

Steps to follow for submitting a Site Interviewer for Certification:

These are the steps that **MUST** be followed by Local Trainers when they are ready to submit a staff member for Site Interviewer Certification.

Only certified Local Trainers, National trainers or Regional trainers are authorized to train and submit a request for a staff member to become a certified Site Interviewer. All requests must be approved by Chestnut Health Systems. The steps to recommend staff for Site Interviewer certification are detailed below:

- 1) Conduct training. You may use any training methodology you wish including observation, didactic coursework, taped interviewing and mock interviewing for practice.
- 2) Be sure to have the trainee you are working with complete a Usage Agreement and send a copy to Lisa Gudino at:

Lisa Gudino
GAIN Coordinating Center
Lighthouse Institute, Chestnut Health Systems
448 Wylie Drive
Normal, IL 61761
E-mail: imgudino@chestnut.org
Fax: 309-451-7762

- 3) Have the trainee practice administering the GAIN. Scripted mock interviews are great practice.
- 4) Allow the trainee to begin real GAIN interviews with clients. Use any method you wish to monitor and provide feedback (observed interview, tape, etc.)
- 5) Provide feedback to the trainee. Feedback can be written or oral, but should be specific and behavioral.
- 6) Once the trainee's skills have reached the level of certification as a site interviewer the Chestnut feedback form (do not send tape or assessment) must be completed and sent to gainsupport@chestnut.org with an email message recommending the person for certification. It is helpful for the subject of the email to be "**Recommendation for Site Interviewer Certification.**" You will receive a response within 24 hours. Please do not send any materials other than the Chestnut feedback form.

Please note:

- You **DO** need to use the Chestnut feedback form when requesting that Chestnut approve staff for Site Interviewer certification, but you are not required to use the form for any other reviews you conduct on staff.
- Very important: If there were issues that needed to be reviewed with the trainee **before** you recommended certification, please include the **date of the review** and **the issues that were covered** during the review in the "Other" section of the feedback form.

- Please include the interviewer's name, agency, project name (CT DCF), city, and state in the email--this information will be used to create the certificate for the site interviewer, as Chestnut does not collect contact information for them because they have not attended a national training.
- If any information changes please email Chestnut, so they can update their records accordingly. Thank you for sending these requests as it helps keep their records updated!
 1. Please also inform Chestnut/DCF if a certified staff member leaves the agency or project so we can update our records and ensure the staff members access to GAIN ABS is turned off, if needed. This can also be done by emailing gainsupport@chestnut.org and melissa.sienna@ct.gov.

Questions?

Contact GAINSupport@chestnut.org or Melissa Sienna (melissa.sienna@ct.gov) with questions.