**AR BEST CONSULTATION CALL POLICIES**

1. **Introduction - Information For Joining the Consultation Calls**
2. *If you are interested in continuing your TF-CBT training, these calls are beneficial to further your TF-CBT knowledge and will provide you with the opportunity to practice the TF-CBT components with your clients. You will need to be actively seeing clients ages 3-17 with a significant trauma history in which TF-CBT can potentially be used as the standard treatment.*
3. *Complete the consultation call survey forms in your packet as soon as possible because these will be collected during the conference. Please be sure to submit them at that time so that you can join the group that fits best with your schedule.*
4. **Policies & Procedures**
5. You may switch call groups up to 2 times if your schedule changes and depending on availability of slots.
6. Calls are scheduled approximately two times a month for 7½ months.
7. Each call is 1 hour. Because you will receive CEU credit for completed calls, there will be roll call at the beginning AND ending of each call. To receive credit, you must be on the call at least 50 minutes.
8. **You must attend 12 of 15 calls**. THERE WILL NOT BE ANY MAKE-UP CALLS. If you miss more than three calls during this 7½ month period, you will have to start the consultation calls from the beginning the following year.
9. Please state your name each time you present a case AND when making comments, so that the scribe can record your cases to receive credit.
10. To receive your Certificate of Completion you MUST PRESENT 2 DIFFERENT CASES (2 CLIENTS) and MUST provide results of A COMPLETED BASELINE UCLA for each case presentation. This way, we know you are practicing TF-CBT and have a working knowledge of the basic principles. If follow-up UCLA’s are appropriate for the case discussion, we encourage you to use them.
11. Confidentially Statement: Maintaining the confidentiality of clients is a primary concern in the consultation call process.  Therapists presenting cases should NOT use the actual name of the client and his or her family members or any other identifying information that can be linked to the child and his or her family members.  Furthermore, to protect the consultation process as well as the privacy of all children and/or their family members, no information about any cases should extend beyond the consultation call.  This would include discussions with other clinicians, students/trainees or other non-participants; transmissions in writing of case details (other than to document the call and case presentation for administrative purposes); and general postings about the consultation call cases or other details through social media networks.
12. **TF-CBT Case Presentation Template (15-20 minutes total)**
13. Back ground Information (5 minutes)
14. Your Name
15. Demographic Information (child's age, gender, grade)
16. Relevant Family Information, including the identified caregiver to participate in TF-CBT
17. Brief Treatment History
18. Reason for Referral for TF-CBT, including brief trauma history
19. UCLA PTSD Reaction Index Assessment Results
20. Diagnosis and Medications
21. Current Symptoms, including any behavior problems

II. Use of TF-CBT (***This should be the majority of your presentation, 10-15 minutes***)

1. PRACTICE Components completed

2. Successes

3. Challenges