



The Community Technical Assistance Center

EFFICIENT PRACTICES. EFFECTIVE CARE.

Please review and answer each statement. Identify at least one area that you want to improve and plan an action step for improvement. Please submit this checklist to the Resource Team with your action plan and progress as per the timeline.

ENGAGEMENT IN SERVICES			
To encourage engagement of participants,	I do this well	I do this but needs some improvement	I don't do this and needs much improvement
1. I provide a clear overview of the first meeting.			
2. I use a trauma informed lens when gathering information about the participant.			
3. I communicate reason and details of information collected.			
4. I clarify the need for mental health care and establish the participant's felt need.			
5. I ask the participant about what supports they have and need.			
6. I set up the foundation for a collaborative relationship by letting the participant know we will be working together to accomplish goals. I actively bring the participant into decisions about treatment (i.e., Group therapy, CBT, etc.).			
7. I attend to participant's past experiences with mental health help that may not have been positive.			
8. I acknowledge small gains that the participant makes.			
9. I cultivate and foster clients' self-determination and sense of resilience by embracing choices and respect for their inner strength.			
10. I encourage and maximize the participant's sense of possibility and look to the future with them.			
11. I co-create realistic, attainable, and meaningful goals with participants.			
12. I am respectful and accepting of the participant.			
13. I express empathy for the participant in a culturally competent way by acknowledging that everyone has a specific way of approaching challenges based on their unique culture.			
14. I support the participant to take concrete actions to meet their goals.			
15. I continue to address perceptual barriers, such as stigma, that may interfere with progress.			
16. I identify concrete barriers, such as transportation and childcare issues, and collaborate to problem-solve with the participant.			
17. I ask for feedback from the participant on their experience in therapy and the sessions with me.			
18. I remind the participant that they are capable of making good decisions.			
19. I provide case management to the participant or connect them to the services to help with difficult life			

circumstances that may need to be addressed to make therapy more successful.			
20. I empower the participant by focusing on what they are doing well and what is working for them.			
21. I help to assess readiness for therapy and willingness to change what they want to reach their goals.			
22. I provide positive feedback to the participant at every opportunity.			
23. Do you have any key areas you would like to address not listed here? Write in space below:			