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## **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 270 Mental Health Fundamentals
- SP 305 Mental Health Intermediate
- SP 309 Domestic Violence Fundamentals
- SP 310 Substance Abuse Fundamentals
- SP 311 Trauma Fundamentals
- SP 542 Motivational Interviewing
- SW 507 Race: The Power of an Illusion
- SW 508 Understanding Implicit Racial Bias

In order to register for courses offered by DHS, please go to the website at <https://training.hs.iastate.edu/login/index.php>

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

- Coaching Workshop for FTDM and YTDM Meeting Facilitators
- Substance Abuse Fundamentals/Dangerous Playgrounds 3.0
- Domestic Violence Fundamentals
- Domestic Violence Intermediate
- Facilitating Family Team Decision-Making (FTDM) Meetings with Domestic Violence
- Family Team Decision-Making (FTDM) Meeting Facilitation
- FTDM Meeting Fundamentals
- Mental Health Fundamentals
- Motivational Interviewing
- Race: The Power of an Illusion
- Social Work Ethics
- Understanding Trauma - Foundation/Level 1
- Understanding Trauma - Self Care/Level 2
- Understanding Trauma - KINNECT (Safety Model/Level 3)
- Understanding Trauma - KINNECT (In-Home Training/Level 3)
- Understanding Trauma - KINNECT (Emotion Model/Level 4)
- Understanding Trauma - KINNECT (Loss Model/Level 5)
- Understanding Trauma - KINNECT (Future Model/Level 6)
- Youth Transition Decision-Making (YTDM) Meeting Facilitation

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

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

- Attachment Disorders: Assessment, Diagnosis, and Treatment
- Attachment Disorders: Attachment and Trauma

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- Calming Children in Crisis
- Co-Occurring Disorders for Early Practitioners
- Cultural Competence
- Depressive Disorders in Children and Adolescents
- Domestic and Intimate Partner Violence
- Introduction to Trauma-Informed Care
- Motivational Interviewing
- Overview of Substance Use Disorders: Part 1
- Overview of Substance Use Disorders: Part 2
- Positive Behavior Support for Children
- Strengths Based Approach in Working with At-Risk Youth
- The Impact of Parental Substance Use Disorders
- Traumatic Stress Disorders in Children and Adolescents
- 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. (Revised 9.10.20)

**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)

**Q:** I am interested in learning more about the family team decision-making meeting process but at this time do not want to become an approved facilitator. Should I register to attend the three-day course or is there an alternative to attending the three-day training?

**A:** The three day Family Team Decision-Making (FTDM) meeting facilitator training course is specifically designed to prepare potential facilitators in understanding the principles and purpose of the FTDM process as well as develop the necessary skills to facilitate FTDM meetings as part of their practice in child welfare service delivery.

If you are not interested in becoming an approved meeting facilitator, do not register for the three-day course. The three-day course registration has a cap for the maximum number of attendees due to the style of the course. If the number of registrations is higher than that capped number, then

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registrants are placed on wait list. If someone is only attending to learn more about the FTDM meeting process, they may be taking the spot of someone on the wait list who intends to become an approved facilitator.

The Child Welfare Provider Training Academy (CWPTA) is offering sessions of an FTDM/YTDM Meeting Fundamentals course. This course is designed to provide an overview and understanding of the FTDM/YTDM meeting process for those who are interested in learning more but not in becoming an approved facilitator. (Revised 10.31.19)

### **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 revising 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 is 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.

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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 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 February 2021, when can I complete the process to be approved through February 2023?

**A:** If a facilitator wants to be re-approved from March 1, 2021 through February 28, 2023 they may begin the process for re-approval after March 1, 2019 but must complete all requirements prior to February 28, 2021.

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. (Revised 9.10.20)

**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:** 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***

Alyssa Cunningham  
712.328.4703  
[acunnin@dhs.state.ia.us](mailto:acunnin@dhs.state.ia.us)

***Northern Service Area***

Kyle Welander  
515.573.1653  
[kweland@dhs.state.ia.us](mailto:kweland@dhs.state.ia.us)

***Eastern Service Area***

Amy Huntington  
563.484.3329  
[ahuntin1@dhs.state.ia.us](mailto:ahuntin1@dhs.state.ia.us)

***Cedar Rapids Service Area***

Deanna Redington  
319.892.6855  
[dreding@dhs.state.ia.us](mailto:dreding@dhs.state.ia.us)

***Des Moines Service Area***

Jacq Minshall  
515.725.2760  
[jminsha@dhs.state.ia.us](mailto:jminsha@dhs.state.ia.us)

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You may also contact statewide Program Manager Mindy Norwood at [mnorwoo@dhs.state.ia.us](mailto: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 9.10.20)

**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 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-reapproved 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)

### **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 an 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 Family-Centered Services (FCS) 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 Family-Centered Services (FCS) contracts to allow for potential facilitators to facilitate or co-facilitate an 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. (Revised 9.10.20)

**Q:** In child welfare service cases, who must be in attendance to an FTDM meeting in order for it to be considered or reported as an FTDM meeting?

**A:** In order for an FTDM meeting to be considered as an FTDM meeting, at a minimum, the following must be in attendance: parent(s)\*, DHS, and the facilitator. \*If the parent(s) are deceased or incarcerated with no contact allowed with the child or family, then the legal guardian must agree to the



meeting and be in attendance.

If this were a YTDM meeting, at a minimum, the following must be in attendance: youth, DHS and/or JCS, and the facilitator. (Revised 4.6.18)

**Q:** In child welfare service cases, will there be one or multiple FTDM meetings facilitated on Domestic Violence cases?

**A:** It depends on the case. On cases where there is Domestic Violence and/or a No Contact Order (NCO) is in place, and the DHS Worker checks “Yes” on the FTDM/YTDM meeting referral form that separate meetings are required, then there will be more than one meeting scheduled.

If the DHS worker checks “No” on the referral form, then separate meetings are not required and will be facilitated as one meeting. However, if the facilitator gathers information during prep that would warrant separate meetings, the facilitator will consult with the referring worker to determine if one or more meetings will be facilitated. (4.6.18)