

INSTRUCTIONS FOR AGENCY DIRECTORS

How to Use the FPS Basic Training Materials

FPS Basic Training is currently available as a DVD, with a CD to download the accompanying handouts. A copy of the contract is not included, but you will need to provide a copy of the contract for your staff to follow in the training. They should have the opportunity to look over the contract prior to the training, in order to be prepared..

This manner of training allows newly hired staff the flexibility to complete it at their and their agency's convenience. It also allows agencies to proceed with hiring and to meet contract training requirements without the constrictions of classroom scheduling.

There are 3 modules, each around two hours in length. FPS provider trainees may complete this training all in one session, or may do one module at a time. It now becomes your agency responsibility to assure that all modules are completed by new employees within the first 60 days of employment. All FPS therapists must complete this training. FPS paraprofessionals are encouraged to complete this training as well.

At the end of each module, there is an exit examination that must be completed with a score of at least 80%, in order to demonstrate successful completion of the module. Your agency designee will be responsible for the administration of the three exit exams. You may choose how to use the exit exams in your agency. Your designee will be responsible for issuing a certificate of completion to each staff member successfully completing the FPS basic training. These certificates should be filed in the employee's personnel record, along with copies of the completed exit exams.

FPS providers may complete this training individually or as part of a group. Some agencies have indicated that they will use the FPS basic training materials in a small group setting within their own agency. Their goal is to retain the ability for Q&A and for group interaction and discussion that experienced staff can contribute to, similar to what has been available in the classroom setting.

As adult learners, trainees are expected to be responsible for their own learning. Therefore, the exit exams are not expected to be used to "test" the new employees' recall of the information, but instead to reinforce their learning. Your agency designee may choose to administer the three exit exams in any of the following (or other) ways:

- In a standard testing environment, either individually or in a group, with the opportunity to review and retake the exam if pieces of their knowledge are lacking
- As an "open book" exam, where trainees can refer to their notes and handouts, either individually or in a group
- As part of a wrap-up discussion in a small group setting (remembering each trainee will need to individually generate their own completed exam)
- As part of a one-on-one discussion between the trainee and a supervisor or trainer, perhaps as part of the regular clinical supervision process

You may recall that our original plan was to make this training available online, where the self-reinforcing exams would be part of the online process and certificates would be generated automatically. Budget constraints have put that process on hold. We still hope that it will eventually occur. We will notify you when that materializes.

Thank you for your patience while we work through this new process, and for your assistance in making this training accessible and valuable to those who need it. If you have any questions, feel free to contact Dinah Martin at 360 902-0740, or ma300@dshs.wa.gov.

Dinah/Instructions for Agency Directors