



Building and Sustaining Site Capacity for Improving Outcomes with Youth and Young Adults with EBD



Transition to Independence Process (TIP) System

Lighting the way to independence for youth and young adults

TIP Model™ Site Certification: THE TIP INSTITUTE Protocol & Process

***THE TIP INSTITUTE Certified TIP
Model™ Site THE TIP INSTITUTE
Certified TIP-Informed Site***

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Transition to Independence Process (TIP) Model

Lighting the Way to Independence for Youth and Young Adults

Transition to Independence Process (TIP) Model™

The *TIP model™* was developed for working with youth and young adults (14-29 years old) with emotional/behavioral difficulties (EBD) to: a) engage them in their own futures planning process; b) provide them with developmentally-appropriate, non-stigmatizing, culturally-competent, trauma-informed, and appealing services and supports; and c) involve them and their families and other informal key players in a process that prepares and facilitates them in their movement toward greater self-sufficiency and successful achievement of their goals related to relevant transition domains (i.e., employment/career, educational opportunities, living situation, personal effectiveness/wellbeing, and community-life functioning). The TIP system is operationalized through seven guidelines and their associated practices that drive the work with young people and provide the framework for the program and community system to support these functions. The TIP model™ is an evidence-supported practice based on six published studies that demonstrate improvement in real-life outcomes for youth and young adults with EBD.

Mission of National Network on Youth Transition for Behavioral Health (THE TIP INSTITUTE)

The mission of the **National Network on Youth Transition for Behavioral Health (THE TIP INSTITUTE)** is to improve the progress and outcomes of youth and young adults (14-29 years of age) with emotional/behavioral difficulties (EBD) and the responsiveness of transition systems to their families.

This mission is accomplished by:

- THE TIP INSTITUTE embracing the ideas, cultures, passions, and voices of youth and young adults as it partners with them in the development and evaluation of improved service systems for them and their families.
- THE TIP INSTITUTE conducting program implementation, system development, research, and dissemination in collaboration with provider agencies, community collaboratives, states, and national/federal entities.

Operationally THE TIP INSTITUTE serves the following major functions:

- Implementation of the **Transition to Independence Process (TIP) model™** which is an **evidence-supported practice** for youth and young adults with EBD.
 - Under the guidance of THE TIP INSTITUTE leadership, the Stars Behavioral Health Group (**SBHG**) **Stars Training Academy** serves as the official **THE TIP INSTITUTE Purveyor** to assist agencies and communities in the implementation of the TIP model™ for improving the outcomes of youth and young adults.
- The **THE TIP INSTITUTE Certification Board** oversees the certification of THE TIP INSTITUTE TIP Model™ Consultants, TIP Model™ Sites, and THE TIP INSTITUTE TIP Model™ Site-Based Trainers.
- THE TIP INSTITUTE Certified TIP Model™ Consultants are also assisting communities, states, and national/federal entities regarding **policy and system reforms** that enable agencies and community collaboratives to implement effective transition programs.
- Several of the THE TIP INSTITUTE Faculty and Consultants are involved in **research, evaluation, and continuing quality improvement efforts** related to transition to adulthood issues. THE TIP INSTITUTE has an extensive array of Fidelity and Continuing Quality Improvement tools that it makes available to its sites to support implementation and sustainability of effective transition systems.

The home-base for THE TIP INSTITUTE is with Hewitt B. "Rusty" Clark in Tampa Florida and at the Stars Behavioral Health Group (SBHG) in Long Beach California.

TIP Model™ Site Certification: THE TIP INSTITUTE Protocol & Process

Implementation of the TIP Model™

A provider agency or a community collaborative of agencies interested in the implementation of the TIP Model™ in their community would work with the THE TIP INSTITUTE SBHG Purveyor organization for guiding the personnel training and other implementation strategies. A transition program site might be interested in achieving certification as a TIP Model™ Site or being designated as a TIP-Informed Site. The criteria for both of these are outlined below.

THE TIP INSTITUTE Certified TIP Model™ Site

I. ***THE TIP INSTITUTE Certified TIP Model™ Site:***

- A. Adopt the entire *TIP Model™* to ensure the effectiveness of supports and services to improve the progress and outcomes of youth and young adults with EBD and to improve the responsiveness of the transition system to their families.
- B. Maintain training and technical assistance from the *THE TIP INSTITUTE TIP Model™ Purveyor* organization (SBHG).
- C. SBHG will, under contract from the site, arrange for a *TIP Model™ Consultant(s)* to provide training and technical assistance for the implementation of the *TIP model™*.
 1. Typically this effort includes three site visits per year for the first two years.
 2. Teleconferencing is also provided to facilitate implementation of the model™ within the context of one's agency and community (e.g., Case-Based Reviews, targeted theme teleconference calls).
 3. *THE TIP INSTITUTE TIP Model™ Consultants* are focused on assisting sites in building site-capacity to ensure sustainability over time.
 4. The *Fidelity Quality Improvement Probe on TIP Model™ Practice Implementation* and the *TIP Model™ Organizational Implementation Survey/Interview* are used to improve the effectiveness of supports/services and provide an indication of adherence to the model™ as it is being implemented.
 5. Progress on implementation and site-capacity building determines the extent to which training and technical assistance is needed in subsequent years.
- D. The *Transition Program Fidelity Assessment Protocol* is applied for continuing system improvement and possible site certification.
 1. The *Transition Program Fidelity Assessment Protocol* is usually conducted in Year 3 by *THE TIP INSTITUTE Certified Transition Fidelity Assessor(s)* to ensure fidelity to the model™ and the effectiveness of its transition supports and services.
- E. When a site meets the fidelity standards, it is then designated as a *THE TIP INSTITUTE Certified TIP Model™ Site*.
 1. Site certification is for a three-year period, assuming that the following annual requirements are met.
 2. During the 3-year certification period, the site must do the following to maintain active certification status:
 - a) Report annually on its status regarding the sustaining of the TIP Model™. This can be accomplished through any one of the following means on an annual basis:
 - (1) Provide summary of the results from at least two administrations of the Fidelity

QI Probe on TIP Model™ Practice Implementation (each are conducted across at least three Transition Facilitators) and the TIP Model™ Organizational Implementation Survey/Interview. The Fidelity QI Tools need to be conducted by professionals external to the site who have been trained by THE TIP INSTITUTE in the reliable use of these tools (e.g., Quality Assurance professional from another local community agency, evaluator from a local university, or a THE TIP INSTITUTE TIP Model™ Consultant or Assessor). or

(2) Provide a copy of a follow-up report from a THE TIP INSTITUTE Certified TIP Model™ Consultant who spent at least 3 days on-site observing and providing additional training and technical assistance on such things as: shadowing Supervisor and TFs to observe field-based supervision; mentoring a Site-Based Trainer; review of progress and outcome data; record review; conducting additional training on features of the TIP model™ to increase the effectiveness of practices; and/or observing Case-Based Reviews. or

(3) Provide a copy of a report from a Mini Fidelity Assessment conducted by a THE TIP INSTITUTE Certified Transition Fidelity Consultant or Assessor -- or a copy of the report from a Transition Program Fidelity Assessment Protocol conducted by THE TIP INSTITUTE Certified Transition Fidelity Assessor(s).

NOTE 1: Regarding any of the site consultancy activities/assessments described above, the site leadership is to provide a written summary report that highlights the site's strengths, describes areas of weakness, and includes an action plan for addressing these weaknesses and outlines the progress in strengthening these areas.

NOTE 2: Once every six years from the original Site Certification date, a site must arrange for THE TIP INSTITUTE to conduct, and the site pass, the Transition Program Fidelity Assessment Protocol in order to maintain its THE TIP INSTITUTE TIP Model™ Site Certification. When this fidelity assessment occurs in a given certification year, this activity also fulfills the site's annual requirement [i.e., as described above in E. 1. a)].

b) Complete the ***Annual TIP Model™ Certification Sustaining Application***.

(1) This application ensures that THE TIP INSTITUTE has the most recent description of your site and contact information (e.g., Site Program Manager and other relevant site leadership contact information, number of Transition Facilitators and other Transition Program related personnel, number of youth and young adults served during the past 12 months, any issues of concern or special site recognition). This application is to be submitted near the end of each of the site's certification years.

(2) Pay the annual certification application fee.

(i) This fee includes the availability of up to two (2) one-hour teleconference consultation sessions with a THE TIP INSTITUTE TIP Model™ Consultant/Trainer on topics of interest to your site (e.g., family involvement, peer support strategies, Case-Based Review monitoring, mentoring a Site-Based Trainer).

(ii) The fee of \$600. is paid to the THE TIP INSTITUTE TIP Model™ Purveyor (SBHG) organization. Please refer to the last page of this document for the SBHG contact information.

(a) A discount of \$100. Is provided if the complete application and fee are received by SBHG prior to the anniversary date of your site's original certification.

(b) This is a non-refundable fee that is required for the review and certification processing of your site application.

- (iii) This annual fee will be waived for a given year if the Certified

TIP Site had contracted for and completed a minimum of 3 days of on-site training, technical assistance, and/or fidelity assessment by a THE TIP INSTITUTE Certified TIP Model™ Consultant or Assessor during “certification year”.

F. ***Three possible Fidelity Assessment outcomes related to the TIP Model™.***

1. Certified TIP Model™ Site.
 - a) High fidelity standards were achieved.
2. Certified TIP-Informed Site.
 - a) Medium fidelity standards were achieved.
 - b) If fidelity scores were close to high fidelity, then the site may be given Provisional status as a TIP Model™ Site, with a collaborative action plan for addressing the areas of weakness. The site would also need to arrange for THE TIP INSTITUTE to re-assess the site status within 6 to 9 months.
3. Not considered TIP related.

THE TIP INSTITUTE Certified TIP-Informed Site

II. THE TIP INSTITUTE Certified TIP-Informed Site:

- A. A community transition site can achieve this status in one of two ways:
1. Receiving a fidelity assessment profile that places the site in this status (i.e., *Transition Program Fidelity Assessment Protocol*); or
 2. Receiving at least a minimum of 6 days of on-site training, consultation, and technical assistance services from a THE TIP INSTITUTE Certified TIP Model™ Consultant and/or Site-Based Trainer; and
 - a) Provide summary of the results from at least two administrations of the *Fidelity QI Probe on TIP Model™ Practice Implementation* (each are conducted across at least three Transition Facilitators) and the *TIP Model™ Organizational Implementation Survey/Interview*. The *Fidelity QI Tools* need to be conducted by professionals external to the site who have been trained by THE TIP INSTITUTE in the reliable use of these tools (e.g., Quality Assurance professional from another local community agency, evaluator from a local university, or a THE TIP INSTITUTE TIP Model™ Consultant or Assessor). or
 - b) Passing a *TIP Model™ Mini Fidelity Assessment* conducted by an THE TIP INSTITUTE Certified Transition Fidelity Consultant or Assessor.
- B. The designation as a *THE TIP INSTITUTE Certified TIP-Informed Site* is for a 3-year period. The site must do the following to maintain active TIP-Informed Site status:
1. Report annually on items such any changes regarding the Site Leadership contact information, number of Transition Facilitators and other Transition Program related personnel, number of youth and young adults served during the past 12 months. This reporting is done using the *TIP-Informed Certification Sustaining Application* and is to be submitted near the end of each of the site's certification years.
 2. At the end of the Site's 3-year certification period, the Site will report a more complete report regarding the site's ability and interest in sustaining of its TIP-Informed status.
 - a) This can be accomplished through any *one of the following means*, assuming that these actions have been *conducted within the last 12 months* of the *current 3-year certification cycle*:
 - (1) Provide summary of the results from at least two administrations of the *Fidelity QI Probe on TIP Model™ Practice Implementation* (each are conducted across at least three Transition Facilitators) and the *TIP Model™ Organizational Implementation Survey/Interview*. The *Fidelity QI Tools* need to be conducted by professionals external to the site who have been trained by THE TIP INSTITUTE in the reliable use of these tools (e.g., Quality Assurance professional from another local community agency, evaluator from a local university, or a THE TIP INSTITUTE TIP Model™ Consultant or Assessor). or
 - (2) Provide a copy of a follow-up report from a THE TIP INSTITUTE Certified TIP Model™ Consultant who spent at least 3 days on-site observing and providing additional training and technical assistance on such things as: shadowing supervisor and TFs to observe field-based supervision; mentoring a Site-Based Trainer; review of progress and outcome data; record review; conducting additional training on features of the TIP model™ to increase the effectiveness of practices; and/or observing Case-Based Reviews. or

(3) Provide a copy of a report from a Mini Fidelity Assessment conducted by a THE TIP INSTITUTE Certified Transition Fidelity Consultant or Assessor -- or a copy of the report from a Transition Program Fidelity Assessment Protocol conducted by THE TIP INSTITUTE Certified Transition Fidelity Assessor(s).

NOTE 1: Regarding any of the site consultancy activities/assessments described above, the site leadership is to provide a written summary report that highlights the site's strengths, describes areas of weakness, and includes an action plan for addressing these weaknesses and outlines the progress in strengthening these areas.

b) Complete the ***TIP-Informed Certification Sustaining Application for the THE TIP INSTITUTE Certified TIP-Informed Site*** designation.

(1) *This application ensures that THE TIP INSTITUTE has the most recent description of your site* (e.g., Site Program Manager and other relevant site leadership contact information, number of Transition Facilitators and other Transition Program related personnel, number of youth and young adults served during the past 12 months, any issues of concern or special site recognition).

(2) Pay the certification application fee near the end of each of the 3-year certification cycle for renewal of the Site Certification.

(i) This fee includes the availability of up to two (2) one-hour teleconference consultation sessions with a THE TIP INSTITUTE TIP Model™ Consultant/Trainer on topics of interest to your site (e.g., family involvement, peer support strategies, Case-Based Review monitoring, mentoring a Site-Based Trainer).

(ii) The fee of \$600. is paid to the THE TIP INSTITUTE TIP Model™ Purveyor organization. Please refer to the last page of this document for the SBHG contact information.

(a) A discount of \$100. Is provided if the complete application and fee are received by SBHG prior to the anniversary date of your site's original certification.

(b) This is a non-refundable fee that is required for review and certification processing of your site application.

(iii) This fee will be waived for a given 3-year certification cycle if the TIP Informed Site had contracted for and completed a minimum of 3 days of on-site training, technical assistance, and/or fidelity assessment by a THE TIP INSTITUTE Certified TIP Model™ Consultant or Assessor during the third year of the 3-year certification cycle.



For more information regarding the *TIP model™* and *site certification*, please visit our website or contact one of the THE TIP INSTITUTE Leadership listed below:

WEBSITE:

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

NOTE: The THE TIP INSTITUTE 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* term of a given site's certification.

THE TIP INSTITUTE Contacts

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