

Sample FM Coordinator's Annual Timeline: Va-LEND

Note: Every FM Coordinator's timeline will be different, because the design of visits and supplemental activities is different for every FM. In this sample timeline from the Va-LEND Program, the FM Coordinator makes home visits to talk with and orient prospective mentoring families before accepting them into the program; customizes an alternate FM for any trainee entering the LEND program with a great deal of prior experience with families and disabilities; coordinates a September picnic where trainees and mentoring families meet; organizes one training session for the trainees on a topic relevant to FM (in this case, chronic illness, death, and grief); reviews and comments on trainees' FM journals twice during the year and makes sure that each trainee's faculty advisor does the same; coordinates a "journal discussion" meeting of trainees and their faculty advisors for trainees who prefer to discuss their FM experiences instead of keeping a journal; meets twice during the year with the trainees as a group to discuss their FM experiences; reviews trainees' assigned postings to a web-based FM discussion board; and works with the trainees to plan an end-of-year picnic for mentoring families and trainees. In addition, the FM Coordinator sends monthly resource emails to current and past mentoring families throughout the year. The Va-LEND FM Coordinator also has other responsibilities within the LEND program which are non FM-specific.

Please note that, in general, an FM Coordinator is also responsible for on-going coordination of the FM while it is in process, including trouble-shooting, checking in with trainees and families as needed, handling the unexpected when it occurs, reminding trainees and other LEND faculty of upcoming FM activities and deadlines, following up with participants after FM activities as appropriate, and so on.

May	[Complete end-of-year activities for the FM just ending]. For the upcoming year: recruitment of mentoring families should have been completed during the spring. Begin updating all FM documents for next year, starting with the family orientation manual. Begin scheduling and making home visits to new prospective mentoring families.
June	Based on review of evaluation data from year just ended, plan changes to FM for next year. File all records from year just ended. Set up organizing system for next year's documents & records.. Finish updating all FM documents for next year. Finish scheduling and continue making home visits to prospective mentoring families.

July	<p>Draft FM schedule of events, in coordination with Assistant LEND Director. Identify team to lead October training session on chronic illness, death, and grief, and schedule planning meeting(s) of the team. Finish home visits and selection of mentoring families. Prepare for non-FM responsibilities in 1st semester.</p>
August	<p>Finalize FME schedule of events. Obtain finalized roster of incoming trainees. Participate in LEND orientation of trainees (give brief presentation about FM and have each trainee fill out pre-match survey, indicate possible interest in an alternate FM opportunity, and indicate preferences on a skeletal chart of available mentoring families). Prepare for FM orientation of trainees. Make all trainee/family matches and notify trainees and families of their matches.</p>
September	<p>Hold FM orientation for trainees. Arrange for alternative FM opportunities for qualified trainees. Assign practice activity for trainees on web-based discussion board. Plan and coordinate picnic where trainees and families meet. Email information on resources/upcoming events to current and past families.</p>
October	<p>Phone each family to check in after their first visit with their trainee. Coordinate training session for trainees on chronic illness, death, and grief, and review session evaluation forms for changes for next year. Post 1st web-based discussion board activity, then review and comment on trainee postings. Email information on resources/upcoming events to current and past families.</p>
November	<p>Prepare for non-FM responsibilities in 2nd semester. Email information on resources/upcoming events to current and past families.</p>
December	<p>Review and comment on trainee journals, and hold journal discussion for trainees who prefer not to journal. Email information on resources/upcoming events to current and past families. Send holiday greetings to mentoring families by mail or email.</p>
January	<p>Coordinate 1st group discussion, for trainees to share their FM experiences. Phone each family to check in after the holidays. Email information on resources/upcoming events to current and past families. Begin recruitment for new mentoring families for the following year.</p>

- February Post 2nd web-based discussion board activity, then review and comment on trainee Postings.
Email information on resources/upcoming events to current and past families.
Continue recruitment for new mentoring families.
- March Post 3rd web-based discussion board activity, then review and comment on trainee postings.
Email information on resources/upcoming events to current and past families.
Prepare for performance review.
Identify prospective families for next year.
- April Post 4th web-based discussion board activity (evaluation of FM), then review and comment on trainee postings.
Phone families for end-of-year check-in, wrap-up, and feedback.
Mail or email to families thank-you letter with evaluation forms.
Begin reviewing trainee and family evaluation data for possible changes to FM for next year.
Turn in copies of formal family and trainee evaluation data to Assistant LEND Director for compilation.
Email information on resources/upcoming events to current and past families.
Participate in own performance review.
- May Coordinate 2nd (final) group discussion, for trainees to share their FM experiences and give evaluative feedback about the FM.
Continue reviewing all evaluation data for possible changes to FM for next year.
Email information on resources/upcoming events to current and past families.

Begin updating all documents for next year, beginning with family orientation manual.
Begin scheduling and making home visits to new prospective mentoring families.