



## **Family Team and Youth Transition Decision-Making (FTDM/YTDM)**

### **Coaching and Mentoring Guidelines**

#### **Roles and Responsibilities of Coaches**

Family Team/Youth Transition Decision-Making (FTDM/YTDM) Coaching is teaching advanced facilitation skills through modeling quality practice, providing one-on-one instruction, and providing respectful, strength-based evaluation and feedback. It offers opportunities for the learner to:

- Partner with a skilled practitioner in preparing for and facilitating a family team or youth transition decision-making meeting, using the skills practiced in the classroom;
- Be evaluated by a skilled practitioner;
- Receive individualized coaching and strength-based feedback;
- Analyze their own practice;
- Develop a plan for continued learning; and
- Observe the coaching and mentoring process as a participant.

FTDM/YTDM Coaching is required to be an approved facilitator in Iowa and written feedback is completed on the approved form. FTDM/YTDM Coaching is the beginning of continuous personal practice improvement, not the end of learning.

A coach must know and understand their practice skills and abilities. They must know behaviors they demonstrate that contribute to positive outcomes for families, convey their intent to demonstrate, and once demonstrated, be able to point out those skills to a learner. A coach's prerequisite skills and abilities should include:

- Advanced FTDM preparation and facilitation skills;
- Ability to instruct a learner in basic skills and processes;
- Ability to assess a learner's strengths and needs;
- Ability to modify and individualize training to meet the needs of the learner; and
- Ability to provide strength-based feedback.

During the FTDM/YTDM Coaching process the coach is required to:

- Demonstrate the preparation phase, the facilitation phase, and the planning and follow-up phase of a quality family team or youth transition decision-making meeting completing a family's or youth's plan during the meeting;
- Provide individualized instruction of basic skills;

- Support and evaluate the learner’s demonstration of skills and plan for further learning; and
- Provide respectful, strength-based feedback.

## **Grandfathering Clause**

Experienced facilitators may request to be “grandfathered in” as a coach and mentor. Facilitators may request to be “grandfathered in” no later than January 1, 2014.

There are two different ways in which one may request to be “grandfathered in.” The first way to be “grandfathered in” requires the following to be submitted:

- Current FTDM approval number;
- Certificate of attendance for the refresher course before July 1, 2013;
- Evidence of at least six facilitated FTDMs in the past twelve months (For YTDM “grandfathered in” process, at least two of the six must be YTDM.); and
- Completed satisfaction surveys for three separate FTDMs completed by the parent or caregiver and youth. (For YTDM “grandfathered in” process, at least two of the three surveys must be YTDM.)

The second way to be “grandfathered in” requires the following to be submitted:

- Demonstrated completion of an approved coaching and mentoring class; and
- Completed satisfaction surveys for three separate FTDMs completed by the parent or caregiver and youth. (For YTDM “grandfathered in” process, at least two of the three surveys must be YTDM.)

Facilitators requesting to become coach and mentors after January 1, 2014, must comply with the following protocol.

## **Protocol for Approving FTDM/YTDM Coaches and Mentors**

The competency of a coach and mentor is determined by demonstrated knowledge and skills. At a minimum, coaches and mentors are approved by DHS when they have:

- Completed all of the requirements to be a DHS-approved facilitator;
- Completed the required training for coaches and mentors of FTDM/YTDM facilitators;
- Completed an application to be a coach and mentor for family team or youth transition decision-making meeting facilitators; and
- Submitted two recommendations from those who have participated in at least two FTDMs or YTDMs facilitated by the applicant.

## Request for Approval

- For FTDM/YTDM coach and mentor approval, send the application to:  
[YOUR SERVICE AREA CONTACT]
- A statewide approval list will be maintained by the service areas that will include:
  - Coach and mentor number, name, and contact information;
  - Agency name, number, and phone (if applicable);
  - DHS or private designation;
  - Date of approval and name of the person approving; and
  - Geographic availability to coach and mentor.
- DHS local office will receive and process applications within 20 working days. If approval is not given, reasons will be provided with an opportunity to resubmit the application for approval when the reasons are ameliorated.

## Application for Approval – FTDM/YTDM Coach and Mentor

### ***Application***

Last Name	First Name
Mailing Address	
Phone	Email
Name of Agency (if applicable)	<input type="checkbox"/> DHS <input type="checkbox"/> Private
Geographic Availability to Coach and Mentor [county names]	
Signature	Date

### ***Attach***

- Training certificate or CEUs from required training.
- Two recommendation letters from someone who has participated in at least two FTDMs facilitated by the applicant.
- Evaluation form to meet the grandfathering clause.

### ***Approval***

Coach/Mentor Number	
Date Approved	Approved By

## FTDM/YTDM Coaching and Mentoring

### **The Coach and Trainee together will:**

- Visit with the family to describe and explain the process and to identify ways the family team meeting could benefit the family;
- Help the family identify their desired outcomes;
- Help the family identify their strengths and needs;
- Identify additional team members;
- Prepare the family to tell their story at the team meeting;
- Help the family identify what supports they need and what barriers they might have (transportation, day care, etc.);
- Identify the best time and location convenient to the family to hold the meeting; and
- Check with the family to determine their willingness to have other learners and trainees present during the FTDM for their development as facilitators.

### **Next, the Coach and Trainee together will:**

- Conduct preparation interviews with identified team members;
- Gain agreement with team members regarding their role and participation as team members;
- Help the team members identify family and child strengths and needs; and
- Determine their availability for a family team decision-making meeting at the family's preferred time, date, and place.

### **Before the Family Team or Youth Transition Decision-Making Meeting, the Trainee will:**

- Follow-up with the family and team members to remind them of the date, time, and place;
- Invite appropriate trainees to the meeting (for observation);
- Make arrangements for child care and transportation or other special needs;
- Arrange for a speaker phone, if one is needed;
- Arrange for having a flip chart, markers, tape, and tissues at the meeting; and
- Arrange for appropriate refreshments.

### **The Family Team Decision-Making Meeting:**

- On average will last 90 minutes to 2 hours but the length of time may vary depending on individualized family needs; and
- Use the *Family Team Decision-Making Meeting Outline*.

## **Follow-up**

- If the trainee is not the caseworker, they will have the responsibility to work with the group member who writes the plan developed in the FTDM;
- The trainee will follow-up on commitments made at the team meeting; and
- The trainee will arrange and invite members to the next meeting.

## **Evaluation**

- The coach and mentor will initially have the trainee take on the role of co-facilitator during the family team decision-making meeting;
- The coach will provide feedback for the trainee regarding this FTDM;
- The trainee will then facilitate a FTDM with the coach taking on the role of co-facilitator;
- The coach will provide feedback to the trainee regarding their facilitation; and
- The coach will complete an evaluation form for each FTDM and make a recommendation for approval as a facilitator.