North Central Community-Based Learning Collaborative on TF-CBT

Orientation Manual
Revised: 3-25-13

Project BEST is funded by Grant Appropriation No.1790-SP from The Duke Endowment.
Welcome to the
North Central Community-Based Learning Collaborative
on Trauma-Focused Cognitive-Behavioral Therapy

The North Central CBLC is a collaborative learning project conducted as part of Project BEST. It involves a dedicated group of professionals and organizations from Chester, Fairfield, Lancaster, Union, and York counties who, like you, are committed to ensuring that all abused and traumatized children and their families in the North Central region of South Carolina receive effective, evidence-supported mental health services. All training is offered free of charge. Project BEST is funded by a grant from The Duke Endowment.

This orientation manual contains the following information:

1. What is Project BEST?
2. Who are the Project BEST partners?
3. What is the North Central CBLC?
4. Who are the North Central CBLC Training Faculty?
5. What is a Community-Based Learning Collaborative?
6. What is a Community Change Team?
7. What will the North Central CBLC include?
8. What is the timeline for the North Central CBLC?
9. What are the benefits of the North Central CBLC?
10. What are my responsibilities as a North Central CBLC participant?
11. What is the Project BEST Google Group?
12. What are the Pre-work Learning Activities?
13. APPENDIX A: Biographies of the North Central CBLC Training Faculty
14. APPENDIX B: Instructions for joining Project BEST Google Group
15. APPENDIX C: Contact and Web Information Summary, Pre-Work Checklists

To complete the online registration for the North Central CBLC, go to:
http://www.surveymonkey.com/s/NorthCentral_REGISTRATION
1. What is Project BEST?

Project BEST is a 10-year state-wide collaborative effort to use innovative community-based dissemination, training, and implementation methods to dramatically increase the capacity of every community in South Carolina to deliver evidence-supported mental health treatments (ESTs) to every abused and traumatized child who needs them. Many children in South Carolina have been victims of violence and abuse and suffer from mental health problems as a result. Proven and effective treatments exist for these problems but often are unavailable in many parts of our state. Project BEST involves 1) teaching clinicians how to do ESTs, 2) equipping brokers of services with the necessary knowledge and skills to do evidence-based treatment planning and case management, and 3) promoting a high level of professional collaboration to improve community service delivery. Project BEST works through Community Change Teams coordinated by Children’s Advocacy Centers (CAC) to build and sustain the use of ESTs in communities. The initial treatment being implemented by Project BEST is Trauma-Focused Cognitive-Behavioral Therapy (TF-CBT). TF-CBT has been identified as an evidence-supported “best practice” intervention for use with abused and traumatized children and adolescents.

What is TF-CBT?

TF-CBT is an evidence-supported, components-based, conjoint child and parent psychotherapy approach for children and adolescents who are experiencing significant emotional and behavioral difficulties related to traumatic life events.

The goal of Project BEST is to enable the participating professionals and service agencies to learn, implement, and sustain the use of ESTs over time for the benefit of their clients.

2. Who Are the Project BEST Partners?

The coordinating centers for Project BEST are the Dee Norton Lowcountry Children’s Center (DNLCC) and the National Crime Victims Research and Treatment Center (NCVC). DNLCC is the children’s advocacy center in Charleston, SC. The NCVC is a division of the Department of Psychiatry and Behavioral Sciences at the Medical University of South Carolina in Charleston, SC.

Coordinating Centers
3. What is the North Central Community-Based Learning Collaborative?

The North Central CBLC on Trauma-Focused Cognitive-Behavioral Therapy is a 12-month training and implementation project for professionals from Chester, Fairfield, Lancaster, Union, and York counties who are committed to working together to build the capacity of their communities to provide TF-CBT to all abused and traumatized children who need it. Participating mental health professionals will learn to do TF-CBT with a high degree of skill and fidelity. “Broker” professionals, those who identify abused children, construct treatment plans, refer them for mental health services, and case manage (e.g. DSS workers, GAL’s, victim advocates, CAC personnel, DJJ personnel, and others), will learn about TF-CBT, referral criteria for TF-CBT, Evidence-Based Treatment Planning (EBTP), and case management skills to promote successful treatment outcomes. Clinical and Broker professionals form Community Change Teams and work together to:

- Build capacity to provide TF-CBT in their community,
- Implement TF-CBT and EBTP in their community,
- Ensure that all children and families who need TF-CBT receive it,
- Identify and overcome barriers to receiving TF-CBT,
- Monitor progress in achieving these goals, and
- Sustain the use of TF-CBT and EBTP over time after the learning collaborative is completed.

The North Central CBLC is about learning new practice skills and applying and using them regularly in everyday practice over time. The North Central CBLC learning activities consist of a Pre-Work learning period, three 2-day Learning Sessions, and three Action Periods over a 12-month period. North Central CBLC participants commit to actively participating in all of the learning and implementation activities.

4. Who are the Project BEST Training Faculty?

Biographies of all training faculty are in Appendix A.

**M. Elizabeth Ralston, Ph.D.**, Project BEST Co-Director
Executive Director
Dee Norton Lowcountry Children’s Center

**Ben Saunders, Ph.D.**, Project BEST Co-Director
Professor and Associate Director
National Crime Victims Research and Treatment Center
Department of Psychiatry and Behavioral Sciences
Medical University of South Carolina

**Rochelle Hanson, Ph.D.**, Project BEST Co-Director
Professor National Crime Victims Research and Treatment Center
Department of Psychiatry and Behavioral Sciences
Medical University of South Carolina

**Michael de Arellano, Ph.D.**
Professor and Director of HOPE and COPE Clinics
National Crime Victims Research and Treatment Center
Department of Psychiatry and Behavioral Sciences
Medical University of South Carolina

**Rachael Garrett, LMSW**
Director of Client and Community Services
The Dee Norton Lowcountry Children’s Center

**Jan Koenig, M.Ed.**, Project BEST Coordinator
National Crime Victims Research and Treatment Center
Department of Psychiatry and Behavioral Sciences
Medical University of South Carolina

**Kate Measom**, Project BEST Program Assistant and Data Coordinator
National Crime Victims Research and Treatment Center
Department of Psychiatry and Behavioral Sciences
Medical University of South Carolina
5. What is a Community-Based Learning Collaborative?

A Community Based Learning Collaborative (CBLC) is an approach to training and implementation of new practices designed to: 1) build practitioner **knowledge, skills, and competence** in a best practice through intensive, collaborative training and consultation activities; and 2) overcome organizational, community, and other common **barriers** to using and sustaining the new practice in everyday practice. In a CBLC, clinical and broker professionals from several organizations come together to form **Community Change Teams** that will work collaboratively with a training faculty to **build the capacity of their communities** to deliver a new, evidence-based practice to clients who need it. Professionals in the Community Change Teams include **mental health professionals** who provide mental health treatment, and **Brokers**, professionals who identify clients who need mental health services, refer them for mental health services, monitor the outcome of treatment, and often take action based upon the outcome of treatment. Both mental health and broker participants include front-line practitioners, supervisors, and senior leaders of agencies and organizations.

Learning is designed for immediate application in daily work. Each Learning Session is followed by a 2-3 month **Action Period** during which practitioners apply their new knowledge and skills while receiving regular consultation from the training faculty. During Action Periods, barriers to treatment implementation are identified. Problem-solving as a team to overcome identified barriers to implementation is a central part of the CBLC. During the CBLC, case, agency, and community level **metrics** are used to assess progress and provide regular feedback to team members. Strengths, successes and areas for improvement are highlighted.

6. What is a Community Change Team (CCT)?

A **CCT** is comprised of mental health and broker professionals who are committed to having effective, evidence-supported mental health services available for every abused and traumatized child in their community. CCT members include frontline practitioners, supervisors, and senior leaders.

- "**SENIOR LEADER**" refers to directors, administrators, program managers and others who have agency leadership responsibilities. In the North Central CBLC, Senior Leaders will not be clinically trained in TF-CBT, but will learn to encourage and facilitate its implementation in their organization and work to overcome barriers. Senior leaders
will play a critical role in establishing TF-CBT as a regular program within their settings and working toward sustainability.

- **"CLINICAL SUPERVISOR"** refers to participants who provide direct clinical supervision to therapists. They will be clinically trained in TF-CBT as well as participate in special activities for supervisors that help build supervisory skills.

- **"THERAPIST"** refers to mental health clinicians who regularly see abused and traumatized children for psychotherapy. Therapists will be clinically trained in TF-CBT. Therapists are required to hold a masters or doctoral degree in a mental health profession or be enrolled in a relevant graduate educational program.

- **“BROKER”** refers to professionals who identify abused children, develop treatment plans, refer children and families for mental health treatment, and follow the case over time. Brokers include DSS caseworkers and supervisors, GALs, victim advocates, domestic violence caseworkers, DJJ caseworkers, rape crisis workers, nonclinical CAC workers, and others. Brokers will learn about TF-CBT, Evidence-Based Treatment Planning (EBTP), and case management for treatment success.

Participants in the North Central CBLC will choose a track in which to participate in collaboration with other members of the CCT. There will be a **Clinical Track** for mental health professionals and a **Broker Track** for broker professionals. Both tracks will include senior leaders, supervisors, and frontline practitioners. In addition to many joint learning activities, each track will have specially designed training activities and resource materials.

Throughout the CBLC, participants work collaboratively and constantly, “**share relentlessly,**” and “**steal shamelessly**” from one another and the faculty. Collaborative learning maximizes the impact of the training experiences, expands consultation on clinical problems, works to solve barriers to implementation, and enables sharing of materials, ideas, and experiences.

### 7. What will the North Central CBLC Include?

- Clinical training for therapists and clinical supervisors in TF-CBT from nationally recognized trainers who have completed the Train-the-Trainers program conducted by the developers of TF-CBT.
- Training for brokers on TF-CBT, Evidence-Based Treatment Planning, and methods of case management for treatment success from nationally recognized child abuse experts.
- Training for supervisors on supervision methods for TF-CBT.
- Training for senior leaders on methods for developing and sustaining a supportive organizational and community environment for delivering TF-CBT and other evidence supported treatments.
- Training in identifying and overcoming barriers to using TF-CBT with appropriate clients.
- Training in methods of family engagement.
- Ongoing consultation for all participants during Action Periods.
- Access to the Project BEST web-based resources library.
Learning activities:

- A **Pre-Work** phase prior to Learning Session 1 to do preliminary reading, web-based learning, and team building in order to maximize the utility of the in-person learning sessions.
- Three 2-day **Learning Sessions**. CEUs and DART credit awarded.
- Three **Action Periods**, one after each Learning Session, to practice skills with expert consultation, identify barriers, and apply strategies to overcome these barriers to implementation.
- Regular telephone **case consultation** with expert faculty for therapists, brokers, supervisors, and senior leaders.

8. What is the timeline for the North Central CBLC?

<table>
<thead>
<tr>
<th>2013 - 2014</th>
<th>Pre-Work phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>March- April</td>
<td>Learning Session 1</td>
</tr>
<tr>
<td>April 11 &amp; 12</td>
<td>Action Period 1</td>
</tr>
<tr>
<td>April – July</td>
<td>Learning Session 2</td>
</tr>
<tr>
<td>July 18 &amp; 19</td>
<td>Action Period 2</td>
</tr>
<tr>
<td>July - October</td>
<td>Learning Session 3</td>
</tr>
<tr>
<td>October 24 &amp; 25</td>
<td>Action Period 3</td>
</tr>
<tr>
<td>October – January</td>
<td>Final Evaluation</td>
</tr>
<tr>
<td>February, 2014</td>
<td></td>
</tr>
</tbody>
</table>

Learning Sessions 1&2 will take place at: Agape International Ministries 135 South Oakland Avenue Rock Hill, SC 29730

Learning Session 3 will take place at: Lancaster County Training Center 15th Street Lancaster, SC 29720

9. What are the Benefits of the North Central CBLC?

- Be a partner in creating positive change in your community to improve mental health services for all abused and traumatized children and their families.
- Be involved with highly trained, experienced colleagues from relevant agencies in your community and around the state in an ongoing professional learning community.
- Receive intensive, **free** training and case consultation from nationally recognized experts.
- Clinicians become highly clinically trained in the use of the most well-supported treatment approach for traumatized children and their families, TF-CBT.

You will learn to SHARE RELENTLESSLY and STEAL SHAMELESSLY!
Brokers become highly trained in understanding TF-CBT, referral criteria, Evidence-Based Treatment Planning and case management for treatment success.

- Access to a large library of practice materials and resources.
- Immediate access to consultation and a statewide referral network through the Project BEST discussion board.
- Receive approximately **40 FREE continuing education hours**. Project BEST is approved by the DSS DART system.
- Receive a **Certificate of Completion** from Project BEST.
- Be listed on the **Project BEST Roster of Professionals** on the public Project BEST web site (http://academicdepartments.musc.edu/projectbest/roster/roster.htm).

10. **What are My Responsibilities as an North Central CBLC Participant?**

- Read this **Orientation Manual**.
- Complete the web-based North Central CBLC Participant Registration Survey at: [http://www.surveymonkey.com/s/NorthCentral_REGISTRATION](http://www.surveymonkey.com/s/NorthCentral_REGISTRATION)
- Join the **Project BEST Google Group**. Instructions for joining are in Appendix B of this manual.
- Complete all **Pre-Work** assignments for your role.
- Attend the **three** 2-day Learning Sessions over the course of the 12-month learning collaborative.
- Complete monthly web-based metrics surveys during the CBLC.
- Participate in the scheduled 1-hour teleconference group consultation calls over the 12-month period (a minimum of 12 for clinicians; and 6 for brokers and senior leaders). See call schedule below.
- Complete the follow-up survey at the end of the learning collaborative.

**Responsibilities for Therapists and Clinical Supervisors Only**

- Complete the free web-based training course, **TF-CBT Web** prior to attending Learning Session 1. (available at: www.musc.edu/tfcbt). If you completed TF-CBTWeb prior to January 1, 2009, we ask that you login and review all the modules before printing your certificate of completion.
- Complete the full TF-CBT treatment protocol with at least 2 child or adolescent trauma clients prior to the end of the learning collaborative. (**Note**: We recommend registering at least 5 child or adolescent trauma clients in order to complete the two required cases)
- Complete the **pre- and post-treatment Clinical Assessment Packets** with at least 2 TF-CBT training cases prior to the end of the learning collaborative.
- Complete weekly web-based metric surveys concerning your use of TF-CBT with training cases.
Consultation Call Schedule

<table>
<thead>
<tr>
<th>Call Type</th>
<th>Who</th>
<th>Purpose</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Case Consultation</td>
<td>Therapists &amp; Clinical Supervisors</td>
<td>Training in TF-CBT</td>
<td>2x/month</td>
</tr>
<tr>
<td>Supervisor Consultation</td>
<td>Clinical Supervisors</td>
<td>Building supervisory skills</td>
<td>2x/month</td>
</tr>
<tr>
<td>Senior Leader</td>
<td>Senior Leaders</td>
<td>Organizational improvement</td>
<td>1x/month</td>
</tr>
<tr>
<td>Broker Consultation</td>
<td>Brokers</td>
<td>Referral, treatment planning, case management</td>
<td>1x/month</td>
</tr>
</tbody>
</table>

**Improvement Metrics**

In order to assess improvement, brief (5-minute) web-based metric surveys are collected on a weekly and monthly basis from participants. These improvement metrics are used to assess improvement over time. Results are given to participants on a monthly basis.

*All participants are expected to complete all web-based metric surveys for their role during the learning collaborative.*

11. **What is the Project BEST Google Group?**

As part of the learning collaborative, we make use of a tool provided free by Google, **Google Groups**. Instructions in how to join the Project BEST Group are contained in Appendix B. The Project BEST Google Group is located at:

[http://groups.google.com/group/PBGrp](http://groups.google.com/group/PBGrp)

The Project BEST Group has a **Discussion** section where issues can be raised by North Central CBLC participants and responses received not only from the training faculty but from any of the Project BEST participants statewide. The group also has **Pages** that contain important information, materials, clinical resources, announcements, and information about upcoming events. Materials can be immediately downloaded by all participants.

12. **What are the Pre-Work Learning Activities?**
The Pre-Work phase includes self-directed learning activities designed to prepare participants for Learning Session 1. These Pre-Work activities enable us to provide more advanced training during the Learning Sessions. Pre-Work activities differ for Therapists, Brokers, Supervisors, and Senior Leaders. All Pre-Work materials can be downloaded from the Project BEST website on the Pre-Work page at:

www.musc.edu/projectbest/Phase_II/login.htm

Login: projectbest
Password: tfcbt

**All Participants**

Pre-Work activities to be completed by **all participants** prior to Learning Session 1:

1. Read this manual.
2. Register for the North Central CBLC using the electronic registration at:
   http://www.surveymonkey.com/s/NorthCentral_REGISTRATION
3. Sign up for the Project BEST Google Group. See Appendix B.
4. Complete the online **North Central CBLC Pre-Work Assessment Survey** that can be accessed at:
   http://www.surveymonkey.com/s/NorthCentral_PreWork
5. Read the summary of TF-CBT from the **Child Welfare Information Gateway**.
6. Read the summary of TF-CBT from the **California Evidence-Based Clearinghouse for Child Welfare** (CEBC).
7. Read the summary of TF-CBT components, **PRACTICE**.
8. Meet with your Community Change Team, complete the CCT Pre-Work activity, and work together to develop a **storyboard** for your community to be brought to Learning Session 1. (See storyboard instructions below).
9. Complete, sign, and fax the **Pre-Work Activities Checklist** to Project BEST Program Coordinator, Jan Koenig, at 843-792-7146, or bring it to the first Learning Session.

**Therapists and Supervisors only**

1. Complete the free web-based learning course, **TF-CBT** available at www.musc.edu/tfcbt.

**Senior Leaders only**

1. Read the **Kauffman Best Practices Report**.

**Brokers Only**

1. Review the **NCTSN Child Welfare Trauma Training Toolkit Comprehensive Guide**
2. Review Materials related to **Evidence-Based Treatment Planning**.
3. Complete the free web-based learning course **Child Victim** available at http://cv.musc.edu/ and turn in required certificates to Jan Koenig, at 843-792-7146, or bring it to the first Learning Session.
All Pre-Work learning activities and materials can be accessed on the Project BEST website on the Participant Materials page.

Community Change Team Activity and Storyboard Assignment

Members of the CCT should meet together at least once prior to Learning Session 1. We encourage this to be a fun, social time where members can learn more about each other and the work they do. We encourage CCTs to discuss the current status of abused and traumatized children receiving (or not receiving) evidence-based mental health services in their area and begin to identify some barriers in their community.

Create a Storyboard. Together, the CCT should create a Storyboard that communicates who they are, what they do, and characteristics of their community. Storyboards can include photographs, pictures, or other artistic representations to illustrate the participating agencies, individuals, and organizations. The goal is to let the other participants in the North Central CBLC know who you are, what you do, and your commitment to getting the best services to children in your community. The storyboard should fit into a space approximately four feet by four feet. It may be created from a collection of letter-sized sheets or one large poster. The storyboard will be shared at the first Learning Session to help introduce the teams to one another. We encourage you to be creative, artistic and have fun with your storyboard.

Create a Team Name and Team Motto. Your storyboard should include a Team Name and Team Motto. Be creative! Together, think of a name and motto that communicates the nature, culture, and spirit of your community, and your intention to help abused and traumatized children. Work together and brainstorm.

Suggested Storyboard Outline

- Provide a brief description of participating organizations and your CCT with your name shown prominently
- List your team name, team motto, team members, and their titles
- Provide a brief description of the population(s) served in participating agencies
- Include team priorities and goals
- Identify CCT strengths.
Storyboards will be displayed during the entire Learning Session. Your team will have time to explain your storyboard to the other North Central CBLC participants in the early sessions of the first Learning Session.
13. APPENDIX A

North Central CBLC Training Faculty

M. Elizabeth Ralston, Ph.D.
Project BEST Co-Director
lralston@dnlcc.org

M. Elizabeth Ralston, Ph.D. is the founding director of the Dee Norton Lowcountry Children’s Center, Inc (DNLCC) an accredited Children’s Advocacy Center located in Charleston, SC. She is on the clinical faculty of the Department of Psychiatry and Behavioral Science at the Medical University of South Carolina. Dr. Ralston serves on the Board of Directors of the National Children’s Alliance and participates on the National Child Traumatic Stress Network Child Welfare committee. She has served on the board of Directors of Voices for South Carolina’s Children, was on the founding board and served as president of the SC Chapter of the American Professional Society on the Abuse of Children, is a past president of the SC Chapter of Children’s Advocacy Centers, serves on the Citizens Review Panel for the Lowcountry of South Carolina, and is a member of the SC Children’s Justice Act Task Force. Dr. Ralston is the co-director of Project BEST. Dr. Ralston also provides training, consultation, expert testimony and technical assistance regarding child maltreatment at the local and state level as well as national and international level.

Benjamin E. Saunders, Ph.D., LISW-CP
Project BEST Co-Director, Broker Track Coordinator
saunders@musc.edu

Dr. Ben Saunders is a Professor in the Department of Psychiatry and Behavioral Sciences at the Medical University of South Carolina in Charleston, South Carolina. There he serves as Director of the Family and Child Program of the National Crime Victims Research and Treatment Center. Dr. Saunders received his Ph.D. in clinical social work from Florida State University and holds a masters degree in marriage and family therapy from Virginia Tech. He is a Licensed Independent Social Worker-Clinical Practice. His research, training, and clinical interests include the initial and long term impact of violence and abuse on children and adolescents; the epidemiology of trauma, violence, and abuse; treatment approaches for abused children and their families; and effective methods for disseminating evidence-based practices. His work has been funded by several federal agencies, including the National Institute of Mental Health, the National Institute on Drug Abuse, the National Institute on Child Health and Human Development, the National Institute of Justice, the National Center on Child Abuse and Neglect, the Substance Abuse and Mental Health Services Administration, the Office for Victims of Crime, and the U.S. Department of the Navy. In 2001 Dr. Saunders received the Research Career Achievement Award from the American Professional Society on the Abuse of Children. Dr. Saunders serves as the Co-Director and Broker Track Coordinator for Project BEST. In addition to his research and teaching activities, Dr. Saunders maintains a consulting and supervisory practice, and often is called as an expert witness in legal cases.
Rochelle F. Hanson, Ph.D.
Project BEST Co-Director, Clinical Track Coordinator
hansonrf@musc.edu

Dr. Rochelle Hanson is a Professor at the National Crime Victims Research and Treatment Center (NCVC), Department of Psychiatry and Behavioral Sciences, Medical University of South Carolina. She is a Licensed Clinical Psychologist specializing in the treatment of traumatized children and youth. Her research focuses on the prevalence and effects of trauma exposure as well as dissemination of evidence-supported practices for trauma-exposed youth. Dr. Hanson received a Ph.D. in Clinical Psychology from Florida State University and completed an NIMH post-doctoral research fellowship at the NCVC. She has served as a co-investigator on several federally-funded projects investigating violence exposure among children and adolescents. Dr. Hanson is a former board member of the American Professional Society on the Abuse of Children. She is the Co-Director of Project BEST. Dr. Hanson maintains a clinical practice, providing treatment to children and adults.

Michael de Arellano, Ph.D.
Faculty
dearelma@musc.edu

Dr. Michael de Arellano is a Professor and a Licensed Clinical Psychologist at the National Crime Victims Research and Treatment Center (NCVC), Department of Psychiatry at the Medical University of South Carolina. He graduated from the University of North Carolina at Greensboro in 1996 with a degree in Clinical Psychology, and he completed an NIMH-Funded post-doctoral fellowship in Violence and Traumatic Stress Research at the NCVC. Dr. de Arellano's clinical work and research focus on developing and evaluating treatment services for child victims of traumatic events from traditionally underserved population groups (e.g., rural, economically disadvantaged, Latino, African-American). He is the director and founder of the NCVC Hispanic Outreach Program - Esperanza (HOPE) and the Community Outreach Program - Esperanza (COPE) Clinics, which provide community-based clinical services, advocacy, and intensive case management to underserved children and families who have been victimized by crime or other traumatic events. Currently, Dr. de Arellano's research focuses on assessing victimization and its consequences, including potential factors (e.g., spirituality, familismo, and machismo) that may mediate or moderate the effects of victimization among immigrant Mexican and Mexican American families. His research and clinical work also have focused on evaluating and adapting evidence-based interventions for use with Latino child victims of traumatic events. He is a faculty member of Project BEST.

Rachael Garrett, LMSW
Faculty
RGarrett@dnlcc.org

Rachael J. Garrett, LMSW, is the Director of Client and Community Services at the Dee Norton Lowcountry Children’s Center where she is responsible for maintaining DNLCC’s client-focused service through the effective integration of the MDT coordination, family advocacy, case tracking and case management. She is responsible for partnering with community agencies to ensure a collaborated community response to child abuse. Prior to this position, she served as the bilingual forensic interviewer/therapist for DNLCC and regularly provided
trauma focused evidence based treatment to children. Rachael serves on the board of directors of Mission Caridad, a non-profit formed for the purpose of educating youth in Honduras. She also serves on the board of directors of the South Carolina Network of Children’s Advocacy Centers.

**Janis S. Koenig, M.Ed.**
Project BEST Project Coordinator
koenigs@musc.edu

Jan Koenig is the Program Coordinator for the Family and Child Program of the National Crime Victims Research and Treatment Center at the Medical University of South Carolina. She received a B.A. degree from Florida Atlantic University and holds a M.Ed. from the Citadel Graduate College. Ms. Koenig has been employed at the Medical University for over 30 years, holding various administrative positions in the Department of Psychiatry and Behavioral Sciences, the Department of Biometry and Epidemiology, and Environmental BioSciences. She is project coordinator for two learning projects, Project BEST and the Trauma Learning Collaborative for Washington, DC, concerned with implementing evidence supported treatments for abused and traumatized children.

**Kate Measom**
Project BEST Program Assistant and Data Coordinator
measom@musc.edu

Kate Measom is a Program Assistant and Data Coordinator at the National Crime Victims Research and Treatment Center, Department of Psychiatry and Behavioral Sciences, Medical University of South Carolina, for Project BEST, PATS, and the TF-CBT Learning Collaborative conducted for the Marine Corps. She is a recent graduate of Vanderbilt University, where she received a BA in Psychology and French.

**Anna Shaw**
DNLCC Project Best Program Manager
Ashaw@dnlcc.org

Anna serves as a Program Manager at the Dee Norton Lowcountry Children’s Center (DNLCC). She manages the Child School Liaison program and provides grant administrative support for the implementation of Project BEST for DNLLC.
14. APPENDIX B

Instructions to Access to Resources:
You can download everything you’ll need to successfully complete all of Project BEST requirements in addition to having access to a library of free resources from the MUSC Project BEST Website (www.musc.edu/projectbest).

When you come to the home page look to the left hand menu and then scroll down towards the bottom. Click on “Participant Materials” this will take you to a page that requires a username and password. www.musc.edu/projectbest/Phase_II/login.htm

The username is: projectbest and the password is: tfcbt

Once you have successfully logged in you will be taken to the main page. From there you can access any of the different pages to download and complete pre-work activities, register clients, download assessments, find out how and when to call into the conference calls, contact faculty, and “share relentlessly and steal shamelessly” from the resources library!

Instructions for the Project BEST Google Group

We are using a free service offered by Google called Google Sites for our Project BEST Group. In order to fully use the resources of the Project BEST Group web site, you will need to establish an account with Google. This is completely free and takes just a minute or two. The main thing is that when you establish your Google account and they ask for your email address. Give them your regular email address, the one you gave us when you registered online for the North Central CBLC (i.e., the email where you received these instructions). That is the email address we use to sign you up for the Project BEST Group. If you already have a Google account (for example, if you have a gmail.com email address), then you will need to make sure that the email address we used to sign you up for the Google Group is a part of your Google account profile. If it is not, you can edit your Google account profile and add that email address to it.

Establishing a Google account
If you don’t have a Google account, establishing one is a simple, easy, and free process. Google accounts are absolutely free and will not result in any spam to your email account. Below are instructions about how to establish a Google account.

1. Using your computer’s web browser (e.g., Internet Explorer, Firefox, Safari) go to the main Google homepage at www.google.com.
2. Move the arrow cursor to the very upper right corner of the Google home page and click on “Sign In”. The Sign In page will appear.
3. To create your Google account, on the bottom right side of the page, click “Create an Account Now”. The account information page will appear.
4. Complete the information in the boxes. Enter the email address you gave us to register for the North Central CBLC into the email box. Pick a password that you will use with your Google account. It can be anything, but it has to be a minimum of 8 characters. The weird shaped word thing is to keep spammers from establishing many computer generated accounts. Figure out the characters and type them in the box.
below the weird shaped word. Complete the rest of the information. Click on “I accept. Create My Account”.

5. Google then will send an email to the email address you used to create the account and ask you to confirm that you really want to create an account. This step is to prevent someone else from establishing an account with your email address. When you receive this confirmation email, click on the link in the email to verify your Google account.

6. You now have a Google account.

7. Remember, **make sure the email address you used to establish the Google account is your regular email address**, the one we use to send you info about the CBLC. This is the email address we used to sign you up for the Project BEST Group.

8. When you sign-in to Google, make sure you **use your regular email address to sign-in** along with your Google password. That way you will be able to go to the Project BEST Group since it is that email address that is a member of the Project BEST Group. If you want, you can click a box in the sign-in area to have your computer “remember” your Google login information.

9. We will sign you up for the **Project BEST Group** using the email address you gave us in your online registration. Google will send an email to that address telling you that we have added you to the group and asking for your confirmation. This message will come to the email address we use to send you the North Central CBLC info. Again, make sure you have this email address as part of your Google account profile and have signed in to Google using this email address.

10. The email will ask you to click on a link to confirm that you want to participate in the Project BEST Group. Click on the link and follow the directions. You are now a member of the Project BEST Group. Congratulations! You can now go to the web site to join in the discussions, and easily send emails to your Project BEST colleagues.

---

**Project BEST Group**

To go to the Project BEST group, enter the web site address into your browser. The Project BEST web site address is:

http://groups.google.com/group/PBGrp

Make sure you save the web site address as one of your Favorites or as a Bookmark. You will need to be signed-in to Google using your regular email address in order to access the Project BEST Group web site.

**Send an email to the whole group**

One of the benefits of the Project BEST group is the ability to share with and learn from all your colleagues. From time to time you may have a question or comment that you want to send to the group. You may also want to respond to something someone else has said and get a discussion going on a topic. There are three ways to send an email to the other group members. First, you can just enter the email address of the Project BEST group into your regular email program and send an email to it. This email then will get sent to every member of the Project BEST Group. The email address of the group is:

PBGrp@googlegroups.com
Be sure to put this email address in your email address book or contacts list so that emails that come from it do not get screened out as spam. This email address is also listed on the Project BEST site with a direct link to the email address.

Another way is to go to the Project BEST Group and click on Discussions in the menu on the right side of the home page. Then click on the New Post box. Type in a topic on the Subject line and then write your message in the Message box. When you are finished, click on the Post message box to send it to everyone. The Discussions section keeps all emails and posts, so you can review them and answer them whenever you would like.

Please note, virtually all communication to Project BEST participants will be sent using the Project BEST Group email address as a listserv.

If you have any questions problems contact Jan Koenig at goodis@musc.edu, or Ben Saunders at saunders@musc.edu.
15. APPENDIX C

Contact and Web Information Summary

Jan Koenig, M.Ed., Project BEST Program Coordinator
National Crime Victims Research and Treatment Center
Medical University of South Carolina
67 President Street, MSC 861
Charleston, SC 29425
koenigjs@musc.edu E-mail
843-792-8151 Phone
843-792-7146 Fax

North Central CBLC Participant Materials:
www.musc.edu/projectbest/Phase_II/login.htm

North Central CBLC Registration:
http://www.surveymonkey.com/s/NorthCentral_REGISTRATION

North Central CBLC Pre-Work Assessment:
http://www.surveymonkey.com/s/NorthCentral_PreWork

Project BEST Google Group web address:
http://groups.google.com/group/PBGrp

Project BEST Group E-mail address:
PBGrp@googlegroups.com

TF-CBTWeb
www.musc.edu/tfcbt

CTGWeb
www.musc.edu/ctg

Child Victim Web
www.musc.edu/cv

TF-CBTConsult
www.musc.edu/tfcbtconsult

Project BEST Public Web site
www.musc.edu/projectbest