**Online Supplement for GPSII/MAPP Leader’s Guides**

**Advance Preparation Checklist**

* Before Meeting 1, it is recommended that leaders arrange a brief orientation meeting with the participants to ensure everyone is able to participate on the virtual platform. The leaders should review how to use navigation tools such as hand raising, muting microphones, writing in Chat Window etc.
* In addition to two co-leaders, another staff person be available via phone during the meetings to assist participants with technical issues.
* Email handouts to participants at least one day in advance for each meeting. Provide clear instructions regarding which handouts need to be completed and returned to the leaders, and by when.

**Meeting 1**

* Create Introduction of Leaders slide with name and job title for each leader.
* Create Navigation Tools slide as per your virtual platform, including mute/unmute, video on/off, enlarging panels, etc.
* Email participants their Parent’s Strengths card or their Child’s Need card for Matching Activity. Instruct parents to print the card and bring it to the meeting. Maintain a master list of the matches and those who have unmatching cards.
* Prepare to keep notes of Parking Lot issues or questions.
* Email fillable *“Family Profile”* to all participants before Meeting 1. Explain they need to complete and submit it to the leaders by Meeting 3.
* Prepare to show the video, *“Children, Youth and Parents Talk about Foster Care and Adoption”* during this meeting. Optionally, leaders can share a link to the video and ask the participants to view it before the meeting.

**Meeting 2**

* Insert Rules of The Road slide from Meeting 1 . Use the saved whiteboard or create a slide from screenshot/picture/notes from Meeting 1 brainstorming activity.
* Prepare to keep notes of Parking Lot issues or questions.
* Prepare to show the video, *“The Children are Listening”* during this meeting. Optionally, leaders can share a link to the video and ask the participants to view it before the meeting.
* Email fillable *“Strengths/Needs Worksheet - Meetings 1 and 2”* along with Meeting 2 handouts. Explain to participants they will complete the worksheet after Meeting 2 and email it back to the leaders before Meeting 3.
* Prepare an anonymous survey using software such as SurveyMonkey for Leader Feedback.

**Meeting 3**

* Insert Rules of The Road slide from Meeting 1.
* Prepare to keep notes of Parking Lot issues or questions.
* Remind participants to submit their *“Strengths/Needs Worksheet - Meetings 1 and 2”* prior to the start of the meeting.
* Remind participants to submit their Family Profile.
* Remind participants to complete their Leader Feedback if it was used.
* Email fillable *“A Strengths/Needs Worksheet for Fertility Loss Experts”* along with Meeting 3 handouts. Explain to participants that instructions for this worksheet will be provided at Meeting 3.

**Meeting 4**

* Insert Rules of The Road slide from Meeting 1.
* Prepare to keep notes of Parking Lot issues or questions.
* Prepare to show the video, *“Keema”*. Optionally, leaders can share a link to the video and ask the participants to view it before the meeting.
* Email fillable “*Strengths/Needs Worksheet - Meetings 3 and 4”* along with Meeting 4 handouts. Explain to participants they will complete the worksheet after Meeting 4 and email it back to the leaders before Meeting 5.
* Prepare an anonymous survey using software such as SurveyMonkey for Leader Feedback.

**Meeting 5**

* Insert Rules of The Road slide from Meeting 1.
* Prepare to keep notes of Parking Lot issues or questions.
* Remind participants to submit their *“Strengths/Needs Worksheet - Meetings 3 and 4”* prior to the start of the meeting.
* Remind participants to complete their Leader Feedback if it was used.
* Email fillable *“Strengths/Needs Worksheet - Meetings 5”* along with Meeting 5 handouts. Explain to participants they will complete the worksheet after Meeting 5 and email it back to the leaders before Meeting 6.

**Meeting 6**

* Insert Rules of The Road slide from Meeting 1.
* Prepare to keep notes of Parking Lot issues or questions.
* Remind participants to submit their *“Strengths/Needs Worksheet - Meeting 5”* prior to the start of the meeting.
* Prepare to show own sample Life Books, if you decide to do so instead of using the sample Life Book pages provided in the PowerPoint.
* Email Supplemental Handouts 1 and 2 along with Meeting 6 handouts. Instruct participants to cut along the dotted lines of Supplemental Handout 1 so each person can have 5 pieces of paper nearby for this meeting (They can use 5 pieces of Post-It instead if they have them).

**Meeting 7**

* Insert Rules of The Road slide from Meeting 1.
* Prepare to keep notes of Parking Lot issues or questions.
* Prepare to show the video, *“Angela”*. Optionally, leaders can share a link to the video and ask the participants to view it before the meeting.
* Email Supplemental Handout 1 along with Meeting 7 handouts
* Email fillable *“Strengths/Needs Worksheet - Meetings 6 and 7”* along with Meeting 7 handouts. Explain to participants they will complete the worksheet after Meeting 7 and email it back to the leaders before Meeting 8.
* Request each participant’s information and permission to develop a contact list to be shared after Meeting 10.

**Meeting 8**

* Insert Rules of The Road slide from Meeting 1.
* Prepare to keep notes of Parking Lot issues or questions.
* Remind participants to submit their *“Strengths/Needs Worksheet – Meetings 6 and 7”* prior to the start of the meeting.
* Prepare a personal EcoMap slide to show in this meeting.
* Prepare to provide instruction to participants on how they can submit their EcoMap (for example, send a picture of it to leaders via text or email).
* Prepare a bag of items for the “What the Child Brings” activity if using Modification B.

**Meeting 9**

* Insert Rules of The Road slide from Meeting 1.
* Prepare to keep notes of Parking Lot issues or questions.
* Remind participants to submit their EcoMap from Meeting 8 prior to the start of the meeting.
* Prepare to show the video, *“Richard”*. Optionally, leaders can share a link to the video and ask the participants to view it before the meeting.
* Email fillable *“Final Strengths Needs Worksheet”* along with Meeting 9 handouts. Decide whether participants should complete and submit them to the leaders before or after Meeting 10.

**Meeting 10**

* Insert Rules of The Road slide from Meeting 1.
* Prepare to keep notes of Parking Lot issues or questions.
* Prepare for panel. See modification tips for the panel in the Online Supplement.
* If you asked participants to email their Final Strengths/Needs Worksheet before this meeting, remind them to do so.
* Prepare cups and water for the “Cup Activity” if you decide to conduct it with props instead of the graphics on slides.
* Prepare “Next Steps” slide as per your agency plans.
* Prepare contact list and email with Meeting 10 handouts or email after Meeting 10.
* Prepare an anonymous survey using software such as SurveyMonkey for Leader Feedback.
* Email fillable *“Professional Development Plan”* along with Meeting 10 handouts. Decide how and when the plan will be completed with individual families and provide instructions accordingly.