# MINIMUM STAFF TIME FOR IMPLEMENTATION OF ONE SERIES

## 36 hours per practitioner, per family to prep, deliver, and plan

<table>
<thead>
<tr>
<th>ESTIMATE OF TIME NEEDED</th>
<th>EXAMPLES OF ACTIVITIES (not all-encompassing)</th>
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</table>
| **25 HOURS PER SERIES FOR PREPARATION/PLANNING**  
(2-2.5 hours per session for 10 sessions, plus one additional session for assessments or additional practice if needed) | • Recruit, conduct intakes, and assess goodness of fit for potential families  
• Review Practitioner’s Manual, Every Parent’s Survival Guide, and Every Parent’s Family Workbook for upcoming session  
• Score and review assessment tools  
• Practice/role play how to introduce key concepts  
• Set up equipment to show Every Parent’s Survival Guide DVD and gather any other materials needed  
• Review session checklist and debrief/consult with supervisor after session as needed  
• Write and review case notes  
*NOTE: New staff may need additional time. Also add additional time for travel to and from sessions if necessary* |
| **11 HOURS PER FAMILY, PER SERIES TO DELIVER SESSIONS**  
(10 sessions, plus one additional session for assessments or additional practice if needed) | • Deliver session content  
• Provide feedback from assessments  
• Set goals with caregiver and assist them in using parenting strategies  
• Encourage the caregiver’s self-evaluation and goal setting  
*NOTE: Add additional time for travel to and from sessions if necessary* |
| **6 hours per week for coordination activities – Examples are not all-encompassing** | • Confirm arrangements for transportation, if needed  
• Make referrals for other services, as needed  
• Reserve meeting location and coordinate childcare  
• Monitor and ensure compliance with funding requirements and manage program budget  
• Oversee the collection of process and outcome evaluation data |

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