

## **Statement of Trainer's Scope of Work, Trainer Compensation from Agency, and Responsibilities of Trainer and Agency Representative in Completion of Full Child Welfare Family Behav. Therapy Training**

The trainer represented in this contract as an independent contractor agrees to the following scope of work consistent with the Full Child Welfare FBT Training Readiness Interview and Contracts. \_\_\_\_\_ providers employed at \_\_\_\_\_ agency will be trained. The agency representative will assure that at least 1 of the providers per team of up to 4 will be a licensed supervisor in the state for which services will be provided and that the respective supervisor(s) will be capable of ethically and legally supervising the respective population being served. The agency representative will assure that all providers are legally and ethically capable of providing family behavior therapeutic services. The trainer(s) represented in this contract will conduct the training activities that are listed in the scope of training below, and the respective agency representative will assure reimbursement for the FBT trainer(s) no more than 1 month after each training activity is billed. \_\_\_\_\_ trainees will participate in workshop activities (no more than 6 trainees per trainer in workshops) and \_\_\_\_\_ trainees will participate in 90-min. on-going training meetings scheduled once per week excepting national holidays and the week after each workshop (no more than 4 trainees per on-going training meeting, including supervisor). There is no limit to the number of stakeholders who may attend workshop training activities. However, it is agreed by the agency representative that stakeholders will not participate in role-playing activities. Workshops will occur between 3 and 5 months and 6 and 8 months after the initial workshop (requires at least 3 @ 4.5 days or 36 hours). The agency representative and trainer agree that the trainer and all providers in the respective team(s) will promptly attend all scheduled on-going training meetings excepting illness and other extenuating circumstances. The trainer agrees to review \_\_\_\_\_ session audio-tapes for protocol adherence per week for each team of providers (2 per team of 4 are standard), and the agency representative assures that the providers submit all FBT session audiotapes to the trainer each week (requires at least 1, and ideally all, clients are seen utilizing FBT each week). The agency representative agrees to set up a confidentially secure, HIPPA compliant, electronic system to assist the trainer in gaining access to uploaded session audio-tapes of all FBT sessions conducted during the respective week. The agency representative will assure a data integrity point person to liaison with staff to maintain integrity of data and to appropriately support transmission of data from secure agency storage to the trainer. Both, agency representative and trainer will assure all storage of client data is electronically secure. Each site will have an adequate number of dedicated computers, approved audio recorders, and approved external microphones that meet the minimum system requirements and will always be available for FBT recordings. Each site and trainer will have sufficient internet connectivity for all specified web based activities. FBT staff will have access to computers in order to upload and enter their session and assessment data. FBT staff and trainer will have adequate computer & tape player equipment with sufficient audio quality to play sessions during consultations. An agency employee will be capable of setting up all designated software and hardware required for running & recording FBT sessions and participating in long distance consulting sessions. This person will ensure settings and equipment are functional. To assist further protection of clientele, the agency representative will assure providers do not use identifying information on these tapes, and the trainer and agency representative agree to destroy all tapes immediately after they are reviewed by the trainer, and if not selected for review, are

deleted within 1 month of their having been recorded. The trainer will generally listen to session audio-tapes at random to assure treatment adherence is representative of all sessions. The trainer will provide the team, including the supervisor, treatment integrity scores and narrative feedback each week to enhance future treatment integrity during future FBT sessions. One aim of this training at the end of the project is to have all members of the team, including the supervisor, demonstrating their ability at least 80% or higher protocol adherence scores in each FBT component (required for FBT demonstration of requisite skills). Another aim is to have at least 1 member of the team, usually the supervisor, demonstrate sufficiency in leading the 3<sup>rd</sup> workshop with the trainer, and acting as a 2<sup>nd</sup>ry trainer in the 2<sup>nd</sup> workshop w/ the trainer acting as lead (becoming an internal agency trainer will require the supervisor to demonstrate at least 80% of the workshop protocol successfully). The supervisor is also encouraged to demonstrate sufficiency leading the on-going trainings. All providers, including the supervisor, will be encouraged by the trainer to review session audio-tapes for treatment integrity, and provide feedback of these reviews during on-going training meetings. Along these lines, the team will be trained to monitor their own session adherence to FBT (to further assist self-sufficiency). The FBT trainer will be responsible for training, while the licensed supervisor(s) will be responsible for all ethical and legal issues pertaining to case management. Such competencies would suggest the team is capable of maintaining sufficient FBT protocol adherence at the agency without me by the end of training. The trainers may be hired by other employers, and their employers do not have any affiliation with the proposed project.

Scope of Training:

**Full Child Welfare FBT Training for Provider (prices negotiated between trainer and agency):**

1. 1 [training manual](#) for each trainee.
2. 1 electronic tape recorder for each trainee.
3. 92 hours of workshop training.
4. 11 mos. of 1.5 hr./wks. of on-going telephone/Skype training.
5. 72 session audio-tape reviews across 12 mos.
6. .5 days of on-site infrastructural training.
7. 6 bi-monthly calls up to 1 hr./call w/ agency head, supervisor, & FBT trainer.

**Child Welfare FBT Internal Trainer Training Required for Agency Supervisor to become FBT Trainer for agency (prices negotiated between trainer and agency):**

1. Completion of Full Child Welfare FBT Training (see Full Child Welfare FBT Training above).
2. .5 day workshop for supervisor training.
3. Implementation of 2<sup>nd</sup> Child Welfare FBT Trainer Workshop protocol as 2<sup>nd</sup>ry trainer w/ FBT trainer (at least .80 protocol adherence).
4. Implementation of 3<sup>rd</sup> Child Welfare FBT Trainer Workshop protocol as primary trainer w/ FBT trainer (at least .80 protocol adherence).

-- 18 nights at hotel.

-- 18 days of car rental.

-- 3 meals/day x 18 days.

**TOTAL FOR TRAINING = \_\_\_\_\_.**

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Name and Signature of FBT Trainer

Date

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Name & Signature of Agency Representative Receiving Family Behavior Therapy Training

Date