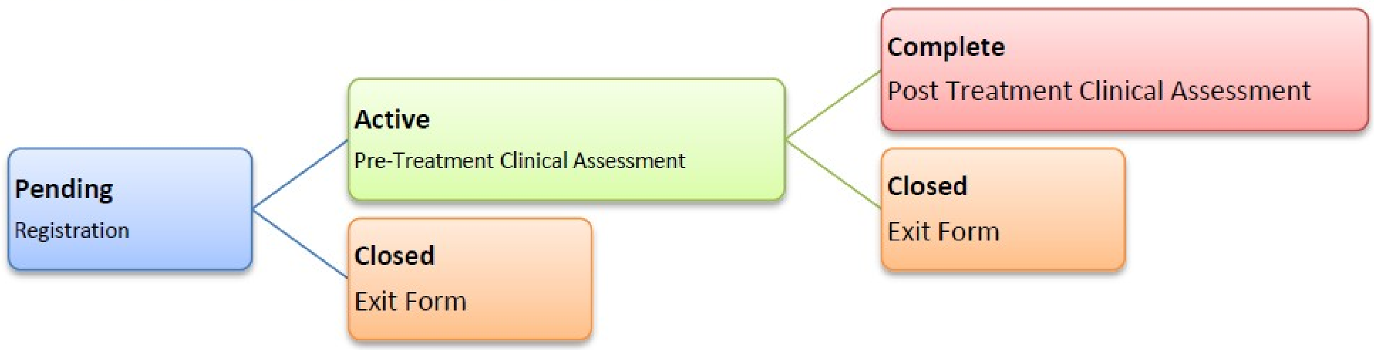
TF-CBT Assessment Toolkit

This packet describes registering, closing, and completing cases. In addition to this packet, you will receive fillable PDF forms and measures for tracking and evaluating your cases throughout treatment. Your Therapist ID and your Client ID should be indicated on each page of these forms. Please **do not include ANY identifying information** on any forms. All forms and measures should be uploaded and entered into REDCap **within two weeks** of completion. Please contact the Program Coordinator with any administrative questions or concerns.

Shelby Wade (she/her)
Program Coordinator, Medical University of South Carolina (MUSC)
Email: wadesh@musc.edu

Case Status & Required Documentation:



When you receive a case that meets the training criteria, complete and submit the Client Treatment Registration Form to REDCap to receive a **Client ID**. To **activate** a case, you must submit Pre-Treatment Clinical Assessment measures to REDCap. After a case has been registered, you can **close** it at any time by submitting an exit form to REDCap. To **complete** a case, you must submit Post-Treatment Clinical Assessment measures. To roster as a professional with Project BEST, you must complete **two** training cases. To be successful, we advise you to register at least 5 training cases to ensure you are able to complete two, as not all cases pan out, there are high drop rates, and some may not complete treatment by the end of the collaborative. **The #1 reason why participants do not get rostered is the inability to complete the two required training cases.**

The Assessments:

When selecting the appropriate measures, be aware of your client's age.

- If your client is *ages 3-6*, your client will NOT complete any measures and the SMFQ will NOT be administered. ONLY the caregiver will complete measures. Be sure to use the Caregiver CATS that is specific to clients age 3-6.
- If your client is *ages 7-17*, BOTH the client and caregiver will complete all measures. Be sure to use the measures specific to clients age 7-17.

Pre-Treatment Clinical Assessment

We strongly recommend that the family complete these measures at the first session to assist with treatment planning and to determine if TF-CBT is, in fact, appropriate. Please score the measures and enter them into REDCap within two weeks to ensure feedback prior to your next session with the family.

Client Intake: Required Documents (Pre-Treatment Clinical Assessment)

Clients Ages 3-6

- Caregiver CATS - 3-6 Version

Clients Ages 7-17

- Self-Report SMFQ
- Caregiver SMFQ
- Self-Report CATS
- Caregiver CATS - 7-17 Version

Repeated Clinical Assessments

To help monitor the family's progress throughout treatment, we strongly recommend repeating the clinical assessment measures with your TF-CBT cases, approximately every 1-3 months. You will use the same measures administered at pre-treatment (they are sensitive to changes in treatment). These should NOT be entered into REDCap.

Termination of Services

Upon termination of services, please complete the Client Treatment Exit Form and enter into REDCap within two weeks of the final clinical encounter. This form should be completed for all cases, regardless of why and when the client exited treatment, including those who left treatment early, relocated, or successfully completed TF-CBT.

Post-Treatment Clinical Assessment

Families complete the Post-Treatment Clinical Assessment measures to provide information about symptom improvement over the course of treatment. Clinicians are to re-administer all appropriate measures to their identified TF-CBT cases at the final treatment session. In addition, please administer the Client Satisfaction Questionnaire and TF-CBT Client Services Questionnaire. Please score all post-treatment clinical assessment measures and enter them into REDCap within two weeks of completion of treatment. Pre and Post Treatment Clinical Assessments are required for a case to be considered complete.

Client Exit: Required Documents (Post-Treatment Clinical Assessment)

Clients who COMPLETED TF-CBT: Ages 3-6

- Caregiver CATS - 3-6 Version
- Client Satisfaction Questionnaire - Caregiver Version
- TF-CBT Client Services Questionnaire- Caregiver Version
- Client Treatment Exit Form (#11 Checked)

Clients who COMPLETED TF-CBT: Ages 7-17

- Caregiver CATS - 7-17Version
- Self-Report CATS
- Caregiver SMFQ
- Self-Report SMFQ
- Client Satisfaction Questionnaire - Caregiver Version
- TF-CBT Client Services Questionnaire - Caregiver Version
- Client Satisfaction Questionnaire - Child/Adolescent Version
- TF-CBT Client Services Questionnaire- Child/Adolescent Version
- Client Treatment Exit Form (#11 Checked)

Clients who DID NOT complete TF-CBT

- Client Treatment Exit Form (Select from #1-10)

The link below should be used to register a new case,
enter pre- and post-assessments, and close a case by submitting an exit form.

! Please do not use this link until you are ready to submit case information !

Clicking on this link will establish a "record" in the system. We want all records to be complete submissions of registration, pre-assessments, post-assessments, or exit forms. If you have any question prior to accessing the REDCap for case submissions, please reach out via email at wadesh@musc.edu

https://redcap.link/assessmentintake