CBITS/Bounce Back Step-by-Step Guide

PROGRAM DOCUMENTS
All necessary CBITS and Bounce Back documents will be provided to you at the training and will be available electronically. These will be discussed at the training:

- Trauma Exposure Checklist (Screening Tool Part A)
- Child PTSD Symptom Checklist (Screening Tool Part B)
- Individual Meeting Form
- Group Registration Form
- Bounce Back Lending Library Form
- Group Attendance Sheet
- Group Evaluation Form
- Group Reimbursement Voucher

PROGRAM TOOLKITS
CBITS and Bounce Back Manuals and Workbooks are available online. They will be provided at the training and/or will be sent to you electronically.

PRE-GROUP ACTIVITIES
☐ Complete CBITS and/or Bounce Back Registration
This will give you access to the online courses, manuals, and other program materials.
http://cbitsprogram.org/
http://bouncebackprogram.org/

☐ Attend Booster Training Session for a Refresher
If it has been a while since you were trained or since you ran your last group, consider attending one of the Booster Training Sessions offered periodically by CTCS. This is an excellent way to refamiliarize yourself with the curriculum and to ask questions regarding implementation to the CBITS and Bounce Back trainers.
☐ **Obtain Active Parental Consent for Screening of Students and Treatment**
Active consent must be granted before any individual student can be screened or provided group treatment. Only approved consent forms from your respective agencies can be used for parental consent. Parents must sign the form. Consent granted over the phone is not sufficient.

☐ **Conduct Screenings and Individual Interviews and Make Contact with Caregivers**
Screenings for the CBITS and Bounce Back program utilize the Trauma Exposure Checklist (Part A) and the Child PTSD Symptom Scale (Part B). Parts A and B are both used for Pre-group and only Part B is used for Post-group. A score of 14 or higher on Part B for those students who endorsed at least 1 item of traumatic exposure is generally considered appropriate for the group, although clinical judgment can be used. Directions for the use of the screener are provided with the screening tool as well as guidelines for the individual interviews that are used to explain the group treatment for trauma that is being offered to the student, to ensure that the child is appropriate for group treatment and willing to participate, and to focus the child on the particular endorsed trauma that he/she will be focusing on in treatment groups. Contact caregivers of screened students to inform them of the outcome of the screening, describe your recommendations, offer referrals as needed, and, for caregivers of students who will be in the group, describe the group further, emphasizing the importance of caregiver participation.

☐ **Complete Logistical Planning**
Ensure that all logistics have been addressed such as informing the principal about the group treatment, finding time and space for group meetings, organizing necessary group materials, consulting individual student schedules, incorporating school vacations and standardized testing schedules into the group treatment schedule, etc. Use the Logistical Planning Checklist.

☐ **Complete Group Registration Form**
Once you have been trained, you will be sent email alerts that contain a URL link to the Group Registration Form. The form asks for information about the group leader(s) and 5 questions about the group. Once complete, there is no need to return to the link to provide updates.
GROUP TREATMENT ACTIVITIES

☐ Provide Group Treatment, Individual Sessions and Parental Outreach
Use the CBITS and Bounce Back Manuals and Workbooks to provide the group treatment with fidelity to the model. The minimum number of students for a group is 3. The ideal number of students for CBITS is 5-8. The ideal number of students for Bounce Back is 4-6. Use all components of each program in providing the treatment. Provide ten group treatment sessions. Provide at least one individual session for each student between sessions three and six. Provide ongoing caregiver outreach and education. Use CBITS and Bounce Back Manuals to prepare for each group session. Use Workbooks to prepare the necessary group materials for each group. Use the Group Attendance Sheet to keep track of group attendance for reporting purposes. It is recommended that CBITS and Bounce Back groups are co-led. Group co-leaders do not need to be trained in CBITS or Bounce Back as long as the group leader has been trained. It may be helpful for co-leaders to complete the online course.

☐ Participate in Consultation Phone Calls
CTCS provides ongoing phone consultation with CBITS and Bounce Back experts at no charge. Participation in these consultation phone calls is voluntary, but is highly encouraged. CTCS makes every effort to make participation as easy as possible. You will be notified at your CBITS and Bounce Back training about the days and times of the calls. Please note that these calls can be billed through FLEX funds if your agency is authorized to use them. Speak to your supervisor for more information.

☐ Watch for the CBITS Dispatch
CTCS will email an occasional CBITS newsletter to all trainees. It is filled with information, advice, as well as updates from the field and spotlights on specific schools. We will be soliciting feedback from clinicians providing groups to include in later editions of the newsletter.

☐ Use Online Resources
Use resources from the CBITS and Bounce Back websites. The online training can be useful for review in order to prepare for specific groups. The sites also contain many other helpful resources and expert advice.
☐ **Complete Group Evaluation Forms (optional)**

Have each group participant complete a Group Evaluation Form. This allows CTCS to have valuable feedback about how the group treatment program is being received by the students. They are anonymous and that is why there are no places for students to write identifying information. This can be incorporated into the final group session if you feel that it is clinically appropriate for your particular group.

Mail the completed evaluations to: Lisa Baron, AIP, 31 Heath Street, Boston, MA 02130
Scan and email to: LBaron@aipinc.org
Fax to: 617-849-7414

☐ **Complete and Submit the Group Reimbursement Voucher (optional)**

If you would like to be reimbursed for providing snacks and a final group celebration, complete and submit a Group Reimbursement Voucher. For each group, clinicians will be reimbursed a maximum of $5.00 per student for snacks and $2.50 per student for items for a final group celebration upon completion of the CBITS/Bounce Back group. Receipts must accompany each reimbursement voucher. Reimbursement will only be provided to clinicians who have completed their Group Registration.

Please mail the completed form and receipts to: Lisa Baron, AIP, 31 Heath Street, Boston, MA 02130
Scan and email to: LBaron@aipinc.org

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