[15]) |
| Other 1 | Specify | | (v337)___(37-38[15]) |
| Other 2 | Specify | | (v338)___(39-40[15]) |

19)

| DECISION PROCESSES IN REACHING THE FINAL PLAN<br>*Consider the decision making from the point that the coordinator returns to negotiate the plan through to the pint where the plan is finally approved or that no plan will be approved. | DEFINITIONS | RANK DECISION PROCESSES FROM<br>MOST IMPORTANT (1)<br>TO LEAST IMPORTANT (9) | CODING |
|---|---|---|---|
| Consensus | Pulling together everyone's ideas and coming up with a plan which everyone is comfortable with | | (v339)___(41-42[15]) |
| Bargaining | Having each side say what they want in the plan and then having each side get some of what they want | | (v340)___(43-44[15]) |
| Voting | Taking a vote on what to have in the plan | | (v341)___(45-46[15]) |
| Ordering | Telling others what to have in the plan | | (v342)___(47-48[15]) |
| Inspiring | Going along with what a trusted leader says should be in the plan | | (v343)___(49-50[15]) |
| Manipulating | Getting others to put things in the plan by using underhanded means | | (v344)___(51-52[15]) |
| Avoiding | Evading or not finishing the decision making on the plan | | (v345)___(53-54[15]) |
| Other | Specify | | (v346)___(55-56[15]) |
| Other | Specify | | (v347)___(57-58[15]) |

20) What is your assessment of the plan that the family has made?

_____ __                        Assess (v348)_____(59-60[15])

_____

_____

_____

_____

Is the plan realistic?

_____ Yes            _____ No                        Real (v349)___(61[15])

If no, why not? _____ _____                        RealN (v350)_____(62-63[15])

_____

_____

21) What other questions/comments/observations do you think are relevant at this time?

_____ _____                        Other (v351)_____(64-65[15])

_____

_____

_____

_____

# CONSENT FOR OBSERVATION OF THE FAMILY GROUP CONFERENCE

**This is to state that I voluntarily agree to the Project Observer/Interviewer sitting in on the Family Group Conference.**

▶ I understand that the Observer/Interviewer is a paid staff member with the Family Group Project and that they have taken an Oath/Affirmation of Confidentiality with respect to their work with the Project.

▶ I understand that this person will observe the conference in order to record how this family group works together in making a plan for stopping the abuse. This information will be used to help the Project Coordinator and others learn how to organize the conferences and prepare people for taking part in them.

▶ I understand that the Observer/Interviewer will sit outside of the family group circle and will not take part in the discussions or planning. The Observer/Interviewer will not intervene in the family's deliberations except if someone is in immediate danger. Then the Observer/Interviewer will take steps to protect that person.

▶ I understand that the Observer/Interviewer will take notes on what people do and say in the conference.

▶ I understand that after the conference the researcher will interview, with their consent, some participants about their thoughts on the conference.

▶ I understand that the notes on the conference and the interviews on the conference will not be shown to any family group participants. They will only be read by the Project staff and administrators.

▶ I understand that any information which I or any member of my family discloses about abuse of a child under the age of 16 years which has not been brought to the attention of the Child Welfare Department will be brought to their attention as is required by law.

▶ I understand that all Project records on families will be stored in a locked filing cabinet.

▶ I understand that the data from this study may be published.

▶ I understand that my identity and the identity of my family members will not be revealed in any published materials or public presentations made by any project staff or the Observer/Interviewer.

▶ The name of the person who will be observing my family group conference has been given to me and I hereby give my approval for that person to attend and observe.

- ▸ I understand that I can ask that person to leave the conference at any time. If I decide to ask them to leave the conference, I understand that the observer will leave immediately and that no negative repercussions will arise from the observer or any other staff associated with the Family Group Project.

**I HAVE CAREFULLY READ AND I UNDERSTAND THIS AGREEMENT, AND I FREELY AND VOLUNTARILY CONSENT AND AGREE TO THE OBSERVER/INTERVIEWER OBSERVING MY FAMILY GROUP CONFERENCE.**

NAME (PLEASE PRINT): _____

SIGNATURE: _____

WITNESS SIGNATURE: _____

DATE: _____

# FAMILY GROUP CONFERENCE FACT SHEET

**Site #1**                                                                                          Site (v01)___(1)
Conference # _____                                                                         Confer (v02)____(2-4)
Date _____                                                                              Date (v03)_____(5-10)


Location of Family Group Conference: _____            Locate (v04)___(11-12)

Time FGC Started: _____

Time Officials Withdrew: {How many minutes after start of FGC?} _____            Withdrew (v05)_____(13-16)

Time Coordinator Returned: {How many minutes after start of FGC?} _____            Return (v06)_____(17-20)

Time FGC Concluded: _____

Total Time of FGC (in minutes): _____            Total (v07)_____(21-24)

Number of Officials Present: _____            OfficeN (v08)___(25-26)

Title of Each Official Present:

| Title | Person ID # | |
|---|---|---|
| | | Offi1 (v09)____(27-28) |
| _____ | _____ | Offi1ID (v10)_____(29-32) |
| | | Offi2 (v11)____(33-34) |
| _____ | _____ | Offi2ID (v12)_____(35-38) |
| | | Offi3 (v13)____(39-40) |
| _____ | _____ | Offi3ID (v14)_____(41-44) |
| | | Offi4 (v15)____(45-46) |
| _____ | _____ | Offi4ID (v16)_____(47-50) |
| | | Offi5 (v17)____(51-52) |
| _____ | _____ | Offi5ID (v18)_____(53-56) |
| | | Offi6 (v19)____(57-58) |
| _____ | _____ | Offi6ID (v20)_____(59-62) |
| | | Offi7 (v21)____(63-64) |
| _____ | _____ | Offi7ID (v22)_____(65-68) |
| | | Offi8 (v23)____(03-04$^2$) |
| _____ | _____ | Offi8ID (v24)_____(05-07$^2$) |
| | | Offi9 (v25)____(08-09$^2$) |
| _____ | _____ | Offi9ID (v26)_____(10-13$^2$) |
| | | Offi10 (v27)____(14-15$^2$) |
| _____ | _____ | Offi10ID (v28)_____(16-19$^2$) |

Number of Family Members/Friends Present:_____

Relationship            Person ID #

_____      _____

_____      _____

_____      _____

_____      _____

_____      _____

_____      _____

_____      _____

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_____      _____

Family (v29)____(20-21[2])

Fam1 (v30)____(22-23[2])
Fam1ID (v31)_____(24-27[2])
Fam2 (v32)____(28-29[2])
Fam2ID (v33)_____(30-33[2])
Fam3 (v34)____(34-35[2])
Fam3ID (v35) _____(36-39[2])
Fam4 (v36) ____(40-41[2])
Fam4ID (v37)_____ (42-45[2])
Fam5 (v38)____(46-47[2])
Fam5ID (v39)_____(48-51[2])
Fam6 (v40)____(52-53[2])
Fam6ID (v41)_____(54-57[2])
Fam7 (v42)____(58-59[2])
Fam7ID (v43)_____(60-63[2])
Fam8 (v44)____(64-65[2])
Fam8ID (v45)_____(66-69[2])
Fam9 (v46)____(03-04[3])
Fam9ID (v47)_____(05-08[3])
Fam10 (V48)____(09-10[3])
Fam10ID (V49)_____(11-14[3])
Fam11 (v50)____(15-16[3])
Fam11ID (v51)____(17-20[3])
Fam12 (v52)____(21-22[3])
Fam12ID (v53)_____(23-26[3])
Fam13 (v54)____(27-28[3])
Fam13ID (v55)_____(29-32[3])
Fam14 (v56)____(33-34[3])
Fam14ID (v57)_____(35-38[3])
Fam15 (v58)____(39-40[3])
Fam15ID (v59)_____(41-44[3])
Fam16 (v60)____(45-46[3])
Fam16ID (v61)_____(47-50[3])
Fam17 (v62)____(51-52[3])
Fam17ID (v63)_____(53-56[3])
Fam18 (v64)____(57-58[3])
Fam18ID (v65)_____(59-62[3])
Fam19 (v66)____(63-64[3])
Fam19ID (v67)_____(65-68[3])
Fam20 (v68)____(03-04[4])
Fam20ID (v69)_____(05-08[4])
Fam21 (v70)____(09-10[4])
Fam21ID (v71)_____(11-14[4])
Fam22 (v72)____(15-16[4])
Fam22ID (v73)_____(17-20[4])
Fam23 (v74)____(21-22[4])
Fam23ID (v75)_____(23-26[4])

| | | Fam24 (v76)____(27-28[4]) |
|---|---|---|
| _____ | _____ | Fam24ID (v77)_____(29-32[4]) |
| | | Fam25 (v78)____(33-34[4]) |
| _____ | _____ | Fam25ID (v79)_____(35-38[4]) |
| | | Fam26 (v80)____(39-40[4]) |
| _____ | _____ | Fam 26ID (v81)_____(41-44[4]) |
| | | Fam27 (v82)____(45-46[4]) |
| _____ | _____ | Fam27ID (v83)_____(47-50[4]) |
| | | Fam28 (v84)____(51-52[4]) |
| _____ | _____ | Fam28ID (v85)_____(53-56[4]) |
| | | Fam29 (v86)____(57-58[4]) |
| _____ | _____ | Fam29ID (v87)_____(59-62[4]) |
| | | Fam30 (v88)____(63-64[4]) |
| _____ | _____ | Fam30ID (v89)_____(65-68[4]) |
| | | Fam31 (v90)____(03-04[5]) |
| _____ | _____ | Fam31ID (v91)_____(05-08[5]) |
| | | Fam32 (v92)____(09-10[5]) |
| _____ | _____ | Fam32ID (v93)_____(11-14[5]) |
| | | Fam33 (v94)____(15-16[5]) |
| _____ | _____ | Fam33ID (v95)_____(17-20[5]) |
| | | Fam34 (v96)____(21-22[5]) |
| _____ | _____ | Fam34ID (v97)_____(23-26[5]) |
| | | Fam35 (v98)____(27-28[5]) |
| _____ | _____ | Fam35ID (v99)_____(29-32[5]) |
| | | Fam36 (v100)____(33-34[5]) |
| _____ | _____ | Fam36ID (v101)_____(35-38[5]) |
| | | Fam37 (v102)____(39-40[5]) |
| _____ | _____ | Fam37ID (v103)_____(41-44[5]) |
| | | Fam38 (v104)____(45-46[5]) |
| _____ | _____ | Fam38ID (v105)_____(47-50[5]) |
| | | Fam39 (v106)____(51-52[5]) |
| _____ | _____ | Fam39ID (v107)_____(53-56[5]) |
| | | Fam40 (v108)____(57-58[5]) |
| _____ | _____ | Fam40ID (v109)_____(59-62[5]) |
| | | Fam41 (v110)____(63-64[5]) |
| _____ | _____ | Fam41ID (v111)_____(65-68[5]) |
| | | Fam42 (v112)____(03-04[6]) |
| _____ | _____ | Fam42ID (v113)_____(05-08[6]) |
| | | Fam43 (v114)____(09-10[6]) |
| _____ | _____ | Fam43ID (v115)_____(11-14[6]) |
| | | Fam44 (v116)____(15-16[6]) |
| _____ | _____ | Fam44ID (v117)_____(17-20[6]) |
| | | Fam45 (v118)____(21-22[6]) |
| _____ | _____ | Fam45ID (v119)_____(23-26[6]) |
| | | Fam46 (v120)____(27-28[6]) |
| _____ | _____ | Fam46ID (v121)_____(29-32[6]) |
| | | Fam47 (v122)____(33-34[6]) |
| _____ | _____ | Fam47ID (v123)_____(35-38[6]) |

Costs of Conference (to nearest dollar - don't include costs of plan)

To Department of Social Services  _____

To Project  _____

To Others (please specify)  _____

# OBSERVER'S CHECKSHEET AND SESSIONAL RECORDING GUIDE

*{Please send form to university}*

**Site #1**
Conference # _____

Date _____


1) Were the right family members at the FGC?

_____ Yes(1) _____ No(2)                                        Right (v154)___(2[9])

If yes, who in particular? _____ _____        RightY (v155)___(3-4[9])

_____

_____

_____


If no, who *should* have been there and why weren't they? _____        RightN (v156)___(5-6[9])

_____

_____

_____


2) Were the things discussed the right things?

_____ Yes(1) _____ No(2)                                        Discuss (v157)___(7[9])

If yes, what in particular? _____ _____        DiscusY (v158)___(8-9[9])

_____

_____

_____

If no, what *should* they have discussed? _____        DiscusN (v159)___(10-11[9])

_____

_____

_____

_____

3) Were the family members well prepared for what would happen
   at the conference and were they supported throughout?

   _____ Yes(1)          _____ No(2)                    PrepF (v160)___(12[9])

   If yes, what was done well? _____   DoneY (v161)___(13-14[9])

   _____

   _____

   _____

   If no, what could have been done differently? _____   DoneN (v162)___(15-16[9])

   _____

   _____

   _____

4) Were the family members appropriately challenged?

   _____ Yes(1)          _____ No(2)                    Chal (v163)___(17[9])

   If yes, please describe how. _____ _   ChalY (v164)___(18-19[9])

   _____

   _____

   _____

   If no, please describe. _____ _   ChalN (v165)___(20-21[9])

   _____

   _____

   _____

5) Was/were the abused person(s) well prepared for what would happen
   at the conference and were they supported throughout?           PrepA (v166)___(22[9])

   _____ Yes(1)          _____ No(2)

   If yes, what was done well? _____ _____   PrepY (v167)___(23-24[9])

   _____

   _____

   _____

   If no, what could have been done differently?_____   PrepN (v168)___(25-26[9])

   _____

   _____

   _____

6) Was/were the information giver(s) well prepared to play their roles at the conference?

　　　_____ Yes(1)　　　　_____ No(2)　　　　　　　　　Giver (v169)___(27[9])

If yes, what was done well?_____　_　　GiverY (v170)___(28-29[9])

_____

_____

_____

If no, what could have been done differently? _____　　GiverN (v171)___(30-31[9])

_____

_____

_____

7) Did any people dominate the discussion *(whether in a positive **or** negative way)*?

　　　_____ Yes(1)　　　　_____ No(2)　　　　　　　　Dominate (v172)___(32[9])

If yes, who *(roles or titles, no names)* , how did they do that, and what effect did it have?

_____ __ ____　DomnateY (v173)___(33-34[9])

_____

_____

_____

If no, what happened instead? _____ _____　DomnateN (v174)___(35-36[9])

_____

_____

_____

8) Was there a consensus that a problem with violence and/or child neglect exists in the family?

_____ Yes(1)        _____ No(2)                    Sensus (v175)___(37[9])

If yes, how was this expressed?_____ _          SensusY (v176)___(38-39[9])

_____

_____

_____

If no, who disagreed; what effect did this have on the conference?          SensusN (v177)___(40-41[9])

_____

_____

_____

9) Did the family reach a decision?

_____ Yes(1)        _____ No(2)                    Decide (v178)___(42[9])

If no, why not? _____ _____          DecideN (v179)___(43-44[9])

_____

_____

_____

10) Who were the main people involved in reaching the decision? *(roles or titles please, no names)*

_____ __          Main (v180)___(45-46[9])

_____

_____

_____

11) What role(s), if any, did the abused person(s) play in the discussion and in reaching the decision?

RoleA (v181)____(47-48[9])

_____ __

_____

_____

12) What role(s), if any, did the family member(s) play?

RoleF (v182)____(49-50[9])

_____ __

_____

_____

13) What role(s) did other professionals play?

RoleP (v183)____(51-52[9])

_____ __

_____

_____

14) If there were young people present, to what extent did they participate and what role(s) did they play?

RoleY (v184)____(53-54[9])

_____ __

_____

_____

15) If there were children present, to what extent did they participate and what role(s) did they play?

RoleC (v185)____(55-56[9])

_____ __

_____

_____

16) From your own perspective as observer, fill out the following four tables:

| Compared with others at this conference, *how much say* in making the decisions did: | LESS THAN AVERAGE (1) | AVERAGE (2) | MORE THAN AVERAGE (3) | DON'T KNOW (7) | N/A (8) | CODING |
|---|---|---|---|---|---|---|
| (v186) Person#_____ have? (57-60[9]) | | | | | | (v187)__(61[9]) |
| (v188) Person#_____ have? (62-65[9]) | | | | | | (v189)__(66[9]) |
| (v190) Person#_____ have? (67-70[9]) | | | | | | (v191)__(03[10]) |
| (v192) Person#_____ have? (04-07[10]) | | | | | | (v193)__(08[10]) |
| (v194) Person#_____ have? (09-12[10]) | | | | | | (v195)__(13[10]) |
| (v196) Person#_____ have? (14-17[10]) | | | | | | (v197)__(18[10]) |
| (v198) Person#_____ have? (19-22[10]) | | | | | | (v199)__(23[10]) |
| (v200) Person#_____ have? (24-27[10]) | | | | | | (v201)__(28[10]) |
| (v202) Person#_____ have? (29-32[10]) | | | | | | (v203)__(33[10]) |
| (v204) Person#_____ have? (34-37[10]) | | | | | | (v205)__(38[10]) |
| (v206) Person#_____ have? (39-42[10]) | | | | | | (v207)__(43[10]) |
| (v208) Person#_____ have? (44-47[10]) | | | | | | (v209)__(48[10]) |
| (v210) Person#_____ have? (49-52[10]) | | | | | | (v211)__(53[10]) |
| (v212) Person#_____ have? (54-57[10]) | | | | | | (v213)__(58[10]) |
| (v214) Person#_____ have? (59-62[10]) | | | | | | (v215)__(63[10]) |
| (v216) Person#_____ have? (64-67[10]) | | | | | | (v217)__(68[10]) |

| | | | | | |
|---|---|---|---|---|---|
| (v218) Person#_____ have? (03-06[11]) | | | | | (v219)__(07[11]) |
| (v220) Person#_____ have? (08-11[11]) | | | | | (v221)__(12[11]) |
| (v222) Person#_____ have? (13-16[11]) | | | | | (v223)__(17[11]) |
| (v224) Person#_____ have? (18-21[11]) | | | | | (v225)__(22[11]) |
| (v226) Person#_____ have? (23-26[11]) | | | | | (v227)__(27[11]) |
| (v228) Person#_____ have? (28-31[11]) | | | | | (v229)__(32[11]) |
| (v230) Person#_____ have? (33-36[11]) | | | | | (v231)__(37[11]) |
| (v232) Person#_____ have? (38-41[11]) | | | | | (v233)__(42[11]) |
| (v234) Person#_____ have? (43-46[11]) | | | | | (v235)__(47[11]) |
| (v236) Person#_____ have? (48-51[11]) | | | | | (v237)__(52[11]) |
| (v238) Person#_____ have? (53-56[11]) | | | | | (v239)__(57[11]) |
| (v240) Person#_____ have? (58-61[11]) | | | | | (v241)__(62[11]) |
| (v242) Person#_____ have? (63-66[11]) | | | | | (v243)__(67[11]) |
| (v244) Person#_____ have? (03-06[12]) | | | | | (v245)__(07[12]) |
| (v246) Person#_____ have? (08-11[12]) | | | | | (v247)__(12[12]) |
| (v248) Person#_____ have? (13-16[12]) | | | | | (v249)__(17[12]) |
| (v250) Person#_____ have? (18-21[12]) | | | | | (v251)__(22[12]) |
| (v252) Person#_____ have? (23-26[12]) | | | | | (v253)__(27[12]) |
| (v254) Person#_____ have? (28-31[12]) | | | | | (v255)__(32[12]) |

17)

| Was the *amount of say in making decisions* not enough, just right, or too much for: | NOT ENOUGH<br><br>1 | JUST RIGHT<br><br>2 | TOO MUCH<br><br>3 | DON'T KNOW<br><br>7 | N/A<br><br>8 | CODING |
|---|---|---|---|---|---|---|
| (v256) Person#_____ (33-36[12]) | | | | | | (v257)___(37[12]) |
| (v258) Person#_____ (38-41[12]) | | | | | | (v259)___(42[12]) |
| (v260) Person#_____ (43-46[12]) | | | | | | (v261)___(47[12]) |
| (v262) Person#_____ (48-51[12]) | | | | | | (v263)___(52[12]) |
| (v264) Person#_____ (53-56[12]) | | | | | | (v265)___(57[12]) |
| (v266) Person#_____ (58-61[12]) | | | | | | (v267)___(62[12]) |
| (v268) Person#_____ (63-66[12]) | | | | | | (v269)___(67[12]) |
| (v270) Person#_____ (03-06[13]) | | | | | | (v271)___(07[13]) |
| (v272) Person#_____ (08-11[13]) | | | | | | (v273)___(12[13]) |
| (v274) Person#_____ (13-16[13]) | | | | | | (v275)___(17[13]) |
| (v276) Person#_____ (18-21[13]) | | | | | | (v277)___(22[13]) |
| (v278) Person#_____ (23-26[13]) | | | | | | (v279)___(27[13]) |
| (v280) Person#_____ (28-31[13]) | | | | | | (v281)___(32[13]) |
| (v282) Person#_____ (33-36[13]) | | | | | | (v283)___(37[13]) |
| (v284) Person#_____ (38-41[13]) | | | | | | (v285)___(42[13]) |
| (v286) Person#_____ (43-46[13]) | | | | | | (v287)___(47[13]) |
| (v288) Person#_____ (48-51[13]) | | | | | | (v289)___(52[13]) |

| | | | | | | |
|---|---|---|---|---|---|---|
| (v290) Person#_____ have? (53-56[13]) | | | | | | (v291)___(57[13]) |
| (v292) Person#_____ have? (58-61[13]) | | | | | | (v293)___(62[13]) |
| (v294) Person#_____ have? (63-66[13]) | | | | | | (v295)___(67[13]) |
| (v296) Person#_____ have? (03-06[14]) | | | | | | (v297)___(07[14]) |
| (v298) Person#_____ have? (08-11[14]) | | | | | | (v299)___(12[14]) |
| (v300) Person#_____ have? (13-16[14]) | | | | | | (v301)___(17[14]) |
| (v302) Person#_____ have? (18-21[14]) | | | | | | (v303)___(22[14]) |
| (v304) Person#_____ have? (23-26[14]) | | | | | | (v305)___(27[14]) |
| (v306) Person#_____ have? (28-31[14]) | | | | | | (v307)___(32[14]) |
| (v308) Person#_____ have? (33-36[14]) | | | | | | (v309)___(37[14]) |
| (v310) Person#_____ have? (38-41[14]) | | | | | | (v311)___(42[14]) |
| (v312) Person#_____ have? (43-46[14]) | | | | | | (v313)___(47[14]) |
| (v314) Person#_____ have? (48-51[14]) | | | | | | (v315)___(52[14]) |
| (v316) Person#_____ have? (53-56[14]) | | | | | | (v317)___(57[14]) |
| (v318) Person#_____ have? (58-61[14]) | | | | | | (v319)___(62[14]) |
| (v320) Person#_____ have? (63-66[14]) | | | | | | (v321)___(67[14]) |
| (v322) Person#_____ have? (03-06[15]) | | | | | | (v323)___(07[15]) |
| (v324) Person#_____ have? (08-11[15]) | | | | | | (v325)___(12[15]) |
| (v326) Person#_____ have? (13-16[15]) | | | | | | (v327)___(17[15]) |
| (v328) Person#_____ have? (18-21[15]) | | | | | | (v329)___(22[15]) |

18)

| DECISION PROCESSES OF THE FAMILY GROUP IN MAKING THEIR PLAN *Consider decision making up to the point when the coordinator returns to negotiate the plan with the family group* | DEFINITIONS | RANK DECISION PROCESSES FROM MOST IMPORTANT (1) TO LEAST IMPORTANT (9) *Put 0 if the decision process was not used at all.* | CODING |
|---|---|---|---|
| Consensus | Pulling together everyone's ideas and coming up with a plan which everyone is comfortable with | | (v330)___(23-24[15]) |
| Bargaining | Having each side say what they want in the plan and then having each side get some of what they want | | (v331)___(25-26[15]) |
| Voting | Taking a vote on what to have in the plan | | (v332)___(27-28[15]) |
| Ordering | Telling others what to have in the plan | | (v333)___(29-30[15]) |
| Inspiring | Going along with what a trusted leader says should be in the plan | | (v334)___(31-32[15]) |
| Manipulating | Getting others to put things in the plan by using underhanded means | | (v335)___(33-34[15]) |
| Avoiding | Evading or not finishing the decision making on the plan | | (v336)___(35-36[15]) |
| Other 1 | Specify | | (v337)___(37-38[15]) |
| Other 2 | Specify | | (v338)___(39-40[15]) |

19)

| DECISION PROCESSES IN REACHING THE FINAL PLAN<br>*Consider the decision making from the point that the coordinator returns to negotiate the plan through to the pint where the plan is finally approved or that no plan will be approved. | DEFINITIONS | RANK DECISION PROCESSES FROM<br>MOST IMPORTANT (1)<br>TO LEAST IMPORTANT (9) | CODING |
|---|---|---|---|
| Consensus | Pulling together everyone's ideas and coming up with a plan which everyone is comfortable with | | (v339)__(41-42[15]) |
| Bargaining | Having each side say what they want in the plan and then having each side get some of what they want | | (v340)__(43-44[15]) |
| Voting | Taking a vote on what to have in the plan | | (v341)__(45-46[15]) |
| Ordering | Telling others what to have in the plan | | (v342)__(47-48[15]) |
| Inspiring | Going along with what a trusted leader says should be in the plan | | (v343)__(49-50[15]) |
| Manipulating | Getting others to put things in the plan by using underhanded means | | (v344)__(51-52[15]) |
| Avoiding | Evading or not finishing the decision making on the plan | | (v345)__(53-54[15]) |
| Other | Specify | | (v346)__(55-56[15]) |
| Other | Specify | | (v347)__(57-58[15]) |

20) What is your assessment of the plan that the family has made?

_____ __          Assess (v348)____(59-60[15])

_____

_____

_____

_____

Is the plan realistic?

_____ Yes          _____ No          Real (v349)__(61[15])

If no, why not? _____ _____          RealN (v350)____(62-63[15])

_____

_____

21) What other questions/comments/observations do you think are relevant at this time?

_____ _____          Other (v351)____(64-65[15])

_____

_____

_____

_____

# CONSENT FOR OBSERVATION OF THE FAMILY GROUP CONFERENCE

**This is to state that I voluntarily agree to the Project Observer/Interviewer sitting in on the Family Group Conference.**

▸ I understand that the Observer/Interviewer is a paid staff member with the Family Group Project and that they have taken an Oath/Affirmation of Confidentiality with respect to their work with the Project.

▸ I understand that this person will observe the conference in order to record how this family group works together in making a plan for stopping the abuse. This information will be used to help the Project Coordinator and others learn how to organize the conferences and prepare people for taking part in them.

▸ I understand that the Observer/Interviewer will sit outside of the family group circle and will not take part in the discussions or planning. The Observer/Interviewer will not intervene in the family's deliberations except if someone is in immediate danger. Then the Observer/Interviewer will take steps to protect that person.

▸ I understand that the Observer/Interviewer will take notes on what people do and say in the conference.

▸ I understand that after the conference the researcher will interview, with their consent, some participants about their thoughts on the conference.

▸ I understand that the notes on the conference and the interviews on the conference will not be shown to any family group participants. They will only be read by the Project staff and administrators.

▸ I understand that any information which I or any member of my family discloses about abuse of a child under the age of 16 years which has not been brought to the attention of the Child Welfare Department will be brought to their attention as is required by law.

▸ I understand that all Project records on families will be stored in a locked filing cabinet.

▸ I understand that the data from this study may be published.

▸ I understand that my identity and the identity of my family members will not be revealed in any published materials or public presentations made by any project staff or the Observer/Interviewer.

▸ The name of the person who will be observing my family group conference has been given to me and I hereby give my approval for that person to attend and observe.

► I understand that I can ask that person to leave the conference at any time.  If I decide to ask them to leave the conference, I understand that the observer will leave immediately and that no negative repercussions will arise from the observer or any other staff associated with the Family Group Project.


**I HAVE CAREFULLY READ AND I UNDERSTAND THIS AGREEMENT, AND I FREELY AND VOLUNTARILY CONSENT AND AGREE TO THE OBSERVER/INTERVIEWER OBSERVING MY  FAMILY GROUP CONFERENCE.**


NAME (PLEASE PRINT): _____


SIGNATURE: _____


WITNESS SIGNATURE: _____


DATE: _____

# C.  After the Conference

# ABUSE SCALE ANSWER SHEET

**{Please send form to university}**

**Site #1**

Conference #_____                                          Date _____
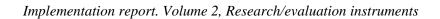
Completed by ___ Coordinator ___ Researcher

**TO BE COMPLETED BY THE COORDINATOR OR THE INTERVIEWER:** Please rate the extent to which the violence/abuse in the family is characterized by the following statements. Make a mark on the line to show how much of the abuse, or violence in the family, fits the statement.

<u>Do not</u> use this Scale in cases where there is <u>only</u> neglect.  See the Child Welfare Legislation for a definition.  <u>Do</u> use an all-inclusive definition of abuse (physical, sexual, emotional).

**Family of Origin**

---

**Gender (Total for Gender should = 100%)**

1)     Male abusing a female:                                                            MtoM (v11)____(32-34)

     0%                      50%                      100%

2)     Female abusing a male:                                                          FtoM (v12)____(35-37)
     0%                      50%                      100%

3)     Male abusing a male:                                                            MtoM (v13)____(38-40)
     0%                      50%                      100%

4)     Female abusing a female:                                                     FtoF (v14)____(40-42)
     0%                      50%                      100%

**Age (Total for Age should = 100%)**

5)     An adult abusing another adult:                                           AtoA (v15)____(43-45)
     0%                      50%                      100%

6)     An adult abusing a young person or child:                          AtoC (v16)____(46-48)
     0%                      50%                      100%

7)     A young person or child abusing another young person or  child    CtoC (v17)____(49-51)
     0%                      50%                      100%

8)     A young person or child abusing an adult:                          CtoA (v18)____(52-54)
     0%                      50%                      100%

---

**Please elaborate** in any way that you think will help characterize the abuse in this family and changes over time.

_____

_____

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**Site #1**　　　　　　　　**AFTER THE CONFERENCE**

Person ID _____

Conference # _____

Date _____


<u>Explanation</u>
Now that the family group conference is over, I would like to talk with you about how you saw it and especially your views on how the group went about deciding the plan.  I will not share what you say with anyone in your family or anyone working with you.  I will give this information to the project staff and university researchers only.  I will also be talking with a few other people about how they found the conference but likewise will keep their views in confidence.

Complete "Consent to Interview After the Family Group Conference."


**What was the family group conference like for you?**

_____

_____

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**Do you have any remaining concerns about the conference?**

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**In what ways could family members have made the family group conference better?**

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**How could the family group conference have been planned and organized better?**

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[When you complete tables 1 and 2, go back and forth as you complete the information on each person.]

1) I would like to hear your views on how the decisions were made at the Family Group Conference.

| Compared with others at this conference, *how much say* in making the decisions did: | LESS THAN AVERAGE | AVERAGE | MORE THAN AVERAGE | DON'T KNOW | N/A | CODING |
|---|---|---|---|---|---|---|
| (v617) Person#_____ have? (02-05[20]) | | | | | | (v618)__(06[20]) |
| (v619) Person#_____ have? (07-10[20]) | | | | | | (v620)__(11[20]) |
| (v621) Person#_____ have? (12-15[20]) | | | | | | (v622)__(16[20]) |
| (v623) Person#_____ have? (17-20[20]) | | | | | | (v624)__(21[20]) |
| (v625) Person#_____ have? (22-25[20]) | | | | | | (v626)__(26[20]) |
| (v627) Person#_____ have? (27-30[20]) | | | | | | (v628)__(31[20]) |
| (v629) Person#_____ have? (32-35[20]) | | | | | | (v630)__(36[20]) |
| (v631) Person#_____ have? (37-40[20]) | | | | | | (v632)__(41[20]) |
| (v633) Person#_____ have? (42-45[20]) | | | | | | (v634)__(46[20]) |
| (v635) Person#_____ have? (47-50[20]) | | | | | | (v636)__(51[20]) |
| (v637) Person#_____ have? (52-55[20]) | | | | | | (v638)__(56[20]) |
| (v639) Person#_____ have? (57-60[20]) | | | | | | (v640)__(61[20]) |
| (v641) Person#_____ have? (62-65[20]) | | | | | | (v642)__(66[20]) |
| (v643) Person#_____ have? (03-06[21]) | | | | | | (v644)__(07[21]) |

| Compared with others at this conference, *how much say* in making the decisions did: | **LESS THAN AVERAGE** | **AVERAGE** | **MORE THAN AVERAGE** | **DON'T KNOW** | **N/A** | **CODING** |
|---|---|---|---|---|---|---|
| (v645) Person#_____ have? (08-11[21]) | | | | | | (v646)__(12[21]) |
| (v647) Person#_____ have? (13-16[21]) | | | | | | (v648)__(17[21]) |
| (v649) Person#_____ have? (18-21[21]) | | | | | | (v650)__(22[21]) |
| (v651) Person#_____ have? (23-26[21]) | | | | | | (v652)__(27[21]) |
| (v653) Person#_____ have? (28-31[21]) | | | | | | (v654)__(32[21]) |
| (v655) Person#_____ have? (33-36[21]) | | | | | | (v656)__(37[21]) |
| (v657) Person#_____ have? (38-41[21]) | | | | | | (v658)__(42[21]) |
| (v659) Person#_____ have? (43-46[21]) | | | | | | (v660)__(47[21]) |
| (v661) Person#_____ have? (48-51[21]) | | | | | | (v662)__(52[21]) |
| (v663) Person#_____ have? (53-56[21]) | | | | | | (v664)__(57[21]) |
| (v665) Person#_____ have? (58-61[21]) | | | | | | (v666)__(62[21]) |
| (v667) Person#_____ have? (63-66[21]) | | | | | | (v668)__(67[21]) |
| (v669) Person#_____ have? (03-06[22]) | | | | | | (v670)__(07[22]) |
| (v671) Person#_____ have? (08-11[22]) | | | | | | (v672)__(12[22]) |

| Compared with others at this conference, *how much say* in making the decisions did: | **LESS THAN AVERAGE** | **AVERAGE** | **MORE THAN AVERAGE** | **DON'T KNOW** | **N/A** | **CODING** |
|---|---|---|---|---|---|---|
| (v673) Person#_____ have? (13-16[22]) | | | | | | (v674)__(17[22]) |
| (v675) Person#_____ have? (18-21[22]) | | | | | | (v676)__(22[22]) |
| (v677) Person#_____ have? (23-26[22]) | | | | | | (v678)__(27[22]) |
| (v679) Person#_____ have? (28-31[22]) | | | | | | (v680)__(32[22]) |
| (v681) Person#_____ have? (33-36[22]) | | | | | | (v682)__(37[22]) |
| (v683) Person#_____ have? (38-41[22]) | | | | | | (v684)__(42[22]) |
| (v685) Person#_____ have? (43-46[22]) | | | | | | (v686)__(47[22]) |

## Comments

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**2)**

| Was the *amount of say in making decisions* not enough, just right, or too much for: | NOT ENOUGH<br><br>1 | JUST RIGHT<br><br>2 | TOO MUCH<br><br>3 | DON'T KNOW<br><br>7 | N/A<br><br>8 | CODING |
|---|---|---|---|---|---|---|
| (v687) Person#_____ (48-51[22]) | | | | | | (v688)___(52[22]) |
| (v689) Person#_____ (53-56[22]) | | | | | | (v690)___(57[22]) |
| (v691) Person#_____ (58-61[22]) | | | | | | (v692)___(62[22]) |
| (v693) Person#_____ (63-66[22]) | | | | | | (v694)___(67[22]) |
| (v695) Person#_____ (03-06[23]) | | | | | | (v696)___(07[23]) |
| (v697) Person#_____ (08-11[23]) | | | | | | (v698)___(12[23]) |
| (v699) Person#_____ (13-16[23]) | | | | | | (v700)___(17[23]) |
| (v701) Person#_____ (18-21[23]) | | | | | | (v702)___(22[23]) |
| (v703) Person#_____ (23-26[23]) | | | | | | (v704)___(27[23]) |
| (v705) Person#_____ (28-31[23]) | | | | | | (v706)___(32[23]) |
| (v707) Person#_____ (33-36[23]) | | | | | | (v708)___(37[23]) |
| (v709) Person#_____ (38-41[23]) | | | | | | (v710)___(42[23]) |
| (v711) Person#_____ (43-46[23]) | | | | | | (v712)___(47[23]) |
| (v713) Person#_____ (48-51[23]) | | | | | | (v714)___(52[23]) |
| (v715) Person#_____ (53-56[23]) | | | | | | (v716)___(57[23]) |

| Was the *amount of say in making decisions* not enough, just right, or too much for: | NOT ENOUGH 1 | JUST RIGHT 2 | TOO MUCH 3 | DON'T KNOW 7 | N/A 8 | CODING |
|---|---|---|---|---|---|---|
| (v717) Person#_____ (58-61[23]) | | | | | | (v718)___(62[23]) |
| (v719) Person#_____ (63-66[23]) | | | | | | (v720)___(67[23]) |
| (v721) Person#_____ have? (03-06[24]) | | | | | | (v722)___(07[24]) |
| (v723) Person#_____ have? (08-11[24]) | | | | | | (v724)___(12[24]) |
| (v725) Person#_____ have? (13-16[24]) | | | | | | (v726)___(17[24]) |
| (v727) Person#_____ have? (18-21[24]) | | | | | | (v728)___(22[24]) |
| (v729) Person#_____ have? (23-26[24]) | | | | | | (v730)___(27[24]) |
| (v731) Person#_____ have? (28-31[24]) | | | | | | (v732)___(32[24]) |
| (v733) Person#_____ have? (33-36[24]) | | | | | | (v734)___(37[24]) |
| (v735) Person#_____ have? (38-41[24]) | | | | | | (v736)___(42[24]) |
| (v737) Person#_____ have? (43-46[24]) | | | | | | (v738)___(47[24]) |
| (v739) Person#_____ have? (48-51[24]) | | | | | | (v740)___(52[24]) |
| (v741) Person#_____ have? (53-56[24]) | | | | | | (v742)___(57[24]) |
| (v743) Person#_____ have? (58-61[24]) | | | | | | (v744)___(62[24]) |
| (v745) Person#_____ have? (63-66[24]) | | | | | | (v746)___(67[24]) |
| (v747) Person#_____ have? (03-06[25]) | | | | | | (v748)___(07[25]) |

| Was the *amount of say in making decisions* not enough, just right, or too much for: | NOT ENOUGH 1 | JUST RIGHT 2 | TOO MUCH 3 | DON'T KNOW 7 | N/A 8 | CODING |
|---|---|---|---|---|---|---|
| (v749) Person#_____ have? (08-11[25]) | | | | | | (v750)__(12[25]) |
| (v751) Person#_____ have? (13-16[25]) | | | | | | (v752)__(17[25]) |
| (v753) Person#_____ have? (18-21[25]) | | | | | | (v754)__(22[25]) |
| (v755) Person#_____ have? (23-26[25]) | | | | | | (v756)__(27[25]) |
| (v757) Person#_____ have? (28-31[25]) | | | | | | (v758)__(32[25]) |
| (v759) Person#_____ have? (33-36[25]) | | | | | | (v760)__(37[25]) |

## Comments

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**3)**

| DECISION PROCESSES OF THE FAMILY GROUP IN MAKING THEIR PLAN<br>*\* Consider decision making up to the point when the coordinator returns to negotiate the plan with the family group* | DEFINITIONS | RANK DECISION PROCESSES FROM MOST IMPORTANT (1) TO LEAST IMPORTANT (9)<br>*\* Put 0 if the decision process was not used at all.* | CODING |
|---|---|---|---|
| Consensus | Pulling together everyone's ideas and coming up with a plan which everyone is comfortable with | | (v761)___(38-39[25]) |
| Bargaining | Having each side say what they want in the plan and then having each side get some of what they want | | (v762)___(40-41[25]) |
| Voting | Taking a vote on what to have in the plan | | (v763)___(42-43[25]) |
| Ordering | Telling others what to have in the plan | | (v764)___(44-45[25]) |
| Inspiring | Going along with what a trusted leader says should be in the plan | | (v765)___(46-47[25]) |
| Manipulating | Getting others to put things in the plan by using underhanded means | | (v766)___(48-49[25]) |
| Avoiding | Evading or not finishing the decision making on the plan | | (v767)___(50-51[25]) |
| Other 1 | Specify | | (v768)___(52-53[25]) |
| Other 2 | Specify | | (v769)___(54-55[25]) |

**Comments**

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**4)**

| DECISION PROCESSES IN REACHING THE FINAL PLAN<br>*Consider the decision making from the point that the coordinator returns to negotiate the plan through to the point where the plan is finally approved or that no plan will be approved. | DEFINITIONS | RANK DECISION PROCESSES FROM MOST IMPORTANT (1) TO LEAST IMPORTANT (9) | CODING |
|---|---|---|---|
| Consensus | Pulling together everyone's ideas and coming up with a plan which everyone is comfortable with | | (v770)___(56-57[25]) |
| Bargaining | Having each side say what they want in the plan and then having each side get some of what they want | | (v771)___(58-59[25]) |
| Voting | Taking a vote on what to have in the plan | | (v772)___(60-61[25]) |
| Ordering | Telling others what to have in the plan | | (v773)___(62-63[25]) |
| Inspiring | Going along with what a trusted leader says should be in the plan | | (v774)___(64-65[25]) |
| Manipulating | Getting others to put things in the plan by using underhanded means | | (v775)___(66-67[25]) |
| Avoiding | Evading or not finishing the decision making on the plan | | (v776)___(68-69[25]) |
| Other | Specify | | (v777)___(70-03[25]) |
| Other | Specify | | (v778)___(04-05[26]) |

**Comments**

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**Any final thoughts on how the family group conference went?**

_____

_____

_____

_____

_____

**How did you find this interview?**

_____

_____

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_____

Length of Interview in Minutes: _____          (v779)__(06-08[26])

# After the Conference Package

## Checklist

### Project Group

**{Researcher, keep a copy of this checklist for your file and send the original to the University}**

**Site 1**
**Conference # _____**

| Forms | Date Received / Sent<br><br>(If missing write this below) | # of the forms and person ID's | Date Requested from Coordinator or Researcher | Date Missing Form Received / Sent |
|---|---|---|---|---|
| **Abuse Scale (Coordinator)** | | **1** | | |
| **After the Conference Interview Forms** | | | | |
| **Fact Sheets on Interviewee in Preparation for Conference** | | | | |
| **Family Group Conference Evaluations** | | **(No ID's)** | | |
| **Family Group Conference Fact Sheet** | | **1** | | |

| Forms | Date Received / Sent (If missing write this below) | # of the forms and person ID's | Date Requested from Coordinator or Researcher | Date Missing Form Received / Sent |
|---|---|---|---|---|
| **Family Group Plan** | | **1** | | |
| **Impressions of Decision Making at Family Group Conference** | | **1** | | |
| **Looking After Children** | | | | |
| **Observer's Checklist and Sessional Recording Guide** | | **1** | | |
| **People and Groups in Your Life (all forms except for map and list of names of people to invite)** | | | | |
| **Referral Package (reason for referral, risk assessment)** | | **1** | | |
| **Reflections (Coordinator)** | | **1** | | |
| **Reflections (Researcher)** | | **1** | | |

\* Use this form for first-time and reconvened conferences.  If an item is not applicable for a reconvened conference, note this by putting "NA" in the column titled "Date Received/Sent".

# CONSENT TO INTERVIEW AFTER THE FAMILY GROUP CONFERENCE

**This is to state that I voluntarily agree to be interviewed after the family group conference by the Project interviewer/observer.**

▸ I understand that the purpose of the interview is to find out and write down my thoughts on the family group conference on deciding a plan.

▸ I understand that the interviewer will not show her/his notes to any family group participants. They will be available only to the Project staff, Project administrators, and, after all names are removed, the research assistants.

▸ I understand that any information which I or any member of my family discloses about abuse of a child under the age of 16 years which has not been brought to the attention of the Child Welfare Department will be brought to their attention as is required by law.

▸ I understand that all Project records on families will be stored in a locked filing cabinet.

▸ I understand that the data from this study may be published.

▸ I understand that my identity and the identity of my family members will not be revealed in any published materials or public presentations made by any project staff or the project administrators.

**I HAVE CAREFULLY READ AND I UNDERSTAND THIS AGREEMENT, AND I FREELY AND VOLUNTARILY CONSENT AND AGREE TO BE INTERVIEWED.**

NAME (PLEASE PRINT): _____

SIGNATURE: _____

WITNESS SIGNATURE: _____

DATE: _____

# FAMILY RECORD

{Keep one copy for your records,
and send other copy to university.}

**Site # 1**   Site (v01)_____(1)

Family ID _____                                      FamilyId (v02)_____(2-4)

___ Children's Protection (1) ___ Community (2) ___ Project Family (3)   ContrlGp (v03)_____(5)


Family receiving Children's Protection Services at time of Pretest?

___ Yes (1)   ___ No (2)   ___ Don't know (7)                  CPSpre (v04)_____(6)

Family receiving Children's Protection Services at time of Posttest?

___ Yes (1)   ___ No (2)   ___ Don't know (7)                  CPSpost (v05)_____(7)


## PEOPLE & GROUPS IN YOUR LIFE

| PERSON ID | DATE OF PRETEST | TIME IN MINUTES OF PRETEST | DATE OF POSTTEST | TIME IN MINUTES OF POSTTEST |
|---|---|---|---|---|
| IDNO1 (v06) _____ (8-11) | DATEPRE1 (v07) _____ (12-17) | TIMEPRE1 (v08) _____ (18-21) | DATEPST1 (v09) _____ (22-27) | TIMEPST1 (v10) _____ (28-31) |
| IDNO2 (v11) _____ (32-35) | DATEPRE2 (v12) _____ (36-41) | TIMEPRE2 (v13) _____ (42-45) | DATEPST2 (v14) _____ (46-51) | TIMEPST2 (v15) _____ (52-57) |
| IDNO3 (v16) _____ (58-61) | DATEPRE3 (v17) _____ (62-67) | TIMEPRE3 (v18) _____ (3-6)$^2$ | DATEPST3 (v19) _____ (7-12)$^2$ | TIMEPST3 (v20) _____ (13-18)$^2$ |
| IDNO4 (v21) _____ (19-24)$^2$ | DATEPRE4 (v22) _____ (25-30)$^2$ | TIMEPRE4 (v23) _____ (31-34)$^2$ | DATEPST4 (v24) _____ (35-40)$^2$ | TIMEPST4 (v25) _____ (41-44)$^2$ |

## LOOKING AFTER CHILDREN ASSESSMENT RECORDS

| PERSON ID | DATE OF PRETEST | TIME IN MINUTES OF PRETEST | DATE OF POSTTEST | TIME IN MINUTES OF POSTTEST |
|---|---|---|---|---|
| IDN1 (v26) _____ (45-50)[2] | DATEPR1 (v27) _____ (51-56)[2] | TIMEPR1 (v28) _____ (57-60)[2] | DATEPT1 (v29) _____ (61-66)[2] | TIMEPT1 (v30) _____ (67-70)[2] |
| IDN2 (v31) _____ (3-8)[3] | DATEPR2 (v32) _____ (9-14)[3] | TIMEPR2 (v33) _____ (15-18)[3] | DATEPT2 (v34) _____ (19-24)[3] | TIMEPT2 (v35) _____ (25-30)[3] |
| IDN3 (v36) _____ (31-34)[3] | DATEPR3 (v37) _____ (35-40)[3] | TIMEPR3 (v38) _____ (41-44)[3] | DATEPT3 (v39) _____ (45-50)[3] | TIMEPT3 (v40) _____ (51-54)[3] |
| IDN4 (v41) _____ (55-58)[3] | DATEPR4 (v42) _____ (59-64)[3] | TIMEPR4 (v43) _____ (65-68)[3] | DATEPT4 (v44) _____ (3-8)[4] | TIMEPT4 (v45) _____ (9-12)[4] |

[Complete for Children's Protection Services Control Group only].

## CASE EVENTS

| PERSON ID | DATE OF INTERVIEW | TIME IN MINUTES OF INTERVIEW |
|---|---|---|
| PRS1ID (v45) _____ (13-16)[4] | DATE1 (v46) _____ (17-22)[4] | TIME1 (v47) _____ (23-26)[4] |
| PRS2ID (v48) _____ (27-30)[4] | DATE2 (v49) _____ (31-36)[4] | TIME2 (v50) _____ (37-40)[4] |
| PRS3ID (v51) _____ (41-44)[4] | DATE3 (v52) _____ (45-50)[4] | TIME3 (v53) _____ (51-56)[4] |
| PRS4ID (v54) _____ (57-60)[4] | DATE4 (v55) _____ (61-66)[4] | TIME4 (v56) _____ (67-70)[4] |
| PRS5ID (v57) _____ (3-6)[5] | DATE5 (v58) _____ (7-12)[5] | TIME5 (v59) _____ (13-16)[5] |
| PRS6ID (v60) _____ (17-20)[5] | DATE6 (v61) _____ (21-26)[5] | TIME6 (v62) _____ (27-30)[5] |

# IMPRESSIONS OF DECISION MAKING AT THE FGC
*{Please send form to university}*

**Site #1**
**Conference # _____**
**Date _____**

[When filling out tables 1 and 2, go back and forth between them as you complete the information on each person.]

**1)** From your own perspective as coordinator, fill out the following four tables:

| Compared with others at this conference, *how much say* in making the decisions did: | LESS THAN AVERAGE (1) | AVERAGE (2) | MORE THAN AVERAGE (3) | DON'T KNOW (7) | N/A (8) | CODING |
|---|---|---|---|---|---|---|
| (v352) Person#_____ have? (02-05[16]) | | | | | | (v353)___(06[16]) |
| (v354) Person#_____ have? (07-10[16]) | | | | | | (v355)___(11[16]) |
| (v356) Person#_____ have? (12-15[16]) | | | | | | (v357)___(16[16]) |
| (v358) Person#_____ have? (17-20[16]) | | | | | | (v359)___(21[16]) |
| (v360) Person#_____ have? (22-25[16]) | | | | | | (v361)___(26[16]) |
| (v362) Person#_____ have? (27-30[16]) | | | | | | (v363)___(31[16]) |
| (v364) Person#_____ have? (32-35[16]) | | | | | | (v365)___(36[16]) |
| (v366) Person#_____ have? (37-40[16]) | | | | | | (v367)___(41[16]) |
| (v368) Person#_____ have? (42-45[16]) | | | | | | (v369)___(46[16]) |
| (v370) Person#_____ have? (47-50[16]) | | | | | | (v371)___(51[16]) |
| (v372) Person#_____ have? (52-55[16]) | | | | | | (v373)___(56[16]) |
| (v374) Person#_____ have? (57-60[16]) | | | | | | (v375)___(61[16]) |

| Compared with others at this conference, *how much say* in making the decisions did: | LESS THAN AVERAGE (1) | AVERAGE (2) | MORE THAN AVERAGE (3) | DON'T KNOW (7) | N/A (8) | CODING |
|---|---|---|---|---|---|---|
| (v376) Person#_____ have? (62-65[16]) | | | | | | (v377)___(66[16]) |
| (v378) Person#_____ have? (03-06[17]) | | | | | | (v379)___(07[17]) |
| (v380) Person#_____ have? (08-11[17]) | | | | | | (v381)___(12[17]) |
| (v382) Person#_____ have? (13-16[17]) | | | | | | (v383)___(17[17]) |
| (v384) Person#_____ have? (18-21[17]) | | | | | | (v385)___(22[17]) |
| (v386) Person#_____ have? (23-26[17]) | | | | | | (v387)___(27[17]) |
| (v388) Person#_____ have? (28-31[17]) | | | | | | (v389)___(32[17]) |
| (v390) Person#_____ have? (33-36[17]) | | | | | | (v391)___(37[17]) |
| (v392) Person#_____ have? (38-41[17]) | | | | | | (v393)___(42[17]) |
| (v394) Person#_____ have? (43-46[17]) | | | | | | (v395)___(47[17]) |
| (v396) Person#_____ have? (48-51[17]) | | | | | | (v397)___(52[17]) |
| (v398) Person#_____ have? (53-56[17]) | | | | | | (v399)___(57[17]) |
| (v400) Person#_____ have? (58-61[17]) | | | | | | (v401)___(62[17]) |
| (v402) Person#_____ have? (63-66[17]) | | | | | | (v403)___(67[17]) |
| (v404) Person#_____ have? (03-06[18]) | | | | | | (v405)___(07[18]) |

| Compared with others at this conference, *how much say* in making the decisions did: | LESS THAN AVERAGE (1) | AVERAGE (2) | MORE THAN AVERAGE (3) | DON'T KNOW (7) | N/A (8) | CODING |
|---|---|---|---|---|---|---|
| (v406) Person#_____ have? (08-11[18]) | | | | | | (v407)__(12[18]) |
| (v408) Person#_____ have? (13-16[18]) | | | | | | (v409)__(17[18]) |
| (v410) Person#_____ have? (18-21[18]) | | | | | | (v411)__(22[18]) |
| (v412) Person#_____ have? (23-26[18]) | | | | | | (v413)__(27[18]) |
| (v414) Person#_____ have? (28-31[18]) | | | | | | (v415)__(32[18]) |
| (v416) Person#_____ have? (33-36[18]) | | | | | | (v417)__(37[18]) |
| (v418) Person#_____ have? (38-41[18]) | | | | | | (v419)__(42[18]) |
| (v420) Person#_____ have? (43-46[18]) | | | | | | (v421)__(47[18]) |

**Comments**

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**2)**

| Was the *amount of say in making decisions* not enough, just right, or too much for: | NOT ENOUGH 1 | JUST RIGHT 2 | TOO MUCH 3 | DON'T KNOW 7 | NOT APPLICABLE 8 | CODING |
|---|---|---|---|---|---|---|
| (v422) Person#_____ (48-51[18]) | | | | | | (v423)___(52[18]) |
| (v424) Person#_____ (53-56[18]) | | | | | | (v425)___(57[18]) |
| (v426) Person#_____ (58-61[18]) | | | | | | (v427)___(62[18]) |
| (v428) Person#_____ (63-66[18]) | | | | | | (v429)___(67[18]) |
| (v430) Person#_____ (03-06[19]) | | | | | | (v431)___(07[19]) |
| (v432) Person#_____ (08-11[19]) | | | | | | (v433)___(12[19]) |
| (v434) Person#_____ (13-16[19]) | | | | | | (v435)___(17[19]) |
| (v436) Person#_____ (18-21[19]) | | | | | | (v437)___(22[19]) |
| (v438) Person#_____ (23-26[19]) | | | | | | (v439)___(27[19]) |
| (v440) Person#_____ (28-31[19]) | | | | | | (v441)___(32[19]) |
| (v442) Person#_____ (33-36[19]) | | | | | | (v443)___(37[19]) |
| (v444) Person#_____ (38-41[19]) | | | | | | (v445)___(42[19]) |
| (v446) Person#_____ (43-46[19]) | | | | | | (v447)___(47[19]) |
| (v448) Person#_____ (48-51[19]) | | | | | | (v449)___(52[19]) |
| (v450) Person#_____ (53-56[19]) | | | | | | (v451)___(57[19]) |

| Was the *amount of say in making decisions* not enough, just right, or too much for: | NOT ENOUGH 1 | JUST RIGHT 2 | TOO MUCH 3 | DON'T KNOW 7 | NOT APPLICABLE 8 | CODING |
|---|---|---|---|---|---|---|
| (v452) Person#_____ (58-61[19]) | | | | | | (v453)__(62[19]) |
| (v454) Person#_____ (63-66[19]) | | | | | | (v455)__(67[19]) |
| (v456) Person#_____ have? (03-06[20]) | | | | | | (v457)__(07[20]) |
| (v458) Person#_____ have? (08-11[20]) | | | | | | (v459)__(12[20]) |
| (v460) Person#_____ have? (13-16[20]) | | | | | | (v461)__(17[20]) |
| (v462) Person#_____ have? (18-21[20]) | | | | | | (v463)__(22[20]) |
| (v464) Person#_____ have? (23-26[20]) | | | | | | (v465)__(27[20]) |
| (v466) Person#_____ have? (28-31[20]) | | | | | | (v467)__(32[20]) |
| (v468) Person#_____ have? (33-36[20]) | | | | | | (v469)__(37[20]) |
| (v470) Person#_____ have? (38-41[20]) | | | | | | (v471)__(42[20]) |
| (v472) Person#_____ have? (43-46[20]) | | | | | | (v473)__(47[20]) |
| (v474) Person#_____ have? (48-51[20]) | | | | | | (v475)__(52[20]) |
| (v476) Person#_____ have? (53-56[20]) | | | | | | (v477)__(57[20]) |
| (v478) Person#_____ have? (58-61[20]) | | | | | | (v479)__(62[20]) |

| Was the *amount of say in making decisions* not enough, just right, or too much for: | NOT ENOUGH **1** | JUST RIGHT 2 | TOO MUCH 3 | DON'T KNOW 7 | NOT APPLICABLE 8 | CODING |
|---|---|---|---|---|---|---|
| (v480) Person#_____ have? (63-66[20]) | | | | | | (v481)__(67[20]) |
| (v482) Person#_____ have? (03-06[21]) | | | | | | (v483)__(07[21]) |
| (v484) Person#_____ have? (08-11[21]) | | | | | | (v485)__(12[21]) |
| (v486) Person#_____ have? (13-16[21]) | | | | | | (v487)__(17[21]) |
| (v488) Person#_____ have? (18-21[21]) | | | | | | (v489)__(22[21]) |
| (v490) Person#_____ have? (23-26[21]) | | | | | | (v491)__(27[21]) |
| (v492) Person#_____ have? (28-31[21]) | | | | | | (v493)__(32[21]) |
| (v494) Person#_____ have? (33-36[21]) | | | | | | (v495)__(37[21]) |

**Comments**

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**3)**

| DECISION PROCESSES OF THE FAMILY GROUP IN MAKING THEIR PLAN<br>*\* Consider decision making up to the point when the coordinator returns to negotiate the plan with the family group* | DEFINITIONS | RANK DECISION PROCESSES FROM MOST IMPORTANT (1) TO LEAST IMPORTANT (9)<br>*\* Put 0 if the decision process was not used at all.* | CODING |
|---|---|---|---|
| Consensus | Pulling together everyone's ideas and coming up with a plan which everyone is comfortable with | | (v496)__(38-39[21]) |
| Bargaining | Having each side say what they want in the plan and then having each side get some of what they want | | (v497)__(40-41[21]) |
| Voting | Taking a vote on what to have in the plan | | (v498)__(42-43[21]) |
| Ordering | Telling others what to have in the plan | | (v499)__(43-44[21]) |
| Inspiring | Going along with what a trusted leader says should be in the plan | | (v500)__(45-46[21]) |
| Manipulating | Getting others to put things in the plan by using underhanded means | | (v501)__(46-48[21]) |
| Avoiding | Evading or not finishing the decision making on the plan | | (v502)__(49-50[21]) |
| Other 1 | Specify | | (v503)__(51-52[21]) |
| Other 2 | Specify | | (v504)__(53-54[21]) |

**Comments**

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**4)**

| DECISION PROCESSES IN REACHING THE FINAL PLAN<br>*Consider the decision making from the point that the coordinator returns to negotiate the plan through to the point where the plan is finally approved or that no plan will be approved.* | DEFINITIONS | RANK DECISION PROCESSES FROM MOST IMPORTANT (1) TO LEAST IMPORTANT (9) | CODING |
|---|---|---|---|
| Consensus | Pulling together everyone's ideas and coming up with a plan which everyone is comfortable with | | (v505)___(55-56[21]) |
| Bargaining | Having each side say what they want in the plan and then having each side get some of what they want | | (v506)___(57-58[21]) |
| Voting | Taking a vote on what to have in the plan | | (v507)___(59-60[21]) |
| Ordering | Telling others what to have in the plan | | (v508)___(61-62[21]) |
| Inspiring | Going along with what a trusted leader says should be in the plan | | (v509)___(63-64[21]) |
| Manipulating | Getting others to put things in the plan by using underhanded means | | (v510)___(65-66[21]) |
| Avoiding | Evading or not finishing the decision making on the plan | | (v511)___(67-68[21]) |
| Other | Specify | | (v512)___(69-70[21]) |
| Other | Specify | | (v513)___(03-04[22]) |

**Comments**

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# ABUSE SCALE ANSWER SHEET

**{Please send form to university}**

**Site #1**

Conference #_____                                    Date _____
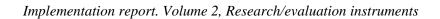
Completed by __ Coordinator __ Researcher

**TO BE COMPLETED BY THE COORDINATOR OR THE INTERVIEWER:** Please rate the extent to which the violence/abuse in the family is characterized by the following statements. Make a mark on the line to show how much of the abuse, or violence in the family, fits the statement.

Do not use this Scale in cases where there is only neglect.  See the Child Welfare Legislation for a definition.  Do use an all-inclusive definition of abuse (physical, sexual, emotional).

**Family of Origin**

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**Gender (Total for Gender should = 100%)**

1)    Male abusing a female:                                                                MtoM (v11)____(32-34)

      0%                    50%                    100%


2)    Female abusing a male:                                                              FtoM (v12)____(35-37)
      0%                    50%                    100%

3)    Male abusing a male:                                                                 MtoM (v13)____(38-40)
      0%                    50%                    100%

4)    Female abusing a female:                                                          FtoF (v14)____(40-42)
      0%                    50%                    100%

   **Age (Total for Age should = 100%)**

5)    An adult abusing another adult:                                               AtoA (v15)____(43-45)
      0%                    50%                    100%

6)    An adult abusing a young person or child:                              AtoC (v16)____(46-48)
      0%                    50%                    100%

7)    A young person or child abusing another young person or  child     CtoC (v17)____(49-51)
      0%                    50%                    100%

8)    A young person or child abusing an adult:                              CtoA (v18)____(52-54)
      0%                    50%          100%

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**Please elaborate** in any way that you think will help characterize the abuse in this family and changes over time.

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**Site #1**                    **AFTER THE CONFERENCE**

Person ID _____

Conference # _____

Date _____


Explanation
Now that the family group conference is over, I would like to talk with you about how you saw it and especially your views on how the group went about deciding the plan. I will not share what you say with anyone in your family or anyone working with you. I will give this information to the project staff and university researchers only. I will also be talking with a few other people about how they found the conference but likewise will keep their views in confidence.

Complete "Consent to Interview After the Family Group Conference."


**What was the family group conference like for you?**

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**Do you have any remaining concerns about the conference?**

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**In what ways could family members have made the family group conference better?**

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**How could the family group conference have been planned and organized better?**

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[When you complete tables 1 and 2, go back and forth as you complete the information on each person.]
1) I would like to hear your views on how the decisions were made at the Family Group Conference.

| Compared with others at this conference, *how much say* in making the decisions did: | LESS THAN AVERAGE | AVERAGE | MORE THAN AVERAGE | DON'T KNOW | N/A | CODING |
|---|---|---|---|---|---|---|
| (v617) Person#_____ have? (02-05[20]) | | | | | | (v618)__(06[20]) |
| (v619) Person#_____ have? (07-10[20]) | | | | | | (v620)__(11[20]) |
| (v621) Person#_____ have? (12-15[20]) | | | | | | (v622)__(16[20]) |
| (v623) Person#_____ have? (17-20[20]) | | | | | | (v624)__(21[20]) |
| (v625) Person#_____ have? (22-25[20]) | | | | | | (v626)__(26[20]) |
| (v627) Person#_____ have? (27-30[20]) | | | | | | (v628)__(31[20]) |
| (v629) Person#_____ have? (32-35[20]) | | | | | | (v630)__(36[20]) |
| (v631) Person#_____ have? (37-40[20]) | | | | | | (v632)__(41[20]) |
| (v633) Person#_____ have? (42-45[20]) | | | | | | (v634)__(46[20]) |
| (v635) Person#_____ have? (47-50[20]) | | | | | | (v636)__(51[20]) |
| (v637) Person#_____ have? (52-55[20]) | | | | | | (v638)__(56[20]) |
| (v639) Person#_____ have? (57-60[20]) | | | | | | (v640)__(61[20]) |
| (v641) Person#_____ have? (62-65[20]) | | | | | | (v642)__(66[20]) |
| (v643) Person#_____ have? (03-06[21]) | | | | | | (v644)__(07[21]) |

| Compared with others at this conference, *how much say* in making the decisions did: | LESS THAN AVERAGE | AVERAGE | MORE THAN AVERAGE | DON'T KNOW | N/A | CODING |
|---|---|---|---|---|---|---|
| (v645) Person#_____ have? (08-11[21]) | | | | | | (v646)___(12[21]) |
| (v647) Person#_____ have? (13-16[21]) | | | | | | (v648)___(17[21]) |
| (v649) Person#_____ have? (18-21[21]) | | | | | | (v650)___(22[21]) |
| (v651) Person#_____ have? (23-26[21]) | | | | | | (v652)___(27[21]) |
| (v653) Person#_____ have? (28-31[21]) | | | | | | (v654)___(32[21]) |
| (v655) Person#_____ have? (33-36[21]) | | | | | | (v656)___(37[21]) |
| (v657) Person#_____ have? (38-41[21]) | | | | | | (v658)___(42[21]) |
| (v659) Person#_____ have? (43-46[21]) | | | | | | (v660)___(47[21]) |
| (v661) Person#_____ have? (48-51[21]) | | | | | | (v662)___(52[21]) |
| (v663) Person#_____ have? (53-56[21]) | | | | | | (v664)___(57[21]) |
| (v665) Person#_____ have? (58-61[21]) | | | | | | (v666)___(62[21]) |
| (v667) Person#_____ have? (63-66[21]) | | | | | | (v668)___(67[21]) |
| (v669) Person#_____ have? (03-06[22]) | | | | | | (v670)___(07[22]) |
| (v671) Person#_____ have? (08-11[22]) | | | | | | (v672)___(12[22]) |

| Compared with others at this conference, *how much say* in making the decisions did: | LESS THAN AVERAGE | AVERAGE | MORE THAN AVERAGE | DON'T KNOW | N/A | CODING |
|---|---|---|---|---|---|---|
| (v673) Person#_____ have? (13-16[22]) | | | | | | (v674)__(17[22]) |
| (v675) Person#_____ have? (18-21[22]) | | | | | | (v676)__(22[22]) |
| (v677) Person#_____ have? (23-26[22]) | | | | | | (v678)__(27[22]) |
| (v679) Person#_____ have? (28-31[22]) | | | | | | (v680)__(32[22]) |
| (v681) Person#_____ have? (33-36[22]) | | | | | | (v682)__(37[22]) |
| (v683) Person#_____ have? (38-41[22]) | | | | | | (v684)__(42[22]) |
| (v685) Person#_____ have? (43-46[22]) | | | | | | (v686)__(47[22]) |

**Comments**

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**2)**

| Was the *amount of say in making decisions* not enough, just right, or too much for: | NOT ENOUGH<br><br>1 | JUST RIGHT<br><br>2 | TOO MUCH<br><br>3 | DON'T KNOW<br><br>7 | N/A<br><br>8 | CODING |
|---|---|---|---|---|---|---|
| (v687) Person#_____ (48-51[22]) | | | | | | (v688)___(52[22]) |
| (v689) Person#_____ (53-56[22]) | | | | | | (v690)___(57[22]) |
| (v691) Person#_____ (58-61[22]) | | | | | | (v692)___(62[22]) |
| (v693) Person#_____ (63-66[22]) | | | | | | (v694)___(67[22]) |
| (v695) Person#_____ (03-06[23]) | | | | | | (v696)___(07[23]) |
| (v697) Person#_____ (08-11[23]) | | | | | | (v698)___(12[23]) |
| (v699) Person#_____ (13-16[23]) | | | | | | (v700)___(17[23]) |
| (v701) Person#_____ (18-21[23]) | | | | | | (v702)___(22[23]) |
| (v703) Person#_____ (23-26[23]) | | | | | | (v704)___(27[23]) |
| (v705) Person#_____ (28-31[23]) | | | | | | (v706)___(32[23]) |
| (v707) Person#_____ (33-36[23]) | | | | | | (v708)___(37[23]) |
| (v709) Person#_____ (38-41[23]) | | | | | | (v710)___(42[23]) |
| (v711) Person#_____ (43-46[23]) | | | | | | (v712)___(47[23]) |
| (v713) Person#_____ (48-51[23]) | | | | | | (v714)___(52[23]) |
| (v715) Person#_____ (53-56[23]) | | | | | | (v716)___(57[23]) |

| Was the *amount of say in making decisions* not enough, just right, or too much for: | NOT ENOUGH 1 | JUST RIGHT 2 | TOO MUCH 3 | DON'T KNOW 7 | N/A 8 | CODING |
|---|---|---|---|---|---|---|
| (v717) Person#_____ (58-61[23]) | | | | | | (v718)___(62[23]) |
| (v719) Person#_____ (63-66[23]) | | | | | | (v720)___(67[23]) |
| (v721) Person#_____ have? (03-06[24]) | | | | | | (v722)___(07[24]) |
| (v723) Person#_____ have? (08-11[24]) | | | | | | (v724)___(12[24]) |
| (v725) Person#_____ have? (13-16[24]) | | | | | | (v726)___(17[24]) |
| (v727) Person#_____ have? (18-21[24]) | | | | | | (v728)___(22[24]) |
| (v729) Person#_____ have? (23-26[24]) | | | | | | (v730)___(27[24]) |
| (v731) Person#_____ have? (28-31[24]) | | | | | | (v732)___(32[24]) |
| (v733) Person#_____ have? (33-36[24]) | | | | | | (v734)___(37[24]) |
| (v735) Person#_____ have? (38-41[24]) | | | | | | (v736)___(42[24]) |
| (v737) Person#_____ have? (43-46[24]) | | | | | | (v738)___(47[24]) |
| (v739) Person#_____ have? (48-51[24]) | | | | | | (v740)___(52[24]) |
| (v741) Person#_____ have? (53-56[24]) | | | | | | (v742)___(57[24]) |
| (v743) Person#_____ have? (58-61[24]) | | | | | | (v744)___(62[24]) |
| (v745) Person#_____ have? (63-66[24]) | | | | | | (v746)___(67[24]) |
| (v747) Person#_____ have? (03-06[25]) | | | | | | (v748)___(07[25]) |

| Was the *amount of say in making decisions* not enough, just right, or too much for: | NOT ENOUGH 1 | JUST RIGHT 2 | TOO MUCH 3 | DON'T KNOW 7 | N/A 8 | CODING |
|---|---|---|---|---|---|---|
| (v749) Person#_____ have? (08-11[25]) | | | | | | (v750)__(12[25]) |
| (v751) Person#_____ have? (13-16[25]) | | | | | | (v752)__(17[25]) |
| (v753) Person#_____ have? (18-21[25]) | | | | | | (v754)__(22[25]) |
| (v755) Person#_____ have? (23-26[25]) | | | | | | (v756)__(27[25]) |
| (v757) Person#_____ have? (28-31[25]) | | | | | | (v758)__(32[25]) |
| (v759) Person#_____ have? (33-36[25]) | | | | | | (v760)__(37[25]) |

## Comments

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**3)**

| DECISION PROCESSES OF THE FAMILY GROUP IN MAKING THEIR PLAN<br>*\* Consider decision making up to the point when the coordinator returns to negotiate the plan with the family group* | DEFINITIONS | RANK DECISION PROCESSES FROM MOST IMPORTANT (1) TO LEAST IMPORTANT (9)<br>*\* Put 0 if the decision process was not used at all.* | CODING |
|---|---|---|---|
| Consensus | Pulling together everyone's ideas and coming up with a plan which everyone is comfortable with | | (v761)___(38-39[25]) |
| Bargaining | Having each side say what they want in the plan and then having each side get some of what they want | | (v762)___(40-41[25]) |
| Voting | Taking a vote on what to have in the plan | | (v763)___(42-43[25]) |
| Ordering | Telling others what to have in the plan | | (v764)___(44-45[25]) |
| Inspiring | Going along with what a trusted leader says should be in the plan | | (v765)___(46-47[25]) |
| Manipulating | Getting others to put things in the plan by using underhanded means | | (v766)___(48-49[25]) |
| Avoiding | Evading or not finishing the decision making on the plan | | (v767)___(50-51[25]) |
| Other 1 | Specify | | (v768)___(52-53[25]) |
| Other 2 | Specify | | (v769)___(54-55[25]) |

**Comments**

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**4)**

| DECISION PROCESSES IN REACHING THE FINAL PLAN<br>*Consider the decision making from the point that the coordinator returns to negotiate the plan through to the point where the plan is finally approved or that no plan will be approved. | DEFINITIONS | RANK DECISION PROCESSES FROM MOST IMPORTANT (1) TO LEAST IMPORTANT (9) | CODING |
|---|---|---|---|
| Consensus | Pulling together everyone's ideas and coming up with a plan which everyone is comfortable with | | (v770)___(56-57[25]) |
| Bargaining | Having each side say what they want in the plan and then having each side get some of what they want | | (v771)___(58-59[25]) |
| Voting | Taking a vote on what to have in the plan | | (v772)___(60-61[25]) |
| Ordering | Telling others what to have in the plan | | (v773)___(62-63[25]) |
| Inspiring | Going along with what a trusted leader says should be in the plan | | (v774)___(64-65[25]) |
| Manipulating | Getting others to put things in the plan by using underhanded means | | (v775)___(66-67[25]) |
| Avoiding | Evading or not finishing the decision making on the plan | | (v776)___(68-69[25]) |
| Other | Specify | | (v777)___(70-03[25]) |
| Other | Specify | | (v778)___(04-05[26]) |

**Comments**

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**Any final thoughts on how the family group conference went?**

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**How did you find this interview?**

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Length of Interview in Minutes: _____

# After the Conference Package

## Checklist

### Project Group

**{Researcher, keep a copy of this checklist for your file and send the original to the University}**

**Site 1**
**Conference # _____**

| Forms | Date Received / Sent<br><br>(If missing write this below) | # of the forms and person ID's | Date Requested from Coordinator or Researcher | Date Missing Form Received / Sent |
|---|---|---|---|---|
| **Abuse Scale (Coordinator)** | | **1** | | |
| **After the Conference Interview Forms** | | | | |
| **Fact Sheets on Interviewee in Preparation for Conference** | | | | |
| **Family Group Conference Evaluations** | | **(No ID's)** | | |
| **Family Group Conference Fact Sheet** | | **1** | | |

| Forms | Date Received / Sent<br><br>(If missing write this below) | # of the forms and person ID's | Date Requested from Coordinator or Researcher | Date Missing Form Received / Sent |
|---|---|---|---|---|
| **Family Group Plan** | | 1 | | |
| **Impressions of Decision Making at Family Group Conference** | | 1 | | |
| **Looking After Children** | | | | |
| **Observer's Checklist and Sessional Recording Guide** | | 1 | | |
| **People and Groups in Your Life (all forms except for map and list of names of people to invite)** | | | | |
| **Referral Package (reason for referral, risk assessment)** | | 1 | | |
| **Reflections (Coordinator)** | | 1 | | |
| **Reflections (Researcher)** | | 1 | | |

* Use this form for first-time and reconvened conferences.  If an item is not applicable for a reconvened conference, note this by putting "NA" in the column titled "Date Received/Sent".

## CONSENT TO INTERVIEW AFTER THE FAMILY GROUP CONFERENCE

**This is to state that I voluntarily agree to be interviewed after the family group conference by the Project interviewer/observer.**

▸ I understand that the purpose of the interview is to find out and write down my thoughts on the family group conference on deciding a plan.

▸ I understand that the interviewer will not show her/his notes to any family group participants. They will be available only to the Project staff, Project administrators, and, after all names are removed, the research assistants.

▸ I understand that any information which I or any member of my family discloses about abuse of a child under the age of 16 years which has not been brought to the attention of the Child Welfare Department will be brought to their attention as is required by law.

▸ I understand that all Project records on families will be stored in a locked filing cabinet.

▸ I understand that the data from this study may be published.

▸ I understand that my identity and the identity of my family members will not be revealed in any published materials or public presentations made by any project staff or the project administrators.

**I HAVE CAREFULLY READ AND I UNDERSTAND THIS AGREEMENT, AND I FREELY AND VOLUNTARILY CONSENT AND AGREE TO BE INTERVIEWED.**

NAME (PLEASE PRINT): _____

SIGNATURE: _____

WITNESS SIGNATURE: _____

DATE: _____

# FAMILY RECORD

{Keep one copy for your records,
and send other copy to university.}

**Site # 1**    Site (v01)_____(1)

Family ID _____                                             FamilyId (v02)_____(2-4)

__ Children's Protection (1) __ Community (2) __ Project Family (3)    ContrlGp (v03)_____(5)


Family receiving Children's Protection Services at time of Pretest?

__ Yes (1) __ No (2) __ Don't know (7)                          CPSpre (v04)_____(6)

Family receiving Children's Protection Services at time of Posttest?

__ Yes (1) __ No (2) __ Don't know (7)                          CPSpost (v05)_____(7)


## PEOPLE & GROUPS IN YOUR LIFE

| PERSON ID | DATE OF PRETEST | TIME IN MINUTES OF PRETEST | DATE OF POSTTEST | TIME IN MINUTES OF POSTTEST |
|---|---|---|---|---|
| IDNO1 (v06) ____ (8-11) | DATEPRE1 (v07) _____ (12-17) | TIMEPRE1 (v08) _____ (18-21) | DATEPST1 (v09) _____ (22-27) | TIMEPST1 (v10) _____ (28-31) |
| IDNO2 (v11) _____ (32-35) | DATEPRE2 (v12) _____ (36-41) | TIMEPRE2 (v13) _____ (42-45) | DATEPST2 (v14) _____ (46-51) | TIMEPST2 (v15) _____ (52-57) |
| IDNO3 (v16) _____ (58-61) | DATEPRE3 (v17) _____ (62-67) | TIMEPRE3 (v18) _____ (3-6)$^2$ | DATEPST3 (v19) _____ (7-12)$^2$ | TIMEPST3 (v20) _____ (13-18)$^2$ |
| IDNO4 (v21) _____ (19-24)$^2$ | DATEPRE4 (v22) _____ (25-30)$^2$ | TIMEPRE4 (v23) _____ (31-34)$^2$ | DATEPST4 (v24) _____ (35-40)$^2$ | TIMEPST4 (v25) _____ (41-44)$^2$ |

**LOOKING AFTER CHILDREN ASSESSMENT RECORDS**

| PERSON ID | DATE OF PRETEST | TIME IN MINUTES OF PRETEST | DATE OF POSTTEST | TIME IN MINUTES OF POSTTEST |
|---|---|---|---|---|
| IDN1 (v26) _____ (45-50)[2] | DATEPR1 (v27) _____ (51-56)[2] | TIMEPR1 (v28) _____ (57-60)[2] | DATEPT1 (v29) _____ (61-66)[2] | TIMEPT1 (v30) _____ (67-70)[2] |
| IDN2 (v31) _____ (3-8)[3] | DATEPR2 (v32) _____ (9-14)[3] | TIMEPR2 (v33) _____ (15-18)[3] | DATEPT2 (v34) _____ (19-24)[3] | TIMEPT2 (v35) _____ (25-30)[3] |
| IDN3 (v36) _____ (31-34)[3] | DATEPR3 (v37) _____ (35-40)[3] | TIMEPR3 (v38) _____ (41-44)[3] | DATEPT3 (v39) _____ (45-50)[3] | TIMEPT3 (v40) _____ (51-54)[3] |
| IDN4 (v41) _____ (55-58)[3] | DATEPR4 (v42) _____ (59-64)[3] | TIMEPR4 (v43) _____ (65-68)[3] | DATEPT4 (v44) _____ (3-8)[4] | TIMEPT4 (v45) _____ (9-12)[4] |

[Complete for Children's Protection Services Control Group only].

**CASE EVENTS**

| PERSON ID | DATE OF INTERVIEW | TIME IN MINUTES OF INTERVIEW |
|---|---|---|
| PRS1ID (v45) _____ (13-16)[4] | DATE1 (v46) _____ (17-22)[4] | TIME1 (v47) _____ (23-26)[4] |
| PRS2ID (v48) _____ (27-30)[4] | DATE2 (v49) _____ (31-36)[4] | TIME2 (v50) _____ (37-40)[4] |
| PRS3ID (v51) _____ (41-44)[4] | DATE3 (v52) _____ (45-50)[4] | TIME3 (v53) _____ (51-56)[4] |
| PRS4ID (v54) _____ (57-60)[4] | DATE4 (v55) _____ (61-66)[4] | TIME4 (v56) _____ (67-70)[4] |
| PRS5ID (v57) _____ (3-6)[5] | DATE5 (v58) _____ (7-12)[5] | TIME5 (v59) _____ (13-16)[5] |
| PRS6ID (v60) _____ (17-20)[5] | DATE6 (v61) _____ (21-26)[5] | TIME6 (v62) _____ (27-30)[5] |

# IMPRESSIONS OF DECISION MAKING AT THE FGC
*{Please send form to university}*

**Site #1**
**Conference # _____**
**Date _____**

[When filling out tables 1 and 2, go back and forth between them as you complete the information on each person.]

**1)** From your own perspective as coordinator, fill out the following four tables:

| Compared with others at this conference, *how much say* in making the decisions did: | **LESS THAN AVERAGE** <br> **(1)** | **AVERAGE** <br> **(2)** | **MORE THAN AVERAGE** <br> **(3)** | **DON'T KNOW** <br> **(7)** | **N/A** <br> **(8)** | **CODING** |
|---|---|---|---|---|---|---|
| (v352) Person#_____ have? (02-05¹⁶) | | | | | | (v353)___(06¹⁶) |
| (v354) Person#_____ have? (07-10¹⁶) | | | | | | (v355)___(11¹⁶) |
| (v356) Person#_____ have? (12-15¹⁶) | | | | | | (v357)___(16¹⁶) |
| (v358) Person#_____ have? (17-20¹⁶) | | | | | | (v359)___(21¹⁶) |
| (v360) Person#_____ have? (22-25¹⁶) | | | | | | (v361)___(26¹⁶) |
| (v362) Person#_____ have? (27-30¹⁶) | | | | | | (v363)___(31¹⁶) |
| (v364) Person#_____ have? (32-35¹⁶) | | | | | | (v365)___(36¹⁶) |
| (v366) Person#_____ have? (37-40¹⁶) | | | | | | (v367)___(41¹⁶) |
| (v368) Person#_____ have? (42-45¹⁶) | | | | | | (v369)___(46¹⁶) |
| (v370) Person#_____ have? (47-50¹⁶) | | | | | | (v371)___(51¹⁶) |
| (v372) Person#_____ have? (52-55¹⁶) | | | | | | (v373)___(56¹⁶) |
| (v374) Person#_____ have? (57-60¹⁶) | | | | | | (v375)___(61¹⁶) |

| Compared with others at this conference, *how much say* in making the decisions did: | LESS THAN AVERAGE (1) | AVERAGE (2) | MORE THAN AVERAGE (3) | DON'T KNOW (7) | N/A (8) | CODING |
|---|---|---|---|---|---|---|
| (v376) Person#_____ have? (62-65[16]) | | | | | | (v377)__(66[16]) |
| (v378) Person#_____ have? (03-06[17]) | | | | | | (v379)__(07[17]) |
| (v380) Person#_____ have? (08-11[17]) | | | | | | (v381)__(12[17]) |
| (v382) Person#_____ have? (13-16[17]) | | | | | | (v383)__(17[17]) |
| (v384) Person#_____ have? (18-21[17]) | | | | | | (v385)__(22[17]) |
| (v386) Person#_____ have? (23-26[17]) | | | | | | (v387)__(27[17]) |
| (v388) Person#_____ have? (28-31[17]) | | | | | | (v389)__(32[17]) |
| (v390) Person#_____ have? (33-36[17]) | | | | | | (v391)__(37[17]) |
| (v392) Person#_____ have? (38-41[17]) | | | | | | (v393)__(42[17]) |
| (v394) Person#_____ have? (43-46[17]) | | | | | | (v395)__(47[17]) |
| (v396) Person#_____ have? (48-51[17]) | | | | | | (v397)__(52[17]) |
| (v398) Person#_____ have? (53-56[17]) | | | | | | (v399)__(57[17]) |
| (v400) Person#_____ have? (58-61[17]) | | | | | | (v401)__(62[17]) |
| (v402) Person#_____ have? (63-66[17]) | | | | | | (v403)__(67[17]) |
| (v404) Person#_____ have? (03-06[18]) | | | | | | (v405)__(07[18]) |

| Compared with others at this conference, *how much say* in making the decisions did: | LESS THAN AVERAGE (1) | AVERAGE (2) | MORE THAN AVERAGE (3) | DON'T KNOW (7) | N/A (8) | CODING |
|---|---|---|---|---|---|---|
| (v406) Person#_____ have? (08-11[18]) | | | | | | (v407)__(12[18]) |
| (v408) Person#_____ have? (13-16[18]) | | | | | | (v409)__(17[18]) |
| (v410) Person#_____ have? (18-21[18]) | | | | | | (v411)__(22[18]) |
| (v412) Person#_____ have? (23-26[18]) | | | | | | (v413)__(27[18]) |
| (v414) Person#_____ have? (28-31[18]) | | | | | | (v415)__(32[18]) |
| (v416) Person#_____ have? (33-36[18]) | | | | | | (v417)__(37[18]) |
| (v418) Person#_____ have? (38-41[18]) | | | | | | (v419)__(42[18]) |
| (v420) Person#_____ have? (43-46[18]) | | | | | | (v421)__(47[18]) |

**Comments**

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**2)**

| Was the *amount of say in making decisions* not enough, just right, or too much for: | **NOT ENOUGH** **1** | JUST RIGHT 2 | TOO MUCH 3 | DON'T KNOW 7 | NOT APPLICABLE 8 | CODING |
|---|---|---|---|---|---|---|
| (v422) Person#_____ (48-51[18]) | | | | | | (v423)___(52[18]) |
| (v424) Person#_____ (53-56[18]) | | | | | | (v425)___(57[18]) |
| (v426) Person#_____ (58-61[18]) | | | | | | (v427)___(62[18]) |
| (v428) Person#_____ (63-66[18]) | | | | | | (v429)___(67[18]) |
| (v430) Person#_____ (03-06[19]) | | | | | | (v431)___(07[19]) |
| (v432) Person#_____ (08-11[19]) | | | | | | (v433)___(12[19]) |
| (v434) Person#_____ (13-16[19]) | | | | | | (v435)___(17[19]) |
| (v436) Person#_____ (18-21[19]) | | | | | | (v437)___(22[19]) |
| (v438) Person#_____ (23-26[19]) | | | | | | (v439)___(27[19]) |
| (v440) Person#_____ (28-31[19]) | | | | | | (v441)___(32[19]) |
| (v442) Person#_____ (33-36[19]) | | | | | | (v443)___(37[19]) |
| (v444) Person#_____ (38-41[19]) | | | | | | (v445)___(42[19]) |
| (v446) Person#_____ (43-46[19]) | | | | | | (v447)___(47[19]) |
| (v448) Person#_____ (48-51[19]) | | | | | | (v449)___(52[19]) |
| (v450) Person#_____ (53-56[19]) | | | | | | (v451)___(57[19]) |

| Was the *amount of say in making decisions* not enough, just right, or too much for: | NOT ENOUGH **1** | JUST RIGHT 2 | TOO MUCH 3 | DON'T KNOW 7 | NOT APPLICABLE 8 | CODING |
|---|---|---|---|---|---|---|
| (v452) Person#_____ (58-61[19]) | | | | | | (v453)__(62[19]) |
| (v454) Person#_____ (63-66[19]) | | | | | | (v455)__(67[19]) |
| (v456) Person#_____ have? (03-06[20]) | | | | | | (v457)__(07[20]) |
| (v458) Person#_____ have? (08-11[20]) | | | | | | (v459)__(12[20]) |
| (v460) Person#_____ have? (13-16[20]) | | | | | | (v461)__(17[20]) |
| (v462) Person#_____ have? (18-21[20]) | | | | | | (v463)__(22[20]) |
| (v464) Person#_____ have? (23-26[20]) | | | | | | (v465)__(27[20]) |
| (v466) Person#_____ have? (28-31[20]) | | | | | | (v467)__(32[20]) |
| (v468) Person#_____ have? (33-36[20]) | | | | | | (v469)__(37[20]) |
| (v470) Person#_____ have? (38-41[20]) | | | | | | (v471)__(42[20]) |
| (v472) Person#_____ have? (43-46[20]) | | | | | | (v473)__(47[20]) |
| (v474) Person#_____ have? (48-51[20]) | | | | | | (v475)__(52[20]) |
| (v476) Person#_____ have? (53-56[20]) | | | | | | (v477)__(57[20]) |
| (v478) Person#_____ have? (58-61[20]) | | | | | | (v479)__(62[20]) |

| Was the *amount of say in making decisions* not enough, just right, or too much for: | NOT ENOUGH 1 | JUST RIGHT 2 | TOO MUCH 3 | DON'T KNOW 7 | NOT APPLICABLE 8 | CODING |
|---|---|---|---|---|---|---|
| (v480) Person#_____ have? (63-66[20]) | | | | | | (v481)___(67[20]) |
| (v482) Person#_____ have? (03-06[21]) | | | | | | (v483)___(07[21]) |
| (v484) Person#_____ have? (08-11[21]) | | | | | | (v485)___(12[21]) |
| (v486) Person#_____ have? (13-16[21]) | | | | | | (v487)___(17[21]) |
| (v488) Person#_____ have? (18-21[21]) | | | | | | (v489)___(22[21]) |
| (v490) Person#_____ have? (23-26[21]) | | | | | | (v491)___(27[21]) |
| (v492) Person#_____ have? (28-31[21]) | | | | | | (v493)___(32[21]) |
| (v494) Person#_____ have? (33-36[21]) | | | | | | (v495)___(37[21]) |

**Comments**

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**3)**

| DECISION PROCESSES OF THE FAMILY GROUP IN MAKING THEIR PLAN<br>*\* Consider decision making up to the point when the coordinator returns to negotiate the plan with the family group* | DEFINITIONS | RANK DECISION PROCESSES FROM MOST IMPORTANT (1) TO LEAST IMPORTANT (9)<br>*\* Put 0 if the decision process was not used at all.* | CODING |
|---|---|---|---|
| Consensus | Pulling together everyone's ideas and coming up with a plan which everyone is comfortable with | | (v496)___(38-39[21]) |
| Bargaining | Having each side say what they want in the plan and then having each side get some of what they want | | (v497)___(40-41[21]) |
| Voting | Taking a vote on what to have in the plan | | (v498)___(42-43[21]) |
| Ordering | Telling others what to have in the plan | | (v499)___(43-44[21]) |
| Inspiring | Going along with what a trusted leader says should be in the plan | | (v500)___(45-46[21]) |
| Manipulating | Getting others to put things in the plan by using underhanded means | | (v501)___(46-48[21]) |
| Avoiding | Evading or not finishing the decision making on the plan | | (v502)___(49-50[21]) |
| Other 1 | Specify | | (v503)___(51-52[21]) |
| Other 2 | Specify | | (v504)___(53-54[21]) |

**Comments**

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**4)**

| DECISION PROCESSES IN REACHING THE FINAL PLAN *Consider the decision making from the point that the coordinator returns to negotiate the plan through to the point where the plan is finally approved or that no plan will be approved.* | DEFINITIONS | RANK DECISION PROCESSES FROM MOST IMPORTANT (1) TO LEAST IMPORTANT (9) | CODING |
|---|---|---|---|
| Consensus | Pulling together everyone's ideas and coming up with a plan which everyone is comfortable with | | (v505)___(55-56[21]) |
| Bargaining | Having each side say what they want in the plan and then having each side get some of what they want | | (v506)___(57-58[21]) |
| Voting | Taking a vote on what to have in the plan | | (v507)___(59-60[21]) |
| Ordering | Telling others what to have in the plan | | (v508)___(61-62[21]) |
| Inspiring | Going along with what a trusted leader says should be in the plan | | (v509)___(63-64[21]) |
| Manipulating | Getting others to put things in the plan by using underhanded means | | (v510)___(65-66[21]) |
| Avoiding | Evading or not finishing the decision making on the plan | | (v511)___(67-68[21]) |
| Other | Specify | | (v512)___(69-70[21]) |
| Other | Specify | | (v513)___(03-04[22]) |

**Comments**

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# II.  COMMUNITY CONSULTATIONS

# PROTOCOLS FOR FOCUS GROUPS AND INTERVIEWS

**Aim and Objectives:** To conduct an implementation review of the project at the mid-point of carrying out family group decision making. The information collected through focus groups and interviews will be used (a) to describe the process from the perspective of various participants, (b) to improve the present delivery of service, and (c) to plan for long-term sustainability of the model, if communities and government which to continue this approach.

## General Protocols

1. Participation would be voluntary and informed, and participants would sign a consent form. Participants in non-family category groupings (e.g., local Advisory Committees, Community Panels, Children Protection Services' workers) would sign "Consent for Focus Group/Interview," and participants in the family group category would sign a "Consent for Interview on Family Group Decision Making." We recognize that at times the two categories are not mutually exclusive but would keep our questions for the session on the role in which they were asked to take part in the group or individual interview.

2. Selection of participants would be made cooperatively by the local Advisory Committee, Project Staff, and Project Administrators.

3. The Principal Investigators would interview participants either in small groups or individually depending upon their wishes and situations.

4. Focus groups and interviews would be recorded through summary notes and, with the signed consent of participants, tape-recorded (see "Consent to Tape-Record"). The transcribers of the tape recording will have signed an oath of confidentiality prior to listening to the tape (see Oath of Confidentiality).

5. Interviews would be translated into the local language, where necessary. In the case of interviews with family group members, the translator would be asked to sign an oath of confidentiality already being used in the project (see Oath of Confidentiality).

6. Questions for the focus groups or individual interviews would generally follow the "Focus Group/Interview Guide" but would be adjusted according to the particular involvement, knowledge, and concerns of the interviewees.

7. Focus groups would take approximately 1 to 2 hours; and interviews would be from a half-an-hour to one-and-half-hours.

8. Participants will not receive any financial remuneration for taking part in the focus group or interview.

<u>Instructions</u>.  These questions are to be adjusted according to the knowledge and requirements of the particular interviewee/s.   During interviews, questions would be limited so as to keep within the upper limit of one-and-half-hours for individual interviews and two hours for focus groups. Prior to interviewing, the Principal Investigators would review the purpose of the group or individual session and terms of participation and the participant/s to sign the "Consent for Focus Group/Interview I" in the case of non-family group category participants or the "Consent for Interview on Family Group Decision Making" in the case of family group category participants.

<u>General Questions</u>

1.  What is your community/organization doing to stop family violence and child neglect?

2.  Is the Project supporting your community/organization's efforts to stop family violence and child neglect?

3.  What should the Project focus on in the next 6 months?

<u>Specific Questions</u>

Suggested Focus Groups and Questions

1.  Family Members

    - How did they find the process?

    - What impact has the Family Group Conference had on the family?

    - If they were going to suggest a Family Group Conference for a friend, what barriers would that family present?

    - How can we remove those barriers?

2.  Referring Agencies

    - How do they feel about the referral process?

    - Are the guidelines clear?

    - How do they feel about the Family Group Conference so far?

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[1]These questions are a compilation of suggestions from local advisory committees and project staff.

3. Community Panel

- What or how do you perceive your role?

- Do you feel your role is effective?

- Do communities have clear representation?

4. Advisory Committee

- Do you feel this project needs an Advisory Committee in your community?

- How do you perceive your role and is it effective?

- Do you feel the guidelines are clear with respect to your role?

5. Professionals in the Community

- What do you know about the project?

- How did you find out?

- How can the referral process be clarified for them?

# CONSENT FOR FOCUS GROUP/INTERVIEW

This is to state that I voluntarily agree to be interviewed by the Project Administrators/Principal Investigators about my views on the Family Group Decision Making Project.

► I understand that the purpose of the interview is to find out and write down my thoughts on the Family Group Decision Making Project.

► I understand that the interview will take place in a group or individually [cross out inapplicable].

► I understand that my views will be anonymously included in a report on how the Project is being carried. A copy of this report will be provided to the local advisory committee in order to seek out local comment on the report prior to its wider dissemination. [This item is crossed out if interviewee not representing a project community.]

► When desirable individuals may be identified in written reports but only with their written consent.

► I understand that the data from this study may be published.

**I HAVE CAREFULLY READ AND I UNDERSTAND THIS AGREEMENT, AND I FREELY AND VOLUNTARILY CONSENT AND AGREE TO BE INTERVIEWED.**

NAME (please print):        _____

SIGNATURE:        _____

WITNESS SIGNATURE:        _____

DATE:        _____

# CONSENT FOR INTERVIEW ON FAMILY GROUP DECISION MAKING

This is to state that I voluntarily agree to be interviewed by the Project Administrators/Principal Investigators about my experience of the family group decision making.

▸ I understand that the purpose of the interview is to find out and write down my thoughts on family group decision making.

▸ I understand that the interviewer/s will not show their notes to any family group participants. They will be available only to the Project staff and, after all names are removed, the research assistants.

▸ I understand that any information which I or any member of my family discloses about abuse of a child under the age of 16 years which has not been brought to the attention of the Child Welfare Department will be brought to their attention as is required by law.

▸ I understand that all Project records on families will be stored in a locked filing cabinet.

▸ I understand that the data from this study may be published.

▸ I understand that my identity and the identity of my family members will not be revealed in any published materials or public presentations made by any project staff or the project administrators.

**I HAVE CAREFULLY READ AND I UNDERSTAND THIS AGREEMENT, AND I FREELY AND VOLUNTARILY CONSENT AND AGREE TO BE INTERVIEWED.**

NAME (PLEASE PRINT):   _____

SIGNATURE:   _____

WITNESS SIGNATURE:   _____

DATE:   _____

# CONSENT FOR TAPE RECORDING

This is to state that I voluntarily agree to the focus group/interview [cross out inapplicable] being tape recorded by the Project Administrators/Principal Investigators.

▸ I understand that the purpose of the tape recording is to record my words.

▸ I understand that the tape recording will be listened to only by the Project Administrators/Principal Investigators, Project Staff, and possibly a transcriber (who will have signed an Oath of Confidentiality), unless I give written permission to share with others.

**I HAVE CAREFULLY READ AND I UNDERSTAND THIS AGREEMENT, AND I FREELY AND VOLUNTARILY CONSENT AND AGREE TO HAVING THE FOCUS GROUP/INTERVIEW TAPE RECORDED.**

NAME (PLEASE PRINT): _____

SIGNATURE: _____

WITNESS SIGNATURE: _____

DATE: _____