

Agency Do's and Don'ts for Using Incredible Years® Programs with Fidelity

Do's	Don'ts
<p>Agency Preparedness</p> <ul style="list-style-type: none"> *Study IY website and complete agency readiness questionnaire: http://www.incredibleyears.com/for-administrators/ *Call Incredible Years, Inc. Seattle Headquarters and discuss appropriate IY program for population & implementation plan. *If there is an IY local support network, mentor, or other agency conducting IY in your area, contact those people to learn more about the programs. 	<p>Agency Preparedness</p> <ul style="list-style-type: none"> *Do not start program without completing the IY agency readiness plan to determine fit of IY program with your agency philosophy and goals, selection of appropriate personnel for delivering program, training and consultation plans and budget needs. * Do not start without directly contacting IY office for any questions and discussing with local support networks.
<p>Group Leader Qualifications</p> <ul style="list-style-type: none"> *Ideally at least one MA level group leader per group (<i>each group must be run by two group leaders</i>) *Group leaders should have extensive experience working with families and have knowledge and prior training regarding child development and cognitive social learning theory. * Group leaders should be motivated and interested in group work. 	<p>Group Leader Qualifications</p> <ul style="list-style-type: none"> *Do not pick group leaders who do not have the education training, or experiential qualifications to successfully conduct groups or are not interested in group work.
<p>Group Leader Training</p> <ul style="list-style-type: none"> *IY Group leaders must receive training by a certified/accredited IY mentor or trainer. (<i>training is at least 3 days and more for other languages</i>) 	<p>Group Leader Training</p> <ul style="list-style-type: none"> *Do not use an unauthorized, non-certified IY trainer (<i>there is a separate training after certification for group leader to become a coach or mentor</i>).
<p>Program Delivery</p> <ul style="list-style-type: none"> * Offer the recommended minimum number of group sessions for chosen IY program according to whether program is a prevention or treatment. * Add additional group sessions according to group's needs, educational level and any translations required * For child-welfare referred families add home coaching practice for parents with their children. * Provide make-up sessions for parents who miss group sessions. * Provide group leaders with sufficient time for 2-2 ½ hour groups but also for weekly program prep time, calls to parents between sessions, review of home activities and session video reviews/peer review and attendance at coaching/supervision and consults. 	<p>Program Delivery</p> <ul style="list-style-type: none"> * Do not cut or reduce the number of sessions from the recommended minimum number (<i>research shows outcome effect size to be higher for longer program dose</i>). * Do not make the amount of clinician service hours per group so low there is no time for weekly calls, make up sessions, or prep and review of video sessions or consultations (<i>for new group leaders prep time, video review and consultation will take longer until they are accredited</i>). * Do not omit day care, food, or transportation needs for high risk

<ul style="list-style-type: none"> * Provide families with snacks and dinner for evening groups as well as day care for children. * Plan session meeting time according to family work time availability and to promote father/partner involvement. 	<p>families.</p>
<p>On-going Supervision and Coaching</p> <ul style="list-style-type: none"> *Encourage group leaders to video sessions for their own personal reflection and as a basis for coaching and supervision. *New group leaders should receive at least 4 coaching or supervision sessions during each group. This coaching/supervision should be delivered in person by local certified IY Peer Coach or IY mentor if available, or through Skype calls arranged with Seattle IY office. *Each coaching or supervision session should include video review of segments of sessions. *It is highly recommended that group leaders attend in-person day-long group consultation once per year whereby they share video segments of their work. <i>(Certified mentors/trainers facilitate these consultations.)</i> 	<p>On-going Supervision and Coaching</p> <ul style="list-style-type: none"> *Supervision should not be conducted by individuals who are not certified mentors or peer coaches. *In agencies where there is not a trained coach or mentor, accredited group leaders can provide peer support to newer group leaders but this should not take the place of the official coaching meetings or Skype calls by certified coaches, mentors, or trainers.
<p>Certification/Accreditation of Group Leaders</p> <ul style="list-style-type: none"> *To ensure fidelity and high-quality program delivery, group leaders submit videos of 2-hour sessions to IY office for certification/accreditation review. *Group leaders complete session checklists and evaluations after each group session. *Group leaders video each session and review sessions with co-leaders, peer coaches, and IY mentors or trainers. 	<p>Certification/Accreditation of Group Leaders</p> <ul style="list-style-type: none"> *Do not wait to begin the certification/accreditation process. Group leaders should work towards this beginning with their very first group by sending in video segments and obtaining consultation.
<p>Sustainability Plan</p> <ul style="list-style-type: none"> *Group leaders are supported to become certified/accredited by the time they have completed 2-4 groups. *Each agency/community supports development of a certified peer coach who provides support to group leaders within the community. *Larger agencies or communities support the longer-term development of an IY mentor who then provides support for the IY coaches and for overall implementation with fidelity. * Recognize and reward group leaders who become certified. * Collect pre and post program data from participants on your outcomes and present to your agency. 	<p>Sustainability Plan</p> <ul style="list-style-type: none"> *Do not neglect the process of supporting and nurturing newer group leaders to become certified and developing a peer coach for your agency. Support for group leaders at all levels of their training is crucial to being able to disseminate the IY programs with fidelity. * Don't forget to check group leader's participant attendance and analyze outcome data and evaluations for continuing quality control.

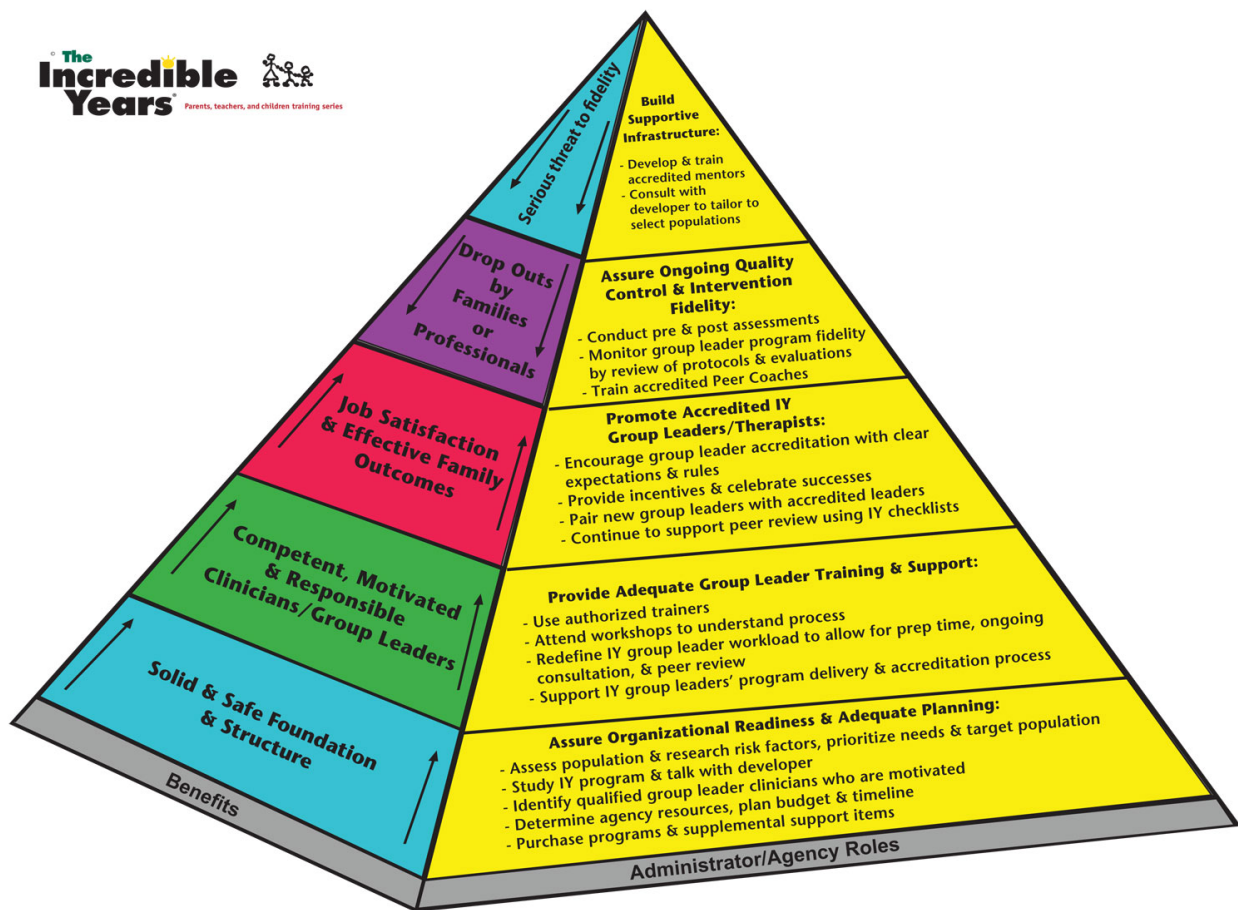
Translations

*Translations are available for many IY programs for languages such as Spanish, Norwegian, Danish, Dutch, Portuguese, Russian, Estonian are on web site.
 *Contact IY Inc. Seattle for questions about other translation contract possibilities.
 *Consult with IY Inc. office about ways to deliver the IY programs with multi-cultural groups.

Translations

*Do not translate videos, manuals, handouts for books without a contract with IY Inc. This is a violation of intellectual property rights and copyright.

*IY web site suggests measures for pre- and post-evaluations
www.incredibleyears.com



Incredible Years® Administrator/Project Leader Pyramid