What can be done to receive notice of CFTMs promptly?
- Set up generic e-mail address for CFTM participation (Service Provider can send someone if staff has not been assigned to a case yet)
- Contact the FCM to request CFTM date immediately after receiving the referral

What can be done if the Service Provider cannot attend or send someone to the CFTM?
- Utilize technology
  - Attend via conference call
  - Attend via Skype
- Be transparent with the team
  - Let them know that you have a conflict and suggest that your portion can be discussed first or last
- Provide structure to staffing so that someone is the “on call” person to attend CFTM especially in the Assessment Phase

How can Service Providers build a trust based relationship with DCS, FCMs and the Team?
- Provided Constructive Feedback to the FCM regarding the CFTM and how it is going for you
- Be prompt for CFTMs
- Attempt to get staff to the first initial CFTM
- Communicate with other Service Providers assigned to the case
- Request a Practice Model Presentation from the Local Office Director (LOD)

How can Service Providers further assist with CFTMs?
- Be flexible and continue to think outside the box
- Be creative with services and brainstorm how services may be tweaked to fit the family’s needs
- Share brainstorming suggestions with other staff so that every family can benefit
- Bring enthusiasm to the CFTMs to help empower families and the facilitator