

Readiness Checklist for Site GenerationPMTO® Individual Delivery

This checklist is designed to inform agencies of the activities required for GenerationPMTO® training and to assist in your decision to commit resources to the training requirements necessary for the implementation and sustainability of GenerationPMTO. Please initial each readiness question below with which you agree. Add comments at the end of each section when applicable.

A. Leadership and Support Team

Yes	Leadership agrees...
	1) We have identified our GenPMTO practitioners (min. of 3 per physical location).
	2) Practitioners have a Bachelor's or Master's degree, or relevant experience.
	3) Our GenPMTO team, supervisors and administration understand that GenPMTO is an evidence-based therapy that is provided with fidelity to the model.
	4) Our site serves 20 or more families per year with children/youth who would benefit from GenerationPMTO services.
	5) To provide materials to parents in preparation for the sessions. This requires having support staff who can print color handouts, gather other materials, and either have ready for parents at each session or mail to parents doing virtual sessions.
	6) Training activities are defined as a significant component of practitioners' work assignment (on average, 0.50 FTE allocated until certification achieved).
	7) To attend regular leadership meetings with ISII (GenerationPMTO purveyors).
	8) Practitioners' supervisors have read the training requirements (e.g., Overview of Training and Certification document).
	9) To provide training space for workshops that includes adequate space, overnight storage of training materials, and internet access (unless pre-arranged for ISII to host the training workshops).
	10) To provide workshop travel expenses for practitioners (transportation, lodging, per diem, etc.) if needed.
	11) To provide practitioners with adequate support and coverage of caseload and related duties while attending workshops to minimize distractions (e.g., texting, email, phone calls, etc.). This includes evenings, as reading and practice is assigned at the end of each workshop day.
	12) To recognize GenerationPMTO Specialists effort and accomplishments with agency-specific incentives (e.g., PTO time, lunch, financial compensation).
Comments:	

B. Technology

Yes	Site agrees to provide and support the use of technology, including:
	1) A dedicated IT professional on-call to support practitioners.
	2) Digital video recording equipment.
	3) Use of the ISII Training Portal until Full Transfer is completed.
	4) Access to computers with Zoom or Teams for joining virtual meetings.
	5) Fast and reliable internet (fast download and upload speeds, reliable connectivity to support video uploading, virtual delivery, video conferencing and video streaming).
	6) Practitioners will be in possession of all recording equipment and have access to fast and stable internet prior to Workshop 1.
	7) Devices will be provided to clients for conducting virtual delivery when necessary.
	8) For sites that have achieved full transfer, they may choose to continue using the ISII Training Portal or decide to use their own system for coaching, fidelity monitoring and certification/recertification review.
	9) Full-transfer sites will use the ISII Training Portal if they request review of videos for coaching, training, certification or recertification purposes.
Comments:	

C. Recruitment of Parents/Caregivers

Yes	Site agrees...
	1) To provide staff dedicated to recruiting families eligible for GenPMTO services.
	2) Procedures are in place to collaborate with referral sources to identify eligible families and fast-track their assignment to GenPMTO practitioners in training.
	3) Each practitioner will come to Workshop 1 with 2 GenPMTO families scheduled for a first GenPMTO session (e.g., assessed, treatment plan completed, assigned, session scheduled).
	4) Each practitioner will come to workshop 2 with a minimum of 1 new GenPMTO family assigned and scheduled.
	5) Families will be assigned to practitioners to meet these training requirements: - Family 1 completes session 1 in the week immediately following Workshop 1, - Family 2 completes session 1 the second week after Workshop 1,

Yes	Site agrees...
	• Family 3 completes session 1 in the week immediately following workshop 2, • More families can be assigned after workshop 2 (this is encouraged). • When families drop or are discontinued, replacement families must be assigned. • Practitioners must complete GenPMTO services with a minimum of 3 families and promising fidelity scores prior to invitation to certification, • Upon being invited to certification, practitioners will begin work with a minimum of 2 GenPMTO families for certification.
	6) Consents for use of recordings will be collected from all families and practitioners prior to participation.
	7) To provide small incentives to families (to be determined by site).
Comments:	

D. Practitioner Training

Yes	Site agrees...
	1) Practitioner training activities include: • Attending a virtual 30-minute information session with GenerationPMTO trainers prior to the beginning of training, • Attending 10 days of workshop training (minimum 80% attendance required with makeup work for missed training), which may be scheduled in 3-5 consecutive day periods, • Conducting family work according to the training timeline (see Recruitment section), • Preparing for sessions, • Video recording sessions, • Uploading videos to the ISII Training Portal within 48 hours of sessions, • Completing session notes within 48 hours of sessions, • Completing midweek calls/check-ins with parents, • Attending regular coaching with ISII as required (e.g., weekly, bi-weekly, monthly),

Yes	Site agrees...
	• Reviewing and incorporating written and virtual coaching feedback into their practice, • Reflecting on progress, • Preparing for certification, • Communicating with supervisor about progress towards GenPMTO certification.
	2) Workshop attendees will be on time, stay all day, and fully participate in the training.
	3) Workshop attendees will complete daily sign-in sheets and training evaluations at the end of each workshop.
	4) Workshop attendees will be prepared to video record fictional sessions during Workshop 1.
	5) Practitioners will prepare during the final workshop for presenting GenerationPMTO content.
	6) Practitioners will be prepared to participate twice-monthly in virtual coaching sessions with ISII Coaches during the first year.
Comments:	

E. Evaluation

Yes	Site agrees...
	1) Practitioners will participate in a virtual self-assessment meeting midway through the training year.
	2) Fidelity of Implementation Rating Scale (FIMP) scores will be completed by ISII raters, but not provided to practitioners. Leadership, supervisors, and practitioners will have access to reports that show a color rating of where practitioners fall on the FIMP rating system, as follows: green-passable work, yellow-strengths and room for growth, red-needs work.
Comments:	