

# **The Family Solution Finder**

## **Study Guide & Workbook w/video's**



### **PHASE III**

#### **“Getting Organized”**

#### **Seminar # 24**

The Family Decision Making Model (F.D.M.M.) model

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## *Introduction*

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The family will be traveling on a path that many before them have taken. Each family is different and the circumstances they face are rarely identical. However, there are many aspects by category which remain common to all. So, it is reasonable to assume, the family would benefit to know what is likely to happen prior to it coming up in their journey. We know what will happen, but there is no one to bill for taking the time to tell the family. Therefore, to date the family has been left out of the dialog. These seminars are created to fill this GAP of KNOWLEDGE. These are the 12 key issues a family is likely to face and need to prepare for in their journey. We will present them in three parts: 1. The Issue (define it clearly), 2. The issues obstacle, things that will likely come up when the family addresses the issue, 3. Solution to both the issue and its obstacle. The issues are presented in the Study Guidebook, the Obstacle and Solutions are presented in the Workbook. Please read both and watch the assigned video.

An Example: The Legal System will likely be a part of the family journey, and the issue that will come up is “Drug Court”. The Drug Court has a specific process which each family will follow, and this information can be presented and learned in advance. By learning this information in advance, the result for the family is EMPOWERMENT THROUGH KNOWLEDGE.

Learning these issues in advance reduces stress of the unknown, saves time, allows the family to budget their expenses, and gives them room to gather the needed resources.

NOTE:

**Nothing in these seminars should be acted on as your primary source. This material is adjunct learning and a professional therapist, counselor or coach should be included by the family members before making final plans to act.**

The workbook is broken into specific section to help the reader capture the discussion point, critical too understanding that issue.



## Issues the Family Faces

This section will clearly explain the issue by first using the F.T.R. model. It allow the family to breakdown the issue into understandable parts to then create a reasonable solution.



## Obstacle the Family Faces

These are obstacle the family faces when trying to address this issue.



## Solutions to Issues & Obstacles

The entire exercise of this seminar is to assist family members is finding solutions and overcoming obstacles presented in their journey with substance use disorders. In this section these practical exercises and video's bring together the lesson so it can be applied to the families real life situation.

# The 12 Key Issues a Family Faces

## **ISSUE # 1. Enabling vs. Consequences**

GOAL: To use this seminar content as a foundation towards *building denial techniques* that do not enable substance misuse. Also learn the consequences of enabling and denial that disables the positive habits of successful recovery. How communication makes a safe place for the family.

## **ISSUE #2. Addiction Behavior**

GOAL: To learn the *behavior traits of substance use disorder*. To understand how boundaries work to create change over time. Also, learn how to respond to these behaviors.

## **ISSUE #3. Family Intervention**

GOAL: Gain a practical understanding of the *5 Stages of Change* theory. Be able to apply the motivational interview (family level) work sheet for each stage.

## **ISSUE #4. The Police Intervention**

GOAL: To learn the typical steps needed when the police intervene. Create a *missing person's report* in advance. Learn the options and paths this intervention might take. Be able to bridge from the police intervention to the next level of intervention.

## **ISSUE #5. The Emergency Medical Services Intervention**

GOAL: Learn what to do in the case of a medical emergency. Understand what to expect at an Emergency Room. Be prepared to make the needed decisions required at this part of the journey.

## **ISSUE #6. The Legal System Intervention**

GOAL: Learn how to navigate the court system. What is the requirement for drug court and other options?

## **ISSUE #7. The Treatment Center Intervention**

GOAL: Learn what the treatment center will do and what it will not do. How to select the right treatment center using a criterion check list.

## **ISSUE #8. Support Agencies Mapping**

GOAL: Learn how to create a family Resources Plan by using a *Family Resources Plan of Action Work Sheet*. Using the list of available agencies to properly match the agency with the needs of the family.

## **ISSUE #9. Relapse**

GOAL: Learn how to create a *Getting Back to Work Plan*. Using the Getting Back to Work Planning Guide match each step with the proper agency or program.

### **ISSUE #10. Successful Lifelong Recovery**

GOAL: Learn how to create a supportive and safe space for the family and the loved one in recovery.

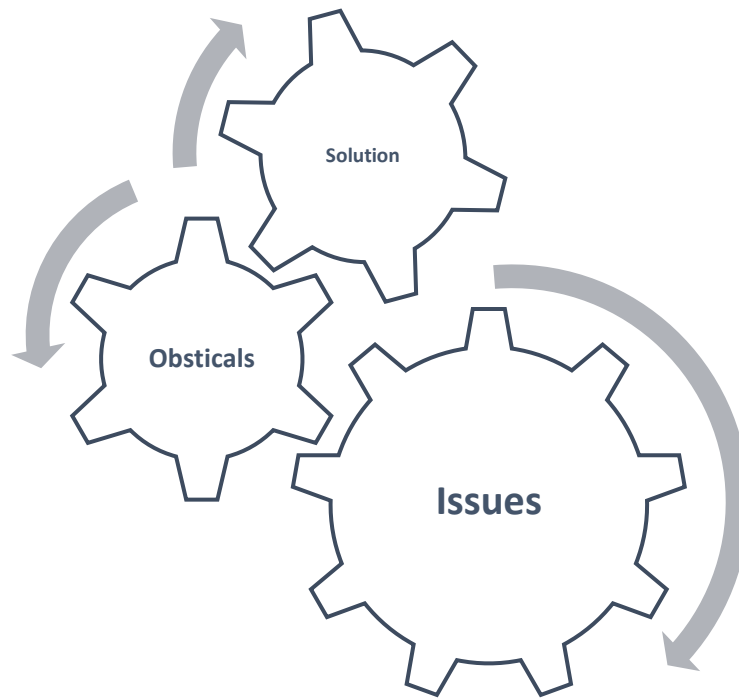
### **ISSUE #11. Bereavement**

GOAL: Learn how to navigate the journey of grief and all that life give us in these times.

### **ISSUE # 12. Faith, Spiritual Practices**

GOAL: To introduce a ministry for faith organizations to use in development their own faith-based family ministry. Invest in the Family Ministry for families on a journey with substance use disorders.

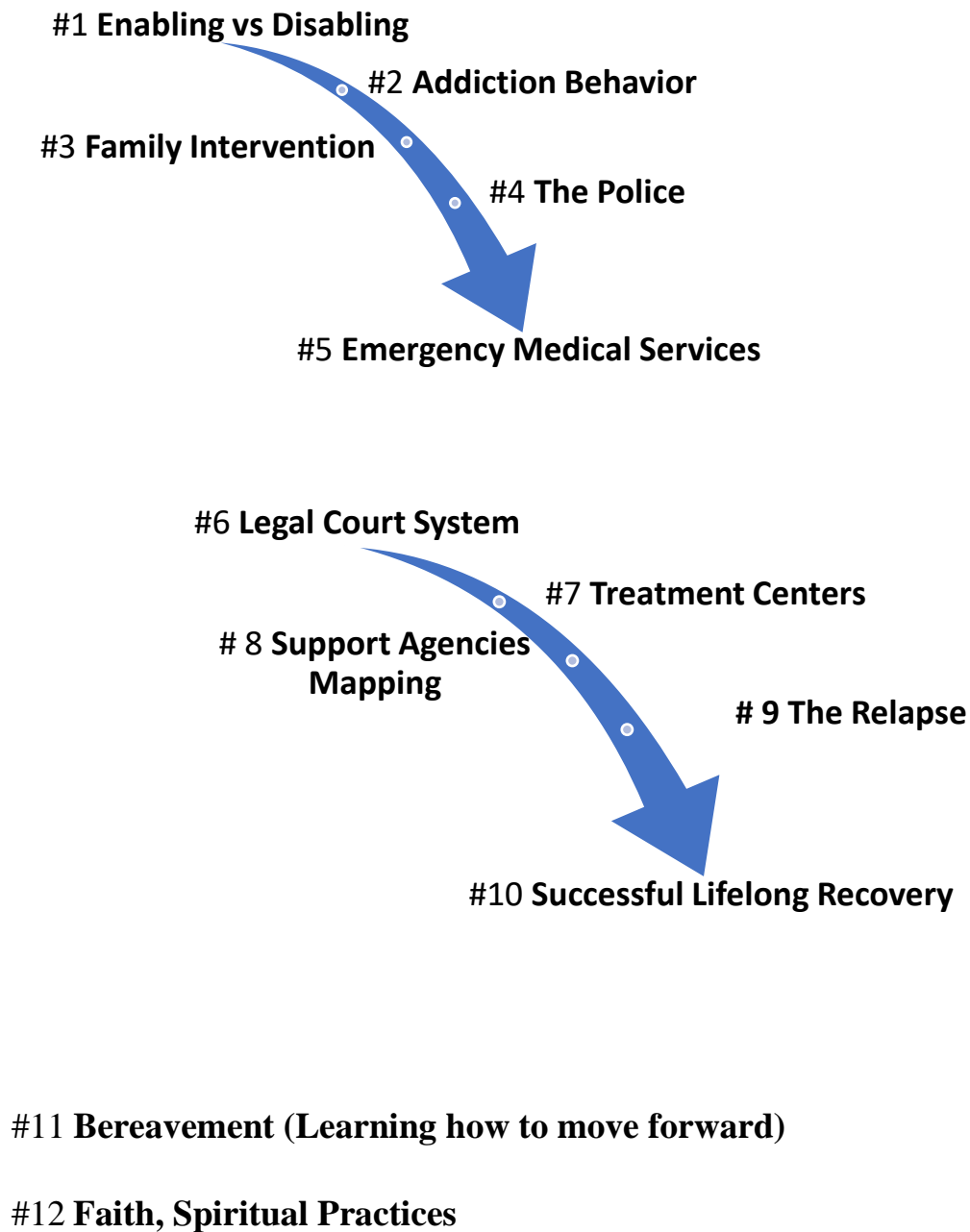
**An Issue has obstacles, before the solution can be obtained**



**Plan to Address All Three**

**Sequence (consider relapse occurrences)**

## **The 12 Key Issues a Family Faces**



# **The Family Solution Finder**

## **Study Guide**



### **PHASE III**

#### **“Getting Organized”**

#### **Seminar # 24**

Family Decision Making Model (F.D.M.M.) model

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*Introduction: The Family Transformational Response (F.T.R.) model*

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People often say that they find it hard to make decisions.

Unfortunately, we all have to make decisions all the time, ranging from trivial issues like what to have for lunch, right up to life-changing decisions like where and what to study, and who to marry.

Some people put off making decisions by endlessly searching for more information or getting other people to offer their recommendations.

Others resort to decision-making by taking a vote, sticking a pin in a list or tossing a coin.

**Intuition:**

Intuition is using your ‘gut feeling’ about possible courses of action.

Although people talk about it as if it was a magical ‘sense’, intuition is actually a combination of past experience and your personal values. It is worth taking your intuition into account, because it reflects your learning about life. It is, however, not always based on reality, only your perceptions, many of which may have started in childhood and may not be very mature as a result.

It is therefore worth examining your gut feeling closely, especially if you have a very strong feeling against a particular course of action, to see if you can work out why, and whether the feeling is justified.

**Reasoning:**

Reasoning is using the facts and figures in front of you to make decisions.

Reasoning has its roots in the here-and-now, and in facts. It can, however, ignore emotional aspects to the decision, and in particular, issues from the past that may affect the way that the decision is implemented.

Intuition is a perfectly acceptable means of making a decision, although it is generally more appropriate when the decision is of a simple nature or needs to be made quickly.

More complicated decisions tend to require a more formal, structured approach, usually involving both intuition and reasoning. It is important to be wary of impulsive reactions to a situation.

**Effective Decision-Making**

Decisions need to be capable of being implemented, whether on a personal or organisational level. You do, therefore, need to be committed to the decision personally, and be able to persuade others of its merits.

An effective decision-making process, therefore, needs to ensure that you are able to do so.



## **What Can Prevent Effective Decision-Making?**

There are several problems that can prevent effective decision-making. These include:

### **1. Not Enough Information**

If you do not have enough information, it can feel like you are making a decision without any basis.

Take some time to gather the necessary data to inform your decision, even if the timescale is very tight. If necessary, prioritize your information-gathering by identifying which information will be most important to you.

### **2. Too Much Information**

The opposite problem, but one that is seen surprisingly often: having so much conflicting information that it is impossible to see ‘the wood for the trees.’

This is sometimes called analysis paralysis and is also used as a tactic to delay organizational decision-making, with those involved demanding ever more information before they can decide.

This problem can often be resolved by getting everyone together to decide what information is really important and why, and by setting a clear timescale for decision-making, including an information-gathering stage.

### **3. Too Many People**

Making decisions by committee is difficult. Everyone has their own views, and their own values. And while it’s important to know what these views are, and why and how they are important, it may be essential for one person to take responsibility for making a decision. Sometimes, any decision is better than none.

### **4. Vested Interests**

Decision-making processes often founder under the weight of vested interests. These vested interests are often not overtly expressed but may be a crucial blockage. Because they are not overtly expressed, it is hard to identify them clearly, and therefore address them, but it can sometimes be possible to do so by exploring them with someone outside the process, but in a similar position.

It can also help to explore the rational/intuitive aspects with all stakeholders, usually with an external facilitator to support the process.

### **5. Emotional Attachments**

People are often very attached to the status quo. Decisions tend to involve the prospect of change, which many people find difficult.

For more about overcoming this, see our pages on Change Management, but also remember that ‘deciding not to decide’ is also a decision.

### **6. No Emotional Attachment**

Sometimes it’s difficult to make a decision because you just don’t care one way or the other. In this case, a structured decision-making process can often help by identifying some very real pros and cons of particular actions, that perhaps you hadn’t thought about before.

Many of these issues can be overcome by using a structured decision-making process. This will help to:

Reduce more complicated decisions down to simpler steps; See how any decisions are arrived at; and Plan decision making to meet deadlines. Many different techniques of decision making have been developed, ranging from simple rules of thumb, to extremely complex procedures. The method used depends on the nature of the decision to be made and how complex it is.

There are many decision-making models and software to assist in making strong decisions. But what is most critical is a family needs to take time when making important decisions. The family members need to have the facts, possible outcomes and what the decision will require in time and effort.

These considerations are built into the Family Decision Making Model (F.D.M.M.). It provides easy to follow steps that can be applied to any decision the family is required to make. What is important to the family is few decisions are without consequences both good and bad. Including the consequences to a decision is important. The F.D.M.M. attempts to take out some of the unknown factors when making a successful and “values-based” decision. Because it includes the family’s values as a part of the process.



## **Value Based Decision Making:**

Value-based decision making is a method for making critical family decisions in an informed and timely manner. Use this tool to identify the most critical decisions you face, determine when to decide, and figure out what information you need to best make those decisions.

Because critical decisions often directly affect the values of the family, it is helpful to organize the necessary information in the form of the hiring ranked values of the family; this model can be created in a collaborative manner and revisited when the family gets new information.

### **VIDEO ONE:**



**ASSIGNMENT VIDEO:** On [www.youtube.com/](http://www.youtube.com/)  
**Search Title:** What Are Your Values?

MindToolsVideos

Learn more about identifying your values at: <https://www.mindtools.com/values?>

Your values are the things that are important in the way you live, work, and family.

Your values determine your priorities, and they are ultimately the fundamental measure of your success in life.

When the things you do match your values, life is usually good. But when these don't align, that's when things feel... wrong.

This is why making a conscious effort to identify your values is so important. Find out how, in this short video.

Duration: 2:14 min

Link: [https://www.youtube.com/watch?v=Kz\\_qGJmTMY](https://www.youtube.com/watch?v=Kz_qGJmTMY)

# **The Family Solution Finder**

## **Workbook**



### **PHASE III**

#### **“Getting Organized”**

#### **Seminar # 24**

The Family Decision Making Model (F.D.M.M.) model

The Family Transformational Response (F.T.R.) model is a tool used by family members to solve problems by examining the issues presented and finding the solution. There is no decision making involved with the F.T.R. it is a fact and situation collection tool. From completing an F.T.R. the family would then proceed into using “The Family Decision Making Model” discussed in Seminar # 24. The FDMM is used to make decision and increase the likelihood of success.

Taking the time to complete these two tools is a matter of confidence the family member will gain more by including these steps as a part of their response. There is value in the family getting comfortable with slowing down, gather the needed information, complete the worksheets, and gaining the advantages this creates.

Take time to view the assigned videos. Have a pen and paper ready to take notes. Each video provides a critical aspect to learning, so don’t just glance over them.



## Issues the Family Faces

### Practical Exercise # One:

#### What are values?

Values are the important beliefs and needs you hold that impact all areas of life. When we make decisions and take actions that honor our values, we are best able to maximize our feelings of satisfaction and fulfillment. When we make decisions that do not honor or might conflict with our values, this can cause discontent and dissatisfaction. To begin making values-based decisions and plans, we have to be able to name our values.

#### II. What are my core values?

**Choose 10 values from the list below. To help you, think back to times in your life when you felt most accomplished, confident, proud, and/or satisfied.**

<u>VALUE</u>	<u>WHY</u>	<u>RANK</u>
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☐ Accomplishment

☐ Accountability

☐ Ambition

☐ Balance

☐ Belonging

<b><u>VALUE</u></b>	<b><u>WHY</u></b>	<b><u>RANK</u></b>
<b>o Challenge</b>		
<b>o Change</b>		
<b>o Commitment</b>		
<b>o Community</b>		
<b>o Compassion</b>		
<b>o Connection</b>		
<b>o Consistency</b>		
<b>o Contribution</b>		
<b>o Control</b>		
<b>o Cooperation</b>		
<b>o Creativity</b>		
<b>o Dependability</b>		
<b>o Develop</b>		
<b>o Discipline</b>		
<b>o Discovery</b>		
<b>o Diversity</b>		
<b>o Effectiveness</b>		
<b>o Efficiency</b>		
<b>o Elegance</b>		
<b>o Empathy</b>		
<b>o Equality</b>		
<b>o Excitement</b>		
<b>o Expertise</b>		
<b>o Exploration</b>		
<b>o Fairness</b>		
<b>o Faith</b>		
<b>o Family</b>		

<b><u>VALUE</u></b>	<b><u>WHY</u></b>	<b><u>RANK</u></b>
<b>o Freedom</b>		
<b>o Fun</b>		
<b>o Generosity</b>		
<b>o Grace</b>		
<b>o Growth</b>		
<b>o Harmony</b>		
<b>o Honesty</b>		
<b>o Humility</b>		
<b>o Ideation</b>		
<b>o Impact</b>		
<b>o Improvement</b>		
<b>o Independence</b>		
<b>o Influence</b>		
<b>o Ingenuity</b>		
<b>o Intelligence</b>		
<b>o Insightfulness</b>		
<b>o Inspiration</b>		
<b>o Joy</b>		
<b>o Justice</b>		
<b>o Intuition</b>		
<b>o Leadership</b>		
<b>o Legacy</b>		
<b>o Loyalty</b>		
<b>o Mastery</b>		
<b>o Openness</b>		
<b>o Order</b>		
<b>o Originality</b>		

<b><u>VALUE</u></b>	<b><u>WHY</u></b>	<b><u>RANK</u></b>
<b>o Perfection</b>		
<b>o Positivity</b>		
<b>o Preparedness</b>		
<b>o Professionalism</b>		
<b>o Quality</b>		
<b>o Resourcefulness</b>		
<b>o Responsibility</b>		
<b>o Results</b>		
<b>o Rigor</b>		
<b>o Risk</b>		
<b>o Security</b>		
<b>o Self-reliance</b>		
<b>o Service</b>		
<b>o Simplicity</b>		
<b>o Speed</b>		
<b>o Spontaneity</b>		
<b>o Stability</b>		
<b>o Strategic</b>		
<b>o Strength</b>		
<b>o Structure</b>		
<b>o Support</b>		
<b>o Teamwork</b>		
<b>o Thoroughness</b>		
<b>o Timeliness</b>		
<b>o Tolerance</b>		
<b>o Tradition</b>		
<b>o Trust</b>		
<b>o Understanding</b>		



From the ten you selected, reduce them down to your core five, numbered according to priority (1 being highest priority). You might find this difficult and get stuck as you choose between values. This is a great exercise, because decision making can tend to force you to prioritize some values above others.

**Practical Exercise # One:** Make your list of the top five

**How do you feel about your list? What does this list say about you?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### **III. Questions for values-based decision making.**

**When you are faced with a big or difficult decision, considering using the questions below to make a values-based decision.**

**1. What decision are you considering? What are your options?**

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**2. How do your options align with your values?**

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**3. How do your options conflict with your values?**

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**4. Which value(s) do you have to absolutely honor?**

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**5. Which value(s) are you willing to compromise?**

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6. Based on your previous answers, what decision is the best fit for your values? How come?

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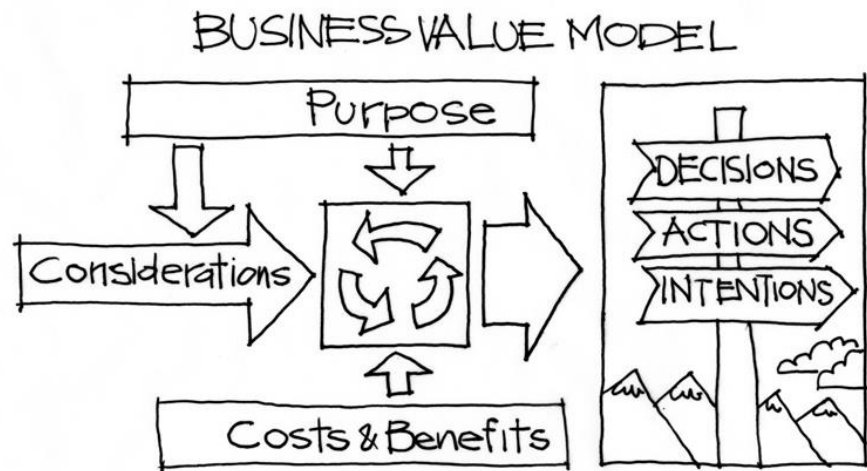
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**Obstacles is in the time it takes a family will likely address. Family Value Model process is the same as a business value model.**



However, using a successful decision making process is worth very little, if we allow our emotions to take over in making a decision.

## **VIDEO TWO:**



**ASSIGNMENT VIDEO: On [www.youtube.com/](http://www.youtube.com/)**

**Search Title: Emotional Intelligence: How Good Leaders Become Great -- UC**

[UCDavis Continuing and Professional Education](http://ucdavis.edu/continuing-and-professional-education)

The UC Davis Executive Leadership Program is a transformative, interactive seminar series that will expand your ability to confidently guide and direct your organization. Gain practical techniques, effective strategies and essential personal insight to become a passionate, inspiring leader. In this video, instructor Mitchel Adler, Psy.D., CGP, discusses emotional intelligence and how good leaders use it to their advantage. For more information about the 2016 UC Davis Executive Leadership Program, visit <http://extension.ucdavis.edu/execprog>

Link: [https://www.youtube.com/watch?v=HA15YZIF\\_kM](https://www.youtube.com/watch?v=HA15YZIF_kM)

## **Your Emotional Intelligence**

Emotions give us the tools we need to interact and develop meaningful relationships with others, and our ability to understand and manage them i.e. emotional intelligence (EQ) has been shown to play an important role in decision-making.

Analytical thinkers will try to weigh up pros and cons of a decision and distance themselves from the emotional component. However, the factors that influence decision-making are far beyond a simple list.

Past experiences conjure up feelings we had at the time and therefore has an indirect effect on our decision-making. So, whether we like it or not, our emotions do influence our decisions.

People who are emotionally intelligent are self-aware and intuitive to others. They can effectively manage their relationships with people and importantly, they have a healthy relationship with themselves.

Think of most of the successful people in business. They haven't got there on IQ alone. Great decision-makers have the ability to empathize with others and are effective communicators. So, how do they do it?

People who are emotionally intelligent don't remove all emotions from their decision-making. They remove emotions that have nothing to do with the decision." — Prof. Côté, University of Toronto. Successful decision-makers don't dismiss their emotion (or gut-feeling), they allow themselves to experience it so that they can remove the emotions that have nothing to do with the decision. It's easy to see the flaws of others, but the most successful decision-makers can identify their own emotional triggers and work past them.

Harvard Business School professor and behavioral author Francesca Gino calls this checking your “emotional temperature”. Gino suggests that when you’re in a situation where you feel yourself getting highly emotional (positively or negatively), you should ask yourself questions in the moment of the decision e.g. does this fit in with my original objectives? Am I reacting to social/ organizational pressures?

Practical Exercise # Two:

## Examine Yourself

Assess and score how much each statement applies to you # How much does each statement apply to you Mark your score Read each statement and decide how strongly the statement applies to YOU. Score yourself 1 to 5 based on the following guide. 1 = Does not apply ~ 3 = Applies half the time ~ 5 = Always applies the number that shows how strongly the statement applies

1. I realize immediately when I lose my temper 1 2 3 4 5
2. I can 'reframe' bad situations quickly 1 2 3 4 5
3. I am able to always motivate myself to do difficult tasks 1 2 3 4 5
4. I am always able to see things from the other person's viewpoint 1 2 3 4 5
5. I am an excellent listener 1 2 3 4 5
6. I know when I am happy 1 2 3 4 5
7. I do not wear my 'heart on my sleeve' 1 2 3 4 5
8. I am usually able to prioritize important activities at work and get on with them 1 2 3 4 5
9. I am excellent at empathizing with someone else's problem 1 2 3 4 5
10. I never interrupt other people's conversations 1 2 3 4 5
11. I usually recognize when I am stressed 1 2 3 4 5
12. Others can rarely tell what kind of mood I am in 1 2 3 4 5
13. I always meet deadlines 1 2 3 4 5
14. I can tell if someone is not happy with me 1 2 3 4 5
15. I am good at adapting and mixing with a variety of people 1 2 3 4 5
16. When I am being 'emotional' I am aware of this 1 2 3 4 5
17. I rarely 'fly off the handle' at other people 1 2 3 4 5
18. I never waste time 1 2 3 4 5
19. I can tell if a team of people are not getting along with each other 1 2 3 4 5
20. People are the most interesting thing in life for me 1 2 3 4 5
21. When I feel anxious, I usually can account for the reason(s) 1 2 3 4 5
22. Difficult people do not annoy me 1 2 3 4 5
23. I do not prevaricate 1 2 3 4 5
24. I can usually understand why people are being difficult towards me 1 2 3 4 5
25. I love to meet new people and get to know what makes them 'tick' 1 2 3 4 5

**Self-awareness and well-being # How much does each statement apply to you Mark your score**  
**Read each statement and decide how strongly the statement applies to YOU. Score yourself 1 to 5 based on the following guide.**

1 = Does not apply ~ 3 = Applies half the time ~ 5 = Always applies the number that shows how strongly the statement applies

26. I always know when I'm being unreasonable 1 2 3 4 5
27. I can consciously alter my frame of mind or mood 1 2 3 4 5
28. I believe you should do the difficult things first 1 2 3 4 5
29. Other individuals are not 'difficult' just 'different' 1 2 3 4 5
30. I need a variety of work colleagues to make my job interesting 1 2 3 4 5
31. Awareness of my own emotions is very important to me at all times 1 2 3 4 5
32. I do not let stressful situations or people affect me once I have left work 1 2 3 4 5
33. Delayed gratification is a virtue that I hold to 1 2 3 4 5
34. I can understand if I am being unreasonable 1 2 3 4 5
35. I like to ask questions to find out what it is important to people 1 2 3 4 5
36. I can tell if someone has upset or annoyed me 1 2 3 4 5
37. I rarely worry about work or life in general 1 2 3 4 5
38. I believe in 'Action this Day' 1 2 3 4 5
39. I can understand why my actions sometimes offend others 1 2 3 4 5
40. I see working with difficult people as simply a challenge to win them over 1 2 3 4 5
41. I can let anger 'go' quickly so that it no longer affects me 1 2 3 4 5
42. I can suppress my emotions when I need to 1 2 3 4 5
43. I can always motivate myself even when I feel low 1 2 3 4 5
44. I can sometimes see things from others' point of view 1 2 3 4 5
45. I am good at reconciling differences with other people 1 2 3 4 5
46. I know what makes me happy 1 2 3 4 5
47. Others often do not know how I am feeling about things 1 2 3 4 5
48. Motivations has been the key to my success 1 2 3 4 5
49. Reasons for disagreements are always clear to me 1 2 3 4 5
50. I generally build solid relationships with those I work with 1 2 3 4 5

Self-awareness and well-being Total and interpret your results

1. Record your 1, 2, 3, 4, 5 scores for the questionnaire statements in the grid below. The grid organises the statements into emotional competency lists.

Self-awareness Managing emotions Motivating oneself Empathy Social Skill 1\_, 2\_, 3\_, 4\_, 5\_, 6\_, 7\_, 8\_, 9\_, 10\_, 11\_, 12\_, 13\_, 14\_, 15\_, 16\_, 17\_, 18\_, 19\_, 20\_, 21\_, 22\_, 23\_, 24\_, 25\_, 26\_, 27\_, 28\_, 29\_, 30\_, 31\_, 32\_, 33\_, 34\_, 35\_, 36\_, 37\_, 38\_, 39\_, 40\_, 41\_, 42\_, 43\_, 44\_, 45\_, 46\_, 47\_, 48\_, 49\_, 50\_, 51\_,

2. Calculate a total for each of the 5 emotional competencies. Total = (SA) Total = (ME) Total = (MO) Total = (E) Total = (SS)

3. Interpret your totals for each area of competency using the following guide.

35-50 This area is a strength for you.

18-34 Giving attention to where you feel you are weakest will pay dividends.

10-17 Make this area a development priority.

**Ref:** Daniel Goleman (author) first brought 'emotional intelligence' to a wide audience with his 1995 book of that name. He found that while the qualities traditionally associated with leadership such as intelligence, toughness, determination and vision are required for success, they are insufficient.



## **Solutions to Issues & Obstacles**

### **The Family Needs to Meet**

### **Agenda “Family Meeting”**

Location:

Time:

1. Identify what was discovered in the most recent assessment
2. Gain a consensus of the work that is needed over the next 4 months
3. Review Family roles and current projects/tasks
4. Use the Family Transformational Response Model to breakdown an issue
5. Determine where your family values fall for this issue
6. Use the Decision-Making Model for the family, what decisions are needed
7. Review a list of known Critical Issues to consider, current and future
8. Discuss action items that may be required soon
9. Roles and Responsibilities Assignments, dates for update progress report
10. Create a Plan of Action for the next 4 months
11. Determine date for follow up meeting

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### *Family Decision Making Model*

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“15. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. 16. Let the message of Christ dwell among you richly as you teach and admonish one another with all wisdom through psalms, hymns, and songs from the Spirit, singing to God with gratitude in your hearts. 17. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” Colossians 3:15-17 New International Version (NIV)

**PURPOSE:** The purpose of a family meeting is multi-faceted. It can serve to communicate information regarding the loved one’s situation, or the status of family members. The meeting can also be used to make critical decisions or to determine role responsibilities. In many cases it is all of these.

**TASK:** In order to make effective decisions as a group, an agreed upon process is important to ensure participation and success in making the best decision. As a family, you are tasked to make many decisions in the Substance Use Disorders journey. This model will provide a framework that when used will be helpful to gain the best insight to the problem, create a criteria of importance, consider the options and weigh the possible outcomes.

**CONDITION:** By gathering as a group to learn about the Substance Use Disorders disease and its related progression, and dementia behavior, the family has taken the first step in making strong decisions. The second step is to understand the stages and dementia related behavior that will occur. In the final step by gathering as a family, review the family values, understand how to use a “Family Decision Model”, assigning Roles and Responsibilities. Then set-up a strategy for the next few months. These are all great steps towards self-empowerment.

**STANDARD:** The standard is that each person will participate. The individual family member will take on an assigned role and be responsible to achieve that assignment in that role to their best ability. They will seek assistance when needed and give willingly when asked. Each family member will proactively be involved in decisions and communication with respect, dignity and a positive, “Can Do” attitude.



## Identifying Your Family Values

### Family Values

In Values, we find ourselves taking a stance on how we will follow a certain way towards making a decision. It is therefore important to understand the family values, prior to making critical decisions about the lives of our loved one.

### Values (ethics)

From Wikipedia, the free encyclopedia

In ethics, values denote the degree of importance of some thing or action, with the aim of determining what actions are best to do or what way is best to live (normal ethical life), or to describe the significance of different actions. It may be described as treating actions themselves as abstract objects, putting value to them. It deals with right conduct and good life, in the sense that a highly, or at least relatively highly, valuable action may be regarded as ethically "good" (adjective sense), and an action of low in value, or somewhat relatively low in value, may be regarded as "bad."

What do you treasure the most that is without substitution for anything else? Write them down as individual family members.

1.

2.

3.

Now discuss them together as a family, each person stating what they feel are your family values. (note: there is no wrong answer).

Our Family Values Are:

1.

2.

3.

## Combine Family Values with Decision Making Process

In Value Based Decision Making, we find ourselves taking a stance on how we will follow a certain way towards making a decision. It is therefore important to understand the family values, prior to making critical decisions about the lives of our loved one.

### Practical Exercise # One: In a family meeting

Write down your top three values and those you feel are the families.

Each family member reads what they wrote down.

Where there were alike values, make a list.

Determine, which of this list are the top three values for your family? Open discussion

Write down which the family agrees are your families top three values. Prioritize them 1-3.

Our Family Values Are:

- 1.
- 2.
- 3.

Take the final list of the families top three values and use them in the “decision Making Model”

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## FAMILY DECISION MAKING MODEL

### **First Step:** Identify Exactly What Happened

#### Practical Exercise # Three: What Happened?

Identify the details of the situation? (what happened, How did it happen, Who was involved?)  
What:

How:

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Who:

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Identify what you would have like to have happened?

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### **Second Step:** Analyzing the Situation

Every problem has a situation that surrounds it. Inside the situation is where you will find the solution to the problem. By analyzing the situation more closely, the solution will typically present itself. It will then be clarified and used in your decision-making process.

Exercise: We will take a look at the problem that impacts the situation. (what went wrong)

1      Assessing the Problem: (Describe exactly what is happening that is not working?)

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2      Identify, what is causing this to happen?

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3 In what areas did this create an impacting or disruption?

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**Third Step:** What is the number one contributing factor?

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**Fourth Step:** Gathering Information

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It may seem unnecessary to have a segment that reviews “Gathering Information” however, this is a critical part of the decision-making process and can significantly impact the quality of your decision and its outcome.

**There are three types of information to consider gathering:**

1. The Primary Source information, the person it happened to, or from someone that was there.
2. The Secondary Source information, He Said She Said.
3. The Gut Feeling Source, no one person saw it happen, but I think this is what occurred.

All the above information types are reasonable to include in the decision-making model.

The Primary Source: Prepare a list of questions and then go to the primary source for answers. At times you may not know which questions are best to ask. So, research possible questions, then go ask them.

**For Example:** If you are considering moving your loved one into a facility, go to the facility and take a tour. Do not just read their website, listen to someone else’s opinion about the facility or telephone them for a few answers. You will need to go directly to them as they are the “primary source” of information. You should come with a prepared list of questions in order to have an accurate understanding of their facility.

**The Secondary Source:** This is also a good resource to consider using when making a decision. The Secondary source is valuable because it allows others to provide information about your search for answers. From Secondary Sources you may find other topics or questions that need to be considered.

There are two areas that you need to be aware of; 1. The source of the secondary information. Who are they, what authority do they speak from, why are they providing this information? 2. Is this information a direct correlation to the topic that you are researching. Be careful, sometimes in secondary search it becomes tempting to seek out information that proves your premises to be correct. That is called bias. We want to avoid being bias, just the facts please.

**The Gut Feeling:** This is a combination of your past experiences, your family upbringing, your spirituality, and your cultural values and beliefs. They are all wrapped into one feeling of an emotional response. It should not be ignored, and rarely should it be the only information feedback that is used in making an informed “Values Based Decision”.

### **Third Step:** Identifying Reasonable Options

The process of identifying reasonable options can only come after you understand the problem, considered your values, reviewed some of the considerations and circumstances as you continue to gather more information.

Once you completed the information gathering phase of decision-making process, it is at this point when you will eliminate ideas that are not a good fit and consider only those ideas that will work best. Use your values when considering options, use prayer for guidance, let the Holy Spirit take charge and follow what you believe God would have you do. It is our will to do His will.

**Practical Exercise # Four:** What are the top three pieces of gathered information?

### **INFORMATION GATHERING**

Gathered Information:

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**Fifth Step:** Criteria for Solution

Practical Exercise # Four: Does your solution qualify for consideration?

**CRITICAL CRITERIA, final Review**

1. Will this action ensure safety for your loved one?

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2. Do you have the resources needed to complete these tasks?

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3. Is your timetable realistic?

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4. Do you understand the negative impact(s) your actions may create?

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5. Would you want others to take this action on your behalf?

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**Sixth Step:** Choose Best Solution

Practical Exercise # Five: Take your decision and place it here:

Our decision is:

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We will do the following:

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Our expected outcome is:

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*MASTER FAMILY PLAN OF ACTION FOR:*

*“The Family Decision Making Model (F.D.M.M.) model”*

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**Complete answers and move to “Master Family Plan of Action” found in back of workbook.**

1. The family member will have a working knowledge the decision-making, a self administrated review of their emotional intelligence and steps to include their higher family values.
2. The family member will understand how to take use the “Family Decision Making Model as a family process for solving issues and problems.
3. The family members have an appreciation for using values and emotional intelligence in the process of making a family decision.