

Training Requirements for PCAP Case Managers

These training requirements should be completed before the case manager assumes a caseload independently. Please note date completed, and record trainer name for all items on this form. When completed, give the original, signed copy to your clinical supervisor, send a copy to the UW PCAP coordinator, and keep a copy for your records.

ON SITE AND FIELD TRAINING

<u>READINGS</u>	<u>Date Completed</u>
Review all PCAP Website content (http://pcap.psychiatry.uw.edu)	_____
Read entire PCAP Manual	_____
Read PCAP Protocols (http://pcap.psychiatry.uw.edu/program-intranet/): (password: There4moms+)	
• PCAP Safety Guidelines	_____
• Boundaries and Standards	_____
• Reporting Abuse and Neglect	_____
• Duty to Warn	_____
• PCAP Client Confidentiality	_____
Read published PCAP article (http://pcap.psychiatry.uw.edu/publications/):	
• “The Difference Game: An assessment tool and intervention strategy for facilitating change in high-risk clients.” (1997)	_____
<u>VIDEOS/DVDS</u>	<u>Date Completed</u>
Watch PCAP videos:	
• “Breaking the Cycle, Building New Lives” PCAP Video	_____
• “Working with the New Client: The Difference Game” PCAP Video	_____
• “Keys to Caregiving” (log in: pcapkeys@gmail.com, There4moms+)	_____
• “Motivational Interviewing Step by Step” –or- Beth Rubin’s MI training video (in SharePoint)	_____

PCAP TRAINING WITH PCAP CLINICAL SUPERVISOR

Date Completed/Trainer*

CLIENT FILES

- Read Client File protocol _____
- Review 3 client files with clinical supervisor _____

CASE NOTES

- Read Case Notes protocol and review with clinical supervisor _____
- Keep case notes on all activities you do while shadowing case managers, review with clinical supervisor (See Field Training) _____

RELEASE OF INFORMATION FORMS

- Train with (administer to) clinical supervisor _____

LEGAL PROTOCOLS

- Reporting Abuse and Neglect _____
- Duty to Warn _____
- PCAP Legal Policy: Subpoena and Testimony Guidelines _____

CLIENT EXIT

- Strategies at 24 months _____
- 36-month client exit protocols _____

TRAINING ON DATA COLLECTION INSTRUMENTS

- *Time Summary form*
 - a. Read Master for Coding while comparing to form _____
 - b. Discuss strategies for keeping track of client time with other case managers _____
 - c. Train and review with clinical supervisor _____
 - d. Complete a “practice” Time Summary Sheet on all activities you do while shadowing case managers; review with clinical supervisor (See Field Training) _____
- *Difference Game*
 - a. Read Master for Coding while comparing to form _____
 - b. Practice administering with another case manager (role play) under supervision of clinical supervisor, ≥twice
1. _____
2. _____
 - c. Review with clinical supervisor _____
- *Goal Assessments form*
 - a. Read Master for Coding while comparing to form _____
 - b. Practice administering with another case manager (role play) under supervision of clinical supervisor, ≥ twice
1. _____
2. _____
 - c. Review with clinical supervisor _____
- *Child Log (optional form – replaced Biological Children at Enrollment)*
 - a. Practice administering with another case manager (role play), ≥ twice
1. _____
2. _____
 - b. Review with clinical supervisor _____

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

PCAP TRAINING WITH PCAP CLINICAL SUPERVISOR, CONTINUED

Date Completed/Trainer*

- *Challenges Checklist form (replaced DLC)*
 - a. Practice administering to another case manager (role play) _____
 - b. Review with clinical supervisor _____
- *Monthly Update form*
 - a. Read Master for Coding while comparing to form _____
 - b. Review with clinical supervisor _____
- *Biannual Documentation of Progress form*
 - a. Read Master for Coding while comparing to form _____
 - b. Review with clinical supervisor _____
- Client Update Forms — Train with clinical supervisor, for each form read Master of Coding while comparing to form
 - a. *Notification of Subsequent Birth Form* _____
 - b. *FASD/Neurocognitive Impairment Form* _____

SITE-SPECIFIC ADMINISTRATIVE PROTOCOLS & FORMS

- May include: report of leave forms and other personnel protocols, cars/mileage/travel, office tracking sheet, use of agency e-mail, phones, cell phones, flex fund log, purchase authorizations, etc. _____

SUPERVISION WITH CASE MANAGER AND CLINICAL SUPERVISOR

Observe 2 supervision sessions.

Case Manager	Date/Time
1. _____	_____
2. _____	_____

FIELD TRAINING

WITH CASE MANAGERS, CLIENTS, AND COMMUNITY PROVIDERS

40 hours “shadowing” (8 hours each with 5 different experienced case managers) is required, with Case Notes and Time Summary Sheet recorded and turned in to clinical supervisor for review and feedback.

Case Manager Name	Date/Time
8 hours with _____	_____
8 hours with _____	_____
8 hours with _____	_____
8 hours with _____	_____
8 hours with _____	_____

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

PCAP UW TRAINING

PCAP TRAINING WITH WA STATE PCAP TRAINERS

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 TRAINING (AKA “REDCAP” TRAINING)

- REDCap database training (1-hour via Zoom)

EVALUATION OVERVIEW FOR NEW HIRES (CASE MANAGERS COMPLETE 4-6 MONTHS AFTER HIRE)

- Three-hour PCAP training on program evaluation. Review of assessment instruments and further training on the biannual and time summary forms.

Signature of Case Manager completing training

Date

Signature of Clinical Supervisor

Date

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