

CTI Implementation Self-Assessment

Never or rarely	Sometimes	About half the time	Most of the time	Always	
1	2	3	4	5	
MAIN COMPONENTS					Score
Time-Limited					
1. CTI workers provide no more than nine months of CTI after the date a client starts Phase 1. <i>For a 6-month CTI program, they provide no more than six months.</i>					
Three Phases					
2. The intervention takes place in three phases, each phase having the same duration. <i>(e.g., for a 9-month CTI program, each phase lasts 3 months)</i>					
Focused					
3. One to three areas of focus for each phase are selected from your program's list of CTI areas.					
Small caseload size					
4. Each FTE CTI worker has no more than 20 clients on his/her caseload.					
Community-based					
<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.					
Weekly team supervision					
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.					
Decreasing contact					
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.					
No drop-outs					
9. The CTI program does not stop the intervention for a client before nine months. <i>For a 6-mo CTI program, it does not drop a client before the end of six months.</i>					
ENGAGEMENT					
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.					
INITIAL ASSESSMENT					
11. CTI workers gather client information that is most relevant to your CTI program's particular transition, population and setting. <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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LINKING PROCESS					Score
<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 <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>					
CTI WORKER ROLE					
18. CTI workers carry cell phones when they are in the field.					
19. CTI workers reflect the recovery perspective in their interactions with clients. <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. <i>(e.g., at client's own pace; goal of reducing behavior; non-judgmental)</i>					
CLINICAL SUPERVISION					
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.					
FIELDWORK COORDINATION					
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
Phase Plan form 26. CTI workers complete a <i>Phase Plan</i> form close to the start of each phase. (~3 weeks before to ~3 weeks after the due date for the phase)	
Progress Notes form 27. Each <i>Progress Note</i> form records only one meeting or call.	
Phase-Date form 28. The <i>Phase-Date</i> form is updated and distributed to team members at weekly supervision meetings.	
Team Supervision form 29. The clinical supervisor completes a <i>Team Supervision</i> form for each weekly team meeting.	
Caseload Review form 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 (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