



**Virginia Wraparound
Implementation Center**

Policy Manual



Welcome to VWIC

The Virginia Wraparound Implementation Center is the sole provider of High Fidelity Wraparound training, coaching, and technical assistance for the Commonwealth of Virginia.

The Virginia Wraparound Center of Excellence (COE) began in 2013 because of a Substance Abuse and Mental Health Administration (SAMHSA) federal grant award. The Virginia Wraparound COE opened as a partnership between the Office of Children's Services (OCS) and the Virginia Department of Behavioral Health and Developmental Services (DBHDS). OCS continues to support Virginia's implementation of High Fidelity Wraparound through training and implementation resources, as well as promoting wraparound with state and local partners, including local Children's Services Act (CSA) programs.

VWIC was established in 2019 to carry on the work of the Virginia COE. VWIC was developed from funds from a SAMHSA federal grant award and is currently operated by Shineforth Child and Family Services. VWIC is currently funded through a partnership with DBHDS.

In 2023, High Fidelity Wraparound was added to Virginia Department of Social Services' Family First plan for evidence-based services. As a result, VWIC is also funded by VDSS through a partnership with DBHDS.

VWIC is comprised of a Senior Project Manager, full-time Trainer, Contract Trainers, and a Project Coordinator. VWIC's Advisory Board is comprised of youth supports, family supports, and community stakeholders. The Advisory Board assists in ensuring youth and family voice in the design and implementation of all VWIC activities.

All communications to HFW workforce members and interested parties are sent through the ICC Listserv. This includes training announcements, coaching opportunities, and HFW resources. The VWIC Project Coordinator can support interested parties in signing up for the ICC Listserv.

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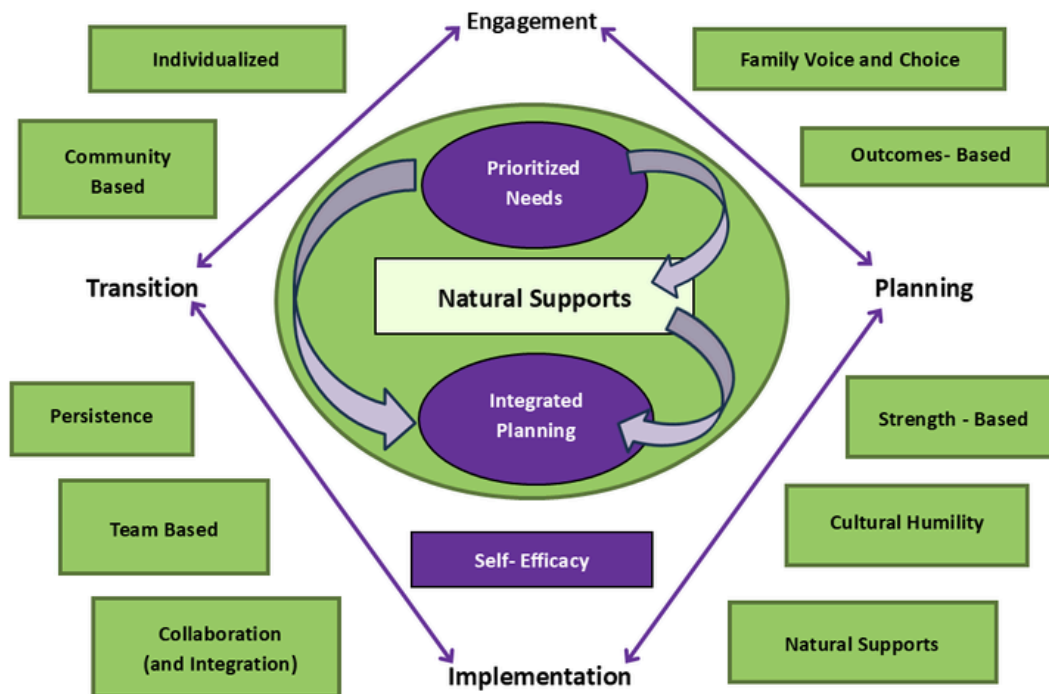
High Fidelity Wraparound

Welcome to High Fidelity Wraparound

High Fidelity Wraparound (HFW) is a team-based, collaborative process for developing and implementing individualized care plans for children with mental health challenges and their families. The goals of HFW are to meet the stated needs (not necessarily services) prioritized by the youth and family, improve their ability and confidence to manage their own services and supports, develop or strengthen their natural support system over time, and integrate the work of all child-serving systems and natural supports into one streamlined plan.

The HFW process is how we implement the system of care at the child and family level. It is based on common personal, community, and system values. It is a process that provides integration of services and supports around the child, youth, and family. The HFW process is a way to improve the lives of youth with complex needs and their families. The process is used by communities to support children with complex needs and their families by developing individualized plans of care. The key characteristics of the process are that the plan addresses family needs, youth strengths, is developed by a family centered team, is individualized based on the strengths and culture of the child and their family and is needs-driven rather than services-driven.

There is now strong evidence that, when HFW is done well (i.e., with “fidelity”), young people with complex needs are more likely to be able to stay in their homes and communities, or, should a crisis occur, to be in out-of-home placements only for short periods of time.



High Fidelity Wraparound in VA

In Virginia, High Fidelity Wraparound is the model, and Intensive Care Coordination is the service. In best practice to the HFW model, the youth and family are supported by a team of HFW workforce members:

- Intensive Care Coordinator
- Family Support Partner
- Youth Support Partner
- HFW Credentialed Coach (*see FAQ note on HFW coach credentialing*)

The team ensures that the process is driven by the youth and family voice, that it works effectively, and that care is coordinated among providers, natural supports, and systems. The HFW workforce also works with youth and family members from the beginning, so that the coordination and direction of care is transitioned to them as they build their self-efficacy and can facilitate their own team process. This process has proven to be very effective in engaging youth and families. High Fidelity Wraparound empowers them to be in control of a process that gets them the services and supports that they need, without the use of excessively restrictive or intrusive services when community-based alternatives and natural supports can result in better and longer lasting outcomes.

HFW Certification in VA

In Virginia, HFW certification is a three-component process:

1. Training
2. Fidelity and outcomes monitoring
3. Coaching

All trained HFW teams and individual practitioners must participate in all three components to be actively certified in HFW and able to provide Intensive Care Coordination services in VA.

VWIC High Fidelity Wraparound Training and Coaching Process

VWIC Coaches ---> Agency Coaches ---> Workforce Group (Agency or Regional)

***All teams should be doing monthly group coaching, weekly supervision**

High Fidelity Wraparound in VA

Level 1 Trained HFW Workforce Members		
Year	Experience	Requirements
1	Peer Recovery Specialist Training	*For youth and family support partners only, Peer Recovery Specialist Training is required prior to HFW training
1	Initial training	24 hours (in-person) + 6 hours additional training for supervisors (virtual)
1	Coaching	Monthly coaching group led by VWIC or HFW Coach (agency or regional) - minimum 2 per quarter to allow for scheduling conflicts
1	Fidelity data submission	Data submitted regularly using CEP-Va process
Level 2 Approved HFW Workforce Members		
Year	Experience	Requirements
2	Refresher Training	3 hours tailored (in-person) – will be counted as one of the coaching groups for that quarter
2	Coaching	Monthly coaching group led by VWIC or HFW Coach (agency or regional) - minimum 2 per quarter to allow for scheduling conflicts
2	Fidelity data submission	Data submitted regularly using CEP-Va process
3+	All	Repeat year 2 requirements yearly thereafter

High Fidelity Wraparound in VA

Level 3 Approved HFW Coaches		
Year	Experience	Requirements
1	Peer Recovery Specialist Training	*For youth and family support partners only, 60 hours of Peer Recovery Specialist Training is required prior to HFW training
1	Initial training	24 hours (in-person) + 6 hours additional HFW coach training (virtual)
1	Coaching	Monthly coaching group led by VWIC or HFW Coach (agency or regional) - minimum 2 per quarter to allow for scheduling conflicts Work with at least 2 families in HFW
1	Fidelity data submission	Team data submitted regularly using CEP-VA process
2	Refresher Training	3 hours tailored (in-person)
2	Coaching	Monthly coaching group led by VWIC - minimum 2 groups per quarter to allow for scheduling conflicts; for missed group sessions, individual VWIC coaching call Host monthly coaching groups (agency or regional) - must report attendance to VWIC 1 VWIC coach observation (virtual or in-person)
2	Fidelity data submission	Data submitted regularly using CEP-VA process and meets fidelity benchmarks
3+	All	Repeat year 2 requirements yearly thereafter (with optional VWIC coach observation)

High Fidelity Wraparound in VA

VWIC Monthly coaching groups will be open to all workforce members. They will be based on region, and workforce members can go to another session if they miss theirs for the month.

In addition to these individual requirements, team data will also be monitored, and extra support will be given to teams who are not meeting benchmarks.

Why become a coach?

- Professional development
- Marketing – you can say that your agency is so good that they have their own coach!
- Offers opportunities to coach just within your team and not have to go to VWIC groups
- Best practice for any evidence-based practice is to have a coach within your own team
- Higher quality of services for youth and families

Is there a difference for part-time vs. full-time staff? Staff who split their time with other job responsibilities?

- No. The requirements are the same for any workforce member practicing HFW.

What is the plan for people who get out of compliance?

- In order to remain listed as a HFW team on the [EBP Finder](#), Virginia's definitive list of evidence-based providers for children and families, teams must comply with the VWIC requirements
- If a workforce member misses annual refresher training, they will have to come to the next available initial HFW training to get back into compliance
- If a workforce member misses more than 4 monthly coaching sessions in a year, they will have to come to the next available initial HFW training to get back into compliance

When does this start?

- The new format of combined HFW initial training will begin in January 2026
- Coaching groups will be available to all HFW workforce members and coaches starting in January 2026. Compliance with monthly coaching groups will become mandatory starting July 2026

What about workforce members/teams who have already been practicing?

- Workforce members who have been trained and practicing (have served/are serving at least one family) are considered "Level 2 – Approved" as of January 1, 2026.
- All workforce members are expected to meet the new coaching requirements to maintain their "Level 2 – Approved" status.

How to get started

Is your agency interested in starting a HFW service (ICC) for the first time? Is your agency already providing HFW services and you need to train a new team member? The Center for Evidence-Based Partnerships will support your agency in ensuring readiness and funding for HFW training and support through VWIC. Click here to contact CEP-VA: <https://www.cep-va.org/training>

Staff qualifications

The service of Intensive Care Coordination (ICC) is guided by State Executive Council policy. This policy defines the training and staff requirements to provide the service. All ICC programs must have at least 2 employees: a qualified supervisor and a qualified direct staff to deliver ICC.

See Appendix A for SEC Policy on ICC

As a HFW best practice, VWIC also recommends that ICC services are offered in conjunction with Family Support Partners (FSPs) and/or Youth Support Partners (YSPs). Family and Youth Support Partner services are discrete from the Intensive Care Coordination service; however, all three workforce members are trained in HFW and utilize the model as a team.

The SEC policy for ICC does not include guidelines for Support Partner Services. VWIC requires lived experience in order to train FSPs and YSPs in HFW. FSPs must have experience as a parent/caregiver of a youth with complex emotional or behavioral health needs. YSPs are young adults and must have experience as a youth with complex emotional or behavioral health needs. Educational background and other requirements are up to each individual agency. FSPs and YSPs trained in HFW are expected to function as a partner service to ICC. Those Support Partners who are providing stand-alone peer support services are not required to take HFW training.

VWIC staff are available to provide technical assistance to agencies wishing to start new ICC teams or agencies needing support in hiring and retaining new HFW staff. Some examples of support include consultations on job descriptions, interview questions, and hiring tips.

Training

VWIC is the sole provider of High Fidelity Wraparound training for the Commonwealth of Virginia. All HFW workforce members are required to participate in initial and ongoing HFW training. Workforce members include: Intensive Care Coordinators, Family Support Partners, Youth Support Partners, and Supervisors.

As of 2025, all agencies wishing to send staff through HFW training must apply through the Center for Evidence Based Partnerships: <https://www.cep-va.org/training> This requirement is both for agencies wishing to start new ICC teams, as well as for those wishing to restart a previously trained team. Existing teams may send new team members through VWIC for initial training. CEP-VA will assist agencies in registering for training and support teams in implementing and sustaining HFW in their community.

- **ICCs** are required to take Initial HFW Training in year 1 and annual HFW Refresher Training every year thereafter.
- **FSPs and YSPs** are required to take Peer Recovery Specialist training as a pre-requisite to HFW training. Available PRS trainings can be found here: <https://www.vaprs.org/become-a-peer/availablePRStrainings/>

FSPs and YSPs must provide the PRS training certification upon HFW registration. Full PRS certification is not required. FSPs and YSPs are then required to take Initial HFW Training in year 1 and annual HFW Refresher Training every year thereafter.

- **Supervisors** are required to take Initial HFW Training. Next, Supervisors are required to take Initial HFW Supervisor Training. Finally, Supervisors are required to take the annual HFW Refresher Training every year thereafter.

Any workforce member who misses their annual HFW Refresher Training will be required to re-take Initial HFW Training to remain in training compliance

Initial HFW Training

Who is it for?

New Intensive Care Coordinators, Family Support Partners, Youth Support Partners, and Supervisors of HFW Workforce

Existing Intensive Care Coordinators, Family Support Partners, Youth Support Partners, and Supervisors of Intensive Care Coordinators who missed an annual HFW Refresher Training

What is it?

Initial HFW Training is a foundational course that walks participants through the four phases of HFW, describing the required skills and activities for each phase. The training is delivered by certified HFW trainers. The training includes a mix of teaching, modeling, and behavior rehearsal. In addition to the instructor-led classes, training includes completing pre-work. All course materials are made available to participants through the VWIC learning portal. Training materials will be made available to all participants.

When is it?

Initial HFW Training is offered on a quarterly basis.

Attendance Expectations and Makeup Policy

Initial HFW Training is held in 3 full-day, in-person sessions. Participants must attend all 3 sessions in their entirety and complete pre-work.

Due to the interactive nature of training, VWIC does not offer recordings or alternative make-up assignments for missed training days. If a participant misses more than 1 hour of any training day, they must complete the full session in its' entirety the next time it is offered before receiving their certificate of completion.

New HFW Workforce may provide the service before their initial training if they have an approved HFW Supervisor. As a reminder, HFW approval includes being up to date on HFW training, participation in fidelity and outcomes monitoring, and engaging in ongoing HFW coaching. New workforce members that do not have an approved HFW Supervisor must wait to begin practice until they and their supervisor attend Initial HFW Training.

Initial Supervisor Training

Who is it for?

New Supervisors of Intensive Care Coordinators, Family Support Partners, and/or Youth Support Partners

What is it?

Initial HFW Supervisor Training builds on the foundations of Initial HFW Training to offer HFW coaching tools and concepts. Initial HFW Facilitator or Support Partner Training is a pre-requisite for taking HFW Supervisor Training. The training is delivered by certified HFW trainers with experience supervising HFW teams. The training includes a mix of teaching, modeling, and behavior rehearsal. All course materials are made available to participants through the VWIC learning portal.

When is it?

Initial HFW Supervisor Training is offered at least 1 time per year. All new HFW Supervisors must attend within 1 year of their Initial HFW Facilitator or Support Partner Training.

Attendance Expectations and Makeup Policy

Initial HFW Supervisor Training is held virtually via Zoom. The training is 2 sessions total. Each session lasts 3 hours. Participants must have their cameras on for each session and be in a distraction-free environment. Participants must attend both sessions in their entirety and complete pre-work and homework.

Due to the interactive nature of training, VWIC does not offer recordings or alternative make-up assignments for missed training sessions. If a participant misses more than 1 hour of the two sessions, they must complete that full training in its' entirety the next time it is offered before receiving their certificate of completion.

New Supervisors may provide HFW Supervision before their Initial HFW Supervisor Training. Failure to complete the HFW Supervisor Training within 1 year of the Initial HFW Facilitator or Support Partner Training can result in the team being removed from the CEP-VA EBP Finder.

Annual Refresher Training

Who is it for?

All existing Intensive Care Coordinators, Family Support Partners, Youth Support Partners, and Supervisors, except for those who attend Initial HFW Facilitator or Support Partner Training in the same calendar year.

What is it?

Annual HFW Refresher Training builds on the foundations of Initial HFW Training to remind of key HFW skills and prevent model drift. The content of Annual HFW Refresher Training changes yearly. It is based on feedback and data from HFW workforce. Initial HFW Facilitator or Support Partner Training is a pre-requisite for annual HFW Refresher Training. The training is delivered by certified HFW trainers. The training includes a mix of teaching, modeling, and behavior rehearsal. All course materials are made available to participants through the VWIC learning portal.

When is it?

Annual HFW Refresher Training is offered once a year, with multiple sessions to choose from.

Attendance Expectations and Makeup Policy

Annual HFW Refresher Training is held in person. The training is 1 session, 3 hours long. Participants must arrive on time and stay for the whole session.

Due to the interactive nature of training, VWIC does not offer recordings or alternative make-up assignments for missed training sessions. Failure to complete the Annual HFW Refresher Training can result in the team being removed from the CEP-VA EBP Finder.

If a participant misses more than 30 minutes of the training session, they must complete another full training session in its' entirety the next time it is offered before receiving their certificate of completion. In some rare cases, an emergency may happen, and another Annual HFW Refresher Training session is not available. If that occurs, that registered workforce member and their supervisor shall email vwic@shineforth.org prior to the start of training to let us know there's an absence. If the notification is made and a reasonable excuse is provided, VWIC will create an alternative plan with the workforce member to maintain training compliance.

Reasonable excuses*:

- Out on FMLA during all available dates
- COVID or another contagious illness for self or household member on the date of your registered training AND it's not possible to come to an alternate date
- Mental health or medical emergency for self or household member on the date of your registered training AND it's not possible to come to an alternate date
- Work emergency – for example youth or family is in crisis – on the date of your registered training AND it's not possible to come to an alternate date
- Jury duty

*VWIC does not require any HFW Workforce Member to divulge private or HIPAA-protected information. Please simply state that you have an emergency and cannot attend the training as planned.

Unreasonable excuses:

- Forgot
- "I didn't see the email"
- Court, FAPT, other planned work conflict
- On vacation or personal appointment during the dates closest to me

Coaching

In any evidence-based model, we know that coming to training is not enough to master the skills. Ongoing practice and feedback is required. The goal of coaching involves understanding that change is a learning process by which beliefs, views, skills, and capabilities evolve. Our definition of coaching focuses on the relation between coaching practices and fidelity to the model, as well out the processes that are used to improved outcomes for youth and families. Coaching is the hands-on process of teaching our workforce to:

- Model the HFW process to fidelity
- Practice the process
- Provide ongoing feedback and support to youth, families, and teams while implementing the process

Coaching at VWIC

Participation in HFW coaching groups is mandatory. All workforce must participate in at least two monthly coaching groups per quarter. Failure to participate will result in having to retake Initial HFW Training.

Teams have two options for engagement:

1. Regional Coaching Groups – VWIC hosts monthly regional coaching sessions open to all workforce members. If your assigned regional time is not convenient, you are welcome to join any other group.
2. Agency-Based Coaching – Agencies that prefer to continue internal coaching may send a designated coach to VWIC’s monthly HFW Coaches Group in place of full team participation. That coach will provide monthly coaching to their agency team and report back to VWIC.

FIDELITY AND OUTCOMES MONITORING

VWIC has partnered with the Center for Evidence-based Partnerships (CEP-Va) to collect fidelity and outcome data from all providers of High Fidelity Wraparound in Virginia. CEP-Va's evaluation team is located within Virginia Commonwealth University's Department of Psychology. CEP-Va provides scientific input to stakeholders on a variety of topics related to the behavioral health system. Their team members are qualified to handle your data with care and integrity, and are committed to helping Wraparound teams and families throughout Virginia. CEP-Va also manages the EBP Finder, which promotes referrals to HFW teams and providers of other evidence-based programs.

EBP Practitioner Database and EBP Finder

Fidelity and outcomes monitoring is required for all practicing HFW teams. Data gathering will also support your team's inclusion in the state's EBP Finder. The Finder helps service planners find EBPs in their locality. The Finder will be used by funders across the state in the coming months as the authoritative source to confirm an agency's eligibility to provide certain EBPs. To be included in the Finder, all teams will be required to provide all necessary data to CEP-Va to support the evaluation work.

Evaluation Basics

"How do we know that Wraparound works? Is HFW always more effective than treatment as usual? When, why, and for whom does HFW work the best?" These are outcome-oriented questions that our ongoing statewide evaluation will help answer. Answering these questions in a scientific way is not possible without the cooperation and collaboration of HFW providers. Furthermore, maintaining a healthy evaluation cycle will help VWIC ensure that teams are delivering HFW services to fidelity. Fidelity is a general assessment of whether or not a treatment is being delivered and received as intended. The process of monitoring and evaluating for fidelity, and using this information to improve training and coaching, is sometimes referred to as "continuous quality improvement," or CQI. This step, in part, separates evidence-based programs from other approaches to treatment.

Evaluation Logistics

Each organization providing HFW services should designate one point of contact with CEP-Va for evaluation purposes. This individual will meet with CEP-Va on a quarterly basis to maintain an accurate list of enrolled youth and HFW team members. Typically, the point of contact is a supervisor or care coordinator, but this will differ from organization to organization.

The first major task for each point of contact is to coordinate the signing of a data sharing agreement between your organization and CEP-Va (VCU). All HFW teams must have an active data sharing agreement (DSA) on file with CEP-Va to participate in the evaluation. New teams have 60 days from the time of their first Wraparound enrollment to execute such an agreement, and should contact kwitnymv@vcu.edu or garintherar@vcu.edu to initiate this process.

Once a DSA is in place, teams may begin sharing information with the CEP-Va evaluators. Each point of contact will be invited to create an account on WrapStat, an online system designed to manage Wraparound evaluation data. Through WrapStat, organizations can view which individuals have been asked to complete an evaluation, but will not be able to see individual responses. All surveys should be completed privately to allow for honest and independent reporting (e.g., caregivers should not complete a survey with the facilitator present). Furthermore, caregivers should be made aware that their decision to participate or not participate in a survey is voluntary and will not affect their ability to receive services now or in the future. Each organization's point of contact should inform HFW team members and caregivers about the survey process and what it means to them. Informational flyers and additional resources to assist with this effort are available on the [CEP-Va website](#).

Once each team's HFW cases have been entered into WrapStat, CEP-Va will distribute surveys directly to facilitators, caregivers, and support partners asking for their feedback about specific Wraparound cases. These surveys contain the Wraparound Fidelity Index – Short Form (see Attell et al. 2023), a 5 to 10 minute measure of fidelity and outcomes. A random sample of all active Wraparound cases in Virginia will be selected for evaluation each quarter (e.g., March / June / Sept / Dec). Again, the point of contact will not be asked to solicit participation in these surveys directly, but should make sure that HFW staff and families at their organization are aware that an evaluation is taking place, and encourage them to participate if asked. The expected time to complete a survey is 5 to 10 minutes, and the expected time commitment of an evaluation point of contact is approximately one hour per month.

Wraparound Fidelity Index

The WFI-EZ is a self-report measure that assesses the degree to which Wraparound care coordination is implemented with adherence to its principles and practice model. The measure also includes items related to satisfaction with Wraparound and basic youth outcomes. There are four versions of the measure, one for each of the following types of respondents: caregiver, facilitator, other team member (e.g., support partner), and youth. As of 2025, Virginia is deploying all except the "youth" version of the measure.

Caregivers, support partners, and facilitators will receive direct email or text solicitations from CEP-Va asking them to complete a WFI-EZ. Each organization's point of contact should encourage participation and help respondents feel comfortable providing honest feedback. For both caregivers and HFW team members, WFI-EZ responses are a great way to have their voices heard and to influence how Wraparound is delivered. Other states typically see 30-50% response rates from caregivers on WFI-EZs, and higher response rates from facilitators and team members. Virginia is aiming for at least a 40% response rate from caregivers and an 80% response rate from all facilitators, so please encourage your teams to participate.

Technical Support

Office hours

VWIC provides monthly virtual Office Hours to offer free technical support to the HFW workforce. These sessions create space to ask questions, get guidance on program or staffing needs, and learn from peers across the state. Topics often include funding, documentation, hiring, CSA collaboration, regulations, and fidelity or outcome monitoring. Office Hours are a simple way to connect and get the support you need.

Interested workforce members can just pop in anytime during this window and stay for as little or long as they want. Zoom links for Office Hours are sent through the VWIC Newsletter at the beginning of each month.

One-on-one consultations

In addition to monthly office hours, VWIC provides one-on-one consultations to HFW workforce members. One-on-one consultations can be scheduled by emailing vwic@shineforth.org. The timing of VWIC staff availability is dependent on other VWIC work demands.

Community engagement

Upon request and scheduling availability, VWIC provides HFW Overview presentations to interested parties. Generally, these presentations are locality or region-specific. They can be provided virtually or in person. The audience is intended to be stakeholders who refer families to ICC services. This could include FAPT team members, CMPT members, CSB and DSS case managers, probation officers, school social workers, etc.

HFW materials

Sample HFW documents and templates can be found on the OCS website:

<https://www.csa.virginia.gov/Resources/FidelityWrapAroundCOE/0>

All HFW training materials and resources can be found in the VWIC learning portal. All HFW workforce members have access to the portal following their initial training. Access remains while workforce members are in training compliance.

HFW Resources

The Acorn is VWIC's monthly newsletter. In the Acorn, you will find information about training dates and registration, access to coaching groups, invites to office hours, and lots of other HFW tools and resources.

HFW Resources can be found:

- VWIC website – <https://www.vwic.org>
- OCS wraparound website - <https://www.csa.virginia.gov/Resources/FidelityWrapAroundCOE/0>
- CEP-VA - <https://www.cep-va.org/>

Additional Support

A note about individual coach credentialing

When HFW first came to VA, several sites received funding through DBHDS and a SAMSHA Systems of Care grant. The funding was used to grow HFW support to families in each of those sites. One of the offerings during that time was an opportunity for several HFW workforce members to become HFW Credentialed Coaches through the Youth and Family Training Institute in PA, our HFW training entity at that time. Since those grants ended, VWIC has decided not to continue with individual coach credentialing in VA. Instead, VWIC uses a group coaching model described above. VWIC still recognizes and encourages the use of the title “HFW Credentialed Coach” for those who completed the rigorous process.

Train the trainer process

In addition to the full-time VWIC staff who train and coach HFW, VWIC maintains a small pool of contract HFW trainers. A HFW Certified Trainer is able to provide the initial ICC and/or FSP training to the global HFW workforce. HFW Certified Trainers are not authorized to provide HFW training outside of VWIC. Train the trainer candidate applications are accepted by VWIC on an as needed basis.

Pre-requisites

1. Completed the initial HFW Training for ICC or HFW Training for FSP/YSP as a participant (in-person and/or virtual).
2. Facilitated ICC or FSP services, or some other relevant experience, with at least three families in the last year.
3. Regular monthly participation in the local HFW Workforce Skills-Based Practice Group.
4. Completed Application Packet
 - a. Self-reflection answering all prompts
 - b. Family Recommendation
 - c. Supervisor Endorsement
 - d. No less than 15-minute video of you presenting a HFW training; if you do not have this, you can submit a 15-minute (or more) video of you presenting on a particular skill, phase, or activity of the High-Fidelity Wraparound model
 - e. Training Agreement

All items above are to be submitted to the Virginia Wraparound Implementation Center. Once submitted, applicants will receive a follow-up communication with status notification.

Skill Acquisition and Application

Once accepted into the Train the Trainer program, applicants must complete the steps below. Additional information for each step will be given as the trainee progresses through the process.

5. Complete the online Adult Learning Module within the VWIC learning portal.
6. Co-train at least two parts of the initial HFW (ICC, FSP, YSP) Training with a HFW certified trainer. Complete a Trainer Self-evaluation after each week of training. Receive qualitative feedback using the VWIC Training Evaluation form after each session.
7. Co-train the remaining parts of the initial HFW (ICC, FSP, YSP) Training with an HFW certified trainer. Receive qualitative feedback using the VWIC Training Evaluation form after each session.
8. Feedback and self-reflection meeting with certified trainers and trainee.
9. Certificate will be issued designating official HFW Certified Trainer status pending all components of the process are met with adequacy. A copy of the certificate will also be stored in the VWIC learning portal.

Funding sources

HFW services are currently funded through 3 sources:

- 1.CSA funds
- 2.DJJ funds
- 3.DSS Title IV-E Prevention funds

Additional HFW information and materials can be found:<https://www.csa.virginia.gov/Resources/FidelityWrapAroundCOE/0>

Appendix A:
(Insert SEC Policy Here)