






Family Envisioning Meeting (FEM) Checklist

You may refer to the following checklist to ensure that each step of FEM has been carefully considered and checked off.

Step	Details	Check
1: Introduction Step 1: 5 mins 	Venue is set up as agreed upon by the student.	
	Ask participants to introduce themselves.	
	Ground rules are established and agreed on.	
2: Eliciting Contributions from Everyone Step 2: 20 mins 	Ask everyone, including the student , to contribute to the flipcharts (i.e., Appreciation, Aspirations, What is Important To, What is Important For, What does Good Support look like).	
3: Discussing What's Working What's Not Working Step 3: 15 mins 	Discuss What's Working and What's Not Working in the life planning areas (i.e., Building my independence skills, Participating in daily, social and leisure activities in the community, Continuing my learning, Contributing Productively)	
4: Using the Outcome Sequence Step 4: 30 mins 	Identifying Priority Areas (Outcome Sequence Steps 1-2) Ask everyone (with 3 stickers) to place the stickers on the Post-its (on either Aspirations, What's Working or What's Not Working) that resonate most with them.	
	Developing Goals and Checking Them (Outcome Sequence Steps 3-5) Focus on highly voted Post-its and develop them into aspirational goals.	
5: Using the Support Sequence to Determine Actions Step 5: 20 mins 	Use the Support Sequence to brainstorm and determine actions to be taken to achieve the goals.	