



It is RRFF's guidance that new employees are oriented to the IAFT® Network Agency, the Treatment Foster Care Program, and their position, at minimum within the first 14-30 days of employment before completing the IAFT® New Staff training delivered by RRFF staff. This time allows the employee to understand the basic organizational information of their respective provider agency needed to feel prepared for their role on the IAFT® Team, day-to-day activities, and expectations. Prior foundational knowledge, exposure to paperwork and Electronic Health Records along with Agency Training models are essential to understanding the IAFT® model, and IAFT® Elements and ensures training experience is maximized for success and retention.

Process New Employees:

1. Notify RRFF staff (Shevon Riddick) when you anticipate a new hire (IAFT® Staff at any level) or in the first days of hire. This allows us to coordinate timely training schedules.
2. Provide a date estimation of when the new IAFT® staff will complete the initial agency orientation as well as the training timeline for Agency Model training (*since these vary among models and agency training infrastructure*).
3. Collaborate with RRFF Staff -Shevon Riddick on upcoming IAFT® New Staff Orientation training date and attendance. Prior to RRFF IAFT Training have the employee review the IAFT® Program Description (document/video).
 - IAFT New Staff orientation (delivered by RRFF staff): 6 hours (est.): IAFT® Elements, Documentation, and Delivery with Quality. (*RRFF Documentation Training, RRFF Bringing it All Together*)
 - Client Care Web-CCW Training (delivered by RRFF staff): 1.5 hours (log on access will be given at this time) *RRFF Documentation Training*
 - IAFT Compliance Consultation (delivered by RRFF staff): 1.5 hours peer review of CCW documentation and consultation of documentation to ensure successful adherence to Elements. (*RRFF Compliance Training*)
4. **Consultants/Coordinators:** Prior TFC experience is beneficial to support coaching of IAFT® treatment parents however, new consultants can gain mastery as well. It is recommended that prior to IAFT® training they have received TFC service definition, PCP training, pre-service, in-service, an understanding of crisis planning, and requirements of treatment parent supervision.
5. **Contracted Therapists:** If a contracted Therapist is utilized, please contact RRFF so we can arrange a one-on-one orientation to IAFT® for the clinician. This will ensure the Therapist has had IAFT training like an internal employee and is aware of the expectations of the model as key team member.
6. **Licensing Workers:** please contact RRFF so we can arrange a one-on-one orientation to IAFT® for the Licensing Staff.
7. **Annual training opportunities:** RRFF delivers monthly subject matter trainings and IAFT® Fidelity trainings for IAFT® Treatment Parents, IAFT® Supervisors-Consultants/Coordinators/Therapists. These trainings not only add value to model fidelity and delivery but serve to share in the role of meeting licensure training requirements. RRFF will issue training certificates with hours present, ideally lessening the burden on Agency's to shoulder the training hours.

8. **Experienced New Staff-** RRF recognizes that staff retention can be challenging and that consultants/coordinators may move among agencies. When requesting a login for a staff member that is new to your team that may have prior experience from another agency, please have them contact Shevon Riddick or sign up on our website for Part Two of the staff component of Model Fidelity 1 1/2 training as the companion training to the original IAFT® model and agency's often incorporate additional requirements beyond RRF and we like to reflect upon to the original program description.
9. **Waivers:** All 1+ waivers that are requested and approved require treatment parents to participate in both components of IAFT Model Fidelity Training. If it is a two-parent home both parents must participate as part of the waiver approval process within one month of waiver approval.

All trainings can be found with registration links on our website: www.ncrapidresource.org