

Iowa Family Support Credential Quarterly Newsletter

January 2025



Iowa
Family Support
Credential



Happy New Year!

The IFSC Program Staff would like to wish all our Family Support programs a Happy New Year. We are excited for 2025 and all it has to offer. Please feel free to reach out if you have questions or need assistance.



Upcoming Webinars

January 23, 2025

February 20, 2025

March 20, 2025

April 24, 2025

*Monthly IFSC Webinars are held on Thursday afternoons at 1:00. If there is a topic/standard you would like to see discussed, please contact your [IFSC Program Specialist](#) or the [IFSC Coordinator](#).



Unpaid Iowa Family Support Credentialing (IFSC) Annual Fees

Programs must have their IFSC Annual Fee invoice paid by December 31st. Invoices not paid by January 1st each year will incur a late fee. The fee will be based on each program's assigned tier. The fee will be 10% of their annual fee and will be charged monthly until the fee is paid. Programs may also have their Iowa Family Support Credential rescinded until the fee is paid in full. IFSC fees are used to offset program costs (monthly webinars, quarterly newsletters, etc.). Additionally, each program will receive 5 hours of Individual TA each fiscal year.



Mock Review Process

Initial Review

(30 months):

A mock review will be completed on participant files, training logs, personnel and supervisory records, in addition to the self-evaluation (SEQIP) and standard adherence evidence. The IFSC program specialist will provide feedback. Notes may include what should be added, highlighted or flagged for peers to easily identify what the peer reviewers should be looking at for adherence. They will also identify what may need to be strengthened. At the end of the mock review, the IFSC program specialist will debrief the program.

(36 months/day of peer review request):

A mock review will be completed on participant files, training logs, personnel and supervisory records. The IFSC program specialist will review to ensure that the program has continued adhering to the standards both in policy, procedure and practice. **The IFSC program specialist will not submit their recommendation for peer review if the program has not adhered to the standards for the three months leading up to the peer review request.**

Renewal

(At the end of TA):

A mock review will be completed on participant files and staff files. The IFSC program specialist will provide feedback at the end of their review. Notes may include what should be added, highlighted, or flagged for peers to easily identify what the peer reviewers should be looking at for adherence. They will also identify what narrative or documentation could be strengthened. The IFSC program specialist will debrief with the program supervisor at the conclusion of the review.

AND/OR

A mock interview panel with staff pertaining to “possible” interview questions to become familiar with the peer review interview process. Sample interview questions will be made available to the program for **all** panel interviews being conducted.

The IFSC program specialist will not submit their recommendation for peer review if the program has not been in adherence with the standards for the three months leading up to the peer review request.



TA Corner:

Standard 3.01: Assessments

3.01: Personnel who conduct assessments are qualified by relevant training, skill, and experience and can recognize individuals and families with special needs.

Understanding 3.01 (2 components)

1. Personnel are qualified

- Are staff trained? If so, by whom? [OBJ]
- What skills or experiences might indicate a staff is qualified?
- Does each assessment have its own training?
- What education, degree or certificate indicates a staff is qualified?
- Are staff observed to help determine if they are qualified to administer assessments? If so, by whom?

2. Personnel can recognize individuals and families with special needs

- Program needs to define “special needs”

- Is there specific training that staff need to ensure they can recognize special needs?

Practice/Evidence 3.01

Non-PHI:

- Program policies and procedures for assessment training
- Program policies and procedures identifies assessments used
- Program policies and procedures providing recognition of individuals and families with special needs
- Blank training log highlighting all assessment trainings
- Agenda for training (if done within the organization)
- Materials for training (if done within the organization)
- Evidence of completed training
- Supervisory observation of relevant training, skill, and experience
- Completed Iowa Family Support Credential training log for each required employee showing standard competencies

PHI

- Completed training log highlighting all assessments trainings (if not provided in box)
- Supervisory observation of relevant training, skill, and experience (if not provided in box)
- Completed Iowa Family Support Credential training log for each required employee showing standard-related competencies



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**“There are no
secrets to success.
It is the result of
preparation, hard
work and learning
from failure.”**

COLIN POWELL

