

How do I take FARS or CFARS training on the Outcomes website?

- 1) You begin your training at <http://outcomes.fmhi.usf.edu>...there, you click on either the FARS or the CFARS links, (e.g., select the functional assessment instrument you need to learn...CFARS for evaluating children and FARS for evaluating adults).
- 2) That takes you to either the FARS or CFARS home page. These "home pages" have two active links on them...one to "download the clinical manual" and one to go to the "training and certification" site.
- 3) You must begin your training (as it says in red) by downloading the manual and printing a copy to study. It is very important to study the manual and learn how the rating system and behavioral anchors for the rating system work (as well as how to use FARS or CFARS in developing and monitoring treatment plans) before registering and beginning your on-line portion of the training. The one to nine rating scale system for each of the FARS or CFARS functional domains covered by the scales is not a "subjective" system like a the common zero to ten scale often used in rating pain or discomfort on the commonly used office medical pain scale (i.e., no pain to worst pain I have ever felt, etc.). Each level of the "objective" behavioral anchors (clinical descriptions) used in the 1 to 9 scale used in rating the functional domains in the FARS and CFARS rating system are anchored but reasonably intuitive for people with training and experience conducting clinical interviews and therefore they are relatively easy to learn. However, they must be used in the correct way in order to maintain the validity and reliability of ratings obtained with these instruments.
- 4) After studying the manual, print five or six copies of the back page of the FARS or CFARS forms from the manual. These will be helpful later to fill out as you read practice vignettes or certification test vignettes during your training. It is then easier for you to transfer your ratings to the proper sections of the on line training pages for scoring.
- 5) Then, on the FARS or CFARS home page, click on the "training and certification" link.
- 6) That takes you to a logon page.
- 7) **Do not try to logon yet**...instead, look for a link (below the password box) to begin your "registration". Also, be sure to read the section in red about not registering more than once if you need to take training for both FARS and CFARS.
- 8) Click on that "registration" link...which takes you to a page where you enter information about yourself before beginning your training.
- 9) On the registration page, do not put dashes or spaces in social security numbers, and do not put dashes in addresses, telephone numbers or your name (e.g., do not hyphenate last names).
- 10) Also, abbreviate if necessary, but limit what you enter as your agency name to **less than 20 characters**.
- 11) When you complete the registration page, you will go to a page where you enter the password you wish to use for your training access. Select a password **less**

- than 10 characters** (passwords are case sensitive so you can use upper or lower case letters and numbers for variety and complexity).
- 12) Once you have entered the password in exactly the same way in the upper and lower boxes on the password selection page, you will go to a “Welcome...” page with your name at the top. This is where you begin your training by clicking on the “practice vignettes” link. You must take at least two practice vignettes and pass at least one of them before the option to take an actual “certification test” appears. Once you pass a certification test, you will have the option to “view/print certificate”.
 - 13) Be sure to wait for all the information on the certificate to be completely filled in on the screen (e.g., Dr. Ward’s signature, your name, date and rater ID number) before you print a copy. If the certificate appears on the screen but your identifying information is missing, that means your computer or network security settings or firewall may be blocking the transfer
 - 14) If you do not complete your training in one session (or you need to return to print additional copies of your rater certification once you complete your training) you will be able to get back your “Welcome...” page by starting at <http://outcomes.fmhi.usf.edu>, clicking on either FARS or CFARS and then selecting “training and certification” to reach the logon page where you enter your ssn (without dashes or spaces) and your password.

Good luck with your training.