

<i>SBC Caseworkers: Certification Skills Checklist</i>		Practicing	Proficient	Exceling
<b>A. Do they really understand what happened?</b>				
1.	Can they tell you a step by step “story” of <b>what</b> actually happened that was not safe or neglectful, and <b>who’s</b> personal problems interfered with safety and/or adequate care?			
2.	Are they able to differentiate <b>individual</b> issues from <b>family</b> developmental tasks?			
3.	Are they able to differentiate individual issues that are bothersome/worrisome from those that are <b>directly related</b> to the abuse and/or neglect?			
4.	Are they able to <b>sort through</b> family issues/problems that are “not best practice” from those that are concerns of abuse or neglect?			
5.	Are they able to state back to you a <b>consensus summary</b> of <b>what</b> is not working at the family level, and <b>who</b> on the individual level needs to work on their personal issue?			
<b>B. Can they organize the work to be done?</b>				
6.	Can they go from a <b>verbal agreement</b> with the client regarding what needs to happen (consensus summary), to <b>written</b> FLO’s and ILO’s?			
7.	Can they formulate, and write in everyday language, an outcome (family and individual level) that <b>has all 3 desired parts</b> ? <ul style="list-style-type: none"> <li>a. The family will use...</li> <li>b. A new plan of action</li> <li>c. A protective purpose</li> </ul>			
8.	Can they <b>write initial tasks</b> under each FLO and ILO? <ul style="list-style-type: none"> <li>d. Development of a specific measurable plan of action</li> <li>e. State who (what service) will help them develop this plan</li> <li>f. Share the plan with whom</li> <li>g. Monitor, document, and celebrate task success/progress</li> </ul>			
<b>C. Are they able to work a specific Action Plan?</b>				
9.	Are they <b>following up</b> to assist their client in developing a plan or ensuring that the provider is working on a <b>written plan of action</b> ?			
10.	Have they <b>met or discussed with the provider</b> why a specific behavioral plan is needed?			
11.	Do they know how to assist a client and/or provider in <b>editing tasks</b> so that they can be better documented and celebrated?			
12.	Are they able to ensure that the 5 SBC Relapse Prevention Skills are somehow represented in the individual Action Plans?			
<b>D. Are they able to Document and Celebrate Progress?</b>				
13.	Do they <b>know and use techniques that show interest in progress</b> and work to expand the audience of who knows about the progress?			
14.	Do they know how to <b>get others involved in noticing and recording</b> new behaviors?			
15.	Do they know how to <b>celebrate progress</b> in one area even as they prepare to help a client focus on an area of little progress?			
16.	Do they know how to use <b>positive reinforcement and provide hope</b> versus only noticing when things are going wrong?			
<b>Worker Name:</b>		<b>Supervisor Name:</b>		<b>Date:</b>