FY23 CAPACITY BUILDING ASSESSMENT TOOL FOR ORGANIZATIONS (CBAT-O) GUIDE

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

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BACKGROUND

Over ten years ago, the CBAT-O was developed through a Substance Abuse and Mental Health Services Administration capacity building grant to help agencies become more trauma-informed with ICOY. 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.

IDHS has contracted ICOY to assess, train, and work with the Department’s youth service program providers to build trauma capacity. The Department’s goal is to have 100% of funded youth service providers achieving and maintaining a “Trauma-Informed” status. All IDHS funded sites are expected to participate in the ICOY Assessment, training opportunities, in addition to necessary subsequent action plans. Sites will not be penalized for their responses or scores that result from the accuracy of the responses. 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.
IDHS requires that a staff member from each of the following levels of service participate in the Assessment. These levels are identified as:

- 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 staff that will participate in the assessment. These staff members need to fill out the contact form.

**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 not yet open for all sessions and will available at ICOYouth.org.

- **Info Sessions:** Tuesday, August 9, at 1:00 pm or Tuesday, August 23, at 10:00 am
- **Office Hours:** Wednesday, August 31 at 12:00 pm
- **Live Demonstrations:** Tuesday, September 13, at 10:00 am, Tuesday, September 27, at 1:00 pm, or Wednesday, October 5, at 10:00 am.
**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

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**TAKING THE CBAT-O**

**Important Dates:**

- **Monday, October 3**: The Assessment will go live.
- **Tuesday, 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.
CBAT-O STRUCTURE

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.”

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.” Individuals are not able to skip questions, even if they are not applicable to their role.

- 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 2023.

III. Based on the results of each assessment section, training opportunities will be delivered BY ICOY throughout the Spring of 2023.
CBAT-O FAQS:

Q: What staff members should complete the CBAT-O?
- Direct Service Staff
- Non-Direct Service Staff
- Supervisor
- Senior Leadership
- Director

Organizations who have low participation will not receive a final report and score.

Q: What identifying information does the Assessment ask for?
- Agency Name
- ‘Staff Role-’ Select the choice that best describes your role in your agency.

*Please note: the Assessment is anonymous, it does not ask for name or title.*

Q: I took this assessment last year; do I need to take it again?
Yes, your organization is expected to annually participate in the Assessment. 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 assessment?
Plan to spend at least 30 minutes completing the Assessment. However, it can take up to an hour. Once the Assessment 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 should score 102 or higher to be trauma-informed.
Q: Can organizations view the Assessment questions ahead of time?
No, this assessment is meant to by individual staff members without any prior knowledge of the questions. ICOY suggests that staff prepare for the Assessment 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 doesn’t apply to my organization?
We realize certain questions will 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 Assessment to expand on any answer choices or add relevant information to support your answer choice. Every statement and/or question counts towards the total score, so we recommend that every question receives an answer.

Q: When should I expect the scores and final reports for my organization to be received?
Final data reports will be emailed in January 2023. Organizations can expect to receive communication throughout the CBAT-O process.

Q: What if I experience difficulties while completing the Assessment?
Email ICOY Trauma Specialist Gabriela Zamora (GZamora@ICOYouth.org) or ICOY Director of Trauma Initiatives Jocelyn Vega (JVega@ICOYouth.org). From Tuesday - Friday, 8:00 am - 4:00 pm, members of the ICOY Virtual Community can also use the #trauma_cbato_idhs Slack channel.
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 3)
- Weekly updates
- A detailed update halfway through the Assessment period
- When the window to take the CBAT-O will come to a close (Tuesday, Nov 1)
- Organization reports in Jan and Feb of 2023

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 ICOYouth.org for dates and times.

- IDHS Monthly Management Meetings & Provider Calls
  - August: Illinois Youth Investment Program (IYIP) Community Youth Services (CYS)
  - September: Homeless Youth and Redeploy Illinois (RDI)
  - October: Comprehensive Community-Based Youth Services and RDI
  - November: IYIP and CYS
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