



FUNCTIONAL FAMILY THERAPY

Evidence-Based • Cost Effective • Sustainable • Family, Youth & Culture Sensitive

STEP-BY-STEP PROCESS: Phase I of FFT Site Certification

STEP ONE:

Request an FFT general information packet, information on fees and an FFT Site Application from FFT Communications Director.

The application is a required first step to become an FFT certified site. The application itself serves as a guide for how to prepare your site for FFT, and will give all parties a stronger understanding of your program design, implementation challenges, training issues and your system's capacity to support FFT.

Contact Holly DeMaranville by email holly@fftllc.com or phone 206-369-5894



STEP TWO:

Email completed FFT Site Application to:

FFT Communications Director Holly DeMaranville at holly@fftllc.com



STEP THREE:

FFT Steering Committee reviews site application

FFT Communications Director sets up call with site and FFT CEO to discuss application and program design.



STEP FOUR:

Following conference call, FFT accepts application and contacts site to set up training dates.



STEP FIVE:

Contract executed



STEP SIX:

Site prepares for FFT training

Site interviews and hires FFT therapists

Site purchases items identified in site application (i.e. computer, speakerphone, etc.)

Site receives and reviews training manuals

Site purchases computer for use of the FFTCSS on the web

Site purchases YOQ, OQ-45, YOQ SR assessments

Site schedules Implementation/CSS Training and Initial Clinical Training

Following call, FFT asks for additional information or changes to site's application and/or program design.

Site revises application or makes changes to program design as needed and contacts FFT upon completion.

STEP-BY-STEP PROCESS: Phase I of FFT Site Certification**STEP SEVEN:*****One-Day On-Site Implementation / CSS Training******Implementation: FFT Overview and Site Review***

- Provide overview of FFT for therapist working group, agency and community stakeholders
- Meet with referral source regarding referral process
- Meet with FFT team to review implementation

FFT Clinical Service System

Meet with FFT working group to train on:

- Pre- and post-assessments
- The CSS website
- FFT phase-specific progress notes
- Working group functions

**STEP EIGHT:*****Two-Day On-Site Clinical Training***

For all new FFT therapists. Clinical training is on-site and introduces therapists to FFT core constructs, phases, assessment and intervention techniques. Didactic materials include handouts and DVD examples of FFT sessions. Site coordinators also sometimes attend Clinical Training. This training typically occurs within two weeks after the implementation training.

**STEP NINE:*****Therapists Begin Cases and Are Assigned an FFT National Consultant***

Therapists will use the FFT Model, Assessment protocols and the Clinical Service System. To apply training, therapists should begin seeing cases immediately after completing the Initial Clinical Training (*at least five – six cases to start*). Some sites choose to gradually build therapist caseloads as they learn the model.

STEP-BY-STEP PROCESS: Phase I of FFT Site Certification**STEP TEN (A • B • C):***Happen Concurrently During the Training Year***STEP TEN A:*****Ongoing Telephone Supervision Begins***

Each FFT working unit receives telephone supervision as a group for one hour per week during the course or the year of FFT training. Supervision focuses particularly on individual cases and model adherence. Telephone supervision starts the week after therapists begin to work with FFT cases.

STEP TEN B:***Externship***

Each clinical team (a team consists of a minimum of three and a maximum of eight clinicians) has one team member who attends externship. This intensive, hands on, training experience with actual clients includes supervision from behind the mirrored window. The externship consists of three separate training experiences over a three-month period.

STEP TEN C:***Two-Day Follow-up Visits (three during year one) and 2nd Clinical Training***

The three on-site follow-up training sessions, each of two days in duration, represent more specific focus on implementation issues and processes.

A two-day 2nd Clinical Training for therapists is held in an off-site location to focus on behavior change and generalization phases.

**STEP ELEVEN:*****Year-End Assessment of Site***

Begin conversations about how FFT can support site in year two/phase II.

STEP-BY-STEP PROCESS: Phase II of FFT Site Certification**STEP ONE:*****Two-Day On-Site Clinical Trainings***

At the beginning of Phase II, the FFT Site lead attends a two-day supervisor training. Once the supervisor has completed the first supervisor training, the site lead is considered the site supervisor and step two begins.

**STEP TWO:*****Site Lead Begins Supervision of Team and is Assigned an FFT Phase II National Consultant***

The Phase I national consultant transfers the site to the assigned Phase II national consultant. The Phase II national consultant begins bi-weekly calls with the site lead. The site lead begins to supervise the team following the FFT supervision format. Some site leads reduce caseloads to part or half-time, however the site lead maintains at least five active cases at all times. CSS review and the completion of weekly supervision checklists is assumed by the site lead.

**STEP THREE:*****One Day On-Site Training and 2nd Two-Day Supervisor Training***

The site supervisor's Phase II national consultant provides a one one-day on-site training during Phase II. In addition, FFT provides any on-going consultation as necessary and reviews the site's FFT CSS database to measure site/therapist adherence, service delivery trends and outcomes. Phase II is a yearlong process.

The on site supervisor attends a 2nd two-day supervisor training approximately six months after the first supervisor training. This training will include a call back to the team so that the trainer can review the supervisor's team consultation.

**STEP FOUR:*****Year-End Assessment of Site.***

Begin conversations about how FFT can support site in year three/Phase III.

STEP-BY-STEP PROCESS: Phase III of FFT Site Certification**STEP ONE:*****Site Supervisor Provides Site Oversight and is assigned an FFT Phase III National Consultant***

The site is assigned a Phase III FFT national consultant who reviews the CSS database for site/therapist adherence, service delivery trends and client outcomes. The Phase III FFT national consultant provides a monthly call to the site supervisor. Therapists and site supervisors maintain cases, outcomes and adherence tracking in the FFT CSS system

**STEP TWO:*****One Day On-Site Training/Consultation***

The Phase III FFT national consultant visits the site to meet with the team, review trends, provide consultation and training topics for the team.

**MAINTENANCE PHASE**

The site supervisor's Phase III national consultant continues consultation and training as noted above for the maintenance phases. Maintenance contract are renewed on an annual basis and any extra consultation or training that is needed can be added at that time.