**Virtual Caring for Our Own (CFOO) Instructional Overview**

**Delivery Structure:**

* 2 Certified CFOO Leaders recommended, or one certified leader and another staff member to support the leader and participants.
* Maximum 12 participants
* Each meeting is 2.5 hours with a 10-minute break
* Meetings should be conducted on a virtual platform that allows video conferencing and screen sharing. A platform that allows breakout rooms is preferred but not necessary.

**Required Materials for Leaders:**

* CFOO Leader’s Guide
* CFOO Leader’s Guide Virtual Delivery Guidelines
* CFOO Handouts to mail or email (in PDF) to families
* CFOO Personal Journal to mail or email (in PDF) to families

**Notes on Virtual CFOO and PowerPoint**

* In order to build and maintain the support group aspect of CFOO, the leaders should use the PowerPoint slides *as minimally* *as possible*.
* The PowerPoint deck for virtual CFOO leaders was designed to be simple in order to accommodate varied levels of competency and comfort with technology among the leaders and families, as well to accommodate a variety of virtual platforms.
* Leaders may add animation, graphics, or embedded videos to PowerPoint if their application and platform allows them.