

Family Team Decision-Making (FTDM) & Youth Transition Decision-Making (YTDM)
Questions/Responses

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Training

Q: When surveys for the re-approval are needed will they need to go directly to our service area contact or do they have to come to the contract supervisor to compile for all facilitators within the contracted agency and then send on to the service area contact so the contact person is not getting multiple documents from individual facilitators?

A: We are in the process of working with our IT people to have an automated system that will allow facilitators to upload their own documentation as proof of meeting requirements. However in the meantime, it is up to the local service area contact as to how they wish to receive the required documentation for attendance of this refresher course. (5.24.13)

Q: In order to be re-approved as a facilitator, we need to submit training certificates or CEUs for six (6) training hours, what courses count toward these re-approval training hours?

A: The following DHS courses will count toward re-approval:

- SP 301 Impact of Domestic Violence & Substance Abuse Issues
- SP 305 Effects of Mental Disorders on Parental Capacity
- SP 434 Youth Transition Decision-Making
- SP 442 Trauma Informed Perspective 360 View
- SP 525 Community Meeting – Overview of Safe & Together
- SP 533 Shared Parenting-Family Interactions
- SP 534 Family Team Decision-Making Facilitation
- SP 539 Facilitating FTDM Meetings with Domestic Violence
- SP 542 Motivational Interviewing
- SP 546 Working with Families Affected by Substance Abuse Disorders
- SP 548 Advanced Domestic Violence with Safety Planning
- SP 634 Coaching Workshop for FTDM & YTDM Meeting Facilitators
- SP 642 Advanced Motivational Interviewing
- SP 842 Motivational Interviewing for Supervisors
- SP 825 Safe & Together Model Supervisor Training
- SW 505 The Changing Face of Iowa: Culturally Competent Practice with Families
- SW 506 Reaching Higher: Increasing Competency in Practice with LGBTQ Youth
- SW 507 Race: The Power of an Illusion
- FY 16 Child Welfare Seminars
 - CC 357 Family Interaction Planning
 - CC 358 Safe & Together – Documentation: Who, What, When, Where, and How?
 - CC 359 Safe & Together – Mapping Perpetrator’s Patterns of Behavior
- FY 16 Supervisor Seminars
 - CC 867 Family Interaction Planning
 - CC 868 Domestic Violence

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The following Child Welfare Provider Training Academy (CWPTA) courses will also count toward re-approval as of 7.1.15:

- Anger Resolution
- Beyond Bully
- Generation Next – Surviving & Parenting through Teen Toxic Culture
- Ins and Outs of Power Struggles
- Motivational Interviewing
- Understanding Trauma - Foundation
- Understanding Trauma - Self Care
- Understanding Trauma – KINNECT (Safety Model)
- Working with Children with Emotional/Behavioral Problems

In order to register for courses offered by the CWPTA, please go to their website at <http://iatrainingsource.org/> (Revised 4.12.16)

Q: How often do facilitators need to be re-approved in SP 539 Facilitating FTDM Meetings with Domestic Violence?

A: There is no set re-approval requirement for facilitating FTDM meetings with Domestic Violence, but rather a requirement to stay on top of current Domestic Violence (DV) issues.

In order to be an active FTDM or YTDM facilitator, individuals must take at least six (6) hours of continuing education every two (2) years and submit three (3) satisfactory surveys. This particular course meets the requirements for re-approval should an individual decide to attend it as a refresher. (3.10.14)

Q: Do we need an assigned FTDM meeting facilitator approval number PRIOR to attending the SP 434 Youth Transition Decision-Making (YTDM) course or can we attend the course and then move forward with obtaining approval?

A: There is no requirement that you must have an assigned approval number prior to attending the SP 434 training course. The training is usually offered immediately following the three day training of SP 534 so you may enroll in all four days; however, you must have an approved FTDM meeting facilitator number before you begin the process to apply to become an approved YTDM meeting facilitator. (11.7.14)

Forms

Q: Will the forms being changed be MANDATORY across the state or is it up to each SAM/SWA or service area?

A: Any FTDM or YTDM contract with DHS funding is required to utilize these standardized forms. The forms are not to be modified as they are official forms. (Revised 4.12.16)

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Q: For those who facilitate Community Based FTDM meetings [case not involved with DHS], are we able to use these forms? Would you suggest we use them even if we have our own?

A: These forms may be used by anyone who facilitates FTDM/YTDM meetings; however, if DHS funding is received/used for FTDM or YTDM meeting facilitation, the use of these forms are required. (5.24.13)

Q: Is it possible for the DHS logo/letterhead to be taken off of the forms for community facilitated family team/youth transition decision-making meetings where families are not involved with DHS? Is it possible to replace DHS with CPPC or the name of the actual organization facilitating the meetings?

A: The DHS logo/letterhead must remain on all of the FTDM/YTDM forms. CPPC and CBCAP programs are funded by DHS so they are required to use the standardized forms. DHS continues to work with our community partners regarding the role of DHS in offering and assisting with services at all levels, not only when a child is in the formal child welfare system. DHS believes in strength-based family-centered services, the importance of the youth voice, and partnership. (12.31.13)

Q: Do we have to transfer all of our old FTM plans, with all of the notes from initial and follow-up meetings, to the new plan forms? As you know, we continue adding each meetings notes to the same plan. Or are you just considering all new FTMs that you want the new FTM plan form used for?

A: As of 1.1.14, the new forms are to be used which includes any new FTDM meetings held on or after this date. In reference to ongoing FTDM meetings, there is no need for you to transfer the old plans into the new format, but rather as of 1.1.14 begin using the new form to capture the required information. You will have the history of information in the prior FTDM Plan so the new format will take effect with any FTDM meetings held on that case as of 1.1.14. (3.10.14)

Q: In some areas, we facilitate transition planning meetings for youth in foster care, age 16 and older, to start transition planning to adulthood. We cover education/employment/health and mental health/housing/supports but we do not complete the “Dream Path”. In these transition planning meetings, we document the information into the YTDM Notes. Is this the correct form to use for these types of meetings or should we use the FTDM Notes since we are not completing the “Dream Path”?

A: Since you cover the five areas of fostering connections and deal with stabilization of the youth during the transition planning meetings, you are correct to use the YTDM Notes (Form 470-5161). You only need to complete the Dream Path (Form 470-5176) if it is actually covered in the YTDM meeting. (6.5.14)

Q: As YTDM meeting facilitators, is it a requirement to complete both the YTDM Meeting Notes/Youth’s Plan and the Youth’s Dream Path, or can we complete the Youth’s Dream Path in place of the notes to meet the requirements?

A: The Youth’s Dream Path (470-5176) may be used in place of the YTDM Meeting Notes/Youth’s Plan (470-5161) IF the Youth’s Dream Path is completely filled out with information included in all fields. However, if you or your agency is contracted to provide FTDM/YTDM meeting facilitation, you may want to review the contract to determine any other specific expectations/requirements. A contract may outline additional requirements for service delivery. (Revised 4.12.16)

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Approval Process and Approval Number, including Re-Approval

Q: I am in the process of getting my state approval number. How long do I have to get that number?

A: You have six (6) months from completion of the three day FTDM training to meet requirements for initial approval and assignment of a facilitator approval number. The six (6) month timeframe is specific to FTDM meeting facilitator approval. (Revised 4.12.16)

Q: What are the minimum educational requirements that staff need to facilitate family team/youth transition decision-making meetings? Do facilitators need to have a college degree?

A: There are no specific requirements to possess a college degree in order to facilitate family team/youth transition decision-making meetings. The requirement is that the person facilitating the FTDM/YTDM meeting must have an active facilitator approval number. The specific requirements for a person to become an approved FTDM/YTDM meeting facilitator are outlined in Comm. 439.

However, if you or your agency is contracted to provide FTDM/YTDM meeting facilitation, you may want to review the contract to determine any other specific expectations/requirements. A contract may outline minimal qualifications for service delivery. (12.31.13)

Q: Once we are approved as facilitators, are we approved for the entire state or just for the counties/service area where we submit our application?

A: Once approved and assigned a facilitator number, you are approved to facilitate throughout the entire state. (12.31.13)

Q: If I am approved as an FTDM facilitator, but then get approved to facilitate YTDM meetings, which date do I go by for re-approval?

A: You will go with the date from the latest approval. For example: If you are approved as an FTDM meeting facilitator effective 5.30.13 but then get approved as an YTDM meeting facilitator effective 10.15.13, you are approved through 10.14.15. You will need to complete the requirements prior to 10.15.15 in order to be re-approved for an additional two (2) years. (12.31.13)

Q: Our facilitators are currently in the process of becoming certified to do YTDM meetings. When this happens, will we receive a different number for YTDM, do away with the former number, or retain/use a separate facilitator number for each type of FTDM?

A: Once FTDM meeting facilitators are approved to facilitate YTDM meetings, they will maintain their current FTDM number and will not be assigned a new or separate number. There were two fields added to the facilitator screen in the DHS assignment and tracking system as indicators for YTDM and Coach/Mentor. Once all of the required documentation is submitted to the service area point person for approval, the point person will indicate in the system the YTDM approval, if approved. The YTDM approval as well as the Coach/Mentor approval is tracked in the statewide system. As staff facilitates FTDM and YTDM meetings, they will include their approval number as assigned but will reflect the type

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of meeting as FTDM or YTDM within the respective documentation, FTDM Notes or YTDM Notes. (3.10.14)

Q: If we facilitate three YTDM meetings, can we be re-approved for another two years or do the meetings all have to be FTDM meetings?

A: If an individual wishes to be re-approved as a FTDM/YTDM meeting facilitator, they must submit the following documentation:

- Training certificate or CEUs from required training (6 hours every two years); and
- Three (3) satisfactory surveys completed by the parent/caregivers and/or youth from three (3) separate FTDM meetings (for YTDM re-approval, at least one of the three must be YTDM).

If an approved facilitator is only facilitating YTDM meetings, then yes, all three can be from YTDM meetings. However, if that same facilitator also actively facilitates FTDM meetings, then at least one of the surveys must be FTDM. (3.10.14)

Q: How far out can a facilitator be re-approved? If I'm re-approved through June 2015, when can I complete the process to be approved through June 2017? June 2019?

A: If a facilitator wants to be re-approved from July 1, 2015 through June 30, 2017 they may begin the process for re-approval after July 1, 2013 but must complete all requirements prior to June 30, 2015.

If a facilitator wants to be re-approved from July 1, 2017 through June 30, 2019 they may begin the process for re-approval after July 1, 2015 but must complete all requirements prior to June 30, 2017.

Facilitators have two years to meet the 6 hours of training and gather the three surveys and complete the application for re-approval prior to their expiration date in order to be approved for the next two year period. (6.5.14)

Q: What happens to our facilitator approval status if we do not complete the requirements within the two years for re-approval?

A: If you do not complete the requirements within the two year time frame, you will not be considered an active facilitator and will be coded as "inactive". If you are not an active facilitator, you shall not facilitate any family team/youth transition decision-making meetings. If you are also an approved coach, you shall not coach any potential facilitators if you are coded as "inactive". Once you complete the missing requirement and provide the documentation to your local point person, you will then be re-activated as a facilitator. Once active, you are approved to facilitate meetings at this time. If you are a coach, once you become active again, you are approved to coach potential facilitators. (8.3.15)

DHS Staff and Facilitation

Q: In some counties/service areas, DHS SW2s, SW3s, and Supervisors do not lead or facilitate any FTDM meetings. So, to meet the re-approval standard is it we just have to submit the 3 satisfactory surveys of

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FTDM/YTDM meetings of which we attended/participated or is the expectation we do the actual facilitation?

A: As of April 2016, DHS staff is no longer required to attend the three day SP 534 FTDM Meeting Facilitation course and obtain/maintain an active facilitator approval number. A one day FTDM meeting course will be developed in FY 17 for DHS staff to attend to meet the training expectation. (Revised 4.12.16)

Service Area Point Persons

Q: Who do we submit our documentation to for approval/re-approval?

A: The following persons have been identified as the service area point persons:

Western Service Area

Richard (Dick) Closter
712.255.2913 Ext. 2107
rcloste@dhs.state.ia.us

Northern Service Area

Kyle Welander
515.573.1653
kweland@dhs.state.ia.us

Eastern Service Area

Felicia Toppert
563.326.8794
ftopper@dhs.state.ia.us

Cedar Rapids Service Area

Deanna Redington
319.892.6855
dreding@dhs.state.ia.us

Des Moines Service Area

Nicole Button
515.725.2667
nbutton@dhs.state.ia.us (Revised 6.5.14)

Coaches/Coaching

Q: How do we find out who is approved as a Coach/Mentor?

A: Contact your local service area point person listed above. They will provide you the names and contact information of individuals in the area that are approved Coach/Mentors. (3.10.14)

Q: The application process for becoming a coach requires training and then two references, how must these references be written? Do they have to be in letter format or can they be through email, etc.? Does it have to be a hard copy?

A: There is no specific form or guidelines on how references are to be provided as long as the references are from those who participated in at least two FTDM meetings or YTDM meetings facilitated by the person applying to be a coach. These references may be completed through letters, emails, or other forms of documentation and submitted to the service area point person upon request for approval. (11.7.14)

Q: Who is approved to write recommendation letters for potential coaches?

A: The two recommendations must be from those who have participated in at least two FTDM meetings or YTDM meetings facilitated by the person applying to be a coach. You can also refer to Comm. 440 for additional information on this process. (11.7.14)

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Q: How long do we have to complete the application process for approval as a coach after completion of SP 634?

A: There is no specific timeline when the application process is to be completed. However, the sooner the required documentation is provided to the service area point person, the sooner you may be approved as a coach. (11.7.14)

Q: Is there anything prohibiting approved coaches from seeking compensation for coaching potential facilitators? If we get requests from people who are not employed within our organization, can we be compensated for mileage and time spent coaching?

A: This should be a conversation between you and your organization. (11.7.14)

Q: What is the process to be re-approved as a coach?

A: As of this date, in order to be re-approved as a coach, you must maintain an active facilitator approval number. (8.3.15)

Q: What is the process to become an approved YTDM coach if I am already an approved coach for FTDM? I attended the YTDM training and was approved as an YTDM meeting facilitator but this was AFTER I took the coaching workshop. Do I need to attend the coaching workshop again in order to be approved as an YTDM coach?

A: No, you do not need to take the coaching workshop (SP 634) again. If you are already an approved facilitator and coach for FTDM and would like to become an YTDM coach, the process is as follows:

1. You must obtain approval as a YTDM meeting facilitator.
2. Confirm you've attended the coaching workshop by resubmitting the certificate of attendance.
3. You must submit two recommendations from those who have participated in at least two YTDM meetings facilitated by you.
4. Complete the application process as outlined in Comm. 440. (8.3.15)

Other

No current questions under this topic.