

<b>Chapter:</b>	Service Delivery		
<b>Title:</b>	Strengthening Families Program		
<b>Policy:</b> <input checked="" type="checkbox"/> <b>Procedure:</b> <input type="checkbox"/>	<b>Review Cycle:</b> Triennial  <b>Author:</b> SFP Coordinator	<b>Adopted Date:</b> 09.2023  <b>Review Date:</b> 09.2023	<b>Related Policies:</b> Adoption and Use of Best/EBP Prevention and Outreach Service Philosophy

**Purpose:**

Hopeful Horizons (HH) has adopted “The Strengthening Families Program” (SFP) an evidence-based family skills training program for high-risk and general population families where participants learn parenting skills and youth life and social skills. This policy establishes the organization’s commitment to fidelity of the practice.

**Scope:**

This policy applies to

- All HH Staff                                     Selected HH Staff, as specified: Employees assigned to SFP
- HH Board Members                             HH Volunteers
- Other: SFP Contracted Providers

**Policy:**

HH shall administer the SFP consistent with the criteria and standards set forth in the “Implementation Guidelines for the Strengthening Families Program” published through the collaborative efforts of the Duke Endowment, the South Carolina Department of Social Services, and the Children’s Trust of South Carolina.

**A. Standards:** HHs’ SFP shall be administered consistent with contract terms and compliance with the following program standards:

- Target population and program eligibility: HH shall accept participants into this program on a first-come-first-service basis using the following criteria. The target population for SFP is families with children ages 6-11. The developmental age of the child is not considered if the qualifying child is not within the 6-11 age category.
- Recruitment and enrollment: HH shall administer an ongoing recruitment and enrollment process including families involved in substance abuse treatment; the criminal justice system; Temporary Aid to Needy Families (TANF); public housing; and faith-based or other selected communities. Ideally a minimum of two families each cycle will have DSS involvement. The goal is 10 families participating per cycle.
- HHs’ SFP providers shall meet the safe and welcoming standards including accessibility, provision of childcare and sufficient capacity to meet the program required services.
- HH shall ensure participant transportation when required.
- HH staff administer the SFP to consistently include:
  - ✓ The opening ritual
  - ✓ Provision of a meal served to families
  - ✓ Parent and child training groups
  - ✓ Rewards and participant incentives
  - ✓ Child Care

The program may be adapted, but not modified. Adaptations are small changes that make it more likely participants will learn the skills taught in SFP. Modifications are changes that result in the skills not being taught or in families not learning the skills.

- Graduation as defined by program requirements. Participants shall participate in at least ten of fourteen sessions to earn a certificate of program graduation.
- Program staff shall engage in debriefing following each program session including:
  - ✓ Round of compliments for the team
  - ✓ Calendar items such as facility closings or staff that will be out next session
  - ✓ Any safety issues of concern
  - ✓ Plan for delivery next session with supplies/materials needed
  - ✓ End with a treat.
- HH shall provide booster sessions when necessary or requested. Booster sessions shall allow the families to reunite and reflect on the program's impact on their lives, revisit skills, and reinforce the positive bonds built with each other in the program.
- HH staff shall comply with the program appeals process.
- HH shall administer the program in compliance with staffing levels, competency training and coaching requirements.

B. Program Fidelity and Monitoring: Staff assigned to SFP shall complete required reporting timely and in compliance with program requirements.

As required, HH assigned/designated SFP staff shall participate in continuous quality improvement efforts, initiated by the contractor, to strengthen fidelity to the program model and requirements.

When required, HHs' SFP designee shall develop a plan of action for any program areas found to be in noncompliance with the program guidelines or standards. The program coordinator is responsible for monitoring completion of any required action.

C. Financial Guidelines and Procedures: HH designated staff shall comply with the SFP Finance Guidelines and Procedures included as Appendix A of the Implementation Guidelines. The guidelines include specific instructions for budgeting, request for payment and financial reporting.

The program is subject to an annual financial site visit to review financial practices specific to the SFP. When required, HHs' designee shall develop a plan of action for any finance areas found to be in noncompliance with the program guidelines or standards.

**Communication and Training:**

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Employees and contractor providers assigned to the SFP shall meet initial training and continuing education requirements of the program.

**Definitions:**

1. Evidence Based Practices (EBP): Service/treatment practices that have been researched academically or scientifically, been proven effective, and replicated by more than one investigation or study.
2. Program Fidelity: The strict adherence to program design. The expectation is that by mirroring the design and implementation of successful programs, the success can be replicated.
3. The Strengthening Families Program (SFP): An evidence-based family skills training program for parents and children ages 6-11 in higher-risk families. It was developed by Dr. Karol Kumpfer as a family skills training program for children at risk from households with substance use/misuse.

**Other Related Materials:**

Implementation Guidelines for the Strengthening Families Program, Children’s Trust of South Carolina, December 2019.

**References/Legal Authority:**

[About the Strengthening Families Program, Dr. Karol Kumpfer, 2023.](#)

**Change Log:**

Date of Change	Description of Change	Responsible Party
09.2023	This is a new policy related to an existing HH program and EBP.	N. Miller Prog. Eval. Consultant in consultation with K. Goetz, SFP Coordinator