

TRIPLE P LEVEL 4 STANDARD

MINIMUM STAFF TIME FOR IMPLEMENTATION OF ONE SERIES

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

ESTIMATE OF TIME NEEDED	EXAMPLES OF ACTIVITIES (not all-encompassing)
<p>25 HOURS PER SERIES FOR PREPARATION/PLANNING</p> <p><i>(2-2.5 hours per session for 10 sessions, plus one additional session for assessments or additional practice if needed)</i></p>	<ul style="list-style-type: none"> • 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 <p><i>NOTE: New staff may need additional time. Also add additional time for travel to and from sessions if necessary</i></p>
<p>11 HOURS PER FAMILY, PER SERIES TO DELIVER SESSIONS</p> <p><i>(10 sessions, plus one additional session for assessments or additional practice if needed)</i></p>	<ul style="list-style-type: none"> • 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 <p><i>NOTE: Add additional time for travel to and from sessions if necessary</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
- Purchase supplies and incentives
- Complete and review paperwork and reports
- Collaborate with facilitators to provide support to families, as needed
- 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