

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

TABLE OF CONTENTS

FTDM/YTDM Meetings
Training
Forms
Approval Process and Approval Number, including Re-Approval
DHS Staff and Facilitation
Service Area Point Persons/Central Office Statewide Contact
Coaches/Coaching
Other

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

Training

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 305 Effects of Mental Disorders on Parental Capacity
- SP 527 Safe & Together: Working for You
- SP 533 Shared Parenting-Family Interactions
- SP 542 Motivational Interviewing
- SP 548 Advanced Domestic Violence with Safety Planning
- SP 642 Advanced Motivational Interviewing
- SP 842 Motivational Interviewing for Supervisors
- 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, FY 17, and FY 18 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
 - CC 361 Pivoting to Partner with Survivors
 - CC 362 Intervening with Perpetrators Beyond Service
 - CC 365 New Gateway: Latina Immigrant Domestic Violence
 - CC 366 Domestic Violence as a Parenting Choice
- FY 16, FY 17, and FY 18 Supervisor Seminars
 - CC 867 Family Interaction Planning
 - CC 868 Domestic Violence
 - CC 870 Non-Custodial Parent Engagement

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

- Coaching Workshop for FTDM and YTDM Meeting Facilitators
- Facilitating Family Team Decision-Making (FTDM) Meetings with Domestic Violence
- Family Team Decision-Making (FTDM) Meeting Facilitation
- Understanding Trauma - Foundation
- Understanding Trauma - Self Care
- Understanding Trauma – KINNECT (Safety Model)
- Understanding Trauma – KINNECT (Emotion Model)
- Youth Transition Decision-Making (YTDM) Meeting Facilitation

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

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

Additional courses will be added to both the DHS and CWPTA lists once the FY 18 training plans are submitted and approved.

The following Relias Learning online courses will also count toward re-approval as of 7.1.16:

- Advanced Strategies Motivational Interviewing
- Calming Children in Crisis
- Cultural Diversity
- Domestic and Intimate Partner Violence
- Introduction to Trauma-Informed Care
- Motivational Interviewing
- Substance Use in the Family
- Working with Parents: Communication, Education, and Support

In accessing these courses online at Relias Learning, search by title as listed above. Relias Learning online courses offered through the CWPTA are only available to those organizations with a current child welfare service contract with DHS. Additional online courses will be added once the FY 18 training plan is submitted and approved. (Revised 7.1.17)

Q: How often do facilitators need to be re-approved in 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 meeting 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. (Revised 10.31.16)

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

A: Yes. Effective July 1, 2017, anyone interested in attending the one (1) day YTDM meeting facilitator training course must first obtain a FTDM meeting facilitator approval number and be an active FTDM meeting facilitator. **Please note that this is a change in policy and practice from prior years. (Revised 7.1.17)

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

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 meeting facilitation contract with DHS funding is required to utilize these standardized forms. The forms are not to be modified as they are official forms. There is a procedural process in place for making revisions to the state approved forms. All of the FTDM and YTDM meeting forms were recently updated. Implementation date for using these updated forms is July 1, 2017. (Revised 7.1.17)

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. All of the FTDM and YTDM meeting forms were recently updated. Implementation date for using these updated forms is July 1, 2017. (Revised 7.1.17)

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 meeting 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: 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 addition to or in lieu 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 and preferred by the youth. However, if you or your organization 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 7.1.17)

Approval Process and Approval Number, including Re-Approval

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

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

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

Once a FTDM meeting facilitator approval number is obtained and you are interested in becoming a YTDM meeting facilitator, you may attend the one day YTDM meeting facilitator training. You have six (6) months* from completion of the one day YTDM meeting facilitator training to meet requirements for initial approval as a YTDM meeting facilitator. *Please note that this is a change in policy and practice from prior years.

If you attended the one day YTDM meeting facilitator training prior to July 1, 2017, the six (6) month timeframe does not apply. The change in policy and practice is effective July 1, 2017. (Revised 7.1.17)

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 organization 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 meeting 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. 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

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

approval as well as the Coach 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 of meeting as FTDM or YTDM within the respective documentation, FTDM Notes or YTDM Notes. (Revised 10.31.16)

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 approved 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 wants to continue as an active FTDM meeting facilitator as well, then at least one of the surveys must be FTDM. If all three surveys are from YTDM meetings, then the facilitator will not be an active FTDM meeting facilitator until they submit at least one survey from a FTDM meeting. (Revised 4.10.17)

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)

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

DHS Staff and Facilitation

Q: Are DHS staff required to attend the three day FTDM meeting facilitation course and become approved facilitators? Or is there an alternative to attending the three day training?

A: As of April 2016, DHS staff is no longer required to attend the three day FTDM meeting course nor are they required to obtain/maintain an active facilitator approval number. A one day FTDM fundamentals course was developed and will be offered beginning FY 17 for new DHS staff to attend. (10.31.16)

Service Area Point Persons/Central Office Statewide Contact

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

You may also contact statewide Program Manager Mindy Norwood at mnorwoo@dhs.state.ia.us or by phone at 515.281.4212 if you have any questions specific to FTDM and/or YTDM meetings. (Revised 1.31.17)

Coaches/Coaching

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

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 Coaches. (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

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

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)

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

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. (Revised 10.31.16)

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 meeting coach if I am already an approved coach for FTDM meetings? 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 meeting coach?

A: No, you do not need to take the coaching workshop again. If you are already an approved facilitator and coach for FTDM meetings and would like to become an YTDM meeting 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. (Revised 10.31.16)

Q: What are the requirements of becoming an approved coach?

A: In order to be approved as a coach, you must complete the required training on coaching; actively facilitate FTDM and/or YTDM meetings for two (2) years; and submit at least two recommendations along with the application. Refer to Standard 5. (4.10.17)

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

Other

Q: As a facilitator, what do we do if a custodial parent does not wish to have the non-custodial parent in attendance to the FTDM meeting?

A: In situations like this, there are two options to consider depending on what is the best fit for the family. The first option is to facilitate two separate FTDM meetings. The second option is to schedule one meeting with the focus of the non-custodial parent at the beginning of the meeting, and then after they leave, continue the meeting with the focus being on the custodial parent. (1.31.17)

Q: What is the best way to take notes during a FTDM meeting?

A: Best practice and the most transparent way to take notes during a FTDM meeting is to use flip chart paper which is posted throughout the meeting. By doing this, it allows everyone in the meeting to observe what is written and ensures that the documentation accurately reflects the conversations taking place. If you need to use a computer to type the notes, project the notes during the meeting. Although not all of the notes will be seen at one time, at a minimum it provides the team members the ability to review as you type. (1.31.17)

Q: If I am facilitating a FTDM meeting and have a co-worker in attendance taking notes, do they have to be an approved facilitator to do so?

A: No, they do not need to be an approved facilitator to take notes of the meeting; however, the family must agree for them to be in attendance if they are not a required or invited attendee to the meeting. (4.10.17)

Q: Can the DHS worker send an intern in lieu of their attendance to a scheduled FTDM or YTDM meeting?

A: No. DHS plays an integral role in decision-making and must be in attendance. If the assigned DHS social work case manager (SWCM) is not able to attend, they may ask their direct supervisor or another DHS SWCM to attend on their behalf. (4.10.17)

Q: I am in the process of becoming a FTDM meeting facilitator and in reaching out to approved coaches employed with current FSRP Service contractors; I am being told by some that facilitating FTDM meetings on DHS service cases causes a conflict with their DHS contract and does not allow for me to facilitate a meeting. Is this accurate?

A: There is no conflict with the current FSRP Services contracts to allow for potential facilitators to facilitate or co-facilitate a FTDM meeting on DHS service cases as long as the family gives permission for them to participate in their meeting and all confidentiality agreements and documents are signed. This may be an organizational internal policy or protocol but is not a conflict with the current contract. (7.1.17)