**Youth and Family Training Institute Policy and Guidelines**

**Policy Type:** External

**Policy Number:** 005

**Subject:**  High Fidelity Wraparound (HFW) Credential Renewal Requirements

**Date:** March 11, 2017

1. **Policy Overview**

Credentialing of the workforce is recognized as a critical element of establishing and maintaining fidelity to the High Fidelity Wraparound model. This element has been developed and implemented in Pennsylvania by the Youth and Family Training Institute (YFTI) to assure workforce proficiency in their specified roles. The credentials are based on the YFTI mission and vision and the HFW theory of change, principles, phases, and activities.

Credential Renewal is intended to prevent drift, maintain fidelity to the HFW model, and to assure continued proficiency in the specified HFW roles.

For the purpose of this policy, a credential is defined as the required elements and specific skill demonstrations that are taught and demonstrated (behavioral rehearsals, documentation and video observations, and their scoring tools) in the specified HFW workforce role.

The HFW roles include: coach, facilitator, family support partner, and youth support partner.

1. **Purpose**

The purpose of this policy is to provide clarification to HFW credentialing coaches and workforce members of the various credential renewal requirements.

1. **Scope**
2. This policy applies to all credentialed workforce members that provide HFW in the Commonwealth of Pennsylvania. This includes all HFW workforce member roles: coaches, facilitators, youth support partners, and family support partners.
3. The policy is not all inclusive. This policy provides a framework for understanding the credential renewal requirements for each role within the HFW model. This policy works in conjunction with other policies and procedures of YFTI which can be found at [www.yftipa.org](http://www.yftipa.org).
4. **Credential Renewal Requirements - Workforce**
   1. **Skills:** Workforce will work on establishing Interrater Reliability (IRR) with their agency coach on each of their role specific required skills (if the coach is not credentialed, agency coach and workforce member will review any IRR issues with YFTI coach). Demonstrated by:
      1. Workforce members will score their own demonstration of each skill set required in their role. The agency coach will also score and both will review scoring. This also applies to non-credentialed coaches. Professional Development Plans (PDP) will be developed with their coach for any identified areas of need.
      2. Submit two video demonstrations and two document demonstrations along with scoring (from self-scored items that meet 80% proficiency) of workforce/coach choosing to show ongoing skill demonstrations.
   2. **Advanced Training:** Each renewal cycle, workforce members will be required to complete eight hours of training in an interest area related to their HFW role. The expectation is that the training(s) will provide advanced knowledge and learning that can be applied to their work in HFW. Training may include an area of skill development, system knowledge or higher level learning related to a specialty area. Demonstrated by:
      1. Submission of Training Summaries from a minimum of eight hours of training outside of HFW training. The Training Summary needs to be discussed with and approved by their coach. Workforce will follow the Advanced Training procedure with their coach (see attached).
   3. **Fidelity:** Workforce members reviewing their own work and scoring skill demonstrations can provide monitoring of model fidelity. This also provides the workforce with the ability for self-reflection and deeper level understanding of the HFW skills.Choosing trainings of interest that relates to the population of youth and families they serve can lead to advanced knowledge and skills. Engaging in conversation with agency coach on how to apply new learning to their role within HFW enhances a higher level skill demonstration.

1. **Credential Renewal Requirements – Coach**
   1. **Skills:** Coaches will use Coaching Circuit skills and maintain ongoing IRR with YFTI credentialing coach. Demonstrated by:
      1. Submitting documentation of a Coaching Circuit for each credentialed workforce member.
         1. YFTI will review specific skill sets based on Dashboard checklist. YFTI may request a PDP and coaching circuit completed based on any identified areas of concern specific to a workforce member.
         2. If one is not identified by YFTI, coach and workforce member will choose focus of circuit to enhance skill demonstration.
      2. Video and document demonstrations submitted for workforce credential renewal will be spot checked by YFTI (same procedure as credentialing packet submission) for IRR as a credential renewal requirement for credentialed coaches.
         1. Any packet submission without IRR will have a follow up PDP developed by YFTI, agency coach and workforce members to establish a plan to meet the 80% proficiency. There will be a six month period for YFTI, workforce member and/or coach to resubmit any additional items. Workforce member and/or coach will be on a “probation” status until credential renewal requirements are met.
   2. **Advanced Training:** Each renewal cycle, coaches will complete Training Summaries from a minimum of eight hours of training outside of HFW training. The coach will complete the Training Summary on their own. Demonstrated by:
      1. Submission of training summaries from a minimum of eight hours of training outside of HFW training. Coaches will follow the Advanced Training procedure (see attached).

**C. Fidelity:** Coaches ongoing review of workforce skills and maintaining IRR with YFTI coach provides fidelity monitoring and prevents model drift. Choosing training of interest that relates to the population of youth and families they serve can lead to advanced knowledge and skills. Engaging in reflection on how to apply new learning to their role/support their workforce within HFW enhances a higher level skill demonstration.

1. **Credentialing Timeline**
   1. High Fidelity Wraparound credentials must be renewed every two years with workforce member packets to be submitted at 18 months.
2. **Packet Submission**
   * 1. A scoring tool for each workforce role skill set (scored by Workforce and Coach).
     2. Two video demonstrations and two document demonstrations of workforce/coach choosing to show ongoing skill demonstrations (same procedure used for IRR in credentialing packet submission).
     3. PDP and follow up scoring for any identified need areas (based on scoring tools that do not meet at least 80% criteria).
     4. Documentation of a Coaching Circuit requested by YFTI based on the Dashboard checklist results. If one is not requested by YFTI, coach and workforce member will choose focus of circuit to enhance skill demonstration.
3. **Role of YFTI**
   1. **The YFTI Coach and/or YFTI Lead Trainer are solely responsible for approving the renewal of HFW credentials.**
   2. YFTI reserves the right to deny credential renewal to workforce members that have not maintained proficiency, completed the advanced training requirements, and/or failed to maintain fidelity to the HFW model.
4. **Limitations**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:

Date:

Attachment: