



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

### Coaching 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 potential facilitator to:

- Partner with an approved coach in preparing for and facilitating a family team or youth transition decision-making meeting, using the skills practiced in the classroom;
- Be evaluated by an approved coach;
- Receive individualized coaching and strength-based feedback;
- Analyze their own practice;
- Develop a plan for continued learning; and
- Observe the coaching 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 potential facilitator. A coach's prerequisite skills and abilities should include:

- Advanced FTDM meeting preparation and facilitation skills;
- Ability to instruct a potential facilitator in basic skills and processes;
- Ability to assess a potential facilitator's strengths and needs;
- Ability to modify and individualize training to meet the needs of the potential facilitator; 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 potential facilitator's demonstration of skills and plan for further learning; and
- Provide respectful, strength-based feedback.

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

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

- Completed all of the requirements to be a DHS-approved meeting facilitator;
- Completed the required training for coaches of FTDM/YTDM meeting facilitators;
- Actively facilitated FTDM or YTDM meetings for two years;
- Completed an application to be a coach for FTDM/YTDM meeting facilitators; and
- Submitted two recommendations from those who have participated in at least two FTDM meetings or YTDM meetings facilitated by the coach applicant.

## **Request for Approval**

- For FTDM/YTDM coach approval, send the application to:  
[YOUR SERVICE AREA CONTACT POINT PERSON]
- A statewide approval list is maintained by the service areas that includes:
  - Coach indicator, name, and contact information;
  - Organization name, number, and phone (if applicable);
  - DHS or non-DHS designation;
  - Date of approval and name of the person approving; and
  - Geographic availability to coach potential facilitators.
- 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

### ***Application***

Last Name	First Name
Mailing Address	
Phone	Email Address
Name of Organization (if applicable)	<input type="checkbox"/> DHS <input type="checkbox"/> Non-DHS
Geographic Availability to Coach [county names and/or service area]	
Signature	Date

### ***Attach***

- Training certificate or CEUs from required training.
- Two recommendation letters from someone who has participated in at least two FTDM meetings facilitated by the coach applicant.

### ***Approval***

Facilitator Approval Number	Coach Indicator Documented <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Approved	Approved By

## FTDM/YTDM Coaching

### **The Coach and Potential Facilitator together will:**

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

### **Next, the Coach and Potential Facilitator 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 or youth strengths and needs; and
- Determine their availability for a FTDM meeting at the family's preferred time, date, and place or YTDM meeting at the youth's preferred time, date, and place.

### **Before the FTDM or YTDM Meeting, the Potential Facilitator will:**

- Follow-up with the family or youth and team members to remind them of the date, time, and place;
- Invite appropriate potential facilitators to the meeting (for observation);
- Make arrangements for childcare 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 FTDM and YTDM Meeting:**

- On average will last 90 minutes to 2 hours but the length of time may vary depending on individualized family or youth needs; and
- Use the *FTDM and YTDM Meeting Outline*.

**Follow-up:**

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

**Evaluation:**

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