

Juvenile Firesetter Intervention Specialist II

Skills Menu

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Juvenile Firesetter II

Station A – Formulate Program Policies and Procedures	Date:	Candidate #
Reference NFPA 1035 (2010 Edition) Ch. 10 JPRs 10.2.1, 10.3.2	Site:	

Directions: Formulate program policies and procedures, given a community needs assessment; program goals; community and agency resources, services, and organizations; so that the program policies and procedures match and support the goals of the program and the needs of the community

Performance Outcome: Pass/ Fail will be determined by 5 of the 5 items being performed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Identify 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, legible (written or typed)				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments: _____

Evaluator Signature: _____

Re-Test Evaluator Signature: _____



Juvenile Firesetter II

Station B – Develop a Program Budget	Date:	Candidate #
Reference NFPA 1035 (2010 Edition) Ch. 10 JPR's 10.2.2, 10.3.2	Site:	

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

Performance Outcome: Pass/ Fail will be determined by 5 of the 7 items being performed correctly

Note: if you are using local policies and procedures a copy must be attached

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Identifies program/project budget				
2.	Identifies supplies and equipment necessary for maintaining program				
3.	Identifies personnel cost (if any)				
4.	Identifies appropriate budgeting system/cycle				
5.	Contains a brief statement of process of purchasing				
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				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments: _____

Evaluator Signature: _____

Re-Test Evaluator Signature: _____



Juvenile Firesetter II

Station C - Data Entry	Date:	Candidate #
Reference NFPA 1035 (2010 Edition) Ch. 10 JPR's 10.3.5, 10.3.2, 10.2.5	Site:	

Directions: Create a data collection system, given all approved forms and materials, legal requirements, and program policies and procedures, so that consistent and accurate documentation is maintained within federal/state laws.

Performance Outcome: Pass/ Fail will be determined by 4 of the 4 items being performed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Creates a data collection system				
2.	Identified/gathers pertinent data				
3.	Complies, analyzes and organizes all pertinent data				
4.	Candidate secures data				

PASS ____	PASS ____
FAIL ____	FAIL ____

Evaluator Comments: _____

Evaluator Signature: _____

Re-Test Evaluator Signature: _____



Juvenile Firesetter II

Station D – Interagency Network	Date:	Candidate #
Reference NFPA 1035 (2010 Edition) Ch. 10 JPR's 10.3.1, 10.4.2, 10.3.2	Site:	

Directions: Given program mission, protocol, policies, procedures, develop a current list of agencies and a interagency agreement, so that roles and responsibilities are clarified, an interagency network is established and maintained, meetings are facilitated, conflicts are resolved, intervention are established and duplication of services are avoided.

Performance Outcome: Pass/ Fail will be determined by 5 of the 5 items being performed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Develops a current list of agencies/organizations				
2.	Develops an interagency agreement				
3.	Roles and responsibilities are clarified				
4.	Meeting(s) are facilitated, conflicts are resolved and interventions are established				
5.	Teams established and duplication of services is avoided				
6.	Documentation prepared, legible (written or typed)				
7.	Documentation was properly completed legible (written or typed), assembled in a organized manner and submitted				

PASS ____	PASS ____
FAIL ____	FAIL ____

Evaluator Comments: _____

Evaluator Signature: _____

Re-Test Evaluator Signature: _____

Juvenile FireSetters Intervention Program
MDT REVIEW FORM

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

Address: _____

DOB: _____ **Age:** _____ **Telephone #** _____

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

Youth Interview Score: _____ **Parent Interview Score:** _____

Recommendations: Fire Education Psychological Evaluation OPT RTF

Group BHRS FBMHS Therapeutic Foster Care

Agencies: CYA JPP D/A

Concerns: _____

Panel Participants:

Chair of MDT Signature	Organization	Date
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Candidate Signature	Organization	Date
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Juvenile Firesetter II

Station E – Community Awareness Program	Date:	Candidate #
Reference NFPA 1035 (2010 Edition) Ch. 10 JPR's 10.3.4, 10.4.3	Site:	

Directions: Develop and deliver a community awareness training program to current interagency network members, given the training program, so that continued support is maintained for the juvenile firefighter program and juvenile firefighters are identified and referred to the program. This skill will be done in person.

Performance Outcome: Pass/ Fail will be determined by 7 of the 11 items being performed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Candidate is appropriately dressed (for the subject being taught)				
2.	Did the candidate adjust the learning environment (seating layout, lighting, ventilation, noise control, AV arrangement, etc.) for an effective presentation?				
3.	Candidate selects appropriate instructional delivery method (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.	Media resources, marketing strategies, methods of media dissemination, community demographics and intervention resources are identified.				
9.	Effectively answers a question.				
10.	Follows lesson plans, provides effective transitions in the four-step process that are smooth but evident				
11.	Stays within the lesson time frame (+/- 5 minutes)				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments: _____

Evaluator Signature: _____

Re-Test Evaluator Signature: _____



Juvenile Fire setter II

Station F – Evaluate Program and Prepare Report	Date:	Candidate #
Reference NFPA 1035 (2010 Edition) Ch. 10 JPR’s 10.5.1, 10.5.2, 10.5.3, 10.2.5	Site:	

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 will be determined by 7 of the 10 items being performed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Recognized and identified the mission and goals of the organization				
2.	Developed charts, tables or graphs for the purpose of analyzing and explaining data				
3.	Charts are accurate and complete				
4.	Identified case types, volume and frequency of occurrence.				
5.	Identified need for services provided				
6.	Identified and provided justification for the partnership of identified outside organizations and outside agencies and the community benefit.				
7.	Evaluate and analyze the program and describes any changes suggested				
8.	Describes any data analysis that has been conducted or can be done based on the data and information that can be retrieved from current system. Includes trends, variances and other related topics of importance				
9.	Communicates orally and in writing				
10.	Documentation prepared, legible (written or typed)				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments:_____

Evaluator Signature:_____

Re-Test Evaluator Signature:_____



Juvenile Firesetter II

Station G – JFIS Training Program	Date:	Candidate #
Reference NFPA 1035 (2010 Edition) Ch. 10 JPR's 10.3.3, 10.4.1	Site:	

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

Performance Outcome: Pass/ Fail will be determined by 7 of the 10 items being performed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Candidate is appropriately dressed (for the subject being taught)				
2.	Did the candidate adjust the learning environment (seating layout, lighting, ventilation, noise control, AV arrangement, etc.) for an effective presentation?				
3.	Candidate selects appropriate instructional delivery method (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 lesson plans, provides effective transitions in the four-step process that are smooth but evident				
10.	Stays within the lesson time frame (+/- 5 minutes)				

PASS ____	PASS ____
FAIL ____	FAIL ____

Evaluator Comments: _____

Evaluator Signature: _____

Re-Test Evaluator Signature: _____



Juvenile Firesetter II

Station - H Maintain Records and Case Files	Date:	Candidate #
Reference NFPA 1035 (2010 Edition) Ch. JPRs 10.2.5	Site:	

Directions: Given data collection forms, program policies and procedures, and legal requirements so that consistent and accurate documentation on 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 will be determined by 5 of the 7 items being performed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Identified case types				
2.	Identified need for services provided				
3.	Progress of each case tracked				
4.	Compiles, analyzes and organizes all pertinent data				
5.	Manages cases and maintain file system(s)				
6.	Prepares report				
7.	Documentation prepared, legible (written or typed)				

PASS ____	PASS ____
FAIL ____	FAIL ____

Evaluator Comments: _____

Evaluator Signature: _____

Re-Test Evaluator Signature: _____



Juvenile Firesetter II

Station – I Supervise JFIS Personnel	Date:	Candidate #
Reference NFPA 1035 (2010 Edition) Ch.10 JPRs 10.2.3, 10.2.4	Site:	

Directions: Given program policies and procedures identify, assign and supervise JFIS personnel who have been 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 will be determined by 5 of the 5 items being performed correctly

No.	Task Steps	Initial Test		Retest	
		Yes	No	Yes	No
1.	Identifies problem to be addressed				
2.	Identified and matched JFIS personnel (based on strengths) and case information with the needs of the child and family				
3.	JFIS personnel dealt with child and family in appropriate manner				
4.	JFIS personnel completed appropriate paperwork consistent with program policies and procedures				
5.	Performance review is completed and reviewed with JFIS personnel				

PASS _____	PASS _____
FAIL _____	FAIL _____

Evaluator Comments: _____

Evaluator Signature: _____

Re-Test Evaluator Signature: _____