### SBC Caseworkers: Certification Skills Checklist

#### A. Do they really understand what happened?

1. Can they tell you a step by step “story” of what actually happened that was not safe or neglectful, and who’s personal problems interfered with safety and/or adequate care?

2. Are they able to differentiate individual issues from family developmental tasks?

3. Are they able to differentiate individual issues that are bothersome/worrisome from those that are directly related to the abuse and/or neglect?

4. Are they able to sort through 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 consensus summary of what is not working at the family level, and who on the individual level needs to work on their personal issue?

#### B. Can they organize the work to be done?

6. Can they go from a verbal agreement with the client regarding what needs to happen (consensus summary), to written FLO’s and ILO’s?

7. Can they formulate, and write in everyday language, an outcome (family and individual level) that has all 3 desired parts?
   - a. The family will use...
   - b. A new plan of action
   - c. A protective purpose

8. Can they write initial tasks under each FLO and ILO?
   - d. Development of a specific measurable plan of action
   - e. State who (what service) will help them develop this plan
   - f. Share the plan with whom
   - g. Monitor, document, and celebrate task success/progress

#### C. Are they able to work a specific Action Plan?

9. Are they following up to assist their client in developing a plan or ensuring that the provider is working on a written plan of action?

10. Have they met or discussed with the provider why a specific behavioral plan is needed?

11. Do they know how to assist a client and/or provider in editing tasks 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?

#### D. Are they able to Document and Celebrate Progress?

13. Do they know and use techniques that show interest in progress and work to expand the audience of who knows about the progress?

14. Do they know how to get others involved in noticing and recording new behaviors?

15. Do they know how to celebrate progress 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 positive reinforcement and provide hope versus only noticing when things are going wrong?

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Worker Name:  
Supervisor Name:  
Date: