



Transition to Independence Process (TIP) Model

Lighting the Way to Independence for Youth and Young Adults

SBHG Protocol for Development of a *Certified TIP Model Site-Based Trainer*

*Establishing Site Training Capacity for Maintaining
Transition Facilitator's Competencies*



Stars Behavioral Health Group (SBHG) is the Purveyor of the **Transition to Independence Process (TIP) Model**, an evidence-supported practice for improving the progress and outcomes of youth and young adults (14-29 years old) with emotional/behavioral difficulties (EBD). The Purveyor functions for the implementation of the **TIP Model** in communities across the US and internationally are managed through the **SBHG Stars Training Academy**. For more information, please visit the TIP Model website www.TIPstars.org

SBHG Certified TIP Model Site-Based Trainer

Site Trainer for Sustaining the Practice

SBHG Certified TIP Model Site-Based Trainer serves as a trainer for Transition Facilitators and other transition-related personnel on the TIP model at an agency or collaborative of community agencies that are adopting and sustaining the TIP Model. The goal is to establish Site-Based Trainers (SBTs) to be able to conduct training on the TIP model principles and practices to maintain a TIP model initiative with the site agency(ies) -- and to present TIP Model Orientation Workshops with associated partner organizations or potential partner organizations to acquaint personnel and other stakeholders with the TIP model initiative. Full implementation of the TIP model at new sites (agencies) requires periodic pairing of the Site-Based Trainer with a Certified TIP Model Consultant who, in addition to the “training” competencies, has extensive expertise and experience in implementation strategies at the practice, program, and systems levels.

Selection of Apprentices. Apprentices seeking to become Site-Based Trainers are jointly selected by the agency and the TIP Model Consultant serving the site for TIP model implementation. The fact that an individual is interested in, and/or is selected to be mentored, does not guarantee that this Apprentice will become a SBHG Certified TIP Model Site-Based Trainer. Overtime, the primary Consultant will monitor competency development of the Apprentice – both with respect to the TIP model **and** functioning as an effective trainer. The Apprentice is generally supervised by a manager at a transition agency or collaborative site (or by a manager at the state level, in the case of a state-wide initiative). If the Apprentice is co-supervised by a local agency manager and also by a regional/state manager for the TIP model training activities, then both supervisors should be involved and named. Although supervision is site-based, the Apprentice and his/her supervisor(s) need to be attentive to guidance, feedback, and recommendations from the primary TIP Model Consultant and the Chair of the SBHG Certification Board.

Individuals selected as Apprentices to pursue Site-Based Trainer certification are to be 18 years or older and have had extensive experience in working with youth, young adults, and/or families with multi-system needs and challenges. Preference in selecting individuals as Apprentices will also include having graduate degrees in fields relevant to mental health, behavioral sciences, applied behavior analysis, and/or social services. However, a graduate degree does not necessarily translate into one being “professionally responsive”, competent in the TIP model, or proficient as a “trainer.”

Young Adult Peer. A young adult peer who is 18 years or over may be considered as an Apprentice for becoming a **Site-Based Associate Trainer** at a site where he/she will be paired with one or more Certified TIP Model Site-Based Trainers. This also assumes that all of the above criteria are met except for the preference for graduate training and “extensive” years of work experience. A young adult will only be considered if the primary Consultant to the site and the site supervisor (and if available a Site-Based Trainer or Site-Based Apprentice) advocate for this young adult – stating in writing the reasons why this young person should be considered as an Apprentice for Site-Based Associate Trainer. Please understand that the SBHG Certification Board will only approve a young adult for pursuing Site-Based Associate Trainer status who is committed to achieving adequate proficiencies. There are challenges and liability issues that TIP model implementation presents that take years of experience and

education to address appropriately. Nevertheless, the Board will value having a young adult peer serving as Site-Based Associate Trainer at a TIP model site where he/she is paired with a Certified TIP Model Site-Based Trainer.

Certification Process

The process to become a **SBHG Certified TIP Model Site-Based Trainer** is a sequential process through which a selected professional is coached by a Certified TIP Model Consultant to ensure that the Apprentice has demonstrated the content knowledge, training and consulting expertise, and related proficiencies essential to training personnel at sites in the TIP model guidelines and associated practices.

- The coaching by the Consultant is accomplished primarily by having the Consultant demonstrating training sessions for the Apprentice to observe, and then over time, having the Apprentice assuming more and more leadership in conducting training sessions and events on his/her own with the Consultant observing and coaching.
- The coaching process requires that the Apprentice assume an active role in learning all of the TIP model curricula, effective training methods, and being responsive to the positive and corrective feedback provided by the Consultant.
- Although most of this mentoring is done at training and technical assistance events at community sites with the Consultant present, some of the mentoring may also be conducted by other means such as:
 - Remote video or Skype monitoring of the Apprentice's work with relevant site personnel.
 - Teleconference monitoring of the Apprentice's work with site personnel (e.g., monitoring of a TIP Solutions Review session).
 - The Consultant may also use other sources of information to review the impact of the Apprentice's efforts (e.g., review of participant evaluation feedback forms; monitoring of the application of a TIP Solutions Review process).
 - Some additional sources of mentoring with an Apprentice can come from:
 - Participation in periodic SBHG Theme Webinars for TIP Model Consultants and Site-Based Trainers; and
 - Attending a **SBHG TIP Model Consultant / Site-Based Trainer Forum** (i.e., A 2-3 day work session that is typically held in Long Beach CA for Site-Based Young Adult Associate Trainers, Site-Based Apprentices, Certified Site-Based Trainers (**including** individuals **being mentored** for possible certification in one of the previously mentioned roles), and SBHG Consultants to share their knowledge and experience in TIP model training and implementation efforts – and to build their training and implementation competencies in working at the agency and system levels).

Qualifications: To qualify to become a SBHG Certified TIP Model Site-Based Trainer, an Apprentice must:

- Show commitment to the TIP model and improving outcomes for youth and young adults with EBD.
- Demonstrate extensive knowledge and expertise related to the TIP model.
- Interact with professionalism and effective communications and show an interest in learning new empirically-based approaches.
 - Demonstrate professionalism (e.g., willingness to give honest feedback, accept and use corrective feedback to improve his/her skills).
 - Willingness to learn and use effective teaching strategies for conducting training of transition-related personnel.

- Responsive to being mentored in conducting training and technical assistance at transition sites by one or more designated TIP Model Consultants.
- Demonstrate a dynamic and responsive presentation style with individual personnel and with small and large groups.
- Interact with a diversity of stakeholders in ways that are respectful, diplomatic, and yet honest in representing the TIP model principles and practices.
- Demonstrated the competencies needed for working effectively with transition program personnel to train and coach them in the application of the TIP model guidelines and associated practices.
 - Refer to the ***Proficiencies in Training and Coaching of Transition Personnel*** that is Appendix 2B on the *SBT 2 APPLICATION for Certification as TIP Site-Based Trainer*.
- Preference will be given to Apprentices with graduate degrees or professional certificates in relevant social science fields.
- Follow the Phases listed below.

NOTE: The SBHG Certification Board may have to occasionally revise or update the provisions of the certification process based on new information it has learned related to ensuring effective implementation of the TIP model. Such changes will become effective immediately, but will not affect the *current* 1-year term of a Site-Based Associate, Apprentice, or Trainer.

Phases in Being Considered for SBHG Certified TIP Model Site-Based Trainer Status

Prior to making a decision about pursuing TIP Model SBT status, please make sure you and your supervisor(s) review this *SBT Protocol* and the *SBT 2 Application* so that you fully understand the purpose, responsibilities, obligations, and provisions of SBT status.

Phase 1: Apply and Receive Mentoring as a SBT Apprentice

- **Complete** and submit the “**SBT 1 APPLICATION to be MENTORED for TIP Site Based Trainer**” (For this application form, please see the separate MS Word file with this title).
- **If accepted for mentoring** as a TIP Model Site-Based Trainer **Apprentice**, then you and your supervisor(s) can collaborate with the Consultant who is working with your Transition Site to develop a plan for assessing and further development of your proficiencies for possible certification.
- The mentoring to certification typically takes place over a 12 to 30 month period, with the average time period involving about 18 months.

Phase 2: Apply for TIP Model Site-Based Trainer Status

- **When** you, your primary Consultant, and your supervisor(s) **agree that you’ve met the provisions for applying** to be considered as a ***SBHG Certified TIP Model Site-Based Trainer***, you may make application to the SBHG Certification Board. Please refer to the MS Word file entitled, “**SBT 2 APPLICATION for CERTIFICATION as TIP Site Based Trainer**.”
- After a review of the Apprentice’s application materials, the SBHG TIP Model Certification Board will determine: A) if more information is needed; or B) if the Apprentice’s application is: a) approved, b) denied, or c) that the Apprentice’s application indicates that more mentoring is needed in specific areas prior to approval being granted.
- When the Apprentice has been approved by the Certification Board, SBHG Leadership will issue a certificate to him/her acknowledging the status of ***SBHG Certified TIP Model Site-Based Trainer***

and the designated site (e.g., agency, collaborative of agencies, and/or geographic area) for which this SBT is authorized to work.

Phase 3:

- Each year a SBT needs to submit a RENEWAL Application, preferably a couple months prior to the end of your certification year.
- A SBT needs to secure continuing education mentoring for at least 2 days from a Consultant during every 2 years of certification.
- Submit your **Renewal Application** to the SBHG Certification Board annually to maintain your certification and authorization to serve in this capacity. For this application form, please see MS Word file entitled, "**SBT 3 APPLICATION for RENEWAL as TIP Site Based Trainer.**"

Contacts and Website Information

WEBSITE:

- ❖ **Transition to Independence Process (TIP) Model**
 - www.TIPstars.org

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