REQUEST FOR PROPOSAL 58813009
Families in FOCUS

Amendment #1

October 11, 2012

Effective immediately, the Iowa Families in FOCUS RFP is amended in the following manner:

Section 1.06 Schedule of Events

C. Letters of Intent Due – October 18, 2012. An applicant must submit a letter of intent via email to John Mc Mullen at mailto:john.mcmullen@idph.iowa.gov by 4:30 pm on October 18, ~~2005~~ 2012.

Section 6 – Appendices:

The following is a Sample MDFT Initial Therapist & Supervisor Training schedule.

Sample MDFT Initial Therapist & Supervisor Training Schedule

- **Pre-training**: Consultation is provided to agency about whether or not and how MDFT can be implemented into their setting. Collaboration on any necessary adjustment to MDFT or the agency takes place. Help in hiring candidates or assigning current staff to the MDFT program is provided, including guidelines and tools to select candidates, and conducting phone interviews with top choices. Also, MDFT tools to support staff and enhance well-being, prevent burnout, and reduce turnover are provided.

- **Month 1– Preparation and Introduction**

  - Background reading and DVD viewing is required prior to the initial training week. Materials are provide to agency upon receipt of signed contract. Teams ensure recruitment procedures are in place to have 1 new MDFT case assigned to each therapist upon the completion of the first training week. Site requirements in full compliance. See attached site requirement checklist.
  - Call with agency administration and directors to further prepare for training.

❖ Month 2

- MDFT trainer conducts introductory training week (4 days) at trainees' site. Trainees, therapists, managers (and other interested parties) attend this training week. This training segment focuses on the basics of the MDFT clinical theory and approach. A multi-model training format is used. MDFT relies on readings and a discussion and analysis of readings (including MDFT Manual), lectures and PowerPoint presentations, clinical material presentations (case presentations and analysis, DVD presentation of clinical material), and role play simulations to foster skill acquisition and refinement.
- Trainees begin working with at least 1 MDFT case, called the training case.
- Weekly case consultation calls begin. Together, the teams will have a case consultation call of approximately 60 - 90 minutes to review progress with cases and discuss implementation obstacles. Call will be composed of 4 – 5 therapists. MDFT is taught through the running of cases.
- Trainees submit weekly paperwork (MDFT Case Conceptualization Form, MDFT Weekly Report) 24 hours prior to weekly call. Trainers review forms and send written feedback back to trainee at least 2hrs prior to weekly call.
- Call with agency administration and directors to report on progress and address and current or potential implementation challenges.

❖ Month 3

- Weekly review of MDFT paperwork and Case Consultation Calls continue.
- MDFT Mid-term knowledge exam (Theory, Core Principle, and Interventions) administered. Exams are graded and feedback is provided.
- Call with agency administration and directors to report on progress and address and current or potential implementation challenges.

❖ Month 4

- MDFT trainer returns to location for a multi-day intensive on-site training (number of days depends on number of trainees). MDFT trainer will provide DVD/videotape review, case discussion, implementation issues discussion, setting and context issues in implementation, and live supervision with supervisors/therapists/therapist assistants. Therapists trainees need to be prepared with DVD/videotaped family therapy sessions and arrange for live supervision sessions. (See attached sample site visit schedule).

- Weekly review of MDFT paperwork and Case Consultation Calls continue.

❖ **Month 5**

- Weekly review of MDFT paperwork Case Consultation Calls continue.
- Each therapist should have a full MDFT caseload so trainer can help therapist learn how to manage a full caseload.
- Each trainee submits a family therapy session for adherence rating/evaluation. Individualized feedback is provided.
- Call with agency administration and directors to report on progress and address and current or potential implementation challenges.

❖ **Month 6**

- MDFT trainer returns to location for a multi-day intensive on-site training following the same format at the Month 3 site visit.
- Introduction to MDFT Supervision Training with supervisors.

- Weekly review of MDFT paperwork and Case Consultation Calls
- Supervisors begin to implement MDFT Supervision Protocol, including submission of supervisor reports to MDFT trainer.

❖ **Month 7**

- Weekly review of MDFT paperwork and Case Consultation Calls continue for 3 weeks after Month 6 site visit.
- MDFT Final Exam (Theory, Core Principle, and Interventions) administered.
- Each trainee submits a family therapy session for adherence rating/evaluation and feedback
- Supervisors implement MDFT Supervision Protocol, including submission of supervisor reports to MDFT trainer.
- Call with agency administration and directors to report on progress and address and current or potential implementation challenges.
- Monthly call with supervisors

❖ **Month 8**

- MDFT trainer returns to location for an intensive on-site supervisor training. (See sample supervisor training site visit schedule).
- Supervisors implement MDFT Supervision Protocol, including submission of supervisor reports to MDFT trainer
- Monthly calls with supervisor.

- Call with agency administration and directors to report on progress and address and current or potential implementation challenges.

❖ **Month 9**

- Supervisors implement MDFT Supervision Protocol, including submission of supervisor reports to MDFT trainer
- Monthly calls with supervisors.
- Supervisors submit a DVD of case review supervision and receives extensive written and verbal feedback.

❖ **Month 10**

- Supervisors implement MDFT Supervision Protocol, including submission of supervisor reports to MDFT trainer
- Monthly calls with supervisors.
- Supervisors submit a DVD of DVD review supervision and receive extensive written and verbal feedback
- Call with agency administration and directors to report on progress and address and current or potential implementation challenges.

❖ **Month 11**

- Supervisors implement MDFT Supervision Protocol, including submission of supervisor reports to MDFT trainer
- Monthly calls with supervisors
- Supervisors submit a DVD of case review supervision and receive extensive written and verbal feedback.

❖ **Month 12**

- Supervisors implement MDFT Supervision Protocol, including submission of supervisor reports to MDFT trainer
- Monthly calls with supervisors
- Supervisor competence evaluation and certified as supervisors.
- Call with agency administration and directors to report on progress and address and current or potential implementation challenges.