

## COORDINATOR SELF-ASSESSMENT FORM FOR PREPARATION

Based on the FGC you just coordinated, please rate your level of agreement with each of these activity statements, using the following scale.

**5=Strongly Agree      4=Agree      3=Does Not Apply      2=Disagree      1=Strongly Disagree**

Activity	Rating	Comments/Notes					
1. I adequately prepared the <b>maternal</b> parent/caregiver so s/he could choose whether to participate, and be able to participate.	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;">5</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">1</td> </tr> </table>	5	4	3	2	1	
5	4	3	2	1			
2. I adequately prepared the <b>paternal</b> parent/caregiver so s/he could choose whether to participate, and be able to participate.	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;">5</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">1</td> </tr> </table>	5	4	3	2	1	
5	4	3	2	1			
3. I adequately prepared the child so s/he could choose whether to participate, and be able to participate.	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;">5</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">1</td> </tr> </table>	5	4	3	2	1	
5	4	3	2	1			
4. I worked with the primary caregivers to identify the maternal and paternal "extended family" members for the FGC.	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;">5</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">1</td> </tr> </table>	5	4	3	2	1	
5	4	3	2	1			
5. I adequately prepared the maternal and paternal "extended family" members.	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;">5</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">1</td> </tr> </table>	5	4	3	2	1	
5	4	3	2	1			
6. I worked with the primary caregivers and other family members to identify community representatives to participate in the FGC.	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;">5</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">1</td> </tr> </table>	5	4	3	2	1	
5	4	3	2	1			
7. I effectively prepared the community representatives.	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;">5</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">1</td> </tr> </table>	5	4	3	2	1	
5	4	3	2	1			
8. I discussed mandated reporter and confidentiality issues with all participants.	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;">5</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">1</td> </tr> </table>	5	4	3	2	1	
5	4	3	2	1			
9. I surfaced participants' physical and emotional safety issues, and attended to them in coordination.	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;">5</td> <td style="width: 20px; height: 20px;">4</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">1</td> </tr> </table>	5	4	3	2	1	
5	4	3	2	1			

5=Strongly Agree

4=Agree

3=Does Not Apply  
Disagree

2=Disagree

1=Strongly

Activity	Rating	Comments/Notes
10. I helped family identify support persons to protect vulnerable members, and I prepared them for that specific role.	5 4 3 2 1	
11. I explained the purpose and the parameters of the FGC to the participants.	5 4 3 2 1	
12. I explained the various roles of the FGC participants to family members, community members, and others.	5 4 3 2 1	
13. I explained the FGC process to each potential participant.	5 4 3 2 1	
14. I facilitated the "voices/perspectives" of physically absent individuals to be presented at the FGC.	5 4 3 2 1	
15. I explained—to the referring worker—his/her role at the FGC.	5 4 3 2 1	
16. I assisted the referring worker in outlining the critical issues that needed to be presented to all participants at the FGC.	5 4 3 2 1	
17. I asked family about customs and traditions that they might like to include in the FGC.	5 4 3 2 1	
18. I asked family members and community members about the need for transportation, and arranged for it (if necessary).	5 4 3 2 1	
19. I asked family and community members about child care needs and arranged for it (if necessary).	5 4 3 2 1	
20. I arranged for translation/interpreting services (if	5 4 3 2 1	
21. I asked family to identify what food they would like available at their FGC.	5 4 3 2 1	

5=Strongly Agree

4=Agree

3=Does Not Apply  
Disagree

2=Disagree

1=Strongly

Activity	Rating	Comments/Notes
22. I used clear and jargon-free language that motivated family members to participate.	5   4   3   2   1	
23. I provided consistent messages to all participants about the FGC.	5   4   3   2   1	
24. I effectively managed conflict during the preparation process.	5   4   3   2   1	

What I like about what I did: \_\_\_\_\_  
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What I wish I had done differently: \_\_\_\_\_  
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