

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 Clinical Supervisors

Please note date completed, and record trainer name for all items on this form. When completed, send original to the WA State PCAP Director at the UW and keep a copy for your records.

READINGS	Date Completed
Review all PCAP website content (http://pcap.psychiatry.uw.edu) All protocols, documents and forms (included those listed below) can be found on the PCAP website Intranet Page (password: There4moms+)	_____
Read entire PCAP Manual	_____
Read PCAP Protocols	
• PCAP Safety Guidelines	_____
• Boundaries and Standards	_____
• Reporting Abuse and Neglect	_____
• Duty to Warn	_____
• PCAP Legal Policy	_____
• PCAP Client Confidentiality	_____
Read published PCAP articles	
• “The Difference Game: An assessment tool and intervention strategy for facilitating change in high-risk clients.” (1997)	_____
• “Intervention with high-risk alcohol and drug-abusing mothers: I. Administrative strategies of the Seattle model of paraprofessional advocacy.” (1999)	_____
• “Intervention with high-risk alcohol and drug-abusing mothers: II. 3-year findings from the Seattle model of paraprofessional advocacy.” (1999)	_____
• “Post-program follow-up effects of paraprofessional intervention with high-risk women who abused alcohol and drugs during pregnancy.” (2003)	_____
• “Preventing alcohol and drug exposed births in Washington State: Intervention findings from three Parent-Child Assistance Program sites.” (2005)	_____
• “Maternal substance abuse and disrupted parenting: Distinguishing mothers who keep their children from those who do not.” (2011)	_____
VIDEOS	Date Completed
Watch:	
“PCAP - Working with the New Client”	_____
“Motivational Interviewing – Step by Step” (DVDs located on site) –and/or– Beth Rubin’s MI training videos (in SharePoint)	_____
Fetal Alcohol Spectrum Disorders Trainings (in SharePoint)	_____

PCAP TRAINING WITH EXPERIENCED PCAP CLINICAL SUPERVISORS

Date Completed/Trainer*

SUPERVISION PROCEDURES

- Read Individual Case Manager Supervision PCAP protocol and review the Clinical Supervision form _____
- Observe three PCAP supervisions with at least two different experienced supervisors
 - 1.) Supervisor: _____ Case Mgr.: _____ _____
 - 2.) Supervisor: _____ Case Mgr.: _____ _____
 - 3.) Supervisor: _____ Case Mgr.: _____ _____

REFERRAL AND INTAKE PROCESS

- Completing the Community Referral Screening Questionnaire (CRSQ) _____
- Documentation and filing of:
 - CRSQ _____
 - Client Service Agreement _____
- ASI Intake Interview (see page 3) _____

CLIENT FILES PROTOCOLS

- Read the Client File Protocol _____
- Review client files with a PCAP supervisor _____
- Read the Client File Review Protocol _____
- Conduct 3 client file reviews with a PCAP supervisor _____

MANAGING CONFIDENTIAL CLIENT INFORMATION IN THE OFFICE

- Become familiar with PCAP filing systems _____
- Read Paper Storage Protocol _____
- Read "Client Access Database" Manual and practice _____

All protocols, documents and forms (included those listed above) can be downloaded from the PCAP website: (<http://pcap.psychiatry.uw.edu/program-intranet/>) (password: There4moms+)

PCAP TRAINING WITH WA STATE PCAP TRAINERS

Date Completed/Trainer*

PCAP MODEL OVERVIEW

- Two-day (or three part-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. _____

EVALUATION TRAINING

Date Completed/Trainer*

- REDCap database training (1-hour training) _____
- Evaluation overview for new hires (a three-hour training) _____

ASI TRAINING WITH WA STATE PCAP ASI TRAINERS

Date Completed/Trainer*

BASELINE ASI TRAINING

- Attend 5-Day ASI Training
- Practice Interviews Working Toward Proficiency
- Complete Proficiency Exam and Review

PCAP TRAINING ON EVALUATION INSTRUMENTS (AT SITE)

Date Completed

- Become familiar with paper forms completed by case manager by reading coding masters while comparing to form (address questions regarding all evaluation forms to PCAP program evaluator)
 - *Challenges Checklist*
 - *Difference Game forms*
 - Observe role play of Difference Game between two case managers
 - *Goal Assessments form*
 - Observe role play of Goals setting between two case managers
 - *Child Log (optional)*

After REDCap training with the PCAP Program Evaluator:

- Become familiar with online forms completed by case manager and review each online data form while comparing to coding master:
 - *Weekly Case Manager Time Summary form*
 - *Biannual Documentation of Client Progress form*
 - *Monthly Update form*
 - *Monthly Tracing Post-Exit form*
 - *Client Exit Summary form*
 - Update forms (completed when/if event occurs):
 - Notification of Subsequent Birth,*
 - FASD/Neurocognitive Impairment Form ,*
 - Additional goals*
- Become familiar with online forms completed by UW ASI Exit Interviewer:
 - *Exit ASI and Case Manager-Client Relationship Inventory*

PCAP TRAINING WITH WA STATE PCAP COORDINATOR

Date Completed*

DIVISION OF BEHAVIORAL HEALTH AND RECOVERY (DBHR) REPORTING

- Overview of reporting requirements
 - Monthly DBHR Client Count Report
 - Annual DBHR Reports

* Trainer: name of person with whom you did the activity/training

TRAINING WITH HOME AGENCY

Date Completed/Trainer*

SITE-SPECIFIC OPERATIONS & PROCEDURES

Use of agency cars, maintenance, parking, risk management

Facilities, rent, lease agreement

Use of phones, cell phones, long distance, email

Business travel

DBHR State contract requirements

Review contract

Records maintenance

Allowable costs

Budget procedures

Revolving checking account

Mileage and client/study subject reimbursement

Client flex-fund payments and documentation

Donations

Trainings and workshops

Copying, printing, mailing, faxing, business cards

Purchasing equipment and supplies

Personnel protocols

Timesheets

Flex time, overtime policies

Leave: vacation, sick leave, family medical leave act,
disability leave, bereavement

FIELD TRAINING

IN THE FIELD WITH CASE MANAGERS AND CLIENTS

25 hours accompaniment and observation (five hours with each experienced case manager) is required.

Case Manager

Date/Time

Five hours with

Five hours with

Five hours with

Five hours with

Five hours with

Signature of Clinical Supervisor Completing Training

Date