
2009–06

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Issuer **Service to the Armed Forces**

Audience **Chapters and SAF stations**

Topic **Coping with Deployments: Psychological First Aid for Military Families**

Purpose

This **Connection** introduces the *Coping with Deployments: Psychological First Aid for Military Families* (CWD) course, explains how Red Cross units schedule the course and how the Service to the Armed Forces Department (SAF) supports the course.

CWD Course Overview

This Service to the Armed Forces course was developed to assist military family members build coping strengths and provide positive emotional support to one another and to other military families. The course includes a special focus on *resilience*, which is the ability to quickly recover from change or adversity by means of natural strengths, and by preparing and planning how to cope during stressful times. The course content builds on military family readiness guidance from all branches of the US Armed Forces, and bridges with military mental health education materials. Participants receive a *Coping with Deployments: Psychological First Aid for Military Families* handbook that includes and expands upon the material covered during the course, and provides a useful resource and referral section. The course material is applicable to adults and to children; however, the course is not designed to be taught to children.

Course Audience

The intended audience includes service members who attend with their family member(s), spouses, children aged 16 or older, parents, siblings, and significant others of service members, as well as veterans and their family members. Chapters are encouraged to make efforts to reach military families who are geographically remote from military installations, such as National Guard and Reserve family members. Since the course is focused on military families and is provided free of charge, it should not be made available to the non-military public at large or to service members without their family members present. It is also not intended to be offered to professional family program staff or other service providers.

Course Length

The course is structured to permit the option of scheduling adult-oriented presentations, child-oriented presentations, or all course components combined based on the interests of the participants. When both components are offered, the course length is about 4 ½ hours. The length of the adult-oriented component is about 2 ½ hours with the

remaining 2 hours the child-oriented component.

Course Delivery

Courses are offered through the collaboration of [SAF State Managers](#), Chapters and Stations. Two communications tools - a one page [handout](#) (available online at www.redcross.org) and a [brochure](#) - available through The Red Cross Store – may be used to inform military clients of the availability of this course.

Marketing Strategies:

To reach the widest possible audience, marketing strategies should include the following:

- Send materials and information to all military family program contacts.
- During Get to Know Us (GTKU) briefings include a description of the course and make CWD course brochures available.
- Make outreach solicitations to military units, Family Readiness and Support Groups.
- Advertise course offerings on the Chapter web site and in the local media.
- Provide the one hour CWD Course Briefing (may be presented by approved instructor(s) only—contact Lauren Lobrano for details at lobranol@usa.redcross.org).

To Schedule a Course

Chapters and Stations interested in hosting the course must: Complete the '[CWD Course Request Form](#)' and submit it to the SAF State Manager thirty business days prior to the date of the requested course offering. **A minimum of 8 participants are required to request a course. The course is limited to 25 participants.**

Please Note: Due to the specialized content of this course, only instructors approved by the SAF department at national headquarters and trained by a CWD Lead Trainer may teach it. For information regarding instructor development and authorization please review the attached document titled, [CWD Instructor Development Guidelines](#).

Course Documentation Procedures:

Federal grant funds are being used to support this program. The following information is required to be completed in order to properly document the services that are being delivered through the use of these funds.

- Within 7 business days after the completion of the course, the host Chapter/Station or instructor (if the course is taught at a non-Red Cross facility) must submit the completed '[Course Record Addendum](#)', '[Participant Feedback Form](#)' and the '[Instructor Feedback Form](#)' to the SAF State Manager.

- Course reporting information ([Course Record Addendum](#)) must include all heading information, participants' military affiliation and relationship to the Service Member.
- Information from the '[Course Record Addendum](#)' is entered on the sponsoring Chapter's SAF Monthly Report or the SAF State Manager's Monthly Report if the course is not coordinated with a Red Cross Chapter. (*Example: a course coordinated with a Family Readiness Group*).

SAF State Manager's Responsibilities:

- The SAF State Manager will assign an instructor from the approved instructor list and inform the instructor and the chapter or station of the assignment. For more than 10 course participants two instructors will be assigned.
- SAF State Managers will complete a Travel Authorization when Instructor(s) are assigned to teach at locations requiring overnight accommodations and/or air travel. They will also provide the Instructor(s) with the appropriate tax exemption documents.
- Once the instructors have been assigned the SAF State Manager will enter the course information on the Services to Military Families Network Neighborhood Calendar. This information must include: the course date, course component information, and the location to include the city, state, and site (Chapter, Armory, Hotel, etc.)
- Ten business days prior to the scheduled date of the course the hosting unit must confirm the number of participants and notify the SAF State Manager of the number of confirmed participants.
- The SAF State Manager submits the course materials order through the vendor (Mimeo) with the chapters or instructor's mailing address.
- The vendor (Mimeo) will then ship the materials to the address provided with the order and bills National Headquarters for the cost of the materials.
- The SAF State Manager is responsible for working with the course host to ensure that the appropriate Power Point equipment and support materials will be available at the course site.
- SAF State Managers are responsible for working with the Instructor(s) to complete and forward travel and maintenance expenses incurred for reimbursement within 7 working days after the course completion. Expenses should be submitted on ARC form 1012 to the SAF State Manager for review before forwarding to SAF, NHQ for reimbursement.
- SAF State Managers are responsible for tracking course documentation (submission of '[Course Record Addendum](#)', '[Participant Feedback Forms](#)' and '[Instructor Feedback Forms](#)') in their states and send reminders to Chapters/Stations to ensure reporting documentation is submitted within 7 working days of course completion.
- SAF State Managers are responsible for checking the documentation for accuracy and for completion of required information.
- Within 3 working days after State Managers receive the course documentation from the hosting unit or instructor, the State Manager must submit the



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documentation to CWD@usa.redcross.org.

Questions regarding the CWD course or information contained in this connection should be forwarded to: CWD@usa.redcross.org.