

New IAFT® Staff Guidance

RRFF expects that new IAFT® employees are oriented to the IAFT® Network Agency, the Treatment Foster Care Program, and their position before completing the IAFT® New Staff training delivered by RRFF staff. This time allows the employee to understand the basic organizational information needed to feel prepared for their role on the IAFT® Team, day-to-day activities, and expectations. Prior foundational knowledge and exposure to paperwork and Electronic Health Records, along with Agency Training/Evidence-Based Practice models, are essential to understanding the IAFT® model, IAFT® Elements, and ensuring training experience is maximized for success and retention.

Process for New Employees:

1. IAFT® Coordinators, Therapists, and Supervisors will complete IAFT® Training prior to serving IAFT® youth.
2. Upon hiring, review the RRFF Staff Training Calendar to determine the best date for staff to attend the 2-part IAFT® New Staff Training. New IAFT® Staff Training should be completed after orientation to the agency and training in the identified agency training/evidence-based practice model.
3. New IAFT® Staff Training will include:
 - a. Introduction to the 14 IAFT® Elements – 2 hours
 - b. Using PlacementPoint™ to Manage Referrals & Document IAFT® - 2 hours
 - c. IAFT® Coordinator Coaching – 1 hour
 - d. Implementing IAFT® with Fidelity – 2 hours

Both parts of New Staff Training will be scheduled at least once per month. Registration links will be posted on the RRFF Staff Training Calendar. IAFT® Coordinator Coaching will be scheduled individually with staff within 1 month after new staff training is completed. Implementing IAFT® with Fidelity will be required after 6 months of beginning work in the field with IAFT® families.

4. Before training, new staff should review the IAFT® Program Description. IAFT® Consultant staff should shadow current IAFT® staff as appropriate to gain a general understanding of the service and expectations.
5. Consultants/Coordinators: Prior TFC experience is beneficial to support coaching of IAFT® Treatment Parents. However, new consultants can gain mastery as well. It is recommended that prior to IAFT® training they have received training/ information about the TFC service definition, Person-Centered Planning, Agency pre-service/in-service, crisis planning, and treatment parent supervision requirements.
6. Experienced New Staff: RRFF recognizes that consultants/coordinators and other IAFT® staff may move among agencies. Agencies should confirm prior IAFT® training by requesting certificates from the employee (or RRFF). A new PlacementPoint™ log-in can be requested from the assigned agency Program Integrity Consultant. *RRFF does reserve the right to require an individual to revisit any portion of the New IAFT® Staff Training prior to providing IAFT® services, based on past experience or individual timeframes.* Staff should be trained in the agency's training model / evidenced-based practice.

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7. **Contracted Therapists:** If a contracted therapist is utilized, please contact RRFF so we can arrange a one-on-one orientation to IAFT® for the clinician. This will ensure the therapist has had IAFT® training and is aware of the expectations of the model as a key team member.
Reminder: A contracted therapist should be paid by the IAFT® agency as the IAFT® daily rate includes weekly therapy. If a specialized therapy is added under EPSDT, an IAFT® therapist is still needed to provide treatment recommendations and conduct conjoint and/or family sessions as needed.
8. **Licensing Worker:** Contact RRFF so we can arrange one-on-one training if needed after New Staff Training to support recruitment and training of IAFT® Treatment Parents
9. **New IAFT® Treatment Parent:** RRFF has provided each agency with a standard IAFT® Parent Training module and suggested topics which complement the Agency Model Training. RRFF recommends that IAFT® training meet a minimum of 3 hours in addition to the required hours of model training pre/post licensure. Training Certificates with hours and dates should be uploaded to the IAFT® parents facility entry in PlacementPoint™ for review during Compliance Reviews or as needed.