# PENNSYLVANIA STATE FIRE ACADEMY
## JUVENILE FIRESETTER PROGRAM MANAGER SKILL STATIONS

## Youth Firesetter Program Manager Skill Stations

NFPA 1035 – Chapter 9 (2015 Edition)

| | | |
|---|---|---|
| Station A | Formulate Program Policies & Procedures | Mandatory Station |
| Station B | Develop A Program Budget | Mandatory Station |
| Station C | Data Entry | Mandatory Station |
| Station D | Interagency Network | Mandatory Station |
| Station E | Community Awareness Program | Mandatory Station |
| Station F | Evaluate Program & Prepare Report | Mandatory Station |
| Station G | JFIS Training Program | Mandatory Station |
| Station H | Maintain Records & Case Files | Mandatory Station |
| Station I | Supervise JFIS Personnel | Mandatory Station |

## PENNSYLVANIA STATE FIRE ACADEMY
## JUVENILE FIRESETTER PROGRAM MANAGER SKILL STATIONS

| STATION A – Formulate Program Policies & Procedures | Reference NFPA 1035 (2015 Edition) Chapter 9 Mandatory Station: JPRs 9.2.1, 9.3.2 |
|---|---|
| **Test Site** | **Test Date** | **Candidate #** | **Check the Test Type** <br> _____Initial   _____Retest |

**Directions:**  Given a community needs assessment, program goals, and community and agency resources, services, and organizations, formulate program policies and procedures so that the policies and procedures match and support the program goals and the needs of the community.

**Performance Outcome**:  Pass / Fail is determined by **5 of 5** tasks being correctly performed.

| No. | Tasks | Yes | No |
|---|---|---|---|
| 1 | Identifies community needs | | |
| 2 | Identifies community agency resources, services and organizations | | |
| 3 | Identifies program structure and goals | | |
| 4 | Policies and procedures match/support program goals established | | |
| 5 | Documentation prepared is legible (written or typed) | | |
| | **Please indicate skill outcome** | **PASS** | **FAIL** |

**Evaluator Comments**: _____

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**Evaluator Signature**: _____     **Evaluator #**_____

# PENNSYLVANIA STATE FIRE ACADEMY
## JUVENILE FIRESETTER PROGRAM MANAGER SKILL STATIONS

| STATION B – Develop a Program Budget | | Reference NFPA 1035 (2015 Edition) Chapter 9 Mandatory Station: JPRs 9.2.2, 9.3.2 | |
|---|---|---|---|
| **Test Site** | **Test Date** | **Candidate #** | **Check the Test Type** <br> _____Initial   _____Retest |

**Directions:** Given program policies and procedures, program needs, and revenue sources, develop a program budget so that capital, operating, and personnel costs are determined and justified.

**Performance Outcome**:  Pass / Fail is determined by **5 of 7** tasks being correctly performed.

| No. | Tasks | Yes | No |
|---|---|---|---|
| 1 | Identifies the program/project budget | | |
| 2 | Identifies supplies and equipment necessary to maintain program | | |
| 3 | Identifies personnel cost (if applicable) | | |
| 4 | Identifies an appropriate budgeting system/cycle | | |
| 5 | Contains a brief statement of the purchasing process | | |
| 6 | Contains a brief statement of how process for soliciting of monies will be accomplished to include revenue sources | | |
| 7 | Documents are written legibly or typed and utilizes basic accounting | | |
| | **Please indicate skill outcome** | **PASS** | **FAIL** |

**Evaluator Comments**: _____

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**Evaluator Signature**: _____     **Evaluator #**_____

# PENNSYLVANIA STATE FIRE ACADEMY
## JUVENILE FIRESETTER PROGRAM MANAGER SKILL STATIONS

| STATION C – Data Collection & Management Systems | Reference NFPA 1035 (2015 Edition) Chapter 9 Mandatory Station: JPRs 9.2.5, 9.3.2, 9.3.5 | | |
|---|---|---|---|
| **Test Site** | **Test Date** | **Candidate #** | **Check the Test Type**<br>_____Initial _____Retest |

**Directions**: Given approved forms and materials, legal requirements, and program policies and procedures, create a data collection system so that consistent and accurate documentation is maintained within Federal and state laws.

**Performance Outcome**: Pass / Fail is determined by **4 of 4** tasks being correctly performed.

| No. | Tasks | Yes | No |
|---|---|---|---|
| 1 | Creates a data collection system | | |
| 2 | Identifies, gathers, and maintains pertinent data | | |
| 3 | Complies, analyzes and organizes all pertinent data | | |
| 4 | Assures data is secured within the management system | | |
| | **Please indicate skill outcome** | **PASS** | **FAIL** |

**Evaluator Comments**: _____

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**Evaluator Signature**: _____     **Evaluator #**_____

January 2019

| STATION D – Interagency Network | | Reference NFPA 1035 (2015 Edition), Chapter 9 Mandatory Station: JPRs 9.3.1, 9.3.2, 9.4.2 | |
|---|---|---|---|
| **Test Site** | **Test Date** | **Candidate #** | **Check the Test Type** _____Initial _____Retest |

**Directions**: Given a program mission, protocol(s), and policies and procedures, develop a current list of agencies and interagency agreements so the roles and responsibilities are clarified; an interagency network is established and maintained; meetings are facilitated; conflicts are resolved; interventions are established; and duplication of services is avoided.

**Performance Outcome**: Pass / Fail is determined by **6 of 6** tasks being correctly performed.

| No. | Tasks | Yes | No |
|---|---|---|---|
| 1 | Develops a current list of agencies / organizations | | |
| 2 | Develops an interagency agreement | | |
| 3 | Ensures that roles and responsibilities are clarified | | |
| 4 | Assures meetings are facilitated, conflicts are resolved and interventions are established | | |
| 5 | Assures teams are established and duplication of service is avoided | | |
| 6 | Provides legible (written or typed), assembled, and organized documentation | | |
| | **Please indicate skill outcome** | **PASS** | **FAIL** |

**Evaluator Comments**: _____

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**Evaluator Signature**: _____     **Evaluator #**_____

# PENNSYLVANIA STATE FIRE ACADEMY
## JUVENILE FIRESETTER PROGRAM MANAGER SKILL STATIONS

**Youth Fire-setter Intervention Program**

**MDT Review Form**

**Name**: _____    **Date of Review**: _____

**Address**: _____

**DoB**: _____    **Age**: _____    **Contact #**: _____

**Assessor**: _____    **Date of Assessment**: _____

**Youth Intervention Score**: _____    **Parent Score**: _____

**Recommendations**:

_____ Fire Education    _____ Psychological Evaluation    _____ OPT    _____ RTF

_____ Group    _____ Therapeutic Foster Care    _____ BHRS    _____ FBMHS

**Agencies**:    _____ CYA    _____ JPP    _____ D/A

**Concerns**: _____
_____
_____
_____
_____
_____

**Panel Participants**: _____
_____

_____
**Chair of MDT Signature**                **Organization**                **Date**

_____
**Candidate Signature**                **Organization**                **Date**

# PENNSYLVANIA STATE FIRE ACADEMY
## JUVENILE FIRESETTER PROGRAM MANAGER SKILL STATIONS

| STATION E – Community Awareness Program | Reference NFPA 1035 (2015 Edition), Chapter 9<br>Mandatory Station: JPRs 9.3.4, 9.4.3 | | |
|---|---|---|---|
| **Test Site** | **Test Date** | **Candidate #** | **Check the Test Type**<br>_____Initial   _____Retest |

**Station Note:** This skill will be done in-person.

**Directions**: Given the training program, develop and deliver a community awareness training program to current interagency network members so that continued support is maintained for the youth firesetter program and youth firesetters are identified and referred to the program.

**Performance Outcome**:  Pass / Fail will be determined by **7 of 11** tasks being correctly performed.

| No. | Tasks | Yes | No |
|---|---|---|---|
| 1 | Candidate is appropriately dressed (given the subject taught) | | |
| 2 | Candidate adjusts the learning environment (seating, lighting, AV arrangement noise control, ventilation, etc.) for an effective presentation | | |
| 3 | Candidate selects appropriate instructional delivery method (e.g., lecture, demonstration, etc.) for the given subject matter. | | |
| 4 | Uses appropriate pitch and modulation of voice and appropriate gestures | | |
| 5 | Avoids inappropriate language, slang, and distracting mannerisms | | |
| 6 | Demonstrates familiarity with and competence in the lesson content | | |
| 7 | Utilizes appropriate instructional aids/props competently during lesson delivery | | |
| 8 | Media resources, marketing strategies, methods of media dissemination, community demographics, and intervention resources are identified | | |
| 9 | Effectively answers questions. | | |
| 10 | Follows the lesson plans and provides effective transitions using the four-step process | | |
| 11 | Stays within the lesson time frame (+/- 5 minutes) | | |
| | **Please indicate skill outcome** | **PASS** | **FAIL** |

**Evaluator Comments**: _____

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**Evaluator Signature**: _____   **Evaluator #**_____

# PENNSYLVANIA STATE FIRE ACADEMY
## JUVENILE FIRESETTER PROGRAM MANAGER SKILL STATIONS

| STATION F – Evaluate a Program & Prepare a Report | | Reference NFPA 1035 (2015 Edition) Chapter 9<br>Mandatory Station: JPRs 9.2.5, 9.5.1, 9.5.2, 9.5.3 | |
|---|---|---|---|
| **Test Site** | **Test Date** | **Candidate #** | **Check the Test Type**<br>_____Initial _____Retest |
| | | | |

**Directions**: Given program goals, records and case files evaluate, analyze effectiveness of program including information on recidivism, so that any necessary changes to the program can be made. Prepare a program report based on evaluation and information gathered from analysis so that the community and current interagency network are informed and support is generated for the program.

**Performance Outcome**: Pass / Fail is determined by **7 of 10** tasks being correctly performed.

| No. | Tasks | Yes | No |
|---|---|---|---|
| 1 | Recognizes and identifies the mission and goals of the organization | | |
| 2 | Develops charts, tables, or graphs for analyzing and explaining data | | |
| 3 | Charts, tables, or graphs are accurate and complete | | |
| 4 | Identifies case types, volume and frequency of occurrences | | |
| 5 | Identifies the need for services offered / used | | |
| 6 | Identifies and provided justification for the partnership(s) of identified outside organizations and agencies and the resulting community benefit | | |
| 7 | Evaluates and analyzes the program, and describes suggested changes | | |
| 8 | Describes data analyses conducted, or can be done based on the data and information retrieved from the current system. Analysis should include a review of trends, variances and other related topics of importance. | | |
| 9 | Communicates orally and in writing | | |
| 10 | Provides legible (written or typed) organized and coherent documentation | | |
| | **Please indicate skill outcome** | **PASS** | **FAIL** |

**Evaluator Comments**: _____

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**Evaluator Signature**: _____ **Evaluator #**_____

# PENNSYLVANIA STATE FIRE ACADEMY
## JUVENILE FIRESETTER PROGRAM MANAGER SKILL STATIONS

| STATION G – JFIS Training Program | | Reference NFPA 1035 (2015 Edition) Chapter 9 Mandatory Station JPRs 9.3.3, 9.4.1 | |
|---|---|---|---|
| **Test Site** | **Test Date** | **Candidate #** | **Check the Test Type** <br> _____Initial   _____Retest |

**Directions:** Develop, schedule, deliver and manage, a Juvenile Firesetter Intervention Specialist training program to JFS personnel, so that personnel can perform intakes/interviews, interventions, referrals, follow-ups and evaluation in accordance with policies/procedures.

**Performance Outcome**:  Pass / Fail is determined by **7 of 10** tasks being correctly performed.

| No. | Tasks | Yes | No |
|---|---|---|---|
| 1 | Appropriately dressed for the subject / content taught | | |
| 2 | Adjusts the learning environment (seating layout, lighting, ventilation, noise control, AV arrangement, etc.) for an effective presentation | | |
| 3 | Selects appropriate instructional delivery method(s) (e.g., lecture, demonstration, etc.) for subject matter | | |
| 4 | Uses appropriate pitch and modulation of voice and appropriate gestures | | |
| 5 | Avoids all inappropriate language, slang, and distracting mannerisms | | |
| 6 | Demonstrates familiarity with and competence in the lesson material | | |
| 7 | Utilizes appropriate instructional aids/props competently in delivery of material | | |
| 8 | Effectively answers a question. | | |
| 9 | Follows the lesson plan and effectively delivers the program's content | | |
| 10 | Stays within the lesson time frame (+/- 5 minutes) | | |
| | **Please indicate skill outcome** | **PASS** | **FAIL** |

**Evaluator Comments**: _____

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**Evaluator Signature**: _____   **Evaluator #**_____

| STATION H – Maintain Records & Case Files | | Reference NFPA 1035 (2015 Edition) Chapter 9 Mandatory Station JPR 9.2.5 | |
|---|---|---|---|
| **Test Site** | **Test Date** | **Candidate #** | **Check the Test Type** _____Initial _____Retest |

**Directions:** Given data collection forms, program policies and procedures, and legal requirements, maintain records and case files so that consistent and accurate documentation regarding the process and content is available for each case, legal/liability issues are addressed, progress is tracked, the program is evaluated, and federal and state reporting requirements are met.

**Performance Outcome**: Pass / Fail is determined by **5 of 7** tasks being correctly performed.

| No. | Task Steps | Yes | No |
|---|---|---|---|
| **1** | Identifies case types | | |
| **2** | Identifies need for services provided | | |
| **3** | Progress of each case is tracked | | |
| **4** | Compiles, analyzes, and organizes all pertinent data | | |
| **5** | Manages cases and maintains a file system(s) | | |
| **6** | Prepares reports | | |
| **7** | Documentation prepared is legible (written or typed) | | |
| | **Please indicate skill outcome** | **PASS** | **FAIL** |

**Evaluator Comments**: _____

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**Evaluator Signature**: _____ **Evaluator #**_____

| STATION I – Supervise JFIS Personnel | | Reference NFPA 1035 (2015 Edition) Chapter 9 Mandatory Station JPRs 9.2.3, 9.2.4 | |
|---|---|---|---|
| **Test Site** | **Test Date** | **Candidate #** | **Check the Test Type** _____Initial _____Retest |

**Directions**: Given program policies and procedures, identify, assign, and supervise YFIS personnel assigned to conduct intake/interview so that a consistent body of information is collected, performance is evaluated, and continuous direction and feedback are given.

**Performance Outcome**:  Pass / Fail is determined by **5 of 5** tasks being correctly performed.

| No. | Tasks | Yes | No |
|---|---|---|---|
| **1** | Identifies problem to be addressed | | |
| **2** | Identifies and matches YFIS personnel (based on strengths) and case information with the needs of the child and family | | |
| **3** | YFIS personnel dealt with child and family in appropriate manner | | |
| **4** | YFIS personnel completed appropriate paperwork consistent with program policies and procedures | | |
| **5** | Performance review is completed and reviewed with JFIS personnel | | |
| | **Please indicate skill outcome** | **PASS** | **FAIL** |

**Evaluator Comments**: _____

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**Evaluator Signature**: _____        **Evaluator #**_____