



State of Connecticut
COMMISSION ON FIRE PREVENTION AND CONTROL



**JUVENILE FIRESETTER INTERVENTION SPECIALIST I
 SKILL SHEET EVALUATION INDEX**

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2/1/13

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Skill Sheet #:	9.2.1A	Primary Task:	Assemble Forms and Materials	
Objective(s) :	9.2.1, 9.2.1(A)(B)	NFPA Standard:	1035	Candidate #
Performance Evaluation Sheet				
Tasks:				
			1st	2nd
1. Demonstrated knowledge of local policies, procedures and program forms				
2. Demonstrated use of applicable forms for intake process				
3. Completed necessary forms and gave oral report pertaining to local policies and procedures				
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3	

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Skill Sheet #: 9.2.2A	Primary Task: Interview Tools and Materials		
Objective(s) : 9.2.2, 9.2.2(A)(B)	NFPA Standard:	1035	Candidate # <input type="text"/>
Performance Evaluation Sheet			
Tasks:			
		1st	2nd
1. Completes appropriate interview forms for child			
2. Completes appropriate interview forms for child's parents/guardians			
3. Completes all interview forms required by local jurisdiction			
4. Conducts interview using appropriate forms			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Skill Sheet #: 9.2.3A	Primary Task: Work Schedule Management		
Objective(s) : 9.2.3, 9.2.3 (A)(B)	NFPA Standard:	1035	Candidate # <input style="width: 50px;" type="text"/>
Performance Evaluation Sheet			
Tasks:			
		1st	2nd
1. Demonstrates knowledge of program policies and procedures			
2. Demonstrates time management skills pertaining to conducting all required interviews			
3. Demonstrates ability to arrange proper interview location for all parties involved			
4. Demonstrates proper record maintenance and documentation			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Skill Sheet #: 9.2.4A	Primary Task: Case Information to Supervisor		
Objective(s) : 9.2.4, 9.2.4 (A)(B)	NFPA Standard:	1035	Candidate # <input type="text"/>
Performance Evaluation Sheet			
Tasks:			
		1st	2nd
1. Provide feedback and communication to supervisor pertaining to interview information based on the case file		<input type="text"/>	<input type="text"/>
2. Describe types of intervention available based on case file		<input type="text"/>	<input type="text"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 2

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Skill Sheet #: 9.2.5A	Primary Task: Record and Data Security		
Objective(s) : 9.2.5, 9.2.5 (A)(B)	NFPA Standard:	1035	Candidate # <input style="width: 50px;" type="text"/>
Performance Evaluation Sheet			
Tasks:			
		1st	2nd
1. Demonstrate proper completion of approved forms and policies			
2. Give specific demographic information to complete statistical information per local policies and procedures			
3. All case information is secured pertaining to local policies and procedures			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Skill Sheet #: 9.4.1A	Primary Task: Review Case File		
Objective(s) : 9.4.1, 9.4.1 (A)(B)	NFPA Standard:	1035	Candidate # <input style="width: 50px;" type="text"/>
Performance Evaluation Sheet			
Tasks:			
		1st	2nd
1. Reviewed all applicable information in relation to a specific case properly			
2. Demonstrated ability to locate source of information pertinent to a specific case file before initial interview with child and family			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 2

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Skill Sheet #: 9.4.2A	Primary Task: Initiate Family Contact		
Objective(s) : 9.4.2, 9.4.2 (A)(B)	NFPA Standard:	1035	Candidate # <input type="text"/>
Performance Evaluation Sheet			
Tasks:			
		1st	2nd
1. Demonstrated the ability to contact referral family within specific timetable according to local policies and procedures			
2. Explain program and its benefits			
3. Schedule time, date and place for confidential interview			
4. Be prepared to advise family of possible intervention options			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Skill Sheet #:	9.4.3A	Primary Task:	Conduct an Intake Interview	
Objective(s) :	9.4.3, 9.4.3 (A)(B)	NFPA Standard:	1035	Candidate #
Performance Evaluation Sheet				
Tasks:				
			1st	2nd
1.	Conduct an interview using the Oregon Screening Tool and program guidelines or Fire Department Standard Operating Procedures			
2.	Establish the purpose and limits of the interview			
3.	Establish proper rapport			
4.	Gather relevant information			
5.	Identify and, if appropriate, intervene in any life threaten situations			
6.	Report suspected abuse and neglect in accordance with Connecticut's laws.			
* Critical Task		Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 4

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Skill Sheet #: 9.4.4A	Primary Task: Referral and Intervention Options		
Objective(s) : 9.4.4, 9.4.4 (A)(B)	NFPA Standard:	1035	Candidate # <input type="text"/>
Performance Evaluation Sheet			
Tasks:			
		1st	2nd
1. Determine educational needs, given case file and interview forms		<input type="text"/>	<input type="text"/>
2. Describe if needed mental health or legal intervention appropriate for case file		<input type="text"/>	<input type="text"/>
3. Describe legal consequences for failure to complete required intervention		<input type="text"/>	<input type="text"/>
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Skill Sheet #: 9.4.5A	Primary Task: Educational, Mental Health, & Legal Intervention		
Objective(s) : 9.4.5, 9.4.5 (A)(B)	NFPA Standard:	1035	Candidate #
Performance Evaluation Sheet			
Tasks:			
		1st	2nd
1. Demonstrate appropriate fire safety educational program based on case fil			
2. Proper educational format used			
3. Appropriate evaluation method used to determine knowledge ascertained			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Skill Sheet #: 9.4.6A	Primary Task: Referral Process Implementation		
Objective(s) : 9.4.6, 9.4.6 (A)(B)	NFPA Standard:	1035	Candidate # <input type="text"/>
Performance Evaluation Sheet			
Tasks:			
		1st	2nd
1. Determine referral needs based on score of the Oregon Screening Tool			
2. Contacted appropriate referral agencies			
3. Describe case to referral agency within specific perimeters to afford confidentiality of firesetter and family are met			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 3

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Skill Sheet #: 9.5.1A	Primary Task: Collect and Record Feedback		
Objective(s) : 9.5.1, 9.5.1 (A)(B)	NFPA Standard:	1035	Candidate # <input type="text"/>
Performance Evaluation Sheet			
Tasks:			
		1st	2nd
1. Demonstrate conducting proper feedback from family based on specific interview according to local policies and procedures			
2. Ability to read and interpret data based on feedback			
* Critical Task	Failure of this task mandates failure on the entire objective	Safety is PARAMOUNT	Total number tasks candidate must complete to pass 2

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Skill Sheet #: 9.5.2A		Primary Task: Measure Behavioral Changes	
Objective(s) : 9.5.2, 9.5.2 (A)(B)		NFPA Standard: 1035	Candidate # <input type="text"/>
Performance Evaluation Sheet			
Tasks:			
		1st	2nd
1.	Demonstrate, using applicable forms, the changes in family behavior based on gathered data	<input type="text"/>	<input type="text"/>
* Critical Task Failure of this task mandates failure on the entire objective		Safety is PARAMOUNT	Total number tasks candidate must complete to pass 1

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