

PREPARE-ENRICH CUSTOMIZED VERSION
TRANSITION MANUAL FOR ACCREDITED
VERSION 2000 AUSTRALIAN ADMINISTRATORS

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You should note that Version 2000 will only continue to be available until the end of 2012 and that you can use either the Customized Version or Version 2000 during that period, the choice depending on your preference for a particular couple. Please remember to use your old Version 2000 Administrator code and the appropriate Version 2000 couple number if you are administering Version 2000. For details of Customized Version access, see Section 3 of this manual.

1. The Customized Version - Main Features

1.1 It is customizable and only available on-line

The Customized Version is an exciting new approach to couple assessment since it is tailor-made to each couple. While this idea was conceived years ago, it is only with the advent of the Internet systems that it has become possible to create and to use this dynamic online system.

The way in which a couple respond to some of the introductory questions in the Customized Version determines the particular package of scales that they receive – customized for their particular situation. The first main category is the stage of their relationship – whether they are dating, engaged or married. Additional questions relate to their age and whether there are children involved in the relationship. This flexibility is simply not possible with hard-copy inventories.

The Customized Version creates the most relevant variety of scales for each couple. Instead of the five versions we had in Version 2000, we now have the potential of several hundred versions of PREPARE/ENRICH. The five PREPARE/ENRICH inventories in Version 2000 were: PREPARE (for premarital couples), PREPARE-CC (for Cohabiting Couples), PREPARE-MC (for Marriage with Children), ENRICH (for married couples) and MATE (for couples over 55 years of age).

An excellent feature associated with on-line processing is that we can make revisions more readily to questions (when warranted by strong consensus) and eventually have a wider variety of languages available internationally.

1.2 It uses several categories or scales that were present in Version 2000

All couples respond to question-items relating to 18 scales.

These include 10 core scales from the previous versions of PREPARE/ENRICH:

- Idealistic Distortion
- Communication
- Conflict Resolution
- Partner Style and Habits (Personality Issues in V2000)
- Financial Management
- Leisure Activities
- Affection and Sexuality (Sexual Expectations in V2000)
- Family and Friends
- Relationship Roles
- Spiritual Beliefs (in the new version four different versions of this scale are available, selected by the Facilitator after meeting with the couple: Standard; Protestant; Catholic; Jewish; Interfaith/Interchurch)

The last 9 of these scales are used for the assessment of the Couple Typology.

The set of scales also includes four scales associated with the Couple & Family Map:

- Couple Closeness
- Couple Flexibility
- Family Closeness
- Family Flexibility

Also included are the four scales associated with Relationship Dynamics:

- Assertiveness
- Self-Confidence
- Avoidance
- Partner Dominance

1.3 It adds a number of new categories or scales

All couples will answer five new personality scales called SCOPE (based on the Five Factor Model of Personality):

- Social
- Change
- Organized
- Pleasing
- Emotionally Steady

All couples will respond to a new Personal Stress Profile identifying:

- General level of personal stress
- Top 10 stressors

Other new scales created for the Customized Version are presented to a couple in a form that depends upon their particular circumstances as identified in their pattern of background responses. These include scales that assess:

- Cultural/Ethnic Issues
- Interfaith/Interchurch Issues (as noted earlier in the comments on the Spiritual Beliefs scale)
- Parenting Issues (a variety of new scales based on the age of the child and parenting situations - Becoming Parents, Children, Step Parenting, Intergenerational Issues)
- Cohabitation Issues (where relevant)
- Forgiveness Issues
- Commitment Issues
- Previous Marriage Issues

2. Informing and Encouraging Couples

Even though it would be possible to arrange for couples to take the Customized Version without any face-to-face preliminary meeting, we believe that it is very important to meet with the couple first and work through a range of issues such as:

- What does the process of taking the Customized Version on-line involve?
- How will they respond to the questions describing their relationship status? (The main issues are: Are you dating, engaged or married? Do you and your partner have children from a previous relationship? Are you and your partner living together? Are either of you over the age of 55? Are there any intercultural issues likely to be involved?)
- What version of the Spiritual Beliefs scale should the Facilitator select for them (Standard – non-faith specific items; Protestant; Catholic; Jewish; Interfaith/Interchurch)?
- Prepare is not a test, so what are the goals of the feedback process?
- What will the feedback sessions entail in general?
- Obtain their email addresses. How is confidentiality protected?
- Why is it important to answer individually and without collusion?
- Why is it important to answer honestly?
- How will the feedback process be kept safe - perhaps challenging and encouraging, but not destructive and discouraging?
- What are the costs (payable to Prepare-Enrich and/or to the Facilitator)?

This session is also an important opportunity to form a working relationship with couples and to spend time talking with them about how they met and what attracted them to one another and their reasons for wanting to become involved in the Prepare-Enrich program. Of course, sometimes a couple's circumstances will be such that an initial face-to-face meeting is not viable (e.g. one partner or both are overseas) and the on-line system will prove very helpful in making it possible for these couples to take the Customized Version before meeting with their Facilitator.

3. Logging in to use the Customized Version and Adding Couples

Since you are already trained and accredited as an Australian Prepare-Enrich Administrator, to use the Customized Version in Australia go to our **Australian** website (www.prepare-enrich.com.au) then go to the Administrator's page and use a link to go to the *Customized Version Login Page* and login as a Facilitator. (Please note that Version 2000 Administrators who use the Customized Version will now be identified as Facilitators - in line with all International Offices of Prepare-Enrich).

Your Facilitator ID-code will be your existing Australian six digit user code (if your code begins with a zero, omit the zero and use the 5 digit code) and the password will be your surname (eg. Smith). **Once you are logged on, you will need to use the link provided to add your current email address since this is not included in the initial account setup.** The password and id-code reminder system will not work until that has been done. So, if you have a problem with your initial login please email the Australian Office at info@prepare-enrich.com.au and we will manually check your details. When logged in, you can **change your password if you wish to do so.** Your user code will no longer need to be changed if you move interstate. Allowing a non-accredited person to use your account is a violation of professional ethics.

To work with a couple, the Facilitator logs on to use their personal *Add and Manage Couples* site: “Adding a couple” involves **providing the couple’s first names** (or some other identifier), **each partner’s email contact details**, and then selecting the **spiritual beliefs version** the Facilitator wants the couple to receive (non-faith based or faith based – Catholic, Protestant or Jewish – or a version for those in which there is an interfaith or interchurch couple difference) as well as **method of payment**.

Payment methods will include provision for on-line secure credit card payments made by the Facilitator or the couple, as well as purchase of multiple scoring credits by a Facilitator for future use. Details of costs and methods of payment will be provided by clicking on the “Purchase Scorings” tab once you are logged in.

Once this process is completed, the Facilitator submits the information and an email is then sent by the system to the couple to let them know that they can each respond independently to the inventory. They will be given a login code and a website link for them to each begin the answering process. They can individually answer in one sitting, or do part and save it and then return to complete it when they wish to do so. Each person receives the items in a different order. Once they have each completed and submitted their responses an email will be sent to the Facilitator letting them know that the couple have done so and that their reports are available.

Note: *You can only access the Australian Customized Version and you should use the link from the Australian Prepare-Enrich website to do so (don’t forget the .au).*

4. Managing and Understanding Facilitator Reports

The Facilitator then logs in as before but uses the *Manage Couples* feature to view and print the Facilitator Report, the Couple Report and whatever package of Couple Exercises are required. The reports will be available on this site for 12 months.

The Facilitator’s Report is now in a more user friendly and simpler format - about 24 pages and in portrait mode. The basic structure of the report and the way of working with it are both similar to the current report but the new version is more visual and contains greater narrative content. The report continues to use the familiar revised individual percentile scores (revised for magnitude of idealistic distortion) and couple agreement percentages, as well as patterns of responding to specific items that involve positive couple agreement, disagreement, indecision and special focus. Version 2000 features such as the Couple Typology, the concept of Strength and Growth Areas, and the Couple and Family Maps remain as features of the new report.

The Facilitator Report is downloaded as a PDF file from the Facilitator's *Add & Manage Couples* site and then may be read and printed (in full or in part; in colour or in black and white; in whatever quality mode you prefer) by the facilitator using Adobe Acrobat Reader.

The content of the Facilitator's Report will depend upon the nature of the customization process that was applied to a particular couple. The main sections and their order are typically:

- Background Information
- Couple Typology / Strength and Growth Areas
- Overall Satisfaction and Idealistic Distortion
- Relationship Dynamics
- Commitment and Abuse
- Personal Stress Profile (NEW)
- Core relationship Categories
- Additional Customized Categories (NEW)
- Couple Map
- Family Map
- SCOPE Personality Scales (NEW)

The new report includes more commentary on themes and patterns and updated labels for some of these ("traditional" in the couple typology is now called "conventional"; "Personality Issues" is now called "Partner Style and Habits" and "Sexual Expectations" is now called "Affection and Sexuality" in the core categories).

***Please Note:** An abbreviated sample Facilitator Report may be downloaded from our website (at the same location from which you downloaded the Transition Manual).*

5. Using Couple Reports

Many couples and facilitators have requested a brief report that contains some of the major results that the couple could review and keep. In the Customized Version a 10 page **Couple's Report** is created that includes:

- A simplified Couple Typology and Strength and Growth Areas
- Relationship Dynamics (Assertiveness; Self-Confidence; Avoidance; Partner Dominance)
- Personal Stress Profile
- Couple Map
- Family Map
- SCOPE Personality Scales and Couple Patterns

The Couple Report can be downloaded as a PDF file from the Facilitator's *Add & Manage Couples* site and printed (in full or in part) by the Facilitator and given to the couple as part of the feedback process.

6. Working with the Couple Exercises Package

As a companion to the Customized PREPARE/ENRICH assessments, there is a *Couple's Workbook* containing more than 20 exercises that cover 14 different content areas. In the workbook, there are six core Couple Exercises for giving feedback to couples. These couple exercises are designed to help the couple process and deal with the issues raised by the assessment. The six core Couple Exercises are:

1. Sharing Strength and Growth Areas
2. Creating a Wish List using Assertiveness & Active Listening
3. Ten Steps for Resolving Conflict
4. Couple & Family Map – Mapping your Relationship
5. Personal Stress Profile – Identifying Most Critical Issues
6. Personality Exercise – SCOPE out our Personality

In addition to these six couple exercises, the Customized Version contains many other exercises, many of which are new to the PREPAR/ENRICH Program. The new couple exercises include topics related to personality, stress, roles, expectations, and stepfamilies. The wide range of exercises allows the facilitator to further personalize the feedback experience to match the needs of each couple. These couple exercises are designed for use in feedback sessions so that the couple can resolve current issues and learn skills to deal with future issues.

Once your couple have completed the questions, the *Couple's Workbook* may be downloaded as a PDF file from the website. This is done from the *Add & Manage Couples* website. If you prefer, you can also order a number of hard copies of the *Couple's Workbook* from the Australian office (see section 8). The Facilitator simply selects all or part of the set of exercises they prefer to use with a particular couple and prints these (in colour or in black & white; in whatever quality mode you prefer) for use with the couple.

One of the exercises involves facilitating couple discussion on financial matters. It is important not to appear to be advising couples on their financial affairs since this might be construed as providing professional financial guidance and advice for which you might be held liable if that advice could be shown to be flawed. A good principle to follow when working with any aspect of the feedback is never to give direct advice but aim to facilitate constructive and responsible couple interaction.

7. Availability of the Couple Checkup

You might wish to encourage couples to consider using the *Couple Checkup* as a way of monitoring their relationship in the future. This is a simple self-help online assessment that is available on the United States Prepare-Enrich website (at www.couplecheckup.com). This is designed to be a process that closely resembles an abbreviated Customized Version experience. It should be helpful for strong and well-motivated couples who have already worked with a Facilitator using the Customized Version. They can be encouraged to take the Couple Checkup as a follow-up in the future (the cost is US\$29.95). You may download a Sample Report and a Sample

Discussion Guide at: www.couplecheckup.com (then click on Learn More and then on Sample Report or Sample Discussion Guide).

You might want to encourage couples to contact you if they have any concerns that arise when they discuss the Couple Checkup outcomes. You might also wish to discourage the use of the Couple Checkup by couples who are troubled and have ongoing issues, and recommend to them that a better follow-up might be to repeat of the Customized Version with you in the future and that you are willing for them to contact you when they wish to do so.

8. Obtaining Additional Customized Version Resources

- *Facilitator Manual*: If you would like more detail on the Customized Version you can purchase a CD containing the full *Customized Version Facilitator Manual*. This CD contains an in-depth and detailed (92 page) reference manual for the Customized Version. It also contains a printable copy of the Australian version of the *Couple's Workbook* that you may use to print out in full or to print only selected exercises rather than using the full set. The CD should auto run on PCs, but if it does not do so open the CD and click on the *readme* file. Macintosh users will need to click on the CD icon on the desktop to open the CD and then click on the *readme* file. The files open with Adobe Acrobat Reader. We strongly recommend that you obtain this valuable resource.
Cost: \$20 (this includes GST and postage).
- *Couple's Workbook*: Printed high quality hard copies of the *Couple's Workbook* are available for \$6 for a single booklet or \$50 for a set of 10 (these prices include GST and postage).

The *Facilitator Manual* and/or the *Couple's Workbook* may be ordered by calling the Australian National Office on 02 9545 4566 or by emailing us at: info@prepare-enrich.com.au

- *Origins: Family Experiences of Premarital Couples*: If you have already purchased a copy this book by Alan Craddock, a discussion of the relevance of the new Customized Version reports to work with conflicted couples may be downloaded as a free PDF file at:
www.prepare-enrich.com.au/CVresources/CVresources.html

If you have not used Version 2000 in the last 5 years, or if you feel unconfident about using the Customized Version we strongly recommend that you consider participating in a CV Training Day. Please see our website for details.