**Supplementary Document S3: Outline for Conducting a Family Meeting**

**Outline for Conducting a Family Meeting: Update after Prolonged Hospitalization**

**1. Introduce Everyone In the Room and Explain Their Roles**

* Facilitator, Information Giver, Emotional support coordinator, and Documenter

**2. Set the Agenda and Discuss the Expected Time Frame of the Meeting**

* “What other things were you hoping we could discuss today?”
* If there is not time to discuss everything, indicate when it will get discussed and with whom

**3. Assess the Family’s Understanding of the Diagnosis and Prognosis**

* “It’s helpful for us to hear from you what you’re hearing about your child’s status now from all the doctors and nurses caring for them.”
* “What is your understanding of the current treatment plan for your child?”

**4. Have the Information Giver Provide the Update On the Patient’s Condition**

*PAUSE*

**5. Respond to Parental Emotion After Hearing Any New Information**

**6. Ask Family Members What Questions They Have**

*PAUSE*

**7. Ask Family: “What Does It Mean To Be a Good Parent for Your Child?”**

*PAUSE*

**8. Are There Other Support Services You Need? Would It Be Helpful to Learn About Other Support Services Available?**

*PAUSE*

**9. Summarize the Meeting**

* Ensure the Documenter has all the agenda items summarized and next steps outlined on the Family Meeting Summary Sheet