

ACTIVITY		MONTH
0	<i>eg. create job description for new Volunteer Director</i>	<i>eg. January 2020</i>
	Estimated Award Date	Q4 or Dec-1-2019 (estimated)
1	Implementation Team Meeting	Dec-1-2019
2	Staff Recruitment Commence	6-Dec-19
3	Albany County Referral Memo of Agreement (MOA) Finalized	6-Dec-19
4	Site Control: Lease Finalized	23-Dec-19
5	Site Control: Renovations	26-Dec-19
6	Site Control: Renovations	9-Jan-20
7	All FFT-TCM Staff Hired	1/17/2020
8	Background Checks Complete	24-Jan-20
9	Staff Start Date	3-Feb-20
10	End General Orientation	7-Feb-20
11	Commence Initial FFT-TCM Model Training	10-Feb-20
12	End of Initial FFT-TCM Model Training	21-Feb-20
13	Service Start Date	24-Feb-20
14	Weekly Supervision/ Training	26-Feb-19

## DESCRIPTION

*Our program team will develop a job description for the new director based off of previous hires, and in collaboration with our implementation partner.*

Estimated notification of award, start-up phase begins.

Immediately upon notification of award, the Implementation Team made up of executive leadership, human resources, experienced FFT staff and current Albany County based staff, will meet to discuss start-up and implementation goals, objectives and time frames. Subcommittees will be formed to carry out implementation (i.e. recruitment/ hiring, quality improvement, site control, training, etc. The Implementation will meet weekly thereafter throughout start-up and into implementation.

The recruitment team will commence recruitment for FFT-TCM staff. Efforts will include: sourcing, cold calls, open interviews, attending career fairs and networking throughout the community. The recruitment team also will use social and professional networking sites to identify and source qualified candidates.

Cayuga Centers' executive leadership will finalize the Memo of Agreement between the agency and Albany County regarding referrals and intake for FFT-TCM cases.

Sign lease agreement for FFT-TCM office location, centrally located within the City of Albany.

If needed, renovations of FFT-TCM office begin.

Site renovations and office site furnished, ready for use.

Target date for hiring of all FFT-TCM staff.

All FFT-TCM background checks completed.

All FFT staff start date, commence General Orientation.

General Orientation Completed.

All staff begin FFT-TCM model training through FFT Associates.

FFT-TCM model training completed.

First FFT-TCM referrals received from Albany County.

Weekly individual and group staff supervision and ongoing model training (weekly thereafter).

MEASURABLE OUTCOME		DATA SOURCE
0	<i>eg. participants at program</i>	<i>registration information</i>
1	95% of youth avoid foster care	Pre Service and Discharge Assessments
2	95% of families avoid substantiated CPS reports	Pre Service and Discharge Assessments
3	80% of families report positive change in family functioning & problem solving	Pre Service and Discharge Assessments
4	80% of families report increase formal/informal supports	Pre Service and Discharge Assessments
5	75% of families report a reduction in drug & alcohol use	Pre Service and Discharge Assessments

## DETAILS

*Participants register online via eventbrite, and we will confirm these numbers in-person during check-in*

Families and youth avoid out-of-home placement during the course of the intervention.

Families and youth avoid substantiated CPS reports during the course of the intervention.

Families report positive change in both family functioning and problem solving during discharge assessments.

Families report an increased use of formal and informal supports in their community during discharge assessments.

Families report that their youth has reduced drug and alcohol use during discharge assessments.