

Examples of Agency E-Learning Training Programs

Agencies have multiple options related to how they design their Skills System E-Learning program. It is important to get team members the memberships that fits their role and follow the Terms of Use of the E-Learning. The purpose of this document is to help agencies better understand how the E-Learning memberships can be structured in different settings.

In this document the word “client” will be used to describe a person who is supported by an agency. The term “clinician” is used to describe an agency staff member who interacts/does out-reach with clients, the clients’ families and/or outside support providers. For example, a Clinician Membership may be assigned to a “therapist”, “case manager”, or “support coordinator” depending on the title the agency uses.

For the purpose of this document, agencies share the following goals:

- Helping clients improve their self-regulation capacities.
- Equipping all of the (1) client’s agency’s staff and (2) people who are important to them outside the agency, to be Skills Coaches and have the tools to co-regulate with the people they serve.

Choosing E-Learning Memberships:

Step 1: Calculate who needs a Clinician Membership within the agency.

- A “Clinician” can add/remove clients and/or the people who are important to the clients, as they come in/out of services.
- Please note: This type of membership cannot be used by an agency to train their own staff. Agencies train their own staff using Group/Staff Memberships.

Step 2: Calculate how many other people work at the agency.

- Everyone else in the agency, other than the people with the Clinician Memberships, should be in a Group/Staff Membership.
- Agencies may have more than one Group. Agencies can have sub-Groups for different departments, homes, or units.
- Each Group or sub-Group has one person who is designated as the administrator of a Group. The Group Administrator adds the names/email of group members and monitors the group members’ E-Learning progress.

Examples of E-Learning Programs:

The follow six examples are designed to help you better understand how to design an E-Learning program to best serve you or your agency’s needs.

- Example 1: An individual
- Example 2: Therapist in private practice
- Example 3: Community-Based Services Agency
- Example 4: Intensive Outpatient Program (IOP)
- Example 5: Recreational /Vocational Day Program
- Example 6: Residential/Inpatient - Long Term

Example 1: An Individual.

Recommendations:

- 🚗 An individual can purchase an Individual Membership through the Skills System website for \$20. This access will be available for 1 year.

Example 2: Therapist in Private Practice

Recommendations:

- 🚗 The least expensive Clinical Membership option is the 25-Slot membership. At \$300, it is \$12 per slot/per year. If the clinician uses the slots over and over again, the cost per person can get as low as a few dollars per person.
- 🚗 The clinician can purchase a 5-Slot (\$75 per year/\$15 per slot) and add blocks of 5-Slots, as needed.

Example 3: Community-Based Services Agency (Sample: Agency A)

Description: Agency A supports 60 youth and their families, within a community-based services model. A therapist meets with the client and the primary care providers weekly, as well as, conducts family therapy sessions. A Therapeutic Mentor goes to the home to work with the client for 3 hours per week, focusing on skill development and community integration. The Mentor also provides an hour of psychoeducation to the care provider. The Skills System model is integrated into all aspects of this community-based service program. The community-based program personnel include:

- 🚗 Director
- 🚗 2 Clinical Supervisors
- 🚗 4 Clinicians (approximately 15 clients on their caseload)
- 🚗 10 Therapeutic Mentors
- 🚗 1 Consulting Nurse
- 🚗 1 Consulting Psychiatrist
- 🚗 1 Administrative assistant

Recommendation:

- 🚗 25-Slot Clinician Memberships: Each of the 4 clinicians should have at 25-slot membership to add all/some of their 15 clients. With this option, they will have, at least, 10 more spaces to add their clients' staff and family members who will function as Skills Coaches. The cost of each 25-slot Clinician Membership is \$300 per year (Totaling \$1,200 for 4 clinicians).
- 🚗 5-Slot Memberships: The Director and the Clinical Supervisors do not have caseloads, but they do interface with other providers and larger State service systems. Having a 5-Slot Membership helps the Director and Clinical Supervisors do out-reach, networking, and advocacy. The cost of each 5-slot Clinician Membership is \$75 per year. (Totaling \$225 for the Director and 2 Clinical Supervisors).

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- 📦 Group/Staff Memberships: Excluding the 7 staff who have Clinician Memberships, there are a total of 13 other staff (Therapeutic mentors, nurse, psychiatrist, and administrative assistant). The administrative assistant, who deals with human resource issues/training, would likely be the Group Administrator. The cost is \$20 per group member, so the cost per year would be \$260 to train the agency staff.
- 📦 Total annual Skills System E-Learning training cost:
 - 25-Slot Clinician Membership for 4 Clinicians: \$1,200
 - 5-Slot Clinician Membership each for Director and Clinical Supervisor: \$225
 - Group/Staff Membership for a staff of 13: \$260
 - Total cost per year: \$1,685

Example 4: Intensive Outpatient Program (Sample: Agency B)

Description: Agency B provides Intensive Outpatient Program (IOP) for 22 clients, who have mental health issues and intellectual disabilities. The clients attend the IOP three hours per day/three days per week. The clients participate in multiple skills groups each day and receive individual therapy that integrates the Skills System model one hour per week. The program personnel include:

- 📦 Director
- 📦 Assistant Director
- 📦 2 Clinicians
- 📦 1 Board Certified Behavior Analyst (BCBA)
- 📦 2 Staff Supervisors
- 📦 15 Direct Support professionals
- 📦 1 Part-time nurse

Recommendations:

- 📦 25-Slot Clinician Memberships: Each of the 2 clinicians should have a 25-slot membership to add all/some of their 11 clients. With this option, they will have, at least, 14 more spaces to add their clients' staff and family members who will function as Skills Coaches. The cost of each 25-slot Clinician Membership is \$300 per year (Totaling \$600 for 2 clinicians).
- 📦 5-Slot Clinician Memberships: The Director doesn't have a caseload, but they do interface with other providers and larger State service systems. Having a 5-Slot Memberships helps the Director do outreach, networking, and advocacy. The cost of a 5-slot Clinician Membership is \$75 per year.
- 📦 Group/Staff Memberships: Excluding the 3 staff (2 clinicians and the Director) who have Clinician Memberships, there are a total of 20 other staff (Assistant director, BCBA, supervisors, direct support professionals, and nurse). The Assistant Director, who deals with human resource issues/training, would likely be the Group Administrator. The cost is \$20 per group member or \$400 per year to train the agency staff.
- 📦 Total annual Skills System E-Learning training cost:
 - 25-Slot Clinician Membership for 2 Clinicians: \$600
 - 5-Slot Clinician Membership for Director: \$75
 - Group/Staff Membership for a staff of 20: \$400
 - Total cost per year: \$1,075

Example 5. Recreational/Vocational Day Program (Sample: Agency C)

Description: Agency C provides day services for 75 individuals with intellectual disabilities. Clients attend 6 hours per day/5 days per week. The Skills System is integrated into the program that aims to improve adaptive functioning, developing daily independent living skills, vocational readiness/performance, and community integration skills. The program personnel include:

- 👤 Director
- 👤 Program Coordinator
- 👤 2 Behavior specialists
- 👤 3 Supervisors
- 👤 50 Direct Support Professionals
- 👤 1 Consulting Occupational Therapist
- 👤 Administrative Assistant

Recommendations:

- 🚗 25-Slot Clinician Membership: The Program Coordinator in Agency C interfaces with the residential teams who support the Agency C clients in their homes. The Program Coordinator can use the Clinical Membership to share the Skills System model with the clients' residential team leaderships of the outside agencies (not his/her own agency because their in-house staff must be trained using a Group Membership- not a Clinician Membership). It is not realistic that the residential teams will receive adequate Skills System training through the Program Coordinators membership, but the exposure to the E-Learning can help the residential teams understand the benefits of functioning as Skills Coaches and encourage them to enroll their staff in the E-Learning. The cost of a 25-slot Clinician Membership is \$300 per year.
- 🚗 Group/Staff Memberships: Excluding the Program Coordinator, there are a total of 58 staff at Agency C. The Administrative Assistant, who deals with human resource issues/training, would likely be the Group Administrator. The cost is \$20 per group member or \$1,160 to train the agency staff.
- 🚗 Total annual Skills System E-Learning training cost:
 - 25-Slot Clinician Membership: \$300
 - Group/Staff Membership for a staff of 58: \$1,160
 - Total cost per year: \$1,460

Example 6: Community Residence/Inpatient Setting (Sample: Agency D)

Agency D supports 8 consumers, who have mental health issues and intellectual disabilities, in a short-term residential crisis program. The clients attend multiple skills-oriented groups and activities throughout their day. The program personnel include:

- Director
- Assistant Director
- 1 Case Manager
- 1 Board Certified Behavior Analyst (BCBA)
- 1 Nurse
- 3 Supervisors

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- 40 Direct Support Professionals

Recommendations:

- ☞ 25-Slot Clinician Membership: The Case Manager has a 25-slot membership to be able to add all/some of the 8 clients. In addition, the Case Manager will have, at least, 17 more spaces to add managers/supervisors/ staff from the agencies where the consumer will be discharged to or for family members to facilitate transitions. The cost of a 25-slot Clinician Membership is \$300 per year.
- ☞ Group/Staff Membership: All staff, other than the Case Manager, would need to be in a Group Membership. The cost is \$20 per group member, so the cost per year would be \$940 to train the agency staff.
- ☞ Total annual Skills System E-Learning training cost:
 - 25-Slot Clinician Membership: \$300
 - Group/Staff Membership for a staff of 47: \$940
 - Total cost per year: \$1,240