

Consider the following points when setting up a session that includes family or people from other social networks:

Family Friendly Environment Checklist

- Sufficient space and seats
- Toys and an area for the children to play
- White board or paper
- Coffee, tea and some food available
- Culturally friendly environment
- Private and quiet
- Safe and accessible

Family Inclusive Practice Skills Checklist

- Identify who has been affected by the alcohol and drug use
- Recognise the role of the family or whanau or significant other
- Identify support people
- Clarify who will be involved in the sessions
- Seek consent from the client
- Be responsive to cultural and other specific needs
- Inform the client and family of the client rights, processes, timeframes etc; be transparent
- Introductions
- Set Kawa or guidelines
- Set agenda
- Get to know the family or whanau or significant other
- Identify the problems
- Set goals for the client around their alcohol and drug use
- Set goals for the family or whanau or significant other
- Steps to achieve goals
- Make another appointment
- Identify if referrals need to be made
- Explain referral processes