

This form is to be submitted to the FAST® Trainer at the end of Day 2 of the Phase I Training.

FAST® Trainer: _____

Training Site: _____

Date submitted: _____

School Contact: _____

Activity	Date
<ul style="list-style-type: none"> ● Pre-Phase I Materials <ul style="list-style-type: none"> ○ Trainer sends Program Coordinator <u>Pre-Phase I Letter</u> ○ Program Coordinator submits to FAST® Office the Team Member List to ensure a complete team has been formed (prior to Phase I Training date) 	
<ul style="list-style-type: none"> ● Phase I Two-Day Training <ul style="list-style-type: none"> ○ Phase I Training Forms to be completed by Team: <ul style="list-style-type: none"> ▪ Calendar for the cycle (This form) ▪ Team Member Sign-In Sheet (Team Lead keeps these once signed) ▪ FAST® Values (Site coordinator keeps these once signed) ▪ FAST® Training Evaluation Forms, Day 1 & 2 (Trainer sends completed evaluations to FAST office; additional online evaluation will be emailed to team from Trainer after Day 2) 	
<ul style="list-style-type: none"> ● Team Meeting-Recruitment Update (<i>at least two weeks prior to 1st session</i>) 	
<ul style="list-style-type: none"> ● 1st Family Session –FAST® Trainer Site Visit #1 	
<ul style="list-style-type: none"> ○ 1st Debriefing Session with FAST® Trainer <i>(Date and time coordinated between Trainer and Site Coordinator)</i> 	
<ul style="list-style-type: none"> ● 2nd Family Session 	
<ul style="list-style-type: none"> ● 3rd Family Session –FAST® Trainer Site Visit #2 	
<ul style="list-style-type: none"> ○ 2nd Debriefing Session with FAST® Trainer <i>(Date and time coordinated between Trainer and Site Coordinator)</i> 	
<ul style="list-style-type: none"> ● 4th Family Session 	
<ul style="list-style-type: none"> ● 5th Family Session: Special Presentation 	
<ul style="list-style-type: none"> ○ Special Presentation Report submitted to FAST® Trainer <i>(Team sends to FAST® Office within one week of the 5th session)</i> 	
<ul style="list-style-type: none"> ● 6th Family Session 	
<ul style="list-style-type: none"> ● 7th Family Session 	
<ul style="list-style-type: none"> ● 8th Family Session (Graduation) –FAST® Trainer Site Visit #3 	
<ul style="list-style-type: none"> ○ 3rd Debriefing Session with FAST® Trainer with FASTWORKS® presentation to Families <i>(the day after the session, usually in the morning)</i> 	
<ul style="list-style-type: none"> ● Graduation Ceremony (if separate from Family Sessions - recommended) 	
<ul style="list-style-type: none"> ● Evaluation Materials <ul style="list-style-type: none"> ○ Consent Forms – complete during recruitment 	

Activity	Date
<ul style="list-style-type: none"> ○ Pre-program Surveys – parents complete during recruitment ○ Weekly Sign-in Sheets ○ Code Key – begin during recruitment, update during cycle ○ Post-program Surveys – parents complete within 2 weeks of graduation ○ Team member survey – each team member completes within 2 weeks of graduation ○ Implementation Review – team completes one form together within 2 weeks of graduation ○ FAST® School Information Survey – Principal or team leader completes within 2 weeks of graduation <i>(Team sends to FAST® Office within two weeks of graduation)</i> 	
<ul style="list-style-type: none"> ● Evaluation Report sent to school by the FAST® Office 	
<ul style="list-style-type: none"> ● Pre-Phase III Materials <ul style="list-style-type: none"> ○ FAST® Trainer sends Program Coordinator <u>Pre-Phase III Letter</u> ○ To request certificates, Program Coordinator submits the Phase III Participant List to the FAST® Office and FAST® Trainer at least 2 weeks prior to Phase III training 	
<ul style="list-style-type: none"> ● Phase III (As soon after receiving the Evaluation Report as possible) <ul style="list-style-type: none"> ○ FAST® Trainer completes Phase III Report (Sent in within 1 week) ○ Phase III Team Member Sign-In Sheet (Sent in within 1 week) 	