

### Phases of Implementation/Certification

Functional Family Therapy (FFT) is committed to the highest standards of training, consultation and service. Our experience in national dissemination has given us the opportunity to work with a wide range of diverse communities, service delivery systems and social service agencies. FFT trains and certifies groups of three to eight therapists. We ask potential sites to begin by completing the application for site certification (available at [fftllc.com](http://fftllc.com)). Through a mutual commitment to the training process and to developing adherence and competence in the FFT model, the following implementation process has proven highly successful in community replication of FFT.

*Functional Family Therapy Site Certification is a 3-phase process.*

**PHASE I CLINICAL TRAINING:** The initial goal of the first phase of FFT implementation is to impact the service delivery context so that the local FFT program builds a lasting infrastructure that supports clinicians to take maximum advantage of FFT training/consultation. By the end of Phase I, FFT's objective is for local clinicians to demonstrate strong adherence and high competence in the FFT model. Assessment of adherence and competence is based on data gathered through the web-based Clinical Services System (CSS) and at FFT weekly consultations and phase I FFT training activities. The goal is for Phase I to be completed in one year, and not last longer than 18 months. Periodically during Phase I, FFT personnel provide the site feedback to identify progress toward Phase I implementation goals. If sites are unable to achieve minimum caseloads of five to seven families per therapist by the first month and a half of training, then Phase I may be delayed, necessitating additional training and costs.

**PHASE II SUPERVISION TRAINING:** The goal of the second phase of FFT implementation is to assist the site in creating greater self-sufficiency in FFT, while also maintaining and enhancing site adherence/competence in the FFT model. Primarily this phase is about developing competent onsite FFT supervision. During Phase II, FFT trains a site's extern to become the site supervisor. This person attends two two-day supervisor trainings, and then is supported by FFT through monthly phone consultation and the web-based FFT supervision assessment system. FFT provides one one-day onsite training during Phase II. In addition, FFT provides any ongoing 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 year-long process.

**PHASE III AND ON GOING PARTNERSHIP:** The goal of the third phase of FFT implementation is to move into a partnering relationship to assure ongoing model fidelity, as well as impacting issues of staff development, interagency linking and program expansion. FFT reviews the CSS database for site/therapist adherence, service delivery trends and client outcomes and provides a one-day onsite training for continuing education in FFT. Therapists and supervisors maintain case, outcome and adherence tracking in the FFT CSS system. Phase III requirements are renewed annually, and their base of oversight and consultation is considered necessary for a FFT site to remain certified.

FFT sites are responsible for training/consultation fees as reflected in schedules below. The site is also responsible for costs to provide appropriate computer access to run the CSS and for costs related to administering the OQ™45.2, YOQ™2.01 and YOQSR™ (see the application for site certification for details). The site is responsible for expenses for onsite training and for expenses for their staff to attend externship off site.

### Phase I FFT Site Certification Training Activities and Services

Phase I of FFT Site Certification includes the following training activities and services:

**ONE DAY ONSITE IMPLEMENTATION/ASSESSMENT TRAINING:** This initial visit covers implementation issues for both administration and staff. It includes: a two hour overview of best practices and the FFT clinical model for referral agents, stakeholders, funders and agency staff. Additional time is spent in addressing site-specific implementation challenges (i.e.— referral criteria,



referral process, integration of services, working with referral agents, supervision, computers, etc.). The identified FFT team of clinicians is trained in the FFT CSS, including use of FFT software and assessment protocols.

**TWO DAY ONSITE CLINICAL TRAINING:** This onsite introduction covers the core constructs, phases, assessment and intervention techniques of FFT. Didactic materials include handouts and videotape examples.

**ONGOING TELEPHONE CONSULTATION:** Each team receives group telephone consultation one hour per week. Supervision focuses particularly on individual cases and model adherence.

**TWO-DAY ONSITE FOLLOW-UPS:** (*three per site*) The three onsite follow-up training sessions, each of two days in duration, represent more specific focus on phases and implementation issues and processes.

**CLINICAL SERVICES SYSTEMS (CSS):** The CSS represents a web-based application developed and provided by FFT to support and guide therapists in organizing and adhering to the model. The system includes progress notes, assessment instruments and a reports section that identifies family changes and outcomes.

**TWO-DAY OFFSITE FFT CLINICAL TEAM TRAINING** (*approximately month six*) The entire FFT clinical team goes to an off site location for additional team and individual training in the FFT model.

**IMPLEMENTATION AND CONSULTING:** Implementation and consulting services are directed at helping sites implement FFT in their local area.

**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 for three consecutive months. The clinical expected to be trained in Phase II as the on site FFT supervisor typically attends this training.

## Phase II FFT Site Certification Training Activities and Services

Phase II of FFT Site Certification includes the following training activities and services:

**FFT SUPERVISOR TRAINING:** This intensive, hands on, training experience focuses on clinical supervision techniques for FFT onsite clinical supervisors who have met criteria of caseload, completion phase I FFT training, education as part of an FFT certified site. Training consists of two separate visits for two days each to an offsite location.

**ONSITE FFT SUPERVISOR PHONE CONSULTATION:** Two times per month for one hour each, onsite FFT supervisors receive phone consultation to assist in providing the certified site clinical consultation on cases and ongoing focus on the FFT model.

**ONSITE ONE-DAY FOLLOW-UP TRAINING:** FFT will come on site to consult with the onsite supervisor and team for one day at a time determined by both the site and consultant.

**SUPERVISOR AND THERAPIST ACCESS TO THE FFT CLINICAL SERVICES SYSTEM:** Supervisors are given access to adherence – competency measures in the FFT CSS web-based system. Therapists are provided ongoing access to the CSS system.

## Phase III and Ongoing FFT Site Certification Training Activities and Services

Ongoing FFT Site Certification includes the following annual training activities and services:

**ONSITE ONE-DAY VISIT:** FFT will come on site to consult with the onsite supervisor and team for one day at a time determined by both the site and consultant.

**MONTHLY HOUR LONG PHONE CONSULTATION WITH THE LOCAL FFT SUPERVISOR**

**SUPERVISOR AND THERAPIST ACCESS TO THE FFT CLINICAL SERVICES SYSTEM:** Supervisors are given access to adherence – competency measures in the FFT CSS web-based system. Therapists are provided ongoing access to the CSS system.



## Other FFT Implementation Needs

If a site has a need to either replace a therapist or add a new therapist to their team the new hire will need to attend a Replacement Training Series. These series begin each month and are held in central locations. They include a two-and-a-half-day clinical training followed in a month by a two-day follow-up training and then a month after that there will be a two hour conference call with the training group. A new hire is expected to attend all three of these events to be considered fully trained.

If a site chooses to send more than one person through the externship process (see description in Phase I), there will be a cost for anyone above and beyond the first attendee.

Sites should have access to a good quality speakerphone for conducting weekly/biweekly clinical consultation.

Sites may want to consider a provision for therapist transportation and cellular phone if home-based FFT services are being conducted.

Ample meeting space for conducting family therapy is necessary if conducting FFT in an office/clinical setting.

## Clinical Assessments Used with FFT

During the course of FFT, therapists administer a number of different assessments both pre- and post-therapy to various family members who are participating in FFT. While many of the assessments have been developed by FFT, we also utilize three specific instruments that sites must purchase and have on-site prior to the beginning of site certification training. Assessments are: the OQ-45.2, the Y-OQ2.01 and YOQ SR. FFT therapists will administer these assessments to all families as described during onsite CSS training and in the FFT/CSS Manual.

**ASSESSMENT ORDERING INFORMATION:** OQ-45.2 and two YOQ instruments – FFT sites should only order the paper version of these assessments, see info below.

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