

# CTI Implementation Self-Assessment

| Never or rarely  | Sometimes | About half the time | Most of the time | Always |              |
|--|-----------|---------------------|------------------|--------|--------------|
| 1  | 2         | 3                   | 4                | 5      |              |
| <b>MAIN COMPONENTS</b>   |           |                     |                  |        | <b>Score</b> |
| <b>Time-Limited</b>  |           |                     |                  |        |              |
| 1. CTI workers provide no more than nine months of CTI after the date a client starts Phase 1.<br><i>For a 6-month CTI program, they provide no more than six months.</i>  |           |                     |                  |        |              |
| <b>Three Phases</b>  |           |                     |                  |        |              |
| 2. The intervention takes place in three phases, each phase having the same duration.<br><i>(e.g., for a 9-month CTI program, each phase lasts 3 months)</i>   |           |                     |                  |        |              |
| <b>Focused</b>   |           |                     |                  |        |              |
| 3. One to three areas of focus for each phase are selected from your program's list of CTI areas.  |           |                     |                  |        |              |
| <b>Small caseload size</b>   |           |                     |                  |        |              |
| 4. Each FTE CTI worker has no more than 20 clients on his/her caseload.  |           |                     |                  |        |              |
| <b>Community-based</b>   |           |                     |                  |        |              |
| <u>During Phase 1:</u>   |           |                     |                  |        |              |
| 5. CTI workers have at least 3 community-based meetings with the client.   |           |                     |                  |        |              |
| 6. CTI workers have at least 2 community-based meetings with a client's providers and/or informal supports.  |           |                     |                  |        |              |
| <b>Weekly team supervision</b>   |           |                     |                  |        |              |
| 7. The team has weekly team supervision meetings, led by the clinical supervisor, who is a psychiatrist, MSW, or other master's level clinician and who has been trained in CTI.   |           |                     |                  |        |              |
| <b>Decreasing contact</b>  |           |                     |                  |        |              |
| 8. CTI workers have fewer meetings and calls with a client in Phase 2 than in Phase 1, and fewer in Phase 3 than in Phase 2.   |           |                     |                  |        |              |
| <b>No drop-outs</b>  |           |                     |                  |        |              |
| 9. The CTI program does not stop the intervention for a client before nine months.<br><i>For a 6-mo CTI program, it does not drop a client before the end of six months.</i>   |           |                     |                  |        |              |
| <b>ENGAGEMENT</b>  |           |                     |                  |        |              |
| 10. CTI workers at least 2 meetings or calls with a client <u>during the first month</u> to establish rapport and build trust as early as possible.  |           |                     |                  |        |              |
| <b>INITIAL ASSESSMENT</b>  |           |                     |                  |        |              |
| 11. CTI workers gather client information that is most relevant to your CTI program's particular transition, population and setting.<br><i>(e.g., client's interests, skills, strengths, vulnerabilities, aspirations; and client's history, such as education, jobs, housing, treatment).</i> |           |                     |                  |        |              |

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| <b>LINKING PROCESS</b>   |           |                     |                  |        | <b>Score</b> |
| <u>During Phase 1:</u>   |           |                     |                  |        |              |
| 12. CTI workers assess the strength of a client's current connections to service providers and informal supports in areas that are relevant to the aim of your CTI program.  |           |                     |                  |        |              |
| 13. CTI workers begin to connect client to providers and informal supports where needed.   |           |                     |                  |        |              |
| <u>During Phase 2:</u>   |           |                     |                  |        |              |
| 14. CTI workers mediate between a client and his/her support network, especially for new linkages.   |           |                     |                  |        |              |
| <u>During Phase 3:</u>   |           |                     |                  |        |              |
| 15. CTI workers encourage direct communication between different members of a client's support network (e.g., a family member and a provider), as well as between the client and his/her providers and informal supports.  |           |                     |                  |        |              |
| <u>Before a case is closed:</u>  |           |                     |                  |        |              |
| 16. CTI workers have a transfer-of-care meeting or call with each of the client's providers and informal supports.   |           |                     |                  |        |              |
| 17. CTI workers have a final meeting each client<br><i>They talk about client's experience with CTI and relationship with CTI worker; discuss client's expectations for the future; and review the long-term support network's contact information.</i>              |           |                     |                  |        |              |
| <b>CTI WORKER ROLE</b>   |           |                     |                  |        |              |
| 18. CTI workers carry cell phones when they are in the field.  |           |                     |                  |        |              |
| 19. CTI workers reflect the recovery perspective in their interactions with clients.<br><i>(e.g., they relate to clients in a genuine way; ask about topics not related to treatment; share their own experiences as a way to normalize client's feelings, etc).</i> |           |                     |                  |        |              |
| 20. CTI workers take a harm-reduction approach to planning with clients how to decrease their risky behaviors.<br><i>(e.g., at client's own pace; goal of reducing behavior; non-judgmental)</i>   |           |                     |                  |        |              |
| <b>CLINICAL SUPERVISION</b>  |           |                     |                  |        |              |
| 21. The team uses supervision to reinforce practices that are in alignment with the CTI model and to correct staff practices that are not in alignment.  |           |                     |                  |        |              |
| 22. CTI workers give a case presentation at the supervision meeting for each new client.   |           |                     |                  |        |              |
| <b>FIELDWORK COORDINATION</b>  |           |                     |                  |        |              |
| 23. The fieldwork coordinator selects some (~6-8) high priority clients prior to each supervision meeting for in-depth discussion by the team.   |           |                     |                  |        |              |
| 24. The fieldwork coordinator monitors the CTI workers' documentation to ensure high quality and timeliness.   |           |                     |                  |        |              |
| 25. The fieldwork coordinator meets at least once a month with the CTI workers to briefly review the entire caseload.  |           |                     |                  |        |              |

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| DOCUMENTATION   | Score |
|---|-------|
| <b>Phase Plan form</b><br>26. CTI workers complete a <i>Phase Plan</i> form close to the start of each phase.<br>(~3 weeks before to ~3 weeks after the due date for the phase) |       |
| <b>Progress Notes form</b><br>27. Each <i>Progress Note</i> form records only one meeting or call.  |       |
| <b>Phase-Date form</b><br>28. The <i>Phase-Date</i> form is updated and distributed to team members at weekly supervision meetings.   |       |
| <b>Team Supervision form</b><br>29. The clinical supervisor completes a <i>Team Supervision</i> form for each weekly team meeting.  |       |
| <b>Caseload Review form</b><br>30. The fieldwork coordinator completes a <i>Caseload Review</i> form for each monthly caseload review meeting.                                  |       |

|   |   |  |
|---|---|--|
| A | Total of scores for items 1 through 30                |  |
|   |   |  |
| B | AVERAGE CTI IMPLEMENTATION SCORE<br>(A divided by 30) |  |

| Not implemented | Poorly implemented | Adequately implemented | Well implemented | Ideally implemented |
|-----------------|--------------------|------------------------|------------------|---------------------|
| 1.0-1.4         | 1.5-2.4            | 2.5-3.4                | 3.5-4.4          | 4.5-5.0             |