

FAMILY TEAM AND YOUTH TRANSITION DECISION-MAKING MEETING COACHING GUIDELINES INSTRUCTIONS (COMM. 440)

The Family Team and Youth Transition Decision-Making Meeting Coaching Guidelines document, Comm. 440, provides information and direction on the protocol for approving Family Team Decision-Making (FTDM) Meeting or Youth Transition Decision-Making (YTDM) Meeting coaches as well as roles and responsibilities of coaches.

Roles and Responsibilities. The first section of this document provides information regarding the roles and responsibilities of coaches along with general information on what coaching is about and how it is applied.

Protocol. This section provides information regarding the protocol for becoming approved FTDM or YTDM Meeting coaches.

- **Request for Approval**
 - This identifies where the required information is to be submitted based upon requirements for becoming an approved coach.

Application for Approval. The application includes information required for the approval as a FTDM or YTDM Meeting coach.

- **Demographics.** Enter last and first name, mailing address, phone number, email address, organization name (if applicable), check DHS or Non-DHS based upon applicant's employment, and geographic availability to coach by listing counties or service areas.
- **Signature/Date.** Sign and date the application form.
- **Attachments.** Include the required documentation along with the completed application request. Send the application and required documentation to the respective service area contact point person.
- **Approval.** Authorized service area contact point persons will review the application and supplemental documentation. If approved, the service area contact point person will enter the assigned approved facilitator number, and document yes or no to indicate if approved as a coach. They will then date and sign the form. The point person will notify the applicant of approval as a coach.

FTDM/YTDM Meeting Coaching. This final section of the document outlines what the approved coach and potential facilitator complete during the approval process.

Completion/Distribution Requirements

The applicant completes the application and provides all required documentation to the service area contact point person for their review.

Location of Forms

All FTDM Meeting forms and documents can be accessed at the following website:

<http://www.iatrainingsource.org/ftdm-ytdm-documents>