

PHASE I PAPERWORK

- Phase I Participant List**
To be completed and submitted prior to the Phase I training session
Turned into FAST Office and copy given to Trainer

- Pre-Phase I Letter**
Trainer sends to site coordinator as soon as Phase I date is confirmed

- Phase I Report**
Completed by Trainer and submitted to FAST Office within one week of session

- Team Sign In Sheet**
Trainer keeps copy. Does not need to be submitted to FAST Office

- FAST Values**
Trainer documents these are completed on Phase I Report. Copies are kept with site team lead.

- Team Member Agreement**
Trainer documents these are completed on Phase I Report. Copies are kept with site team lead.

- Phase I Training Evaluation – Days 1 and 2**
Trainer collects and submits to the FAST Office with Phase I Report within one week of session.

- Team Calendar of Activities**
Site team lead and team members get copies. Trainer may request copy also.

PHASE II PAPERWORK

- Site Visit I Report**
Trainer submits to FAST Office within one week of session

- Site Visit II Report**
Trainer submits to the FAST Office within one week of session

- Site Visit III Report**
Trainer submits to the FAST Office within one week of session

- FAST Night Team Sign in Sheet**
Collected by site coordinator. Does not need to be submitted to the FAST Office

- Team Debriefing Sign in Sheet**
Collected by site coordinator. Does not need to be submitted to the FAST Office

PHASE III PAPERWORK

- Pre-Phase III Letter**
Trainer sends to site coordinator as soon as Phase III date is confirmed.

- Phase III Participant List**
Site coordinator completes and submits to Trainer and FAST Office within two weeks of Phase III

- Phase III Report**
Trainer completes and submits to FAST Office within one week of Phase III Training

- Program Integrity Checklist**
Trainer collects at Phase III and submits to FAST Office with Phase III Report

- Team Member Sign In Sheet**
Completed and submitted to FAST Office by Trainer with Phase III Report

- Phase III Training Evaluation**
Collected by Trainer and submitted to FAST Office with Phase III Report