

# Parent-Child Assistance Program (PCAP)

UNIVERSITY OF WASHINGTON ADDICTIONS, DRUG & ALCOHOL INSTITUTE (ADAI)  
SEATTLE, WASHINGTON (206) 543-7155  
<http://pcap.psychiatry.uw.edu>

## Training Requirements for PCAP Office Assistants

*Please note date completed, and record trainer name for all items on this form.*

*When completed, send original to WA State PCAP Director, and give a copy to Clinical Supervisor and keep a copy for your records.*

### ON SITE / FIELD TRAINING:

#### READINGS

Date Completed

Review all PCAP Website content (<http://pcap.psychiatry.uw.edu>)

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Review PCAP Protocols (<http://pcap.psychiatry.uw.edu/program-intranet/>)  
(Intranet password: There4Moms+)

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Read PCAP Client Confidentiality (on website)

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#### PUBLISHED PCAP ARTICLE

(<http://pcap.psychiatry.uw.edu/publications/>):

“Intervention with high-risk alcohol and drug-abusing mothers: I. Administrative strategies of the Seattle model of paraprofessional advocacy.”(1999)

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#### VIEW PCAP VIDEO

(<http://depts.washington.edu/pcapuw/training/videos/>):

“[Breaking the Cycle, Building New Lives](#)” PCAP Video

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#### PCAP TRAINING WITH PCAP CLINICAL SUPERVISOR

Date Completed/Trainer\*

##### ADMINISTRATIVE SUPPORT & PROCEDURES

- Phones, message, mail
- Client assistance/advocacy
- PCAP filing systems
- PCAP data forms, data entry
- Medicaid verification
- Policies and procedures for requesting leave, purchase authorizations,
- Use of agency equipment (e.g., cars, e-mail, phones and computers)

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##### CLIENT FILES

- Read Client File Protocol (on website)
- Create a new client file (using most recent forms on website)
- Review three sample client files

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##### ACCESS TRACING DATABASE

- Read PCAP Access Client Database Manual (on website)
- Practice updating information for three clients, print and file face sheets
- Practice moving an exited client to the ‘Graduated Clients’ table

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**IMPORTANT NOTE ON CONFIDENTIALITY:** *The Access Tracing Database contains confidential client information and should be maintained under the strictest security available to your site. For many sites this will be an encrypted thumb drive, for others this will be an agency server overseen by IT professionals. In all cases the database MUST be encrypted when not in use, and regularly backed up in a secure way. The database should not reside on an individual desktop computer and must never leave the office under any circumstances.*

RESOURCE DRAWER

- Review contents and procedures for updating \_\_\_\_\_

**PCAP TRAINING WITH WA STATE PCAP DIRECTOR** **Date Completed/Trainer\***

PCAP MODEL OVERVIEW

- Two-day (or four half-day) PCAP training including PCAP background and theoretical foundations, core components, staff roles, enrollment criteria, intake procedures, two-pronged approach, the client file, best practices, safety and legal protocols \_\_\_\_\_

**PCAP TRAINING WITH WA STATE PCAP PROGRAM EVALUATOR** **Date Completed/Trainer\***

PCAP ONLINE DATA ENTRY CONSOLE ‘DATSTAT’ TRAINING

- PCAP online data entry console overview training and set-up (at ADAI, over the phone or via Zoom) \_\_\_\_\_

EVALUATION OVERVIEW FOR NEW HIRES

- One-day PCAP training on program evaluation and review of assessment instruments, will include further training on the biannual and time summary forms \_\_\_\_\_

**WASHINGTON STATE INSTITUTIONAL REVIEW BOARD (IRB)** **DATE COMPLETED**

- Read IRB Protocol (available on PCAP website): “ABC’s of PCAP Clients as Human Subjects: Special Considerations \_\_\_\_\_

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Signature of Office Assistant

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Date

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Signature of Clinical Supervisor

\_\_\_\_\_  
Date