



Agency Checklist for Starting FFP

Basic checklist for agency start up of FFP- some items may not apply

- Read website for information regarding Healthy Foundations, FFP and Michelle
- Read over all the documents in the Agency Packet (on [website/Agency page](#))
- Talk to staff regarding FFP and potential SUT members (have them read the Agency Packet above)
- Call Michelle to schedule a consultation
- Confirm you have 1-2 counselors (and 1-3 paraprofessionals--optional) for your Special Units Teams (SUT)
- Request Proposal for FFP from Michelle for your specific agency
- Look over Proposal for FFP
- Approval for funding for FFP program from agency stakeholders
- Sign Program and Services Agreement and Proposal
- Determine logistics and process for agency use of FFP
 - Intake process confirmed
 - Billing codes and approval
 - Progress note system for SUT
 - Data/outcome measures for FFP to be shared with Healthy Foundations
- Agency contract (including tax info) with Michelle/Healthy Foundations for agreed services
- Set up timeline for training - must be 4 consecutive days (counselors review assigned training module each day prior to 2-hour afternoon call with Michelle)
- Set date for in-person safety/de-escalation training with Michelle
- Payment as agreed on invoice (checks to Healthy Foundations)
 - Include lead counselors' names and copy of counselors' licenses with payment
- Arrange Agency Overview training with entire agency (if possible)
- Confirm when agency will start intake with families

Throughout this process, please feel free to contact Michelle or HF with questions or clarification needs.

Updated 2/21