



JUVENILE FIRESETTER INTERVENTION SPECIALIST I NFPA 1035, 2010 EDITION

9.2 Administration

JPR #1
Revised 6/3/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 9.2.1 NFPA 1035, 2010 Edition		TASK: Assemble forms and materials, given approved forms, program policies, and procedures, so that the intake process is conducted according to those program policies and procedures.			
PERFORMANCE OUTCOME: The candidate shall be able to organize materials and communicate orally and in writing.					
Equipment required: Forms, organization policies, paper and pen					
CONDITIONS: Evaluate approved forms, program policies and procedures, the candidate shall be able to:					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	List key points in developing program policies and procedures.				
2.	Present an oral review of their agency's intake process and policies				
3.	Assemble the approved intake and interview forms.				
4.	Identify confidentiality regulations.				

Proctor/Evaluator Comments: _____

_____	_____	_____	_____
Proctor/Evaluator (Print & Sign)	Date	Candidate	Date
_____	_____	_____	_____
Re-Test Proctor/Evaluator (Print & Sign)	Date	Re-Test Candidate	Date



JUVENILE FIRESETTER INTERVENTION SPECIALIST I NFPA 1035, 2010 EDITION

9.2 Administration

JPR #2
Revised 6/3/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 9.2.2 NFPA 1035, 2010 Edition		TASK: Assemble approved interview tools and material resources so that an interview with a juvenile and his or her family can be conducted.			
PERFORMANCE OUTCOME: The candidate shall be able to organize materials and communicate orally and in writing.					
Equipment required: Policies, forms, paper and pen					
CONDITIONS: Given 30 minutes, tools and materials as determined by program policies and procedures, the candidate shall be able to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Summarize their agency's approved interview tools and policy for conducting an interview.				
2.	Present that information to the group.				
3.	List critical policies for program procedures				

Proctor/Evaluator Comments: _____

 Proctor/Evaluator (Print & Sign)

 Date

 Candidate

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 Date

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9.2 Administration

JPR #3
Revised 6/3/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 9.2.3 NFPA 1035, 2010 Edition		TASK: Utilize personal work schedule so that all interviews are conducted on time and in a location agreeable to all parties.			
PERFORMANCE OUTCOME: The candidate shall be able to manage time.					
Equipment required: Paper and pen					
CONDITIONS: Given 15 minutes and a list of appointment requests including contact name and requested time, the candidate shall be able to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identify critical components needed for scheduling appointments effectively, accounting for travel time and other factors.				
2.	Share that information with the group.				

Proctor/Evaluator Comments: _____

_____	_____	_____	_____
Proctor/Evaluator (Print & Sign)	Date	Candidate	Date
_____	_____	_____	_____
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9.2 Administration

JPR #4
Revised 6/3/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 9.2.4 NFPA 1035, 2010 Edition		TASK: Report case information to supervisor, given a case file that includes approved forms, intake/interview information and selected intervention(s), so that the supervisor can ensure that the intervention process meets all required program policies and procedures.			
PERFORMANCE OUTCOME: The candidate shall be able to identify, summarize and communicate relevant case information.					
Equipment required: Paper and pen					
CONDITIONS: Given 30 minutes and a case file that includes approved forms, the intake/interview information and selected intervention(s), the candidate shall be able to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identify appropriate policies and procedures.				
2.	Review the case file.				
3.	Prepare an intervention recommendation for the case undergoing review.				
4.	Summarize that information and share it with a partner in a supervisory role.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

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9.2 Administration

JPR #5
Revised 6/3/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 9.2.5 NFPA 1035, 2010 Edition		TASK: Record and secure data, given case information, approved forms, and policies so that statistical analysis can be completed.			
PERFORMANCE OUTCOME: The candidate shall be able to gather and organize data.					
Equipment required: Paper and pen					
CONDITIONS: Given 30 minutes and case information, approved forms and/or database, and program policies and procedures, the candidate shall be able to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Review the case file.				
2.	Review the policies and procedures.				
3.	Identify data fields that would provide program information.				
4.	Share that information with the group.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



JUVENILE FIRESETTER INTERVENTION SPECIALIST I NFPA 1035, 2010 EDITION

9.4 Education and Implementation

JPR #6
Revised 6/3/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 9.4.1 NFPA 1035, 2010 Edition		TASK: Review a case file so that before speaking with the juvenile and his or her family, the JFIS becomes familiar with the circumstances of the firesetting incident(s).			
PERFORMANCE OUTCOME: The candidate shall be able to recognize necessary components of the intake process and determine information needed to complete the juvenile and family interviews.					
Equipment required: Paper and pen					
CONDITIONS: Given 30 minutes and intake information, the candidate shall be able to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Review the intake information.				
2.	Summarize the main aspects of the case.				
3.	Determine information needed to complete the child and family interviews.				
4.	Share that summary with the group.				

Proctor/Evaluator Comments: _____

_____ Proctor/Evaluator (Print & Sign)	_____ Date	_____ Candidate	_____ Date
_____ Re-Test Proctor/Evaluator (Print & Sign)	_____ Date	_____ Re-Test Candidate	_____ Date



JUVENILE FIRESETTER INTERVENTION SPECIALIST I NFPA 1035, 2010 EDITION

9.4 Education and Implementation

JPR #7
Revised 6/3/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 9.4.2 NFPA 1035, 2010 Edition		TASK: Initiate contact with the family, given the case file, so that the JFIS contacts the family, explains the program and its benefits, schedules a time, date and place for the intake/interview, and advises the family of possible intervention options.			
PERFORMANCE OUTCOME: The candidate shall be able to manage time and communications as well as build rapport.					
Equipment required: Paper and pen					
CONDITIONS: Given 15 minutes and a case file, the candidate shall be able to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Review the case file.				
2.	Building rapport, explain the program and its benefits, schedule a time, date and place for the intake/interview, and advise the family (partner) of possible intervention options.				
3.	Advise family of intervention options.				
4.	Provide the family with an estimate of the time necessary to complete the process.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign) **Date** **Candidate** **Date**

Re-Test Proctor/Evaluator (Print & Sign) **Date** **Re-Test Candidate** **Date**



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9.4 Education and Implementation

JPR #8
Revised 6/3/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 9.4.3 NFPA 1035, 2010 Edition		TASK: Conduct an intake/interview, given approved forms and guidelines, so that the JFIS can establish the purpose and limits of the intake/interview, establish rapport, gather relevant information, identify and intervene in any immediate life-threatening situations, report any suspected abuse or neglect, record and report observations and summarize findings.			
PERFORMANCE OUTCOME: The candidate shall be able to conduct an intake/interview and document findings, manage time, communicate orally and in writing, and use professional interview techniques.					
Equipment required: Paper and pen					
CONDITIONS: Given 1.5 hours, a case file and approved forms and guidelines, the candidate shall be able to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Review the case file with a partner.				
2.	Establish the purpose and limits of the interview.				
3.	Conduct an intake/interview.				
4.	Document findings of that interview.				
5.	Identify and provide intervention options for any life threatening situations.				
6.	Summarize the case findings for the group.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign) **Date** **Candidate** **Date**

Re-Test Proctor/Evaluator (Print & Sign) **Date** **Re-Test Candidate** **Date**



JUVENILE FIRESETTER INTERVENTION SPECIALIST I NFPA 1035, 2010 EDITION

9.4 Education and Implementation

JPR #9
Revised 6/3/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 9.4.4 NFPA 1035, 2010 Edition		TASK: Determine intervention(s) and referral options with regard to educational, mental health, and/or possible legal consequences, given a file, so that specific educational material can be selected, mental health options explored and legal consequences explained.			
PERFORMANCE OUTCOME: The candidate shall be able to analyze information and select educational materials and community resources, services and organizations for juvenile and his or her family.					
Equipment required: Paper and pen					
CONDITIONS: Given 30 minutes, a case file, completed intake/interview forms, and knowledge of fire safety, the candidate shall be able to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Determine appropriate educational resources for the same case file.				
2.	Determine if community mental health and or legal intervention is appropriate for the case file.				
3.	Determine if intervention is needed for any immediate life threat.				
4.	Determine if the referral process is consistent the program policies and procedures.				
5.	Summarize those findings for the group.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



JUVENILE FIRESETTER INTERVENTION SPECIALIST I NFPA 1035, 2010 EDITION

9.4 Education and Implementation

JPR #10
Revised 6/3/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 9.4.5 NFPA 1035, 2010 Edition		TASK: Implement educational, mental health, and legal interventions, educational materials, and referral resources, given the case file, so that the firesetter and his or her family complete the intervention(s).			
PERFORMANCE OUTCOME: The candidate shall be able to initiate educational intervention(s) with identified learning objectives, presentation skills and methods.					
Equipment required: Paper and pen					
CONDITIONS: Given 30 minutes, the case file, educational materials and referral resources, the candidate shall be able to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Choose an age appropriate educational intervention appropriate for the firesetter and his or her family.				
2.	Identify the learning objectives.				
3.	Identify presentation format and methods.				
4.	Identify any appropriate mental health interventions.				
5.	Identify appropriate legal intervention.				
6.	Share those choices with the group and defend them if necessary.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date



JUVENILE FIRESETTER INTERVENTION SPECIALIST I NFPA 1035, 2010 EDITION

9.4 Education and Implementation

JPR #11
Revised 6/3/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 9.4.6 NFPA 1035, 2010 Edition		TASK: Implement a referral process, given current interagency network list and program policies, so that the juvenile firesetter and his or her family can expediently gain access to needed services and priority needs are met in a timely fashion.			
PERFORMANCE OUTCOME: The candidate shall be able to contact other agencies, make referrals, and maintain confidentiality during the referral process.					
Equipment required: Paper and pen					
CONDITIONS: Given 30 minutes, current interagency network list as well as program policies and procedures, the candidate shall be able to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Identify potential community organizations for referrals.				
2.	Determine the appropriate referral process for the case file.				
3.	Document that referral while demonstrating a commitment to confidentiality.				
4.	Summarize the activity for the group.				

Proctor/Evaluator Comments: _____

 Proctor/Evaluator (Print & Sign)

 Date

 Candidate

 Date

 Re-Test Proctor/Evaluator (Print & Sign)

 Date

 Re-Test Candidate

 Date



JUVENILE FIRESETTER INTERVENTION SPECIALIST I NFPA 1035, 2010 EDITION

9.5 Evaluation

JPR #12
Revised 6/3/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 9.5.1 NFPA 1035, 2010 Edition		TASK: Collect and record feedback from the juvenile firesetter and his or her family at designated intervals so that the firesetter and his or her family have the opportunity to provide feedback.			
PERFORMANCE OUTCOME: The candidate shall be able to compile and organize data, and manage time.					
Equipment required: Paper and pen					
CONDITIONS: Given 30 minutes, a case file that includes completed intervention(s), referrals, approved forms and materials, the candidate shall be able to:					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Determine appropriate follow-up periods.				
2.	Evaluate appropriate follow-up data fields.				
3.	Summarize the feedback for the group.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign) **Date** **Candidate** **Date**

Re-Test Proctor/Evaluator (Print & Sign) **Date** **Re-Test Candidate** **Date**



JUVENILE FIRESETTER INTERVENTION SPECIALIST I

NFPA 1035, 2010 EDITION

9.5 Evaluation

JPR #13
Revised 6/3/2010

Candidate: _____

Date: _____

ID#: _____

STANDARD: 9.5.2 NFPA 1035, 2010 Edition		TASK: Measure changes in juvenile firesetter and family behavior, given completed feedback forms, so that the program results are documented.			
PERFORMANCE OUTCOME: The candidate shall be able to compile and organize data, and manage time.					
Equipment required: paper and pen					
CONDITIONS: Given 30 minutes, a case file and completed feedback forms, the candidate shall be able to:					
No.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Determine survey measures to measure behavioral change.				
2.	Determine if the survey measures can be entered into the database.				
3.	Discuss findings with the group.				

Proctor/Evaluator Comments: _____

Proctor/Evaluator (Print & Sign)

Date

Candidate

Date

Re-Test Proctor/Evaluator (Print & Sign)

Date

Re-Test Candidate

Date