

## FAMILY TEAM AND YOUTH TRANSITION DECISION-MAKING MEETING FACILITATOR APPROVAL INSTRUCTIONS (COMM. 439)

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The Family Team and Youth Transition Decision-Making Meeting Facilitator Approval document, Comm. 439, provides information and direction on the protocol for approving and reapproving Family Team Decision-Making (FTDM) Meeting and Youth Transition Decision-Making (YTDM) Meeting facilitators. It also includes the application for approval, evaluation checklist, and meeting satisfaction survey.

**Protocol.** The first section of this document provides information regarding the protocols for becoming an approved FTDM Meeting facilitator as well as a YTDM Meeting facilitator.

- **FTDM Meeting Facilitator**
  - This identifies the minimum requirements to become an approved FTDM Meeting facilitator.
- **YTDM Meeting Facilitator**
  - This identifies the minimum requirements to become an approved YTDM Meeting facilitator. In order to become a YTDM Meeting facilitator, one must first be approved as a FTDM Meeting facilitator. Once approved and assigned a number, the facilitator may work toward completing the process to become an approved YTDM Meeting facilitator.
- **Request for Approval**
  - This identifies where the required information is to be submitted based upon requirements listed in either the FTDM Meeting or YTDM Meeting protocol section.
- **Request for Re-Approval**
  - This identifies the requirements that must be completed and submitted to the service area point person when requesting to be re-approved as a meeting facilitator.

**Application for Approval.** The application includes information required for the approval or re-approval process.

- **FTDM or YTDM Meeting Facilitator.** Check whether the application is for approval as a FTDM Meeting facilitator or YTDM Meeting facilitator.
  - Check *initial* if not a currently approved facilitator.
  - Check *re-approval* if currently assigned a facilitator approval number and wish to extend approval for two additional years.
- **Demographics.** Enter last and first name, mailing address, phone number, email address, organization name (if applicable), and check DHS or Non-DHS based upon applicant's employment.
- **Signature/Date.** Sign and date the application form.
- **Attachments.** Include the required documentation for the initial approval or re-approval based upon 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, date, and sign the form. Once the approval number is assigned, the point person will notify the applicant of approval and their assigned number.

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**FTDM/YTDM Meeting Facilitator Evaluation Checklist.** This is completed by an approved coach providing feedback on the potential facilitator to determine recommendations for approval or denial.

- The coach completes all sections of the evaluation checklist. At the conclusion of the checklist, the coach determines their recommendation as to whether or not the potential facilitator should be approved or not approved.

**FTDM/YTDM Meeting Satisfaction Survey.** This survey is completed by anyone participating within the FTDM or YTDM Meetings.

- The survey provides the option to select whether or not the person completing the survey is a parent, youth, or a team member.
  - The first four questions are specific to parents and youth so additional team members do not complete these questions.
  - Team members complete questions five through seventeen.

The satisfaction survey is also available in Spanish.

### **Completion/Distribution Requirements**

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

The satisfaction survey is provided to all FTDM or YTDM meeting participants by the assigned meeting facilitator. The surveys are collected by the meeting facilitator and results are compiled. The results of the FTDM or YTDM Meeting are used for quality assurance and are available to DHS staff upon request.

### **Location of Forms**

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

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