

## STRENGTHENING FAMILIES PROGRAM 6-11

### MINIMUM STAFF TIME FOR IMPLEMENTATION OF ONE SERIES

**8 hours per facilitator to prep before each series**

**8 hours per week for each facilitator to prep, deliver, and plan**

**7 hours per facilitator to prep and implement a booster session**

ESTIMATE OF TIME NEEDED	EXAMPLES OF ACTIVITIES (not all encompassing)
8 HOURS PREP BEFORE EACH SERIES	<ul style="list-style-type: none"> <li>Review curriculum and identify questions or concerns for the upcoming series</li> <li>Practice or role play implementation of key skills like child's game, communication, and parent's game</li> <li>Identify supplies needed and prepare materials</li> </ul>
30 MINUTES PREP BEFORE EACH GROUP	<ul style="list-style-type: none"> <li>Set up rooms prior to families' arrival and post outline and visuals</li> <li>Prepare handouts, materials, and incentives</li> </ul> <p><i>NOTE: Add additional time for travel to and from sessions if necessary</i></p>
2.5 HOURS IMPLEMENTING GROUP	<ul style="list-style-type: none"> <li>Greet families and eat dinner with them</li> <li>Implement Parent or Child Group</li> <li>Implement Family Group</li> </ul>
30 MINUTES AFTER GROUP	<ul style="list-style-type: none"> <li>Clean-up all meeting rooms and debrief with team</li> </ul>
2 HOURS/WEEK PLANNING WITH CO-FACILITATOR	<ul style="list-style-type: none"> <li>Debrief with co-facilitator and plan for addressing any "parking lot" issues</li> <li>Prepare posted outline and/or visuals for coming week</li> <li>Plan for handouts, materials, and incentives for the coming week</li> <li>Determine roles and responsibilities for the coming week</li> </ul>
2.5 HOURS/WEEK INDIVIDUAL PLANNING	<ul style="list-style-type: none"> <li>Review the upcoming session in the parent/child and family group manual</li> <li>Prepare for activities, games, and/or role practices</li> <li>Parent facilitators review the child group manual / Child facilitators review the parent manual to be aware of activities in other groups</li> <li>Participate in ongoing supervision at agency</li> </ul> <p><i>NOTE: New staff may need additional time</i></p>
7 HOURS BOOSTER SESSION PREP AND IMPLEMENTATION	<ul style="list-style-type: none"> <li>Plan and prepare for booster session individually and with team</li> <li>Implement booster session with families</li> </ul>

***20 hours per week for Coordinator's activities – Examples are not all encompassing***

- Market program and build relationships with community partners and referral sources
- Identify group facilitators
- Recruit, conduct intakes, and assess goodness of fit for potential group members
- Reserve space for session and coordinate childcare, transportation, and meals
- Purchase supplies and incentives, coordinate donations, and copy handouts
- Supervise and assist with on-site set-up and clean-up
- Provide on-site support during each session for group facilitators and participants
- Check in with child-care staff about how things went during each session
- Ensure group leader debriefing and planning time occurs
- Call families for mid-week check in
- Provide ongoing supervision to facilitators
- Collaborate with facilitators to make referrals and provide support to caregivers as needed
- Plan and coordinate booster sessions
- Complete and review paperwork and reports
- Monitor and ensure compliance with funding requirements and manage program budget
- Ensure the collection of process and outcome evaluation data

This time estimate is based on agencies implementing 2-3 SFP series annually. Additional time should be allotted for coordinators implementing more than 3 series annually or more than one SFP series simultaneously.

It is essential that the site coordinator be present on-site for each session of an SFP series. The coordinator is a dedicated position, meaning that this person should not be one of the 4 group facilitators. They are responsible for coordinating the evening, making sure all the supplies and handouts are available, handling any crises, assuring participants' safety, assuring transportation, intervening if issues need to be reported, and supervising staff. ***Not having a separate site coordinator poses safety issues, in addition to compromising fidelity and quality assurance, resulting in a program being below standards.***