

ILLINOIS COLLABORATION
ON YOUTH'S

FY26 CAPACITY BUILDING ASSESSMENT TOOL FOR ORGANIZATIONS (CBAT-O) GUIDE

For more information on the CBAT-O,
or ICOY Training & Trauma
Initiatives opportunities contact:

trauma_initiatives@icoyouth.org



Illinois
Collaboration
on Youth



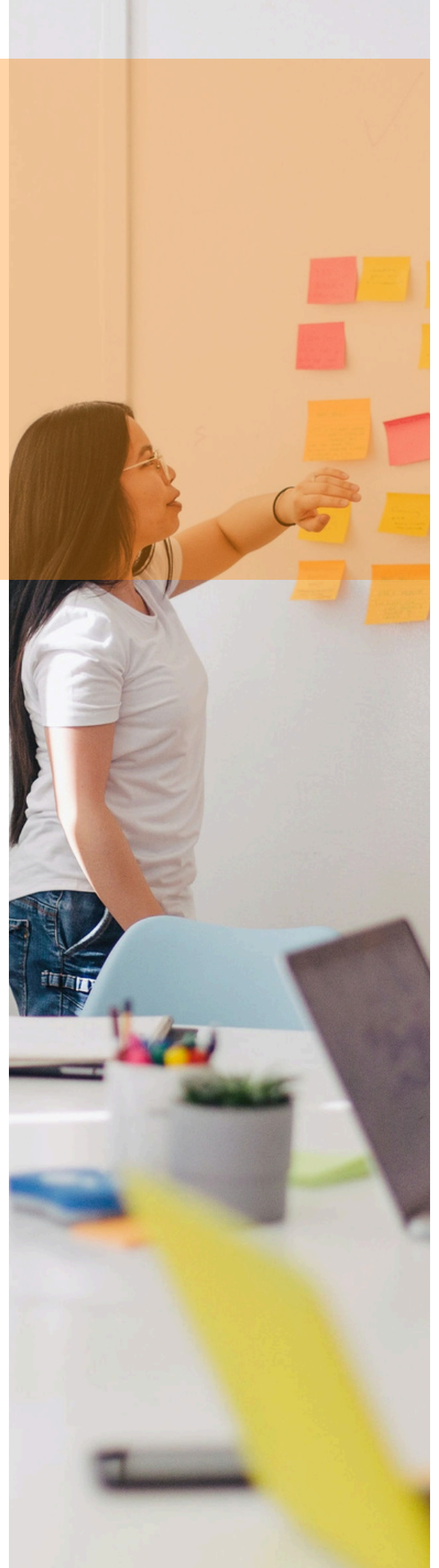
BACKGROUND

The CBAT-O was developed over a decade ago through a Substance Abuse and Mental Health Services Administration (SAMHSA) capacity building grant to strengthen agencies practices and services in becoming 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 adopt a trauma-informed care framework. ICOY's Trauma Initiatives Team only administers and distributes CBAT-O results to participating organizations. Since this is an evidence-based assessment created in partnership with 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 strengthen 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. 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.** Our aim with the CBAT-O is to support the growth of all youth service agencies in their trauma informed services.

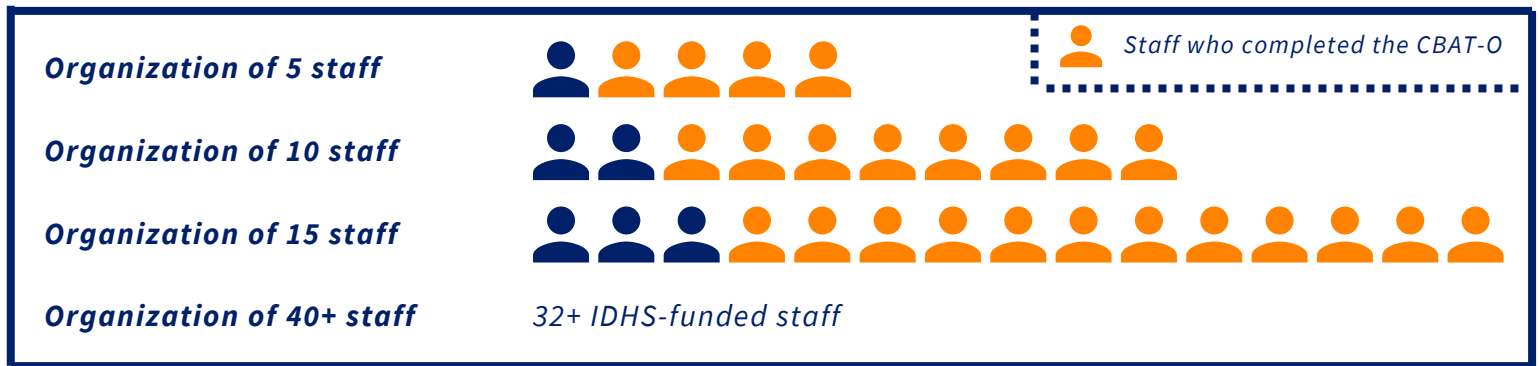
Inclusive, organizational participation is prioritized over an agency's total score.



AGENCY PARTICIPATION

IDHS and ICOY expect that the total number of completed assessments from each agency should equate to **80% of the total staff who are funded through one or multiple IDHS programs***. The total should also reflect the various levels of participation from **Direct Service to Senior Leadership**. Please refer to the guide below as an example of an organizations participation. ICOY understands this is not representative of all organizations and should be used as a guide and reference.

**CCBYS, CYS, HY, IJJC, IYIP, IYIP-SJ, Redeploy, Teen REACH*



Below is an example that would not constitute full participation (unless otherwise discussed with the [ICOY Training & Trauma Initiatives Team](#)). Although the minimum number to participate and receive a report is 5 staff, **each level of service needs to be represented**. We highly encourage as many staff to take the assessment as possible, as the more representation, the more robust your results will be.

Organization 1: 10 Total Staff (80% = 8 Staff)		Organization 2: 40 Total Staff (80% = 32 Staff)	
Direct Service: 2	Director: 2	Direct Service: 17	Director: 3
Non-Direct Service: 0	Senior Leadership: 1	Non-Direct Service: 10	Senior Leadership: 0
Supervisor: 1		Supervisor: 8	

- Organizations are encouraged to include non-IDHS staff in completing the CBAT-O, aiming for an 80% participation rate among IDHS staff to ensure robust and accurate results
- Emphasizing inclusive organizational participation over an agency's total score highlights the value of diverse input
- **Reports for agencies fewer than 5 complete submissions will not be generated due to insufficient data**

SERVICE ROLES PARTICIPATION

This section provides an overview of how each staff level contributes unique perspectives on trauma-informed practices and models to the CBAT-O assessment.

Direct Service

- Direct understanding of everyday trauma clients face
- Familiarized with how organizational policies affect clients
- Implement strategies promoting healing and resilience
- Increased awareness of vicarious trauma and burnout

Senior Leadership

- Drive organizational change prioritizing well-being and resilience
- Foster a culture of safety, trust, and empowerment throughout the organization
- Apply trauma-informed principles in decision-making processes
- Integrate trauma-informed principles into strategic planning
- Incorporate trauma-informed care into policy development

Supervisor

- Create a work environment prioritizing well-being and resilience
- Recognize and address secondary trauma in the team
- Ensure trauma-sensitive interactions
- Incorporate trauma-informed supervision within their practices
- Train direct service staff in trauma-informed care

Continued on next page

SERVICE ROLES PARTICIPATION (CONT.)

Director

- Shape policies prioritizing safety, trust, and empowerment
- Align the organization's mission with trauma-informed care principles
- Comprehensive overview of the organization's overarching goals
- Hiring with a trauma-informed lens

Non-Direct Service

- Work to combat discriminatory practices
- Contribute to holistic care by integrating trauma-informed principles into their daily interactions, policies, and procedures
- Enhance the overall effectiveness and responsiveness of services
- Recruiting and onboarding with a trauma-informed lens

PRE-ASSESSMENT

STEP 1: Identify your organization's point of contact(s) 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 have any questions answered by the team. Registration is open for all sessions and is available online at [lcoyouth.org](https://www.lcoyouth.org)

Informational Sessions

Tuesday, August 12 at 11AM

Tuesday, August 26 at 1PM

Live Demonstrations

Wednesday, September 10 at 10AM

Tuesday, September 23 at 1PM

Tuesday, October 7

PRE-ASSESSMENT (CONT.)

STEP 3: Review reference documents. Prior to taking the CBAT-O, it is beneficial for staff to review and update, if necessary, the documents listed below. These materials are referenced throughout the assessment, making it helpful to have reviewed beforehand.

- 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:

- **Wednesday, October 1 at 12am:** The Assessment will go live.
- **Friday, October 31 at 11:59pm:** 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 FY26 CBAT-O
WILL BE ACCESSIBLE
FROM WEDNESDAY,
OCTOBER 1ST TO
FRIDAY, OCTOBER
31ST.**

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 2026.

III. Based on the CBAT-O results, each organization will receive recommended training opportunities that will continue to be offered until the Spring of 2026.

CBAT-O FAQs

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

A: Yes. All organizations funded by IDHS programs—such as Teen REACH, Homeless Youth, CCBYS, IYIP, Redeploy, IJJC, and CYS—are required to complete the CBAT-O every fiscal year. This annual assessment helps track progress in trauma-informed practices. If you expect any barriers to completing it, please reach out to us at trauma_initiatives@icoyouth.org.

Q: How many staff members are required to take the CBAT-O?

A: [Please refer to page 3 of this CBAT-O Guide for details.](#)

Q: Who should participate in the CBAT-O?

A: At least 80% of your organization's staff who work with IDHS-funded youth programs should participate in the CBAT-O. ICOY recommends that all staff participate to ensure more robust and comprehensive results/data.

Q: How do I increase staff buy-in?

A: Our team can meet with organizations individually or in a team setting to walk through any concerns, questions, and recommendations. Each organization's culture is unique, and our team is ready to support and collaborate to meet those needs.

Q: Is ICOY able to tell me who from my agency has participated in the CBAT-O?

A: The CBAT-O is completely anonymous, meaning our staff cannot identify which individuals have or have not completed the assessment. However, our team can provide you with a total participation count of CBAT-O submissions for your organization by emailing us at trauma_initiatives@icoyouth.org.

CBAT-O FAQs (continued):

Q: Is there a limit to how many people can participate?

A: No, there is no limit. We encourage as many staff members as possible to participate in this assessment. An increase in staff participation will create more robust and accurate results.

Q: Is there a certificate for reaching a ‘trauma-informed’ status?

A: ICOY does not provide a certification for organizations or individuals who scored in the trauma-informed category. However, with advance notice, our team can provide letters of support for your organization’s participation and engagement with trauma-informed care work and trainings.

Q: What if some CBAT-O questions do not apply to me/my role?

A: We realize not every question will be applicable to your role, and/or organization. Please answer the questions to the best of your knowledge and understanding. We also encourage individuals to utilize the comments section of the assessment to expand on any answer choices, or relevant information to support your answer choice.

Q: I took the CBAT-O under the wrong organization name/staff role/program name. Can you edit this information?

Please note that once a submission is made, ICOY is unable to edit, change, or delete any information. We encourage all participants to double-check agency names and staff roles before submitting the assessment. If you accidentally submit incorrect information, please contact ICOY as soon as possible at trauma_initiatives@icoyouth.org. Alternatively, staff may re-submit the assessment with the correct information.



CBAT-O FAQs (continued):

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

A: The assessment only requests your organization's name, staff role (not title), and the county served. It does not collect personal information such as names, titles, or phone numbers. Please note that providing an email address is optional and is only used to receive confirmation of submission.

Q: Does my CBAT-O score affect my program funding?

A: CBAT-O average scores serve as an indicator to demonstrate where organizations currently stand in their trauma-informed care journey. CBAT-O average scores are not punitive, and organizational participation is prioritized over an agency's total score. For questions regarding funding, please contact your IDHS administrator.

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

A: Plan to spend at least 30 minutes completing the CBAT-O. However, it can take up to an hour, or however much time you may need. Once the CBAT-O has been launched, it must be completed. Participants cannot save their progress and come back.

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

No, this assessment is meant to be taken 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 policies, trainings, practice models, and systems that improved and grew over the past fiscal year.





CBAT-O COMMUNICATIONS

WHAT COMMUNICATION TO EXPECT:

- General information to know before the Assessment is opened
- CBAT-O launch date (October 1)
- Weekly updates
- When the window to take the CBAT-O will close (October 31)
- Organization reports in January 2026

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 Informational Sessions
- CBAT-O Live Demonstrations
 - Visit www.ICOYouth.org for dates and times
- [CBAT-O Office Hours](#)
- IDHS Monthly Management Meetings & Provider Calls
 - Visit www.ICOYouth.org for dates and times
- CBAT-O Learning Communities

For more information on the CBAT-O or ICOY's
Trauma & Training Initiatives Team, visit
ICOYouth.org and/or contact:

trauma_initiatives@icoyouth.org



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