

## TRIPLE P LEVEL 4 GROUP

### MINIMUM STAFF TIME FOR IMPLEMENTATION OF ONE SERIES

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

**95 hours per practitioner for each series to prep, deliver, and plan**

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, identify questions/concerns</li> <li>Practice or role play implementation of key skills</li> <li>Identify supplies needed and prepare materials</li> </ul>
6 HOURS PER SERIES FOR GROUP SESSION PREP AND CLEAN UP (5 sessions plus one additional session for assessments if needed)	<ul style="list-style-type: none"> <li>Set up the rooms prior to families' arrival for meals</li> <li>Set up equipment to show CD with Group Triple P PowerPoint presentations, and Every Parent's Survival Guide DVD</li> <li>Gather Every Parent's Group Workbooks and other materials</li> </ul> <p><i>NOTE: Add additional time for travel to and from sessions if necessary</i></p>
15 HOURS PER SERIES TO DELIVER GROUP SESSIONS (5 sessions plus one additional session for assessments if needed)	<ul style="list-style-type: none"> <li>Greet families and eat meal with them (30 min/session)</li> <li>Deliver session content (2 hours/session)</li> </ul>
24 HOURS PER SERIES TO DELIVER INDIVIDUAL HOME VISIT OR TELEPHONE SUPPORT SESSIONS (12 families, three 30-min sessions per family, plus one additional session per family if needed)	<ul style="list-style-type: none"> <li>Provide feedback from assessments</li> <li>Help parents review their implementation of plans</li> <li>Set goals for further refinement of their plans if needed</li> </ul>
50 HOURS PER SERIES FOR PLANNING (5 hours a week for 8 weeks of group and individual sessions, plus 2 additional weeks for extra sessions as needed)	<ul style="list-style-type: none"> <li>Review session checklist and debrief/consult with supervisor after session as needed</li> <li>Write and review case notes</li> <li>Review Facilitator's Manual, Every Parent's Survival Guide, Group Triple P PowerPoint presentations, and Every Parent's Group Workbook for upcoming session</li> <li>Score and review assessment tools</li> <li>Rehearse ahead how to introduce concepts</li> <li>Schedule individual support sessions</li> </ul> <p><i>NOTE: New staff may need additional time</i></p>

### **6 hours per week for coordination activities – Examples are not all-encompassing**

- Market program and build relationships with community partners and referral sources
- Recruit, conduct intakes, and assess goodness of fit for potential group members
- Purchase supplies and incentives
- Coordinate childcare and meals
- Complete and review paperwork and reports
- Collaborate with practitioners to provide support to families, as needed
- Confirm arrangements for transportation, if needed
- Make referrals for other services as needed
- Reserve meeting location
- Monitor and ensure compliance with funding requirements and manage program budget
- Oversee the collection of process and outcome evaluation data