

# FACILITATION CONTRACT

The contract is made this date between the Iowa Child Advocacy Board (CAB) [specifically the Iowa Citizen Foster Care Review Board (ICFCRB) program] hereinafter called the “Agency,” and (enter facilitator name, address).

hereinafter called the “Facilitator.”

WHEREAS, the Agency desires to contract with an independent contractor to provide professional facilitation services for the local citizen foster care review board(s) in carrying out the functions of foster care administrative review and whereas the Facilitator is willing to provide such professional services,

THEREFORE, the Agency and Facilitator, for consideration hereinafter set forth, agree as follows:

ARTICLE I. This contract shall take effect as of date and shall continue to and including end date or until terminated by either party as provided in Article IV. Upon reaching end date, (a) a new agreement shall be executed by both parties, or (b) the agreement is terminated by either party as provided in Article IV. This contract is renewable annually for up to five (5) – one (1) year terms.

ARTICLE II. Beginning on the effective date of this contract, the Facilitator agrees to perform the duties specified in the scope of work (below) and agrees to the following:

1. The Facilitator shall assist the local citizen review board members in carrying out the functions of case permanency planning review according to the policy established by the Iowa Child Advocacy Board. The Agency shall have sole discretion to determine which cases and review boards, if any, will be assigned to the Facilitator for any given month.
2. The Facilitator shall retrieve case materials from the Agency’s secure Google Drive and read case materials to be familiar with the case permanency planning issues being

monitored by the local board. The Facilitator is responsible for assuring that any late-arriving case information (written, tape-recorded message or FAX) that is submitted by the local office is presented timely to the local board on their review day.

3. The Facilitator shall assist in identifying case information that is needed to conduct complete case reviews and shall contact the Administrative Assistant to request the identified case information prior to the review day.
4. The Facilitator, during the individual case review, shall facilitate discussion of Board members and Interested Parties to ensure protocols are met and case permanency planning issues are fully addressed.
5. The Facilitator shall transfer the local board's verbal findings into a written summary report for each youth/sibling group with the draft summary received by the Local Office via approved electronic communication within five calendar days of the board's review date. A final written summary shall be received by the local office within 12 calendar days of the board's review date.
6. The Facilitator shall deliver training to local board members as requested by the Agency.
7. The Facilitator shall sign and submit an invoice within five calendar days of the board's review date to the Agency, which includes mileage costs.
8. The Facilitator may employ at his/her own expense a subcontractor to perform facilitation duties assigned by the Facilitator. The State reserves the right to approve any arrangements between the contract holder and a subcontractor. Sole responsibility lies with the contract holder for ensuring all facilitation duties are completed when employing a subcontractor.

ARTICLE III. The Agency and the Facilitator agree that payment for services performed hereunder by the Facilitator shall be based on the particular Board(s) for whom the Facilitator contracts. Board meetings are determined in advance as being either considered full-day [average 7 time slots for youth], or half-day [average 4 time slots for youth]. In consideration for and upon completion of the tasks associated fulfilling the contract terms, the Facilitator will be paid. Conditions for payment of services will require fulfilling the scope of work; providing the

meeting's in-service training to the volunteers in the manner expected; and meeting all timelines for report and paperwork submission.

For each Board meeting, the Facilitator will be:

- Reimbursed \$0.39 per mile roundtrip from domicile to the meeting site;
- Paid a \$40.00 base pay for the meeting site preparation, case consultation and training delivery;
- Paid \$50.00 per review slot for which a report or reports are written for regular reviews;
- Paid \$40.00 per review slot for which a report or reports are written for Termination of Parental Rights (TPR) or Another Planned Permanent Living Arrangement (APPLA) cases;
- Paid \$25.00 per review slot that is cancelled within 5 calendar days of the meeting date.

The Agency has sole discretion to determine the agenda/slots for any given board meeting.

The Facilitator shall attend the pre-service training (which is also required for volunteers) within 90 days of the signing of this contract. Reasonable expenses incurred as a result of training attendance will be reimbursed.

Other training or meetings authorized by the Coordinator (such as group meetings of facilitators) which may occur are paid on the Facilitator's Invoice under Professional Consultation Services and paid as \$20.00 per meeting or training hour (the meeting lengths will vary).

Travel time for meetings/training is not compensated.

ARTICLE IV. This contract may be terminated by either party upon thirty (30) days written notice to the other party. The contract may be terminated by the agency immediately upon notice for just cause.

ARTICLE V. The parties mutually agree that the Agency and the Iowa Department of Management or any of their duly authorized representatives shall have access to records pertinent to this contract for audit purposes.

ARTICLE VI. Any disputes of this contract will be handled within the state of Iowa.

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Jim Hennessey, Administrator  
Iowa Child Advocacy Board  
321 East 12<sup>th</sup> Street  
Lucas State Office Building, 4<sup>th</sup> Floor  
Des Moines, IA 50319-0083

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(Facilitator Name, address)

## SCOPE OF WORK

### FACILITATING REVIEWS

- a. The Facilitator shall review/comprehend and utilize the *Facilitator Handbook and adhere to the FCRB Program Policy and Procedures Manual*.
- b. The Facilitator will arrive at the meeting site in adequate time to prepare for the meeting. Pre-meeting tasks may include placing signs, arranging the meeting room and waiting area, setting the Board Members' nameplates, checking for messages.
- c. When the time for Administrative Business arrives, the Facilitator shall close the meeting room door to assure privacy/confidentiality. Administrative Business time begins the meeting and may include announcements, discussion of the agenda, anticipated absences, or other business. Previewing the first case of the day immediately follows. During this time, the Facilitator will distribute any late-arriving written information regarding the pending review, and alerts the Board of any taped reports to be played during the review.
- d. Previewing the first case of the day immediately follows. The Facilitator shall greet the IPs in the waiting area, and utilize the list provided to identify the IPs present. The Facilitator shall return to the meeting room to inform the Board which IPs are present. Any special concerns (e.g., taking testimony of estranged parents separately) for the review should be determined prior to escorting in the IPs. When the Board is ready, the Facilitator will accompany the IPs into the meeting room.
- e. "Interested Party" (IP) refers to a person with legal standing for a foster child. The IPs (identified on the CPP Face Sheet) are invited to participate in the child's review.

For a person without legal standing (e.g. legislator, minister, friend) to participate in the meeting, the Facilitator shall assure that:

- 1) all IPs in attendance agree to the participation
- 2) all IPs complete the release form (Forms obtained from ICAB)
- 3) the person without legal standing completes the confidentiality form

If all IPs do not agree with the participation, the Facilitator will consult with the Chairperson. If it appears that the person has information of value for the child's review the Board may hear the person's testimony separately; if not, the person is excluded from the review. Similarly, it is advisable to take separate testimony from any IP expressing fear or hostility.

- f. The Facilitator shall assure that the review is respectful, includes all mandated Board Report elements, and is focused on outcomes. During introductions, the Facilitator and FCRB model the behaviors of respect, attentiveness, and courtesy that are expected of all participants.
- g. The Facilitator will escort the IPs to the table. Once they are seated, the Facilitator shall introduce the IPs by name and relationship to the foster child. Next, the Facilitator introduces the Chairperson, who in turn introduces the Facilitator, Board volunteers and any guests. If any IPs are attending a review for the first time, the Chairperson will read the *Announcement to Interested Parties* (forms obtained from local office). The Chairperson then turns to the Lead Questioner (LQ) to begin the review process.

## **TAKING TESTIMONY**

- a. The LQ will proceed through the *Lead Questioner Worksheet* (forms obtained from local office).
- b. The Facilitator shall have readied any tape-recorded testimony or letters, to be introduced into testimony prior to discussion of the Case Permanency Plan Domains. The Facilitator's responsibilities include taking notes for the "read-back" and for the written Board Report, clarifying when necessary, and helping to guide the review session so that it is completed in a timely fashion. The Facilitator assures that all Family Functioning Domains are addressed and that only issues pertinent to the CPP are discussed. It is important that each IP is given the opportunity to discuss issues and to provide input from their perspective.
- c. Occasionally the complexity of issues/testimony causes the review meeting to run behind schedule. In such cases the Facilitator will go to the waiting area and so inform the IPs who have gathered for the next review. Adjustments in the length of scheduled breaks or lunchtime may be needed to again return to schedule.
- d. Following the discussion/testimony time, the Facilitator shall read back the testimony, summarized from notes taken. The read-back is to be organized and arranged by Family Functioning Domains. The Facilitator shall assure that any corrections or clarifications by the IPs or the Board are noted, and reported accurately in the written Board Report.
- e. The Facilitator next focuses on the findings and recommendations, assuring that the following requirements are addressed:
  - "Is the Board in agreement with the Permanency Goal of (goal) by (date)?"
  - "Does the Board have any specific recommendations for (child), parents, DHS or others involved with this case?"

- f. After gathering the recommendations, the Facilitator collects any pertinent documents from the volunteers, and escorts the IPs from the room. Each IP is then given a *Comment Card* to complete and to place in the envelope located in the waiting area. The Facilitator returns to the meeting, and the Board focuses attention on previewing the next case
- g. The above process is repeated through the final case. At the end of the meeting, the Facilitator's administrative tasks shall include:
  - reviewing the *Comment Card* results with the Board
  - handing out the packets for the next meeting
  - assuring that any needed reassignment of LQs is completed
  - gathering all materials from the meeting and placing in the appropriate case files
  - collecting case materials for shredding, and other FCRB forms
- h. Following the adjournment of the meeting and after the Board has exited, the Facilitator shall re-set the room to its previous condition. Tasks include gathering signs, returning any keys and alerting building staff that you are leaving.
- i. The Facilitator shall deliver the in-service training session which is part of the review day. The training information is prepared by ICAB staff for presentation/facilitation by the Facilitator, and may involve distributing materials for discussion, or the introduction of guest speakers.

## **FOLLOW UP**

- a. The Facilitator shall immediately make the local Coordinator aware of any special occurrences or concerns from the meeting. The Facilitator may be asked to "debrief" with the Coordinator by telephone, e-mail or in person. Information that is more routine shall be reported in the *Facilitator Summary* form.
- b. The Facilitator shall return the meeting files, forms and materials to the local office in the manner requested by staff. It is expected that the Board Reports will accurately reflect the meeting proceedings, findings and recommendations, and will be complete and correct in grammar and form. The Facilitator shall submit all draft Board Reports within 5 calendar days and final Board Reports within 12 calendar days and in accordance with ICAB procedures.