

# Protocols for Approved Trainers of Child and Family Teams CFT 1 and CFT 2

## A Family's Perspective

Effective December 1, 2017

### Shared responsibilities and expectations for Trainers and Participants:

All trainers and participants should model these expectations in all trainings

- Training will begin sharply on time each day and end on time each day. The trainers will be well prepared and organized for each day of training. \*Participants who arrive late and leave early will not be guaranteed a course completion certificate.
- Participants and trainers must be actively engaged in the entire three full days of training to receive their CFT TOT certificate.
- Laptops and Cell Phones will not be utilized during this training as it takes away from full engagement in the class. Calls, texts and emails may be returned during break times and lunch only. Failure to abide by the guidelines will result in you not competing this coursework. Nor receiving a certificate to train this model. Please discuss this with your supervisor prior to attending training.
- Training certificates will be MAILED to participants with completion of the full three-day coursework. These certificates will be mailed from NC Families United.
- New TOT trainers will be required to go through an observation period before they get full credentialing as a trainer and begin training their communities.
- Current CFT TOT trainers will NOT have to go through a new observation period as they are simply learning the new revisions to the existing CFT TOT curriculum.
- Come with a bright and cheerful mindset and ready to experience three full days of System of Care engagement at its best!

**Prerequisite before Trainers of CFT 1 or CFT 2:**

Who	What is required?
<p><i>Family Partner Trainer</i></p>	<p><b>Be a parent or primary caretaker of a child who has received services</b></p> <p>Take and receive a certificate from the following trainings:</p> <p style="padding-left: 40px;">Family Partner 101</p> <p>(Understand the concept of peer support and the role of a family partner during a CFT.)</p> <p style="padding-left: 40px;">CFT 1 &amp; 2*</p> <p>*CFT2 may be waived under <i>special circumstances</i></p>
<p><i>Youth Partner Trainer</i></p>	<p><b>Be a youth or young adult ages 14- 26 who received services and has attended a CFT for themselves.</b></p> <p>Take and Receive a certificate in Youth Peer 2 Peer (YP2P)</p> <p>(Understand concept of peer support and role of a youth partner during a CFT.)</p> <p style="padding-left: 40px;">CFT 1 &amp; 2*</p> <p>*CFT2 may be waived under <i>special circumstances</i></p>
<p><i>Agency Trainer</i></p>	<p><b>Be an independant practitioner who operates as a solo or group practice</b></p> <p><b>or</b></p>

Who	What is required?
	<p><b>Be an employee of an agency or organization that supports family and youth driven voice and choice and System of Care Principles and Values and have experience with the concept of CFTs.</b></p> <p><b>Family Driven</b></p> <p>Take and Receive a certificate in CFT 1 &amp; 2* and On the Road to Family Driven Care.</p> <p><i>*CFT2 may be waived under special circumstances</i></p>
<p><i>Family or Youth Voice sharing their experiences of child serving agencies at the training</i></p>	<p>Family Voice: Be a primary care giver of a child who has accessed services in multiple child serving areas.</p> <p>Youth Voice: Be a youth or young adult ages 14-26 who has accessed services in multiple child serving agencies.</p>

**Recommended to receive before training:**

<p><i>Family Partner Trainer</i></p>	<p>Heart to Heart Training by Center for Family and Community Engagement/NC State University</p> <p><b>Recommended for:</b> Child-and-family-serving workers in agencies that use family and/or youth partner co-trainers</p>
<p><i>Youth Partner Trainer</i></p>	<p>Heart to Heart Training by Center for Family and Community Engagement/NC State University</p> <p><b>Recommended for:</b> Child-and-family-serving workers in agencies that use family and/or youth partner co-trainers</p>

Agency Trainer	Heart to Heart Training by Center for Family and Community Engagement/NC State University  <b>Recommended for:</b> Child-and-family-serving workers in agencies that use family and/or youth partner co-trainers
<i>Family or Youth Voice</i>	No recommendation

**Requirements during the Train the Trainer for CFT 1**

<i>Family Partner Trainer</i>	Attend 3 full days of CFT 1 Train the Trainer Training  *Must be present for all three days without exception
<i>Youth Partner Trainer</i>	Attend 3 full day of CFT 1 Train the Trainer Training  *Must be present for all three days without exception
<i>Agency Trainer</i>	Attend 3 full day of CFT 1 Train the Trainer Training  *Must be present for all three days without exception
<i>Family or Youth Voice</i>	Attend 3 full day of CFT 1 Train the Trainer Training  *Must be present for all three days without exception

**After the CFT 1 Training**

YOUR RESULTS	
Family Partner Trainer	Be observed by a Master Trainer conducting CFT 1 and receive a *passing score or mark. Should Family Trainer not receive a passing score or mark initially, the observing Master Trainer will mentor the Family Trainer participant until passing score or marks are received.
Youth Partner Trainer	Be observed by a Master Trainer conducting CFT 1 and receive a * passing score or mark. Should Youth Trainer not receive a passing score or mark initially, the observing Master Trainer will mentor the Youth Trainer participant until passing score or marks are received.
Agency Trainer	Be observed by a Master Trainer of CFT 1 and receive a *passing score or mark. Should Agency Trainer not receive a passing score or mark initially, the observing Master Trainer will mentor the Agency Trainer participant until passing score or marks are received.
<i>Family or Youth Voice</i>	No recommendations

**CFT 2 Trainer**

<i>Family Partner Trainer</i>	Completed CFT 2 and is an approved trainer for CFT 1
Youth Partner Trainer	Completed CFT 2 and is an approved trainer for CFT 1
Agency Trainer	Completed CFT 2 and is an approved trainer for CFT 1

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**Master Trainer (May train other trainers to teach CFT 1 and CFT 2)**

<p><i>Family Partner Master Trainer</i></p>	<p>Must be a trainer of CFT 1 or and CFT 2</p> <p><b><u>Must be a National Parent Support Provider (PSP) as described above</u></b></p> <p>Must be a trainer for 2 years or have done at least 6 or more trainings for CFT 1 or 2 per year.</p>
<p>Youth Partner Master Trainer</p>	<p>Must train 6 or more CFT 1 and CFT 2 Trainings before being eligible to be a Trainer of Trainers</p> <p>Must be a trainer for 2 years or have done 6 or more trainings for CFT 1 or 2.</p>
<p>Agency Master Trainer</p>	<p>Must be a Trainer of CFT 1 and 2.</p> <p><b><u>Must have a BA or better</u></b></p> <p>Must be a trainer for 2 years or have done 6 or more trainings for CFT 1 or 2.</p>

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**AFTER TRAININGS      Certificates of Completion and Attendance**

\*Participants are expected to arrive on time and stay until dismissed. Late arrivals and early dismissals will not guarantee approval to train.

Compensation:

**All Trainers includes Family, Youth, Agency and Master Trainers.**

Payment varies from county to county and contract to contract. Generally it is **recommended** that a Trainer make at least \$15.00 an hour and Master Trainer make at least \$20.00 an hour if employed within the agency. A contracted Trainer **should** make \$400.00 per day at minimum teaching CFT 1

and 2. A Master Trainer teaching others to be a trainer makes the same \$400.00 per day. All Trainer contractors may negotiate travel at the state rate, hotel accommodations and printing costs. These are all up for negotiation between contracted trainer and hiring organization. **It is recommended and BEST PRACTICE to pay mileage and hotel costs for family and youth upfront prior to the actual training to lessen the possibility of hardship. No one contracted Trainer should make more than another at the same training.**

Family or Youth Voice: \$15.00 per hour plus mileage at the state rate to add family or youth voice and personal family experience to the training for the participants. A family or Youth would be embedded in with the training participants and be called upon with the staff to share experiences pertaining to the module. (not required) Optional

**What to expect after each training, CFT 1 and 2 and Training for Trainers and Master Trainer Trainings**

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<p>After CFT 1 and after CFT 2</p>	<p>For CFT 1 - 11 hours of service definition has been completed. Participants will receive by mail a signed certificate of completion. Participants will be deemed proficient about CFT by the family's perspective. If under 11 hours, required service definition <b>will not</b> be met. A certificate of attendance with hours attended will be given if requested for employer proof. Participant <b>WILL NOT</b> be considered proficient in CFT.</p> <p>For CFT 2 – Completed entire training. Participants will receive by mail a signed certificate of completion. Participants will be deemed proficient about CFT Facilitator Skills. <i>May facilitate trainings with advanced skills.</i></p> <p>If under required hours, participant <b>will not</b> meet requirements for proficiency. A certificate of attendance with hours attended will be given if requested for employer proof. Participant <b>WILL NOT</b> be considered proficient in Facilitator skills.</p>
<p>After CFT Training of Trainers Can train CFT 1 and CFT 2 to participants</p>	<p>Must attend full training hours and days. Trainers who are grandfathered in will be mailed GOLD SEALED Certificate as an approved Trainer after taking revised curriculum. If new trainer, trainer will receive a certificate of attendance for hours attended. If attendance meets full requirement, they must be observed before a GOLD SEALED Certificate as an approved Trainer will be mailed. Observation must be within <b>6 months</b> of attending Training of Trainers. After your training, you may schedule your first training as soon as possible. The FIRST training must be coordinated with your Master trainer for observation.</p> <p>If under required hours, participant will <b>not</b> meet requirements for proficiency. A certificate of attendance with hours attended will be given if requested for employer proof.</p>
<p>After Master Trainer May train others to be trainers</p>	<p>A Silver Certificate with the GOLD SEAL will be mailed if completed training. If under required hours, participant <b>will not</b> meet requirements</p>

	for proficiency. A certificate of attendance with hours attended will be given if requested for employer proof.
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