Parent-Child Assistance Program (PCAP)

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PCAP Pre-Implementation Checklist

Overview:
The Parent Child Assistance Program (PCAP) Pre-implementation Checklist is a quality assurance tool used in the planning phase of PCAP replication site development. The checklist reviews the core characteristics necessary in determining the feasibility of a PCAP replication site.

First, the PCAP Pre-implementation Checklist asks questions in two areas important to consider: the community setting and the hosting agency setting.

Next, the Pre-implementation Checklist covers eight core components (each with related characteristics) that PCAP considers necessary to ensure fidelity to the model.

Community Setting

Community need	Are data available to demonstrate a significant maternal substance abuse problem in the community served?	☐ Yes ☐ No ☐ Don't Know
Community provider network	Is there strong evidence of collaboration among agencies serving high-risk populations?	☐ Yes ☐ No ☐ Don't Know
Community support	Do policymakers and funding sources support services for high-risk families and substance abusing populations?	☐ Yes ☐ No ☐ Don't Know

Hosting Agency Setting

Hosting agency	Is proposed hosting agency known as a successful provider of services to high-risk families or substance abusing populations?	☐ Yes ☐ No ☐ Don't Know
Agency support	Does the hosting agency endorse the implementation and operation of PCAP, and does leadership understand the PCAP model?	☐ Yes ☐ No ☐ Don't Know

The next section of the Checklist is organized into eight core components, with several characteristics per component. Each characteristic has one "anchor" statement that describes what **the ideal replication of the PCAP model** would look like.

For *each characteristic*, consider the elements of your agency relevant to that characteristic. Then, select a rating on the three-point scale [3, 2, 1].

- A score of 3 indicates the PCAP replication site is planning to replicate that characteristic.

- A score of 2 means the PCAP replication site *can probably* replicate the characteristic with training from University of Washington PCAP staff.

- A score of 1 indicates the PCAP replication site will not be able, or does not plan to replicate the characteristic.

- 'DK' stands for 'don't know'.

Component 1: The Clients

Key Characteristic	Does your site have the capacity to implement this characteristic of PCAP?	3 2 1 Yes Probably No ☐ Don't Know (DK)
1.1 Client eligibility	Referrals will meet all three eligibility criteria to be enrolled in PCAP	3 2 1 ☐ DK
1.2 Client enrollment	Clients will give signed consent to participate.	3 2 1 ☐ DK
1.3 Relapse or setbacks among clients	Clients will not be asked to leave the program because of relapse of setbacks.	3 2 1 ☐ DK

Component 2: Client Intervention Setting

Key Characteristic	Does your site have the capacity to implement this characteristic of PCAP?	3 2 1 Yes Probably No ☐ Don't Know (DK)
2.1 Structure of relationship with clients	Case managers will work with clients one-to-one.	3 2 1 ☐ DK
2.2 Program length	Case managers will work with clients for three years beginning at enrollment.	3 2 1 ☐ DK
2.3 Frequency of interaction with clients	Case managers will meet with clients face-to-face a minimum of twice monthly.	3 2 1 ☐ DK

		3 2 1
2. 4 Case manager – client ratio	Case managers will work with a maximum of 16 active client families.	3 2 1 ☐ DK
2.5 Case manager accompaniment	Case managers will regularly accompany clients to service provider agencies and case consultations.	3 2 1 ☐ DK

Component 3: Characteristics of Staff

Key Characteristic	Does your site have the capacity to implement this characteristic of PCAP?	3 2 1 Yes Probably No ☐ Don't Know (DK)
3.1 Case manager professional qualifications	Case managers will have a minimum of a BA/BS degree and two years of community based experience working with high-risk populations.	3 2 1 ☐ DK
3.2 Case manager background	Case managers will be considered for hire who have experienced similar life circumstances as clients, have surmounted these difficulties, and demonstrate continued success.	3 2 1 ☐ DK
3.3 Clinical supervisor professional qualifications	Clinical supervisors will have a minimum of a BA/BS degree in a mental health or social work field; have a minimum of four years of experience working with high-risk populations, and administrative and supervisory experience.	3 2 1 ☐ DK

Component 4: Training

Key Characteristic	Does your site have the capacity to implement this characteristic of PCAP?	3 2 1 Yes Probably No ☐ Don't Know (DK)
4.1 Initial staff training & orientation	Case managers and supervisors will complete PCAP Intervention and Evaluation Training requirements.	3 2 1 ☐ DK
4.2 Motivational interviewing	Case managers and supervisors will complete training on motivational interviewing.	3 2 1 ☐ DK
4.3 Ongoing training	Case managers and supervisors will regularly participate in ongoing trainings on topics relevant to work with high-risk populations.	3 2 1 ☐ DK

Component 5: Conducting the Intervention

Key Characteristic	Does your site have the capacity to implement this characteristic of PCAP?	3 Yes	2 Probably	1 No
		☐ Don't Know (DK)		
5.1 Core protocols on boundaries and standards	PCAP staff will be familiar with and understand the PCAP protocols on boundaries and standards.	3 ☐ DK	2	1
5.2 Interactive assessment and planning of client goals	Case managers will use PCAP protocols to help clients identify individual goals and incremental steps necessary to meet those goals.	3 ☐ DK	2	1
5.3 Continuity between program goals and client goals	Case managers will coordinate program goals with client goals to create individualized intervention plans for each client.	3 ☐ DK	2	1
5.4 Inclusion of client social and family network	Case managers will develop a network of contacts with family and friends involved in a client's life.	3 ☐ DK	2	1
5.5 Case manager operates within a network of service providers	Case managers will develop and maintain professional relationships with community service providers and help clients utilize appropriate and available services.	3 ☐ DK	2	1
5.6 Integrity of client file	Case managers will maintain client files according to PCAP client file protocols.	3 ☐ DK	2	1

Component 6: Clinical Supervision of Case Managers

Key Characteristic	Does your site have the capacity to implement this characteristic of PCAP?	3 Yes	2 Probably	1 No
		☐ Don't Know (DK)		
6.1 Supervisor-case manager ratio	Clinical supervisors will provide supervision to a maximum of six case managers.	3 ☐ DK	2	1
6.2 Frequency of supervision	Clinical supervisors will meet individually with each case manager a minimum of every other week to review each case.	3 ☐ DK	2	1
6.3 Content of supervision	During supervision, clinical supervisors will monitor case manager paperwork due, discuss and review each case, and keep supervision notes.	3 ☐ DK	2	1

6.4 Accessibility of clinical supervisors	Clinical supervisors will be accessible to case managers for ongoing consultation and will accompany case managers in the field as the need arises.	3 2 1 ☐ DK
6.5 Frequency of staff meetings	Clinical supervisors will facilitate staff meetings on a weekly basis.	3 2 1 ☐ DK

Component 7: Clinical Supervisor in the Community

Key Characteristic	Does your site have the capacity to implement this characteristic of PCAP?	3 2 1 Yes Probably No ☐ Don't Know (DK)
7.1 Clinical supervisor as intervention gatekeeper	Clinical supervisors will oversee the screening of community referrals, determine eligibility, and offer enrollment to potential clients.	3 2 1 ☐ DK
7.2 Clinical supervisor role in the community	Clinical supervisors will be involved in the community in order to: identify services available, prevent service barriers by understanding various agency operations, and address service barriers as they arise.	3 2 1 ☐ DK

Component 8: Program Evaluation

Key Characteristic	Does your site have the capacity to implement this characteristic of PCAP?	3 2 1 Yes Probably No ☐ Don't Know (DK)
8.1 Data collection	All case managers and supervisors will collect data according to PCAP protocols.	3 2 1 ☐ DK
8.2 Dissemination of evaluation data to staff	Clinical supervisors will use PCAP data to improve the quality of intervention practices.	3 2 1 ☐ DK