

ILLINOIS COLLABORATION
ON YOUTH'S

FY24 CAPACITY BUILDING ASSESSMENT TOOL FOR ORGANIZATIONS (CBAT-O) GUIDE

For more information on the CBAT-O,
ICOY Trauma Initiatives and training
opportunities contact:

trauma_initiatives@icoyouth.org



Illinois
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on Youth



BACKGROUND

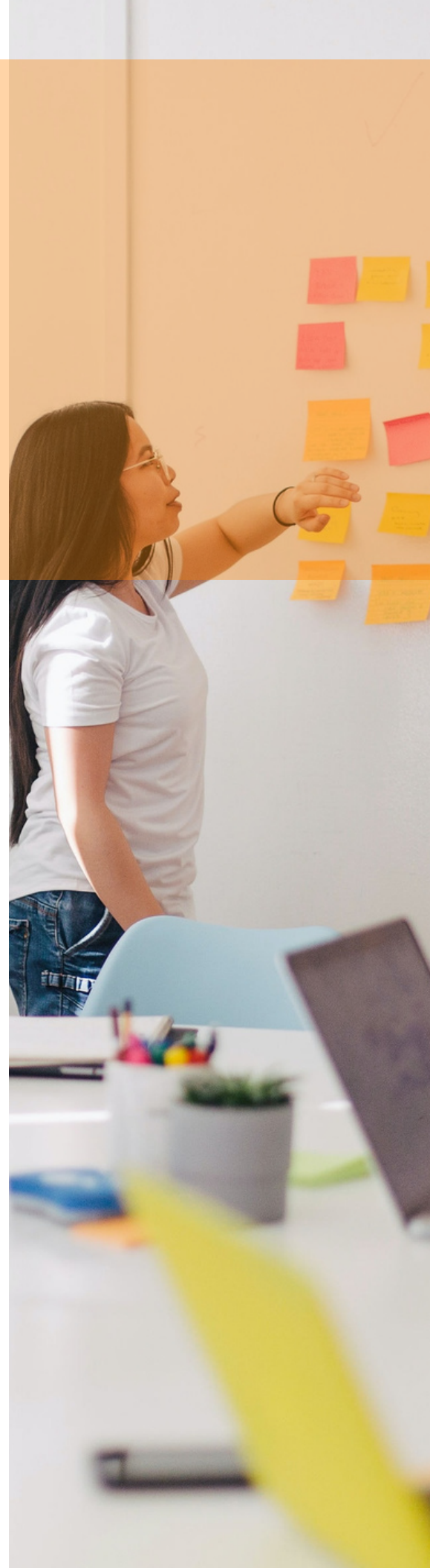
The CBAT-O was developed over a decade ago through a Substance Abuse and Mental Health Services Administration (SAMHSA) capacity building grant to help agencies become more trauma-informed. In partnership with the Illinois Department of Human Services (IDHS), ICOY conducts the CBAT-O to advance each participating organization's ability to provide trauma-informed services and improve their ability to serve all youth. ICOY's Trauma Initiatives Team only administers and distributes CBAT-O results to participating organizations. Since this is an evidence-based assessment created by SAMSHA, ICOY (Illinois Collaboration on Youth) is not able to modify at will.



IDHS has contracted with ICOY to assess, train, and work with the Department's youth services program providers to build trauma capacity. The Department's goal is to have

100% funded youth services providers achieving and maintaining a "Trauma Informed" status. All IDHS funded sites are expected to participate in the CBAT-O trauma assessment, training opportunities, and suggested action plans, if determined necessary. Sites will not be penalized for their responses or the scores that result from the accuracy of the responses. **However, all IDHS sites are expected to have a minimum of 80% participation across all staff levels.** The expectation is for all sites to experience growth in their delivery of trauma informed services.

Inclusive, organizational participation is prioritized over an agency's total score.



AGENCY PARTICIPATION

IDHS requires representation from each of the following levels:

- Direct-Service (e.g. clinician, case manager)
- Non-Direct Service (e.g. office coordinator)
- Supervisor
- Director
- Senior Leadership (e.g. ED/ CEO, VP)

**** IMPORTANT NOTES ****

- ***An increase in staff participation will create more robust and accurate results.***
- ***Inclusive, organizational participation is prioritized over an agency's total score.***
- ***Agency reports with low participation (less than 5 complete submissions) will not be generated due to lack of accuracy.***

PRE-ASSESSMENT

STEP 1: Identify your point of contact person or persons to receive all CBAT-O communications and complete the CBAT-O contact form linked below.

[FILL OUT THE CBAT-O CONTACT FORM](#)

STEP 2: Attend one of the following 60 minute sessions to review the CBAT-O and answer questions. Registration is open for all sessions and will available at ICOYouth.org.

- *Info Sessions:*
 - [Wednesday, August 9, at 10:00am](#) or
 - [Wednesday, August 23, at 10:00am](#) or
 - [Thursday, September 7 at 10:00am](#)
- *Live Demonstrations:*
 - [Wednesday, September 20 at 1:00pm](#) or
 - [Thursday, September 28 at 1:00pm](#)

PRE-ASSESSMENT (CONT.)

STEP 3: Gather reference documents. Before agencies take part in the Assessment, gather and revisit the documents listed below from the agency's respective departments (ex. Human Resources, Marketing, Operations, etc.). Because the following documents are referenced during the CBAT-O, they are needed to best facilitate the completion of the Assessment.

- Newsletters or promotional materials
- Policy and Procedures, i.e., Client intake forms
- Client Assessment tools
- Data collection or Quality Assurance forms, i.e., client surveys
- Supervision Note template
- Employee handbook/manuals, i.e., onboarding documents
- Job descriptions and performance evaluations
- Organizational Chart
- Referral Forms
- Training Curriculum/ Records

TAKING THE CBAT-O

Important Dates:

- **Monday, October 2:** The Assessment will go live.
- **Wednesday, November 1:** The Assessment will close.

Time Management:

- The assessment will take approximately one hour to complete.
- The assessment must be completed once it has been started. Participants do not have the option to start, save, and return.

THE FY24 CBAT-O WILL BE ACCESSIBLE FROM MONDAY, OCTOBER 2 - WEDNESDAY, NOVEMBER 1.

CBAT-O STRUCTURE

The first section of the CBAT-O is the “The Trauma Sensitive Environment Checklist:” Participants are asked to check each item that occurs at the agency’s physical site. For example: “The program requires that staff arrive on-time for youth and families.”

The following eight sections ask participants to assess the agency’s level of providing trauma-informed services. Participants gauge if a practice is “not present,” “emerging,” or “present.” For example, “Organization Board has youth participants as voting members.” All questions require an answer though some sections may have a "not applicable" option.

- Trauma Sensitive Environment Checklist
- Organization Structure
- Policies and Procedures
- Supervisor Practice and Support
- Staff Practice
- Leadership
- Training
- Cultural Historical, Gender Identity, and Sexuality Responsiveness
- Community Leadership

POST-ASSESSMENT

I. Participating agencies will receive a summary report of results, recommended training opportunities to attend, as well as a comment section report. *Once again, inclusive, organizational participation is prioritized over an agency's total score.*

II. Finalized reports are set to be distributed in January 2024.

III. Based on the CBAT-O results, each organization will receive recommended training opportunities that will be offered until the Spring of 2024.

CBAT-O FAQs:

Q: What staff members should complete the CBAT-O?

- Direct Service Staff
- Supervisor
- Senior Leadership
- Non-Direct Service Staff
- Director

Organizations who have low participation (less than 5 submissions) will not receive a final report and score.

Q: What identifying information does the CBAT-O ask for?

- Agency Name
- ‘Staff Role-’ Select the choice that best describes your role in your agency.

Please note: the CBAT-O is anonymous, it does not ask for name or title.

Q: I took the CBAT-O last year; do I need to take it again?

Yes, your organization is expected to annually participate in the CBAT-O. Each year, the CBAT-O launches in the fall. Trauma-Informed scores, status, and data are valid for only 1 year.

Q: How much time do I need to complete the CBAT-O?

Plan to spend at least 30 minutes completing the CBAT-O. However, it can take up to an hour. Once the CBAT-O has been launched, it must be completed. Participants cannot save the progress and come back.

Q: What score does my site need to obtain in order to be considered trauma-informed?

The highest score possible is 136. Organizations who score 102 or higher are considered trauma-informed.

CBAT-O FAQs (CONTINUED):

Q: Can organizations view the CBAT-O questions ahead of time?

No, this assessment is meant to be by individual staff members without any prior knowledge of the questions. ICOY suggests that staff prepare for the CBAT-O by reflecting upon their organization's new implementations, trainings, models, and systems that improved and grew over the past fiscal year.

Q: What if a question does not apply to my organization?

We realize certain questions will not be applicable to every role and/or organization. Please answer all of the questions to the best of your knowledge and understanding. In addition, we encourage individuals to use the comment section of the CBAT-O to expand on any answer choices or add relevant information to support your answer choice. All questions require an answer though some sections may have a "not applicable" option.

Q: When should I expect the scores and final reports for my organization to be received?

Final data reports will be emailed in January 2024. Organizations can expect to receive communication throughout the CBAT-O process.

Q: What if I experience difficulties while completing the CBAT-O?

Email ICOY's Trauma Team at trauma_initiatives@icoyouth.org.





CBAT-O COMMUNICATIONS

WHAT TO EXPECT TO BE COMMUNICATED:

- General information to know before the Assessment is opened
- When the CBAT-O will open (Monday, Oct 2)
- Weekly updates
- When the window to take the CBAT-O will come to a close (Wednesday, Nov 1)
- Organization reports in Jan 2024

WHERE TO RECEIVE INFORMATION:

- The [ICOY Virtual Community](#)
- IDHS Monthly Management Meetings
- Emails sent to addresses submitted via the CBAT-O Contact Form

IMPORTANT LINKS:

- [CBAT-O Contact Form](#)
- [ICOY Calendar of Events](#)

PLAN TO ATTEND:

- CBAT-O Info Sessions
- CBAT-O Office Hours
- CBAT-O Live Demonstrations
 - Visit www.ICOYouth.org for dates and times
- IDHS Monthly Management Meetings & Provider Calls
 - Visit www.ICOYouth.org for dates and times

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