



Designation and Certification Subcommittee Meeting Minutes



October 14, 2020

10:00AM – 11:30AM

Meeting Platform: Microsoft Teams

ATTENDANCE

Members Present
Erick Quevedo, Subcommittee Chair
Jay Howell, Child Forensic Interview Advisory Committee Chair
Valerie Stanley
Allison Cowell
Brandi Macaluso
Stephanie Cox
Stacy Bromfield
Members Not present
Jackie Sandefer-Gonsen
Jamny Coronado
Stacy Bromfield
Guests Present
N/A
DOH Staff Present
S. Nicole Jordan
Marceller Hines

Designation and Certification Subcommittee Meeting

Welcome and Roll Call:

- Meeting started at 10:11AM

Approval of Minutes from Previous Meeting:

- Subcommittee reviewed and approved minutes from the previous subcommittee meeting conducted on Wednesday, September 9, 2020.

Presentation:

Florida Certification Board (FCB):

- Amy Farrington with the Florida Certification Board (FCB) was not able to attend the meeting.
- Marceller Hines, DOH Staff Member provided a brief update on FCB, services, processes and procedures as it relates to certification.
 - Subcommittee Members prepared questions for Marceller to Ask Amy Farrington regarding FCB.
 - It was recommended for Amy to present during the CFIAC meeting on November 19th. Marceller reached out to Amy to inquire about her availability. Amy confirmed that she is available to attend the meeting on November 19th.
- Marceller explained FCBs current role with the Department of Health, Children's Medical Services, as it relates to oversight of examinations, reporting out, etc.
- Subcommittee Members discussed which professionals will be monitored by FCB.
- Establishing oversight of credentialing for DOH and Non-DOH employees (i.e., Law Enforcement, State Attorneys, etc.).

FCB Questions and Answers:

Subcommittee Members submitted questions below for FCB and the following responses were provided:

1. **QUESTION:** How will FCB work with DOH in administering a designation or certification program for Florida forensic interviewers?
 - **ANSWERS:** FCB is a comprehensive, non-profit credentialing organization that offers the full spectrum of professional credentialing services including program development, implementation and maintenance services. FCB develop psychometrically sound credentialing programs, including validated Scopes of Service, examination blueprints, standards setting, and testing instruments. FCB have a team of Certification Specialists who receive, review, process applications for

certification in over 30 categories and manage a certified population in excess of 28,000. In addition to program development and implementation services, the FCB administers a Code of Ethical and Professional Conduct and Disciplinary Procedures that apply to all certification applicants and certified professionals, we assure continued competency by requiring and regulating continuing education through annual or biennial credential processes.

- FCB is in a unique position to partner with the Child Forensic Interview Advisory Committee (the Committee) to explore professional credentialing options available to meet the outcome needs of the Committee and, by extension, the Florida Department of Health (DOH).

2. SUBCOMMITTEE QUESTION: Is there a need for a board of experienced interview professionals to provide standards, exam or testing protocols, and to make decisions regarding approval of applicants?

- **FCB RESPONSE:** All credential program development activities are led by the FCB with subject matter expertise guiding the development of all products, policies and procedures. A standing council is also established to respond to any policy issues that require subject matter expertise, take action on allegations of ethical misconduct, and participate as necessary to maintain and promote the program.

3. SUBCOMMITTEE QUESTION: How has this arrangement typically worked in other disciplines?

- **FCB RESPONSES:** FCB follows the same process when developing certification programs, regardless of discipline. FCB is a member of the Institute for Credentialing Excellence. FCB develop, implement, and maintain all certification programs according to the standards established by their professional accreditation arm, the National Commission for Certifying Agencies (NCCA).
- While all program development follows the same major phases and steps and must meet NCCA standards, there remains a tremendous amount of flexibility in how programs are implemented.
- There are three main “chunks” of program development:
 - i. Role Delineation Study, Scope of Service and Exam Blueprint: These costs are often paid by the program sponsor.
 - ii. Exam Instrument Development: These costs are paid through internal FCB resources.
 - iii. Program Implementation: These costs are paid by applicants, through certification application and testing fees. Some stakeholders pay the fees on behalf of their employees, some require the individual employee to invest in their own professional

development. Regardless of “who” pays for the application and testing fees, the credential belongs to the individual.

- The costs related to the final and ongoing phase of credential maintenance, including CE verification and ongoing management of the Ethics program are paid by certified professional, through their annual or biennial renewal fees. As with application and testing fees, some employers pay the fee, some require the individual to pay their own fees. Regardless of “who” pays the renewal fee, the credential belongs to the individual.

4. SUBCOMMITTEE QUESTION: What is the typical cost of administering a program and the options of how costs are paid?

- **FCB RESPONSES:** The RDS, which establishes the scope of service, performance domains, core competencies, and the exam blueprint is approximately \$35,000.00 - \$45,000.00. This covers RDS and all activities leading to the publication of the RDS. In addition, \$10,000.00 is allocated to FCB database expansion and staff training, which is necessary to implement the application, testing, and award processes.
- Certification fees ranges are as follows:
 - i. Application Fee: \$150.00 to \$100.00
 - ii. Exam Fees: \$80.00 to \$185.00
 - iii. Annual Renewal Fees: \$100.00 to \$150.00
- In terms of payor, it depends on the stakeholder. Please see the examples below:
 - i. The Certified Child Protection Team Medical Provider (CPTMP) credential development, implementation and maintenance is paid for by an annual legislative budget allowance through the Department of Health Child Protection Team who has a purchase order for specific deliverables with the FCB. FCB provides all services to applicants, certified professionals, and the advisory council representatives as needed and bills against the PO on a quarterly basis.
 - ii. The Guardian Ad Litem program office received one-time funds to pay for the development costs. GAL decided to allocate funds from their operating budget to provide staff certification fees.
 - iii. Other programs have received funding for the development phase and all other costs are paid by the individual applicant or certified professional.

- 5. SUBCOMMITTEE QUESTION:** Does the FCB have any experience in pilot projects or other models initiated to develop designation/certification programs on a smaller scale before a full statewide program is enacted?
- **FCB RESPONSE:** Yes. This occurs frequently and all certification programs are scalable. It is true that the smaller number of individuals getting certified, the higher the costs are to maintain the program.

Updates:

Survey to Forensic Interviewers:

- Jackie Sandefer-Gonsen, Subcommittee Member sent the forensic interview survey to providers on Thursday, October 8, 2020.
- Chair and Subcommittee Members recommended for Jackie to provide an update before or by the next meeting, which is scheduled for Thursday, November 19, 2020.

Draft Model of Florida Child Forensic Interview Designation:

- Erick Quevedo, Subcommittee Chair presented a draft outline proposal of interview pre, post, and advanced designation requirements.
- Subcommittee Members will review the outline proposal and provide feedback (if applicable).

Open Discussion:

- Subcommittee discussed the CFIAC meeting scheduled for November 19, 2020.
- Jay Howell, Chair informed subcommittee members that there may be two presenters at this time.
- Marceller Hines, DOH Staff Member will provide Amy Farrington (with FCB) with pertinent information a copy in preparation for her presentation during the CFIAC meeting scheduled on November 19, 2020.

Next Steps:

Follow-Up/Research:

- Nicole Jordan, DOH Staff Member will follow-up with Jackie Sandefer-Gonsen, Subcommittee Member regarding an update on the survey results.
- Nicole Jordan, DOH Staff Member will send a copy of the outline proposal of interview pre, post, and advanced designation requirements to Amy Farrington with the Florida Certification Board.
- Marceller Hines, DOH Staff Member will collaborate with Amy Farrington to prepare for the CFIAC meeting scheduled for November 19, 2020.

Adjourn:

- Meeting was adjourned at 11:22AM