

**Readiness Checklist for Site
 Parenting through Change® (GenerationPMTO® Group Delivery)**

This checklist is designed to inform agencies of the activities required for Parenting through Change® (PTC) training and to assist in your decision to commit resources to the training requirements necessary for the implementation and sustainability of PTC. 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 group leaders (minimum of 3 per physical location).
	2) Group leaders have a Bachelor's or Master's degree, or relevant experience.
	3) Our PTC team, supervisors and administration understand that PTC is an evidence-based therapy that is provided with fidelity to the model.
	4) Our site serves 40 or more families per year with children/youth who would benefit from PTC 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) Groups are conducted by a co-leadership team of 2-3 group leaders. Group leaders deliver content equally.
	7) Training activities are defined as a significant component of group leaders' work assignment. More FTE is allocated until certification achieved to allow for training days, and to prepare for groups, review video, complete session form with co-leaders, upload video, participate in or review coaching, midweek check-ins, and co-lead groups. For example: • During training period, 1 group = ~10 hrs/wk; 2 groups = ~20 hrs/wk. • Once certified, running groups will require ~3-5 hrs/wk per group.
	8) To attend regular leadership meetings with ISII (GenerationPMTO purveyors).
	9) Group leaders' supervisors have read the training requirements (e.g., Overview of Training and Certification document).
	10) To provide a training location for workshops that includes adequate space, overnight storage of training materials, and internet access (unless pre-arranged for ISII to host the training workshops). Workshops typically occur in 2 5-day workshops, several weeks apart.

Yes	Leadership agrees...
	11) To provide workshop travel expenses for group leaders (transportation, lodging, per diem, etc.) if needed.
	12) To provide group leaders 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.
	13) To recognize Certified Group Leaders 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 group leaders.
	2) Digital video recording equipment (e.g., computer, camera and tripod).
	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) Group leaders 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. PTC groups typically include 8-12 parents.
	2) Procedures are in place to collaborate with referral sources to identify eligible families and fast-track their assignment to PTC groups.
	3) Each group leader will come to Workshop 1 with 1 PTC group scheduled for session 1 starting the following week (e.g., assessed, treatment plan completed, assigned, session scheduled).
	4) Each group leader will come to workshop 2 with a minimum of 1 new PTC group scheduled.
	5) Families will be assigned to PTC groups to meet these training requirements: • Group 1 completes session 1 in the week immediately following Workshop 1, • Group 2 completes session 1 in the week after Workshop 2, • Group leaders must complete GenPMTO services with a minimum of 2 groups and promising fidelity scores prior to invitation to certification, • Upon being invited to certification, group leaders will begin work with a minimum of 2 PTC groups for certification.
	6) Consents for use of recordings will be collected from all families and group leaders prior to participation.
	7) To provide small incentives to families (to be determined by site, but can include gift cards, snacks, childcare).
Comments:	

D. Group Leader Training

Yes	Site agrees...
	1) Group leader 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 are typically scheduled in 2 5 consecutive day periods, • Conducting group work according to the training timeline (see Recruitment section), • Preparing for group sessions,

Yes	Site agrees...
	• Debrief and plan with group co-leader, • 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 required coaching with ISII (e.g., weekly, bi-weekly, monthly), • Reviewing and incorporating written and virtual coaching feedback into their practice, • Reflecting on progress, • Preparing for certification, • Communicating with supervisor about progress towards PTC 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) Group leaders will prepare during the final workshop for presenting GenerationPMTO content.
	6) Group leaders 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) Group leaders 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 group leaders. Leadership, supervisors, and group leaders will have access to reports that show a color rating of where group leaders fall on the FIMP rating system, as follows: green-passable work, yellow-strengths and room for growth, red-needs work.
Comments:	