

CHILDREN'S FUNCTIONAL ASSESSMENT RATING SCALE (CFARS) CERTIFICATION

TRAINING

In order to be trained and certified for using the CFARS you will need to visit the Internet website where additional information and the free on-line training and certification is available <http://outcomes.fmhi.usf.edu> or <http://outcomes.fmhi.usf.edu/cfars.htm>

The training consists of case vignettes. You read the vignettes, then complete a CFARS and the automated program will give you immediate feedback on your scoring. You can continue to work the program until you reach competency. There is no failing. The training is not time consuming and once you register onto the website you can stop and comeback to complete the training at anytime. Once you have reached competency on two cases you will be able to print out your certification. You can also revisit and take the training anytime to refresh your skills.

Instructions for Using the Free “Web-based” CFARS Certification System

- 1) Type in **http://outcomes.fmhi.usf.edu** into your Internet Explorer address space (URL).
- 2) On the “Outcomes” page, click on the blue **FARS** (for FARS training) or **CFARS** (for CFARS training) which takes you either to a FARS download page or CFARS download page where you can download a copy of forms and manuals. You will need to download and review the manual and form, study the guidelines for completing ratings section, and have the manual available to refer to in order to make your ratings as you take the training.
- 3) After downloading and studying the manual, you are ready to register, select your password and begin your training. You do that by clicking on the “Training and Certification” link on the page where you downloaded the manual...that takes you to the login page to begin your registration process ...or to login if you have already registered before and have a password and are returning to complete your training or print additional copies of your certificate. *(Note: you must register before you will be allowed to enter your social security number (ssn) and password on the login page...and, there is a password retrieval link above the ssn box on the logon page if you forget your password at any time.*
- 4) Unless you have registered before on the site to take FARS or CFARS training, do not put anything in the soc. Number or password boxes, instead look below that line and click on the phrase that says “click here to register”. If you have registered before for either the FARS or CFARS training your registration and password selection is good for training on both...but, be sure to register only one time...if you register to take training for one of the scales and complete that training and then register again to take training for the other scale, you will delete all information from your first training.
- 5) On the registration page, do not put any dashes or spaces in your social security or telephone numbers, and use only letters or numbers in your name and address sections (do not use apostrophes or dashes or semicolons, etc.). Also, do not use any more than twenty characters in the space where you are asked to enter the name of your agency. It is best to just put in the words Mental Health or Substance Abuse or Behavioral Health or Other. Putting more than twenty characters often creates a “string” error if the site is being used a lot at the time you enter.

6) When you complete the information for your registration, click on the "continue" button on the bottom left of the page. That takes you to a page where you select a password and enter it once in the top box and then again in the bottom box to confirm your selection...pick something simple that you can remember...but whatever you choose, write it down and store it where you can get it later...but, if you forget it later and need to return to the site, there is a "password retrieval" link above the social security box on the login page.

7) Once you have registered and selected and entered your password twice on the password selection page, or the next time you return to the site and enter your ssn and password on the logon page, you will automatically go to a "Welcome" page with your name on it. On that page you should click on the link that takes you to a page where you will read about the requirements for the training. After clicking on and reading the "learning objectives", you click on the "practice vignettes" link. As explained in the "requirements" page, you must take and complete CFARS ratings for at least two practice vignettes and pass at least one before you will see the option for taking the actual "test vignette" option. When you pass a "test vignette" (which is the actual certification test) you will see your rater ID on the screen and have the option to print a copy of your certificate at that time.

You need at least version 5.0 or 6.0 of Adobe Reader in order to view or print your certificate. There is a link to download a free version of Adobe Reader 6.0 located at the bottom of the "Welcome [your name]" page where it says, "Requires **Adobe Acrobat Reader**". You can also return at any time to the site, logon and print additional copies of your certificate. Print these instructions to follow as you go through the training and certification process to become an official FARS and/or CFARS Rater. Good luck, and remember that you can also come back to the site at any time to complete training you have begun, take more practice vignettes to refresh your skills, or print additional copies of your certificate. Dr. John C. Ward, Jr. Associate Professor Department of Mental Health Law and Policy, Louis de la Parte Florida Mental Health Institute and Department of Epidemiology and Biostatistics, USF Health Sciences College of Public Health University of South Florida Tampa, Florida (telephone #: 813-974-1929, or email: ward@fmhi.usf.edu)

If you have problems with access to the website please contact:

<http://www.dcf.state.fl.us/contactwebmaster.shtml>