



CSTART-2 Community-Based Learning Collaborative on TF-CBT

Orientation Manual

Revised: 1-9-15



Program for Adolescent Traumatic Stress (PATS) is funded by SAMHSA Grant Appropriation 1U79SM061269-01.

Welcome to the

C-START 2 Community-Based Learning Collaborative on Trauma-Focused Cognitive-Behavioral Therapy

The **CSTART-2 CBLC** is a collaborative learning project conducted as part of **PATS**. It involves a dedicated group of **professionals and organizations** who, like you, are committed to ensuring that all abused and traumatized children and their families in the State of Florida receive effective, evidence-supported mental health services. All training is offered **free of charge**. **PATS** is funded by a grant from SAMHSA.

This orientation manual contains the following information:

1. **What is PATS?**
2. **What is the CSTART-2 CBLC?**
3. **Who are the CSTART-2 CBLC Training Faculty?**
4. **What is a Community-Based Learning Collaborative?**
5. **What is a Community Change Team?**
6. **What will the CSTART-2 CBLC include?**
7. **What is the timeline for the CSTART-2 CBLC?**
8. **What are the benefits of the CSTART-2 CBLC?**
9. **What are my responsibilities as a CSTART-2 CBLC participant?**
10. **What are the Pre-work Learning Activities?**
11. **APPENDIX A: Biographies of the CSTART-2 CBLC Training Faculty**
12. **APPENDIX B: Instructions to Access to Resources**
13. **APPENDIX C: Contact and Web Information Summary. Pre-Work Checklists**



To complete the online registration for the C-START 2 CBLC, go to:

<http://www.surveymonkey.com/s/CSTART2registration>

1. What is PATS?

The Program for Adolescent Traumatic Stress (PATS), funded by the Substance Abuse Mental Health Services Administration (SAMHSA), is a Category II Center of the National Child Traumatic Stress Network. The mission of PATS is to address the needs of adolescents who are having significant problems related to traumatic stress, with a special focus on those involved in the child welfare and juvenile justice systems, minority youth, and LGBT youth.

PATS is primarily targeting the southeastern states and will focus on use of the CBLC model to implement evidence-based trauma-focused interventions across communities.

PATS involves 1) teaching clinicians how to do evidence-based interventions (EBIs), 2) equipping brokers of services with the necessary knowledge and skills to do evidence-based treatment planning and case management, and 3) promoting a high level of professional collaboration to improve community service delivery.

The initial treatment being implemented by PATS is **Trauma-Focused Cognitive-Behavioral Therapy (TF-CBT)**. TF-CBT has been identified as an evidence-supported “best practice” intervention for use with abused and traumatized children and adolescents.

What is TF-CBT?

TF-CBT is an evidence-supported, components-based, conjoint child and parent psychotherapy approach for children and adolescents who are experiencing significant emotional and behavioral difficulties related to traumatic life events.

The goal of PATS is to enable the participating professionals and service agencies to learn, implement, and sustain the use of EBIs over time for the benefit of their clients.

2. What is the CSTART-2 Community-Based Learning Collaborative?

The CSTART-2 CBLC on Trauma-Focused Cognitive-Behavioral Therapy is a 12-month training and implementation project for professionals who are committed to working together to build the capacity of their communities to provide TF-CBT to all abused and traumatized children who need it. Participating **mental health professionals** will learn to do TF-CBT with a high degree of skill and fidelity. “**Broker**” professionals, those who identify youth with trauma-related symptoms, construct treatment plans, refer them for mental health services, and case manage (e.g. CPS workers, GAL’s, victim advocates, DJJ personnel, law enforcement, school personnel and others), will learn about TF-CBT, referral criteria for TF-CBT, **Evidence-Based Treatment Planning (EBTP)**, and case management skills to promote successful treatment outcomes. Clinical and Broker professionals form **Community Change Teams** and work together to:

- **Build capacity to provide TF-CBT in their community,**
- **Implement TF-CBT and EBTP in their community,**
- **Ensure that all children and families who need TF-CBT receive it,**
- **Identify and overcome barriers to receiving TF-CBT,**
- **Monitor progress in achieving these goals, and**
- **Sustain the use of TF-CBT and EBTP over time after the learning collaborative is completed.**

The CSTART-2 CBLC is about learning new practice skills **and** applying and using them regularly in everyday practice over time. The CSTART-2 CBLC learning activities consist of a **Pre-Work** learning period, three 2-day **Learning Sessions**, and three **Action Periods** over a 12-month period. CSTART-2 CBLC participants commit to actively participating in **all** of the learning and implementation activities.

3. Who are the PATS Training Faculty?

Biographies of all training faculty are in Appendix A.

Rochelle Hanson, Ph.D., PATS Program Director
Professor National Crime Victims Research and Treatment Center
Department of Psychiatry and Behavioral Sciences
Medical University of South Carolina

Michael de Arellano, Ph.D.
Director of Community Services
Professor and Director of HOPE and COPE Clinics
National Crime Victims Research and Treatment Center
Department of Psychiatry and Behavioral Sciences
Medical University of South Carolina

M. Elizabeth Ralston, Ph.D.
Executive Director Emeritus
Dee Norton Lowcountry Children's Center

Rachael J. Garrett, LMSW
Director of Community Services
Dee Norton Lowcountry Children's Center

Jan Koenig, M.Ed., Program Coordinator
National Crime Victims Research and Treatment Center
Department of Psychiatry and Behavioral Sciences
Medical University of South Carolina

Carrie Jackson, Program Assistant
National Crime Victims Research and Treatment Center
Department of Psychiatry and Behavioral Sciences
Medical University of South Carolina

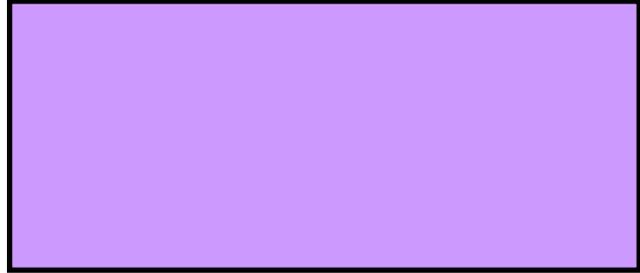


4. What is a Community-Based Learning Collaborative?

A **Community Based Learning Collaborative (CBLC)** is an approach to training and implementation

A Learning Collaborative is *not*.

- A one-time training event
- A trainer lecturing to you
- Concerned only with building knowledge



of new practices designed to: 1) build practitioner **knowledge, skills, and competence** in a best practice through intensive, collaborative training and consultation activities; and 2) overcome organizational, community, and other common **barriers** to using and sustaining the new practice in everyday practice. In a CBLC, clinical and broker professionals from several organizations come together to form **Community Change Teams** that will work collaboratively with a training faculty to **build the capacity of their communities** to deliver a new, evidence-based practice to clients who need it. Professionals in the Community Change Teams include **mental health professionals** who provide mental health treatment, and **Brokers**, professionals who identify clients who need mental health services, refer them for mental health services, monitor the outcome of treatment, and often take action based upon the outcome of treatment. Both mental health and broker participants include front-line practitioners, supervisors, and senior leaders of agencies and organizations.

Learning is designed for immediate application in daily work. Each Learning Session is followed by a 2-3 month **Action Period** during which practitioners apply their new knowledge and skills while receiving regular consultation from the training faculty. During Action Periods, barriers to treatment implementation are identified. Problem-solving as a team to overcome identified barriers to implementation is a central part of the CBLC. During the CBLC, case, agency, and community level **metrics** are used to assess progress and provide regular feedback to team members. Strengths, successes and areas for improvement are highlighted.

5. What is a Community Change Team (CCT)?

A **CCT** is comprised of mental health and broker professionals who are committed to having effective, evidence-supported mental health services available for every abused and traumatized child in their community. CCT members include frontline practitioners, supervisors, and senior leaders.

- "**SENIOR LEADER**" refers to directors, administrators, program managers and others who have agency leadership responsibilities. In the CSTART-2 CBLC Senior Leaders will not be clinically trained in TF-CBT, but will learn to encourage and facilitate its implementation in their organization and work to overcome barriers. Senior leaders will play a critical role in establishing TF-CBT as a regular program within their settings and working toward sustainability.
- "**CLINICAL SUPERVISOR**" refers to participants who provide direct clinical supervision to therapists. Clinical Supervisors are required to hold a masters or doctoral degree in a mental health profession. They will be clinically trained in TF-CBT as well as participate in special activities for supervisors that help build supervisory skills.
- "**THERAPIST**" refers to mental health clinicians who regularly see abused and traumatized children for psychotherapy. Therapists will be clinically trained in TF-CBT. Therapists are

required to hold a masters or doctoral degree in a mental health profession or be enrolled in a relevant graduate educational program.

- **“BROKER”** refers to professionals who identify abused children, develop treatment plans, refer children and families for mental health treatment, and follow the case over time. Brokers include CPS caseworkers and supervisors, GALs, victim advocates, domestic violence caseworkers, DJJ caseworkers, rape crisis workers, nonclinical CAC workers, school personnel, and others. Brokers will learn about TF-CBT, Evidence-Based Treatment Planning (EBTP), and case management for treatment success.

Participants in the CSTART-2 CBLC will choose a track in which to participate in collaboration with other members of the CCT. There will be a **Clinical Track** for mental health professionals; a **Broker Track** for broker professionals; and a **Senior Leader Track** (Senior Leaders may be from clinical and/or broker agencies). The Clinical and Broker Tracks will include supervisors, and frontline providers. In addition to many joint learning activities, each track will have specially designed training activities and resource materials. Participants must select ONE track for the CBLC; it is not possible to participate in more than one track.

Throughout the CBLC, participants work collaboratively and constantly, **“share relentlessly,”** and **“steal shamelessly”** from one another and the faculty. Collaborative learning maximizes the impact of the training experiences, expands consultation on clinical problems, works to solve barriers to implementation, and enables sharing of materials, ideas, and experiences.

6. What will the CSTART-2 CBLC Include?

- Clinical training for therapists and clinical supervisors in TF-CBT from nationally recognized trainers who have completed the *Train-the-Trainers program* conducted by the developers of TF-CBT.
- Training for brokers on TF-CBT, Evidence-Based Treatment Planning, and methods of case management for treatment success from nationally recognized child abuse experts.
- Training for supervisors on supervision methods for TF-CBT.
- Training for senior leaders on methods for developing and sustaining a supportive organizational and community environment for delivering TF-CBT and other evidence supported treatments.
- Training in identifying and overcoming barriers to using TF-CBT with appropriate clients.
- Training in methods of family engagement.
- Ongoing consultation for all participants during Action Periods.
- Access to the PATS web-based resources library.

Learning activities:

- A **Pre-Work** phase prior to Learning Session 1 to do preliminary reading, web-based learning, and team building in order to maximize the utility of the in-person learning sessions.
- Three 2-day **Learning Sessions**. CEU credit awarded.
- Three **Action Periods**, one after each Learning Session, to practice skills with expert consultation, identify barriers, and apply strategies to overcome these barriers to implementation
- Regular telephone **case consultation** with expert faculty for therapists, brokers, supervisors, and senior leaders.

You will learn to SHARE
RELENTLESSLY and
STEAL SHAMELESSLY!

7. What is the timeline for the CSTART-2 CBLC?

2014 - 2015

December-January

February 2 & 3

January – May

May 4 & 5

May-September

September 14 & 15

September-December

December 2015

Pre-Work phase

Learning Session 1

Action Period 1

Learning Session 2

Action Period 2

Learning Session 3

Action Period 3

Final Evaluation

Learning Sessions 1, 2, & 3 will take place at: United Way of Miami Dade Ansin Building,
3250 SW 3rd Avenue, Miami, FL 33129

8. What are the Benefits of the CSTART-2 CBLC?

- Be a partner in creating positive change in your community to improve mental health services for all abused and traumatized children and their families.
 - Be involved with highly trained, experienced colleagues from relevant agencies in your community and around the state in an ongoing professional learning community.
 - Receive intensive, **free** training and case consultation from nationally recognized experts.
 - Clinicians become highly clinically trained in the use of the most well-supported treatment approach for traumatized children and their families, TF-CBT.
 - Brokers become highly trained in understanding TF-CBT, referral criteria, Evidence-Based Treatment Planning and case management for treatment success.
 - Access to a large library of practice materials and resources.
 - Receive **FREE continuing education hours**
 - Receive a **Certificate of Completion** from PATS
 - Be listed on the **PATS Roster of Professionals** on the public PATS web site
-

9. What are My Responsibilities as a CSTART-2 CBLC Participant?

- Read this *Orientation Manual*.
- Complete the web-based CSTART-2 CBLC Participant Registration Survey at:
<http://www.surveymonkey.com/s/CSTART2registration>
- Complete all **Pre-Work** assignments for your role.
- Attend the **three** 2-day Learning Sessions over the course of the 12-month learning collaborative.
- Complete monthly web-based metrics surveys during the CBLC.
- Participate in the scheduled 1-hour teleconference group consultation calls over the 12-month period (a minimum of **12** for clinicians; and **7** for brokers and senior leaders). See call schedule below.
- Complete the follow-up survey at the end of the learning collaborative.

Responsibilities for Therapists and Clinical Supervisors Only

- Complete the free web-based training course, **TF-CBTWeb** prior to attending Learning Session 1. (available at: www.musc.edu/tfcbt). If you completed TF-CBTWeb prior to January 1, 2009, we ask that you login and review all the modules before printing your certificate of completion.
- Complete the full TF-CBT treatment protocol with at least **2** child or adolescent (PREFERABLY ADOLESCENT) trauma clients prior to the end of the learning collaborative. (**Note:** We recommend registering at least **5** child or adolescent trauma clients in order to complete the two required cases)
- Complete the **pre- and post-treatment Clinical Assessment Packets** with at least **2** TF-CBT training cases prior to the end of the learning collaborative.
- Complete weekly web-based metric surveys concerning your use of TF-CBT with training cases.

Consultation Call Schedule

| Call Type | Who | Purpose | Frequency |
|----------------------------|-----------------------------------|---|------------------|
| Clinical Case Consultation | Therapists & Clinical Supervisors | Training in TF-CBT | 2x/month |
| Senior Leader | Senior Leaders | Organizational improvement | 1x/month |
| Broker Consultation | Brokers | Referral, treatment planning, case management | 1x/month |

Improvement Metrics

In order to assess improvement, brief (5-minute) web-based metric surveys are collected on a weekly and monthly basis from participants. These improvement metrics are used to assess improvement over time. Results are given to participants on a monthly basis.

All participants are expected to complete all web-based metric surveys for their role during the learning collaborative.

10. What are the Pre-Work Learning Activities?

The **Pre-Work** phase includes self-directed learning activities designed to prepare participants for Learning Session 1. These Pre-Work activities enable us to provide more advanced training during the Learning Sessions. Pre-Work activities differ for Therapists, Brokers, Supervisors, and Senior Leaders. All Pre-Work materials can be downloaded from the PATS website on the Pre-Work page at:

www.musc.edu/PATS

Click on CSTART-2 CBLC

Login: pats

Password: nctsn

Click on Pre-work Activities

All Participants

Pre-Work activities to be completed by **all participants** prior to Learning Session 1:

1. Read this manual.
2. Register for the CSTART-2 CBLC using the electronic registration at:
<https://www.surveymonkey.com/s/CSTART2Registration>
3. Complete the online **CSTART-2 CBLC Pre-Work Assessment Survey** that can be accessed at:
<https://www.surveymonkey.com/s/CSTART2PreWork>
4. Read the summary of TF-CBT from the **Child Welfare Information Gateway**.
5. Read the summary of TF-CBT from the **California Evidence-Based Clearinghouse for Child Welfare (CEBC)**.
6. Read the summary of TF-CBT components, **PRACTICE**.
7. Meet with your Community Change Team.
8. Complete, sign, and fax the **Pre-Work Activities Checklist** to PATS Program Assistant, Carrie Jackson, at 843-792-7146.

Therapists and Supervisors only

1. Complete the free web-based learning course, **TF-CBT Web** available at www.musc.edu/tfcbt.

Senior Leaders only

1. Complete the free web-based learning course **ChildVictimWeb** available at www.musc.edu/cvweb and fax the required certificates to Jan Koenig, at 843-792-7146.
2. Read the **Kauffman Best Practices Report**.



Brokers Only

1. Review the **NCTSN Child Welfare Trauma Training Toolkit Comprehensive Guide**
2. Review Materials related to **Evidence-Based Treatment Planning**.
3. Complete the free web-based learning course **ChildVictimWeb** available at www.musc.edu/cvweb and fax the required certificates to Carrie Jackson, at 843-792-7146.

All Pre-Work learning activities and materials can be accessed on the PATS website on the Participant Materials page.

Community Change Team

Members of the CCT should meet together at least once prior to Learning Session 1. We encourage this to be a fun, social time where members can learn more about each other and the work they do. We encourage CCTs to discuss the current status of abused and traumatized children receiving (or not

receiving) evidence-based mental health services in their area and begin to identify some barriers in their community.

12. APPENDIX A

CSTART-2 CBLC Training Faculty

Rochelle F. Hanson, Ph.D.

PATS Director

hansonrf@musc.edu

Dr. Rochelle Hanson is a Professor at the National Crime Victims Research and Treatment Center (NCVC), Department of Psychiatry and Behavioral Sciences, Medical University of South Carolina. She is a Licensed Clinical Psychologist specializing in the treatment of traumatized children and youth. Her research focuses on the prevalence and effects of trauma exposure as well as dissemination of evidence-supported practices for trauma-exposed youth. Dr. Hanson received a Ph.D. in Clinical Psychology from Florida State University and completed an NIMH post-doctoral research fellowship at the NCVC. She has served as a co-investigator on several federally-funded projects investigating violence exposure among children and adolescents. Dr. Hanson is a former board member of the American Professional Society on the Abuse of Children. She is the Director of PATS and faculty/clinical track coordinator for **Project BEST**. Dr. Hanson maintains a clinical practice, providing treatment to children and adults.

Michael de Arellano, Ph.D.

Clinical Faculty, Clinical Track Coordinator

dearelma@musc.edu

Dr. Michael de Arellano is a Professor and a Licensed Clinical Psychologist at the National Crime Victims Research and Treatment Center (NCVC), Department of Psychiatry at the Medical University of South Carolina. He graduated from the University of North Carolina at Greensboro in 1996 with a degree in Clinical Psychology, and he completed an NIMH-Funded post-doctoral fellowship in Violence and Traumatic Stress Research at the NCVC. Dr. de Arellano's clinical work and research focus on developing and evaluating treatment services for child victims of traumatic events from traditionally underserved population groups (e.g., rural, economically disadvantaged, Latino, African-American). He is the director and founder of the NCVC Hispanic Outreach Program - Esperanza (HOPE) and the Community Outreach Program - Esperanza (COPE) Clinics, which provide community-based clinical services, advocacy, and intensive case management to underserved children and families who have been victimized by crime or other traumatic events. Currently, Dr. de Arellano's research focuses on assessing victimization and its consequences, including potential factors (e.g., spirituality, *familismo*, and *machismo*) that may mediate or moderate the effects of victimization among immigrant Mexican and Mexican American families. His research and clinical work also have focused on evaluating and adapting evidence-based interventions for use with Latino child victims of traumatic events. He is a faculty member of **Project BEST**.

M. Elizabeth Ralston, Ph.D.

Faculty, Senior Leader Track Coordinator

lralston@dnlcc.org

M. Elizabeth Ralston, Ph.D. is the founding director emeritus of the Dee Norton Lowcountry Children's Center, Inc (DNLCC) an accredited Children's Advocacy Center located in Charleston, SC. She is on the clinical faculty of the Department of Psychiatry and Behavioral Science at the Medical University of South Carolina. Dr. Ralston serves on the Board of Directors of the National Children's Alliance and participates on the National Child Traumatic Stress Network Child Welfare committee. She has served on the board of Directors of Voices for South Carolina's Children, was on the founding board and served as president of the SC Chapter of the American Professional Society on the Abuse of Children, is a past president of the SC Chapter of Children's Advocacy Centers, serves on the Citizens Review Panel for the Lowcountry of South Carolina, and is a member of the SC Children's Justice Act Task Force. Dr. Ralston is the co-director of **Project BEST**. Dr. Ralston also provides training, consultation, expert testimony and technical assistance regarding child maltreatment at the local and state level as well as national and international level.

Rachael J. Garrett, LMSW

Director of Community Services at DNLCC, Broker Track Coordinator

Rgarrett@dnlcc.org

Rachael J. Garrett, LMSW, is the Director of Community Services at the Dee Norton Lowcountry Children's Center (DNLCC) in Charleston, SC. Prior to earning her Masters degree in Social Work from The Catholic University of America she lived and worked with children exposed to violence in Honduras, Central America. She joined the staff at DNLCC in 2008 as the bilingual forensic interviewer and mental health treatment provider. As the Director of Community Services, Rachael oversees DNLCC's multidisciplinary response to children and families through partnering with community agencies to ensure a collaborated and trauma-informed community response to child abuse. She provides training to professionals in the impact of trauma on children and families and the evidence-based services and best practices for child victims and their families. Rachael has served on the board of the South Carolina Network of Children's Advocacy Centers. She is a member of the faculty of *Project BEST*, a community-based training and implementation model for TF-CBT, disseminated across South Carolina through children's advocacy centers and their MDTs.

Janis S. Koenig, M.Ed.

PATS Program Coordinator

koenigjs@musc.edu

Jan Koenig is the Program Coordinator for the Family and Child Program of the National Crime Victims Research and Treatment Center at the Medical University of South Carolina. She received a B.A. degree from Florida Atlantic University and holds a M.Ed. from the Citadel Graduate College.

Ms. Koenig has been employed at the Medical University for over 30 years, holding various administrative positions in the Department of Psychiatry and Behavioral Sciences, the Department of Biometry and Epidemiology, and Environmental BioSciences. She is the Program Coordinator for two learning projects, PATS and **Project BEST**, a 10-year state-wide collaborative effort to use innovative community-based dissemination, training, and implementation methods to dramatically increase the capacity of every community in South Carolina to deliver evidence-supported mental health treatments (ESTs) to every abused and traumatized child who needs them.

Carrie Jackson, BS

PATS Program Assistant

jaccar@musc.edu

Carrie Jackson is a Program Assistant at the National Crime Victims Research and Treatment Center, Department of Psychiatry and Behavioral Sciences, Medical University of South Carolina, for PATS, **Project BEST**, and the TF-CBT Fidelity Project. She received a BS degree from the College of Charleston in Psychology.



13. APPENDIX B

Instructions to Access to Resources:

You can download everything you'll need to successfully complete all of PATS requirements in addition to having access to a library of free resources from the MUSC PATS Website (www.musc.edu/pats).

When you come to the home page look to the **left hand menu** and then scroll down to click on **"CSTART-2 CBLC."**

The **username** is: **pats** and the **password** is: **nctsn**

Once you have successfully logged in you will be taken to the main page. From there you can access any of the different pages to download and complete pre-work activities, register clients, download assessments, find out how and when to call into the conference calls, contact faculty, and "share relentlessly and steal shamelessly" from the resources library!

14. APPENDIX C

Contact and Web Information Summary

Carrie Jackson, PATS Program Assistant
National Crime Victims Research and Treatment Center
Medical University of South Carolina
67 President Street, MSC 861
Charleston, SC 29425

jaccar@musc.edu E-mail
843-792-9524 Phone
843-792-7146 Fax

CSTART-2 CBLC Participant Materials:

www.musc.edu/pats
(Click on CSTART-2 CBLC and login with username "pats" and password "nctsn")

CSTART-2 CBLC Registration:

<http://www.surveymonkey.com/s/cstart2registration>

CSTART-2 CBLC Pre-Work Assessment:

<http://www.surveymonkey.com/s/cstart2prework>

TF-CBT Web

www.musc.edu/tfcbt

CTG Web

www.musc.edu/ctg

Child Victim Web

www.musc.edu/cv

TF-CBT Consult

www.musc.edu/tfcbtconsult

PATS Public Web site

www.musc.edu/pats