

## Answers to FFT ITN Questions

Posted 5/6/2019

1. Is a “home office” allowable for staff who may be hired in distance locations to reduce travel time from a central site? Or do these individuals have to be located at an agency office (either the hiring agency or partnering agency)?

*While a traditional office arrangement is not required, all members of the FFT team are expected to come together no less than once per week for team and individual supervision. Additional time at an office is needed for initial and ongoing training and may be needed for additional oversight as fidelity is monitored and a clinician’s development in the FFT model is observed. (The agency proposed budget, organizational chart and Questions 15 and 16 on the FFT application, indirectly capture this information).*

The Following Question was asked on the Pre-Bid call and is expanded in more detail below:

2. As the region expected to be covered by the FFT team is large, will the team be permitted to participate in supervision remotely, via web-conferencing?

*While web-conferencing is an option occasionally (as an exception), the standard expectation is for the team to meet all together weekly for supervision as a team with the consultant and one another. As FFT is a community- and home-based service, it is anticipated that the team members may be hired throughout the region to reduce the drive time of each clinician to the family home. The example below shows a team of three FFT clinicians, hired throughout the region, to serve the areas outlined in the ITN, with a central meeting place for supervision and training; the total drive time for each clinician in this area is 90 minutes from their home. (This is picture is only one of many variations; the software utilized in creating this map is located here: <https://www.traveltimelplatform.com/>).*



3. The billable rate in the contract appears to be \$70 an hour. What are considered billable activities for this service and must they all be completed face to face?

*The rate for FFT has not been determined within this region, the rate will be negotiated in the ITN process and will be based on the proposed budgets submitted. The teams currently operating in VA are billed on a daily or case rate, for 90 days of service. A separate contract addendum will be signed with the agency for FFT service delivery.*