AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Contractor Agreement; Kelly Pipkins-Burt, LPC; Coa

Action Requested: County Manager Signature

Parties to the Agreement: Gunnison County and Kelly Pipkins-Burt

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

coaching

Fiscal Impact:

Submitted by: Kari Commerford **Submitter's Email Address:** kcommerford@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, to include in 2021 budget. kw

Reviewed by: GUNCOUNTY1\kweak Discharge Date: 11/19/2020

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 11/13/20

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 11/13/2020 Certificate of Insurance Required Yes (●) No ( )

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 11/20/2020

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 11/24/2020

Revised April 2015

CONTRACTOR AGREEMENT

THIS CONTRACTOR AGREEMENT ("Agreement") made effective the ___ day of November, 2020, by and between the Board of County Commissioners of the County of Gunnison, Colorado, whose address is 200 East Virginia, Gunnison, CO 81230 (herein "Gunnison County") and Kelly Pipkins-Burt, LPC, Tier 2 HFW Coach, whose address is 52 Village Dr., Pagosa Springs, Colorado (herein "Contractor").

RECITALS

The Contractor desires to provide professional services regarding the coaching and implementation of High Fidelity Wraparound (HFW) (See "Coaching Agreement" attached as Attachment A) ("Services").

Gunnison County desires to engage Contractor to provide Services as identified in the Scope of Work attached hereto and incorporated herein by reference as Appendix "A ("Services").

Gunnison County desires to engage Contractor to provide Services according to this Agreement.

AGREEMENT

NOW THEREFORE, in consideration of the Recitals and the mutual covenants and obligations hereinafter set forth, the parties agree as follows:

1. SERVICES.

Contractor shall furnish all materials, labor, supervision, supplies and equipment to commence, diligently pursue, and complete the Services as more specifically set forth on Appendix "A". All Services shall be performed in a timely manner and in accordance with generally accepted standards for Contractor's profession and all applicable federal, state and local laws and regulations affecting the Services or the subject matter thereof. Contractor acknowledges that this is a non-exclusive Agreement, and Gunnison County may contract with additional or other providers able to furnish the same or similar services as it deems appropriate to do so.

2. TERM.

The term of this Agreement shall be effective as of October 1, 2020 and shall terminate on October 31, 2021, unless sooner terminated or replaced as provided herein.

3. STRATEGIC RESULT.

Execution of this Agreement will assist the County with its percentage of youth/families participating in FAST who do not involuntarily enter the Child Welfare or Juvenile Justice systems strategy, as outlined in the Gunnison County Strategic Plan.

4. COMPENSATION, BONUS AND EXPENSES.

In consideration and exchange for Contractor's performance of the Services, during the Term, Gunnison County shall pay Contractor fees as more specifically not to exceed Sixteen Thousand and No/100 U. S. Dollars ($_16,000_). Payment shall be made by Gunnison County to Contractor within 45 days of receipt of an invoice.

Time is billed at $100/hr in 15 minute increments for direct and indirect sessions plus expenses. This includes on and off site time. Coaching will be offered individually to the FSP and Facilitator one time per month and together once a month for an hour for a total of 3 direct contact hours per month. Mileage is charged at the current Federal rate. Expenses will have detailed receipts accompanied with the invoice. Any time over 7 hours, will be capped at $700 for that day. Invoices will be delivered at the end of each month.

The Compensation shall compensate Contractor for all charges, expenses, overhead, payroll costs, employee benefits, insurance subsistence, and profits, except as specifically set forth herein.

This Agreement is subject to Gunnison County making an annual budget appropriation in an amount sufficient to fund this Agreement. If Gunnison County fails or refuses to make such an appropriation, Gunnison County reserves the right to terminate this Agreement pursuant to paragraph 14 of this Agreement.)

5. INSURANCE.

Contractor agrees that at all times during the Term of this Agreement that Contractor shall carry and maintain, in full force and effect and at its sole cost and expense, the following insurance policies. Within thirty (30) days of the execution of this Agreement, Contractor will provide insurance certificates to Gunnison County, listing Gunnison County as an additional insured, for the coverage's required herein which shall state that such policies shall not be materially changed or cancelled without thirty (30) days prior notice to Gunnison County.

a. Worker's Compensation Insurance in accordance with Colorado and Federal law which adequately protects all labor employed by Contractor during the term of this Agreement.

b. Comprehensive General Liability Insurance or the equivalent for any injury to one person in any single occurrence, Three Hundred Eighty-Seven Thousand and No/100 U.S. Dollars ($387,000.00); and for an injury to two or more persons in any single occurrence, the sum of One Million Ninety-Three Thousand and No/100 U.S. Dollars ($1,093,000.00).

c. Comprehensive automobile liability insurance on all vehicles used in the Services, in an amount no less than Three Hundred Eighty-Seven Thousand and No/100 U.S. Dollars ($387,000.00) for any injury to one person in any single occurrence and in an amount no less than One Million Ninety-Three Thousand and No/100 U.S. Dollars ($1,093,000.00) for any injury to two or more persons in any single occurrence.

6. **<u>INDEPENDENT CONTRACTOR.</u>**

IN CARRYING OUT ITS OBLIGATIONS AND ACTIVITIES UNDER THIS AGREEMENT, CONTRACTOR IS ACTING AS AN INDEPENDENT CONTRACTOR AND NOT AS AN AGENT, PARTNER, JOINT VENTURE OR EMPLOYEE OF GUNNISON COUNTY. CONTRACTOR DOES NOT HAVE ANY AUTHORITY TO BIND GUNNISON COUNTY IN ANY MANNER WHATSOEVER.

CONTRACTOR ACKNOWLEDGES AND AGREES THAT CONTRACTOR IS NOT ENTITLED TO: (I) UNEMPLOYMENT INSURANCE BENEFITS; OR (II) WORKERS COMPENSATION COVERAGE, FROM GUNNISON COUNTY. FURTHER, CONTRACTOR IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONEYS PAID IT RELATED TO THE SERVICES.

7. <u>INDEMNIFICATION.</u>

Contractor agrees to indemnify, defend and hold harmless Gunnison County, its Commissioners, agents and employees of and from any and all liability, claims, liens, demands, actions and causes of action whatsoever (including reasonable attorney's and expert's fees and costs) arising out of or related to any loss, cost, damage or injury, including death, of any person or damage to property of any kind caused by the misconduct or negligent acts, errors or omissions of Contractor or its employees, subcontractors or agents in connection with this Agreement.

This provision shall survive any termination or expiration of this Agreement with respect to any liability, injury or damage occurring prior to such termination.

8. <u>DISCRIMINATION.</u>

The Contractor agrees not to discriminate against any person or class of persons by reason of age, race, color, sex, creed, religion, disability, national origin, sexual orientation or political affiliation in providing any services or in the use of any facilities provided for the public in any manner prohibited by Part 21 of the Regulations of the Office of the Secretary of Transportation. Contractor shall further comply with the letter and spirit of the Colorado Anti-Discrimination Act of 1957, as amended, and any other laws and regulations respecting discrimination in unfair employment practices. Additionally, Contractor shall comply with such enforcement procedures as any governmental authority might demand that Gunnison County take for the purpose of complying with any such laws and regulations.

9. <u>IMMIGRATION COMPLIANCE CERTIFICATION.</u>

   a. Contractor certifies that Contractor does not and will not knowingly contract with or employ illegal aliens to work under this Agreement.

b. Contractor certifies that Contractor has required its subcontractors to certify that they do not knowingly contract with or employ illegal aliens to work under this Agreement.

c. Contractor certifies that it does not now knowing employ or contract with an unauthorized immigrant who will perform work under this Agreement, and that Contractor will participate in either (i) the "E-Verify Program", jointly administered by the United States Department of Homeland Security and the Social Security Administration, or (ii) the "Department Program" administered by the Colorado Department of Labor and Employment in order to confirm the employment eligibility of all Contractor's employees who are hired to perform work under this Agreement.

d. Contractor agrees to comply with all reasonable requests made in the course of an investigation under C.R.S. 8-17.5-102 by the Colorado Department of Labor and Employment.

e. Contractor agrees to comply with the provisions of C.R.S. 8-17.5-101 et seq.

10. ADA COMPLIANCE.

The Contractor assures Gunnison County that at all times during the performance of this Agreement no qualified individual with a disability shall, by reason of such disability, be exclude from participation in, or denied benefits of the service, programs, or activities performed by the Contractor, or be subjected to any discrimination by the Contractor upon which assurance Gunnison County relies.

11. MISCELLANEOUS.

a. SEVERABILITY. If any clause or provision of this Agreement shall be held to be invalid in whole or in part, then the remaining clauses and provisions, or portions thereof, shall nevertheless be and remain in full force and effect.

b. AMENDMENT. No amendment, alteration, modification of or addition to this Agreement shall be valid or binding unless expressed in writing and signed by the parties to be bound thereby.

c. NO WAIVER OF GOVERNMENTAL IMMUNITY. Nothing in this Agreement is, or shall be construed to be, a waiver, in whole or part, by Gunnison County of governmental immunity provided by the Colorado Governmental Immunity Act or otherwise.

12. DELEGATION AND ASSIGNMENT.

This is a personal services contract with Contractor and, therefore, Contractor shall not delegate or assign its duties under this Agreement without the prior written consent of Gunnison County which consent Gunnison County may withhold in its discretion. Subject to the

foregoing, the terms, covenants and conditions of this Agreement shall be binding on the successors and assigns of either party.

13. TERMINATION.

Either party shall have the right to terminate this Agreement at any time, with or without cause, upon thirty (30) days prior written notice to the other. Upon termination, Contractor shall be entitled to compensation for Services performed prior to the date of termination, per the compensation terms outlined in Exhibit A.

14. NOTICES.

Any notice, demand or communication which either party may desire or be required to give to the other party shall be in writing and shall be deemed sufficiently given or rendered if delivered personally or sent by certified first class US mail, postage prepaid, addressed as follows:

Gunnison County:	County Manager Gunnison County 200 E. Virginia Ave. Gunnison, Colorado 81230 Phone: 970-641-0248
With a copy to:	Juvenile Services of the County of Gunnison, Colorado 200 E. Virginia Ave. Gunnison, Colorado 81230
Contractor:	Kelly Pipkins-Burt 52 Village Dr. Pagosa Springs, CO 81147-8368

Either party has the right to designate in writing, served as provided above, a different address to which any notice, demand or communication is to be mailed.

15. GOVERNING LAW.

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Colorado. Exclusive jurisdiction and venue for any legal proceedings related to this Agreement shall be in the State of Colorado District Court, Gunnison County, Colorado.

16. COUNTERPARTS: FACSIMILE TRANSMISSION.

This Agreement may be executed by facsimile and/or in any number of counterparts, any or all of which may contain the signatures of less than all the parties, and all of which shall be construed together as but a single instrument and shall be binding on the parties as though

originally executed on one originally executed document. All facsimile counterparts shall be promptly followed with delivery of original executed counterparts.

17. ENTIRE AGREEMENT.

This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and supersedes any and all prior agreements, proposals, negotiations and representations pertaining to the obligations to be performed hereunder.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date above written.

BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF GUNNISON, COLORADO

By: _____
Jonathan Houck, Chairperson

ATTEST:

_____
Deputy Clerk

CONTRACTOR

By: _____

APPENDIX "A"

SCOPE OF SERVICES

Coaching Agreement
Provided by Kelly Pipkins-Burt, LPC, Tier 2 HFW Coach. Permission is granted to adapt this agreement for various coaching situations.
Facilitator and FSP Agency (where coaching is taking place): Gunnison County Juvenile Services
Facilitator: Dawn Seitz
FSP: Mary Gomez
County: Gunnison
Supervisor: Clayton Curtis

Statement of Purpose

Kelly Pipkins-Burt (KPB) will support the Facilitator and FSP in achieving their skill sets with fidelity and performance standards. Achieving and maintaining quality involves an understanding that change is a learning process by which beliefs, views, skills and capabilities evolve and a *"Growth Mindset"* (Carol Dweck) is necessary for our strength and needs-based approach utilizing data-based coaching.

The purpose of coaching is to implement High Fidelity Wraparound (HFW) through the systematic use of the Coaching Circuit to teach and demonstrate the skills for the model. Kelly Pipkins-Burt will not play an administrative role for the agency; however, information regarding the coaching process will be shared with the supervisor/administration if needed or asked for.

Statement of Commitment

The Facilitator and FSP and Kelly Pipkins-Burt agree to work together. We will commit ourselves to the principles, phases and activities of HFW in working with children, youth, families, system partners, providers and other key stakeholders in our communities.

To the best of our ability we will:

- Ensure that all staff are treated with respect
- Ensure that there is good ongoing communication between the Facilitator and FSP and KPB
- Should conflict arise between any of the parties receiving coaching, first bring the issue to parties immediately involved prior to involving others to giving the opportunity to clarify communications and concerns. If initial conversation is unable to resolve the situation:
    - The Tier 2 coach will ask that the credentialed candidate's supervisor be included into conversations to mediate concerns and offer additional insight that may be helpful in resolving the situation.
    - Tier 2 coach reserves the right to staff the situation with other Tier 2 coaches and brainstorm ways to resolve the conflict.
- Respect and support all youth and families
- Respect individual and cultural and linguistic differences

- Acknowledge how personal values, opinions, and biases can affect professional judgment
- Be open to new ideas and be willing to learn from the suggestions of others
- Continue to learn, grow and contribute to the HFW Process
- Submit for review documents and videos in a timely fashion; KPB will review submitted work in a timely fashion (within 10 working days of the activity being submitted)
- Once the submitted documents and videos have been reviewed and scored by KPB, they will be discussed with the Facilitator/FSP at their next scheduled individual coaching session
- Respect youth and family voice and choice by utilizing a release for any families that are video/audio taped. Documents will be sent without specific client information (initials or first names only)

We have read, discussed and understand the above 10 statements of the Statement of Commitment. Initialed _____ _____ _____

Time Frame

This Coaching Agreement will be in effect from October 2020 to October 2021.

Initialed _____ _____ _____

Cost

Time is billed at $100/hr in 15 minute increments for direct and indirect sessions plus expenses. This includes on and off site time. Coaching will be offered individually to the FSP and Facilitator one time per month and together once a month for an hour for a total of 3 direct contact hours per month. Mileage is charged at the current Federal rate. Expenses will have detailed receipts accompanied with the invoice. Any time over 7 hours, will be capped at $700 for that day. Invoices will be delivered at the end of each month.

Coaching Responsibilities

- KPB will meet with Facilitator and FSP to develop a Professional Development Plan related to the coaching process, credentialing requirements, discovery and the establishment of a learning community within the coached agency HFW staff. The concept of fidelity is discussed as the ultimate sustainable goal for credentialing
- Determine how information about the coaching process will be communicated to the coached agency's supervisor/administrator
- Review the purpose for coaching (i.e., fidelity implementation of HFW)
- Describe how coach training, individualized and group coaching and coach credentialing will take place
- Determine the responsibilities of both KPB as the Credentialing Coach and the Facilitator and FSP in relationship to coaching agency HFW staff
- Establish an agreed upon schedule for coaching and other related responsibilities, considering both frequency and duration of these activities; identify a timeline and/or dates to be completed

- Establish a communication plan regarding how coaching activities will occur outside of scheduled coaching sessions
- Discuss the use of the video/audio-tape release; * *Videotaping is an important aspect of establishing inter-rater reliability. Videotapes will be used for staff to demonstrate skill sets while working with a family and or youth. Videotapes will remain confidential and will not be shared outside of this agreement. They are for credentialing purposes only.*
- Describe how the files will be kept for staff being credentialed in the agency
  - The signed Coaching Agreement and Professional Development Plan(s) will be kept on file with KPB and the Facilitator and FSP
  - If professional concerns emerge as a result of regular coaching and monthly PDPs (goals not being met), KPB will report these concerns to the supervisor as soon as a pattern of concerns emerge

We have read, discussed, and understand the above 11 statements of the Coaching Responsibilities. Initialed: _____ _____ _____

Facilitator and FSP Responsibilities

- Facilitator and FSP will meet with Kelly Pipkins-Burt, Tier 2 Credentialing Coach, to develop a Professional Development Plan related to the coaching process, credentialing requirements, discovery and the establishment of a learning community within the agency HFW staff; the concept of fidelity is discussed as the ultimate sustainable goal for the credentialing process
- Determine how information regarding coaching of HFW workforce will be communicated with various parties (Supervisors/Administrator, Community Team, and County/State Monitor etc.); any issues or concerns arising in coaching will be discussed with KPB first, giving me the opportunity to clarify or correct the matter of concern
- In the case of a traumatic event or critical incident, it is the responsibility of the Facilitator and FSP to discuss the incident with the supervisor of the program and to follow the agency policies that govern such situations; coaching for the purpose of Credentialing is not considered agency supervision and does not take the place of the requirements for reporting above
- Understand the purpose for coaching (i.e., fidelity implementation of HFW) and help prepare HFW staff to understand this role
- Understand how agency coaching (individualized & group) and staff credentialing will take place
- Determine the responsibilities of both the Facilitator and FSP and the agency HFW staff with a monthly PDP for all HFW staff; establish an agreed upon schedule for coaching and other related responsibilities, considering both frequency and duration of these activities; identify a timeline and/or dates to be completed with credentialing activities (in compliance with state guidelines); share monthly PDP with supervisor
- Establish a communication plan regarding how coaching activities will occur outside of scheduled coaching sessions between Facilitator and FSP and KPB

and include this in the Coaching Agreement; Facilitator and FSP will be responsible for follow through on these agreed upon activities

- Discuss the use of the video/audio-tape release with HFW staff and supervisor
- Understand the requirements of the files that are kept for staff credentialing in the agency and comply with these requirements
- Once you are a credentialed facilitator and/or FSP you are required to adhere to the practice of High Fidelity Wraparound and Colorado state guidelines

We have read, discussed and understand the above 10 statements of the Facilitator and FSP Responsibilities. Initialed _____ _____ _____

Limitations

Participation in the Colorado Cross-Systems Training Institute HFW coaching and credentialing system does not guarantee that Facilitator and FSPs and HFW staff will achieve their credential within the time frame suggested. The responsibility for attaining the credential relies on the individual staff's commitment to undertaking and completing the monthly goals on the PDPs, thus accomplishing the credentialing requirements.

Discontinuation of Agreement

This agreement can be discontinued by mutual consent of all signatories. I have read and consent to participate in the coaching process described above.

_____/_____ Date: _____

Facilitator and FSP

_____ Date: _____

Credentialing Coach

_____ Date: _____

Agency Supervisor

Coaching Agreement

Provided by Kelly Pipkins-Burt, LPC, Tier 2 HFW Coach. Permission is granted to adapt this agreement for various coaching situations.

Facilitator and FSP Agency (where coaching is taking place): Gunnison County Juvenile Services

Facilitator: Dawn Seitz

FSP: Mary Gomez

County: Gunnison

Supervisor: Clayton Curtis

Statement of Purpose

Kelly Pipkins-Burt (KPB) will support the Facilitator and FSP in achieving their skill sets with fidelity and performance standards. Achieving and maintaining quality involves an understanding that change is a learning process by which beliefs, views, skills and capabilities evolve and a *"Growth Mindset"* (Carol Dweck) is necessary for our strength and needs-based approach utilizing data-based coaching.

The purpose of coaching is to implement High Fidelity Wraparound (HFW) through the systematic use of the Coaching Circuit to teach and demonstrate the skills for the model. Kelly Pipkins-Burt will not play an administrative role for the agency; however, information regarding the coaching process will be shared with the supervisor/administration if needed or asked for.

Statement of Commitment

The Facilitator and FSP and Kelly Pipkins-Burt agree to work together. We will commit ourselves to the principles, phases and activities of HFW in working with children, youth, families, system partners, providers and other key stakeholders in our communities.

To the best of our ability we will:

- Ensure that all staff are treated with respect
- Ensure that there is good ongoing communication between the Facilitator and FSP and KPB
- Should conflict arise between any of the parties receiving coaching, first bring the issue to parties immediately involved prior to involving others

to giving the opportunity to clarify communications and concerns. If initial conversation is unable to resolve the situation:

- The Tier 2 coach will ask that the credentialed candidate's supervisor be included into conversations to mediate concerns and offer additional insight that may be helpful in resolving the situation.
- Tier 2 coach reserves the right to staff the situation with other Tier 2 coaches and brainstorm ways to resolve the conflict.

- Respect and support all youth and families
- Respect individual and cultural and linguistic differences
- Acknowledge how personal values, opinions, and biases can affect professional judgment
- Be open to new ideas and be willing to learn from the suggestions of others
- Continue to learn, grow and contribute to the HFW Process
- Submit for review documents and videos in a timely fashion; KPB will review submitted work in a timely fashion (within 10 working days of the activity being submitted)
- Once the submitted documents and videos have been reviewed and scored by KPB, they will be discussed with the Facilitator/FSP at their next scheduled individual coaching session
- Respect youth and family voice and choice by utilizing a release for any families that are video/audio taped. Documents will be sent without specific client information (initials or first names only)

We have read, discussed and understand the above 10 statements of the Statement of Commitment. Initialed _____ _____ _____

Time Frame

This Coaching Agreement will be in effect from October 2020 to October 2021.

Initialed _____ _____ _____

Cost

Time is billed at $100/hr in 15 minute increments for direct and indirect sessions plus expenses. This includes on and off site time. Coaching will be offered individually to the FSP and Facilitator one time per month and together once a month for an hour for a total of 3 direct contact hours per month. Mileage is charged at the current Federal rate. Expenses will have detailed receipts accompanied with the invoice. Any time over 7 hours, will be capped at $700 for that day. Invoices will be delivered at the end of each month.

Coaching Responsibilities

- KPB will meet with Facilitator and FSP to develop a Professional Development Plan related to the coaching process, credentialing requirements, discovery and the establishment of a learning community within the coached agency HFW staff. The concept of fidelity is discussed as the ultimate sustainable goal for credentialing
- Determine how information about the coaching process will be communicated to the coached agency's supervisor/administrator
- Review the purpose for coaching (i.e., fidelity implementation of HFW)
- Describe how coach training, individualized and group coaching and coach credentialing will take place
- Determine the responsibilities of both KPB as the Credentialing Coach and the Facilitator and FSP in relationship to coaching agency HFW staff
- Establish an agreed upon schedule for coaching and other related responsibilities, considering both frequency and duration of these activities; identify a timeline and/or dates to be completed
- Establish a communication plan regarding how coaching activities will occur outside of scheduled coaching sessions
- Discuss the use of the video/audio-tape release; * *Videotaping is an important aspect of establishing inter-rater reliability. Videotapes will be used for staff to demonstrate skill sets while working with a family and or youth. Videotapes will remain confidential and will not be shared outside of this agreement. They are for credentialing purposes only.*
- Describe how the files will be kept for staff being credentialed in the agency
- The signed Coaching Agreement and Professional Development Plan(s) will be kept on file with KPB and the Facilitator and FSP

- If professional concerns emerge as a result of regular coaching and monthly PDPs (goals not being met), KPB will report these concerns to the supervisor as soon as a pattern of concerns emerge

We have read, discussed, and understand the above 11 statements of the Coaching Responsibilities. Initialed: _____ _____ _____

Facilitator and FSP Responsibilities

- Facilitator and FSP will meet with Kelly Pipkins-Burt, Tier 2 Credentialing Coach, to develop a Professional Development Plan related to the coaching process, credentialing requirements, discovery and the establishment of a learning community within the agency HFW staff; the concept of fidelity is discussed as the ultimate sustainable goal for the credentialing process
- Determine how information regarding coaching of HFW workforce will be communicated with various parties (Supervisors/Administrator, Community Team, and County/State Monitor etc.); any issues or concerns arising in coaching will be discussed with KPB first, giving me the opportunity to clarify or correct the matter of concern
- In the case of a traumatic event or critical incident, it is the responsibility of the Facilitator and FSP to discuss the incident with the supervisor of the program and to follow the agency policies that govern such situations; coaching for the purpose of Credentialing is not considered agency supervision and does not take the place of the requirements for reporting above
- Understand the purpose for coaching (i.e., fidelity implementation of HFW) and help prepare HFW staff to understand this role
- Understand how agency coaching (individualized & group) and staff credentialing will take place
- Determine the responsibilities of both the Facilitator and FSP and the agency HFW staff with a monthly PDP for all HFW staff; establish an agreed upon schedule for coaching and other related responsibilities, considering both frequency and duration of these activities; identify a timeline and/or dates to be completed with credentialing activities (in compliance with state guidelines); share monthly PDP with supervisor
- Establish a communication plan regarding how coaching activities will occur outside of scheduled coaching sessions between Facilitator and FSP and KPB and include this in the Coaching Agreement; Facilitator and

FSP will be responsible for follow through on these agreed upon activities

- Discuss the use of the video/audio-tape release with HFW staff and supervisor
- Understand the requirements of the files that are kept for staff credentialing in the agency and comply with these requirements
- Once you are a credentialed facilitator and/or FSP you are required to adhere to the practice of High Fidelity Wraparound and Colorado state guidelines

We have read, discussed and understand the above 10 statements of the Facilitator and FSP Responsibilities. Initialed _____ _____ _____

Limitations

Participation in the Colorado Cross-Systems Training Institute HFW coaching and credentialing system does not guarantee that Facilitator and FSPs and HFW staff will achieve their credential within the time frame suggested. The responsibility for attaining the credential relies on the individual staff's commitment to undertaking and completing the monthly goals on the PDPs, thus accomplishing the credentialing requirements.

Discontinuation of Agreement

This agreement can be discontinued by mutual consent of all signatories. I have read and consent to participate in the coaching process described above.

_____/_____ Date: _____

Facilitator and FSP

_____ Date: _____

Credentialing Coach

_____ Date: _____

Agency Supervisor