

Functional Family Therapy
Step-by-Step Process: PHASE ONE of FFT Site Certification

STEP ONE:
Request a 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 a 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 e-mail hollyfft@comcast.net or phone 206-369-5894

STEP TWO: E-mail completed FFT Site Application to
FFT Communications Director Holly DeMaranville at hollyfft@comcast.net

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.

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

STEP FIVE: Contract executed

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

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

Site interviews and hires FFT therapists

Site receives and reviews training manuals

STEP SIX: Site prepares for FFT training

Site schedules Implementation/CSS Training and Initial Clinical Training

Site purchases YOQ, OQ-45, YOQ SR assessments

Site purchases computer for use of the FFTCSS on the web



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: 2-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 5 – 6 cases to start). Some sites choose to gradually build therapist caseloads as they learn the model.

**STEP 10 a, b, c –
happen concurrently during the training year**

**STEP 10.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 10.b
Externship**

Each clinical team (a team consists of a minimum of 3 and a maximum of 8 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 10.c
Two-Day
Follow-up Visits
(3 during year 1)
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 two.