

# Parent-Child Assistance Program (PCAP)

UNIVERSITY OF WASHINGTON ADDICTIONS, DRUG & ALCOHOL INSTITUTE (ADAI)  
http://pcap.psychiatry.uw.edu

## 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 and keep a copy for your records.*

### ON SITE AND FIELD TRAINING

#### READINGS Date Completed

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

Read entire [PCAP Manual](#) \_\_\_\_\_

Read the following [PCAP Protocols](#) (in team-pcapwa SharePoint:

PCAP Safety Guidelines (in Case Mgmt., Getting Started) \_\_\_\_\_

Boundaries and Standards (in Case Mgmt., Getting Started) \_\_\_\_\_

Reporting Abuse and Neglect (in Legal Protocols) \_\_\_\_\_

Duty to Warn (in Legal Protocols) \_\_\_\_\_

PCAP Client Confidentiality (in 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) \_\_\_\_\_

#### VIDEOS Date Completed

Watch PCAP Videos:

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

“[Working with the New Client: The Difference Game](#)” PCAP Video \_\_\_\_\_

Watch Outside Videos:

“[Keys to Caregiving](#)” \_\_\_\_\_

“Motivational Interviewing Step by Step” (DVDs on site)

–or– Beth Rubin’s MI training videos ([in SharePoint](#)) \_\_\_\_\_

“[Mandatory Reporter Roles and Responsibilities](#)”

(log in with UW NetID username and password) \_\_\_\_\_

**PCAP TRAINING WITH EXPERIENCED\* 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 next page)

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 \_\_\_\_\_

\*Experienced = PCAP staff member with at least 3 years PCAP experience

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

**PCAP TRAINING WITH EXPERIENCED\* 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 EXPERIENCED\* 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	_____	_____

\*Experienced = PCAP staff member with at least 3 years PCAP experience

\*\* 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.

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## 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)

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### 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*