

Congratulations! You have completed the 8-10 weeks of FAST® and the evaluation process. It is now time for the final step – the Phase III review.

**An evaluation report must be completed in order to schedule a Phase III. Please call Families and Schools Together, Inc. immediately if you do not have an evaluation report at this time or have not been assigned your standard eight-week deadline.**

The Phase III is a one-day training that will bring your team back together to:

- 1) Discuss the Implementation Review – As part of the evaluation process, the team is required to fill out the Implementation Review together. This report should have been submitted to Families and Schools Together, Inc. so the information it contains could be included in your final Evaluation Report. Please let your trainer know if this was not done. During the Phase III, the team will share the Implementation Review with those present.
- 2) Process team's experience with FAST.
- 3) Review the evaluation report produced by Families and Schools Together, Inc.
- 4) Hear input from a parent panel composed of FAST Graduates (ideally a minimum of 3 parents should be present from the cycle).
- 5) Celebrate and honor the team and their accomplishments. Please be sure to complete the attached team member list and send to Families and Schools Together, Inc. two weeks prior to the Phase III training.
- 6) Introduce FASTWORKS and begin planning for future FASTWORKS events.
- 7) Discuss unique adaptations of your FAST Program.

**Phase III training builds on the learning process your team has experienced up to this point:**

- During the Phase I Training the team bonded and learned to implement the program with fidelity.
- The Phase II Site Visits allowed the trainer to monitor program quality; during the team debriefing meetings the trainer assisted the team to problem-solve, address issues of program drift, and self-monitor.
- Phase III allows the team to share their creative solutions to problems that arose, as well as prepare for future FAST Cycles. Phase III training allows the team members to reflect on their experience with FAST and collaborate on how to effectively implement the program when the trainer is not present.

This letter should aid you in planning a successful Phase III training for your team and agency. Please refer to this letter and the enclosures when planning your Phase III.

**Requirements for FAST® Site Certification**

**To become certified to implement the FAST Program the following criteria must be met:**

- 1) A minimum of five families attended 6-8 or more FAST Sessions to achieve graduate status.
- 2) Completed pre- and post-surveys for a minimum of five graduate families must be submitted to Families and Schools Together, Inc., or completed online, within two weeks of graduation. The FAST Office will verify the number of graduate families during the evaluation process.
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- 3) Pre and Post teacher surveys, Post surveys for online version, must also be submitted to the FAST Office within two weeks of graduation.
- 4) Along with the surveys the team must submit the following evaluation materials:
  - a) Each team must complete one Implementation Review. This can be done together as a group or feedback from all team members can be given to the coordinator who should compile the feedback into one report. The Implementation Review must have feedback from all team members. Please forward a copy of your Implementation Review to your trainer as well to help him/her prepare for the Phase III training.
  - b) Code Key, Team Member Surveys, Implementation Reviews, and unused surveys, if paper surveys are used.
- 5) The final Evaluation Report must be completed by Families and Schools Together, Inc. before the Phase III training can take place. Please allow eight weeks after all evaluation materials have been submitted for the report to be completed.
- 6) The program must have been implemented with a high level of fidelity. The level of fidelity will be determined by a number of factors, including: results explained in the Evaluation Report; data from the Team Implementation Review; the Program Integrity Checklist, which will be filled out with the team during Phase III training; information documented on the FAST Trainer's site visit reports; and finally, FAST Trainer's feedback.
- 7) Each of the "core" collaborative team members must be present at Phase III.

## **Phase III Topics of Discussion**

### **1. TEAM IMPLEMENTATION REVIEW**

The team as a unit completes this report and sends it with evaluations once the program ends. The team will be expected to discuss:

- a) Who was targeted for FAST®
- b) How recruitment occurred and how the process went (i.e., how were families identified, how many in-home visits took place prior to the first session of FAST), how many families came, and how many graduated
- c) Demographics of families attending sessions
- d) The Fifth Session Special Presentation
- e) The team and their experiences
- f) Difficulties the team overcame and was not able to overcome
- g) Unique contributions or additions the team gave to the program
- h) A “Special Family Story” that demonstrates how the program impacted a family; this should be included in the Team Review report

Each team member is expected to participate in this discussion rather than having only one spokesperson. Part of the planning for this training may include working with team members to decide who may present the various components.

### **2. EVALUATION REPORT**

The trainer presents the Final Evaluation report from Families and Schools Together, Inc. The report discusses the statistical changes that were found in the FAST® families, as well as the observations the team has made of the families and of themselves as a team. This overview of the evaluation report helps the team to understand the ways that their actions affect whether the families experience the expected outcomes. The report also helps the team brainstorm ways to improve their implementation of the program the next time.

### **3. WHAT CAN GO WRONG/PROGRAMMATIC DRIFT**

The trainer and the team will discuss the section in the handbook “What can go wrong.” The team will go through some activities that highlight the three areas of FAST where problems tend to occur: poor team functioning, lack of parent empowerment, and program drift vs. adaptation.

### **4. OVERVIEW OF FASTWORKS® TRAINING**

The trainer reviews the FASTWORKS® training that should have occurred soon after graduation. The FAST Parents and FAST Team discuss the FASTWORKS planning they have done since that

time. Time should also be allotted for additional planning so that the trainer can assist the parents and team with FASTWORK® implementation. For teams who may have already begun their FASTWORKS program, they will be expected to share how they plan to integrate new graduating families into their current FASTWORKS program.

**5. PLANNED CELEBRATION/PARENT PANEL**

This is a time to honor the team and promote FAST® and its future growth. This section is open to guests and is a time to capitalize on your team's and your agency's success. Parents and team members should be showcased. Parents' reports will add more depth and meaning to this event by answering questions from a unique perspective of how the program works. The team will facilitate asking parents to respond to the following questions regarding to their FAST experience:

- A. Who in the family participated in the FAST Program?
- B. What did your family members say about the FAST Program?
- C. What did you think about the FAST Program?
- D. How would you describe FAST to a friend or parent who wanted to know about the program?
- E. Should FAST continue to be available to other families in the school? Why or Why not?

**6. DISPLAY**

Although not required it is suggested the team have a display that includes pictures, flags, scrapbooks, videos, projects from Kids Time, etc. In doing this, the team should develop a visual and /or audio representation of their experience with families. The school or sponsoring agency may wish to keep these displays to promote the program to future partners and potential funders.

**Preparing for the Phase III**

(This form is for the recommended use of FAST® Site Coordinator or team leader. It doesn't need to be returned to Families and Schools Together)

Who Will Coordinate/Monitor Phase III for FAST® Sponsor?	
Who Will Coordinate for the FAST® Team?	
Date of Training	
Time	Training will be held from _____ a.m. to _____ p.m.
Location	Phase III will be held at: _____ <i>(Please inform trainer about location.)</i> If multiple teams will be present, each team will need its own table Chairs should be arranged in open seating for guests at award ceremony. Rooms for break-out groups should be available for team planning <b>Location for presentation of team display</b>
Agenda	SEE DRAFT AGENDA ENCLOSED
Food	Will there be am/pm snack? Lunch?
FAST® Trainer's Arrival Date	
Notify All Team Members	Each team member needs to receive information about team preparation for Phase III. Complete participant list and send to Families and Schools Together, Inc. (at least two weeks prior to the Phase III training). Team member's names should be spelled correctly because Families and Schools Together uses this list to create certificates upon approval of certification.
Invitations	Contact school to invite principals, administrators, and other school-connected people. Invitees should be personally contacted by the sponsoring agency.
Parent Panel	Organize the parent panel (ideally a minimum of 3 or more parents) Determine who can participate that day Are there any transportation needs for these parents? Who will orient parents at the Phase III training? Will the team provide tokens of appreciation for parent involvement on panel?
Items Needed	Name Tags                      Projector Easel/Flip Chart              Agency information at registration table Agenda                              Microphone, if it will be a large group Camera

**SAMPLE AGENDA FOR PHASE III TRAINING**

- 9:00 Registration
- Welcome/Introductions
  - Agenda preview
- 9:05 Implementation Review Reports
- All team members will be expected to share their feedback regarding the Implementation Review
- 10:15 Break
- 10:30 Evaluation Report
- Findings from evaluation report are discussed, as well as the evaluation process.
- What Can Go Wrong/Programmatic Drift
- Handbook section “What can go wrong” is discussed
  - Programmatic drift is discussed
- 12:00 Lunch
- 1:00 Parent Panel
- 1:30 FASTWORKS®
- Overview
  - Discussion
  - Planning
- 2:30 Break
- 2:45 Sustainability
- 3:00 Trainer Recommendation for Certification

Please email this form to Families and Schools Together, Inc. at [fasttrainers@familiesandschools.org](mailto:fasttrainers@familiesandschools.org) **two weeks before Phase III date** to ensure your team receives certificates at the presentation. A certificate will be provided for each Team Member listed in the chart below.

**Please complete one form per school site/team. Please make sure each name is accurately spelled.**

Program Coordinator: \_\_\_\_\_

FAST® Trainer: \_\_\_\_\_

FAST® Trainer Intern (If applicable): \_\_\_\_\_

School: \_\_\_\_\_

City, State: \_\_\_\_\_

Principal Name: \_\_\_\_\_

Year: \_\_\_\_\_

Semester: \_\_\_\_\_

Phase III Date: \_\_\_\_\_

Team Members	Name	Employer
Parent Partner		
School Partner		
Community Partner		
Youth Partner		
Youth Partner		
Youth Partner		
Other (Please list)		
Other (Please list)		
Other (Please list)		

**All of the team members listed above must have attended the Phase I training, all of the FAST sessions, and the debriefings with the Trainer. Part-time team members are not eligible to be certified.**