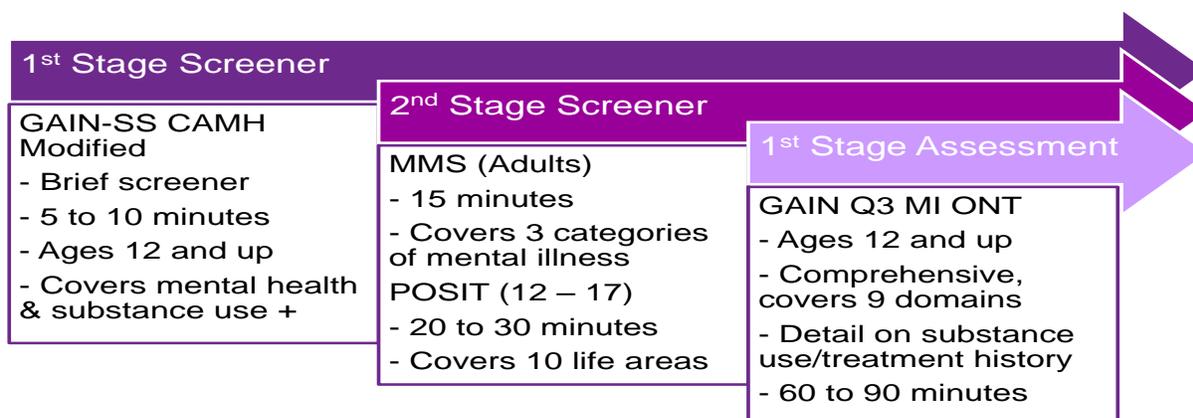


# Staged Screening and Assessment Process for Addictions

## Getting Ready to Implement

**About the Process:** The Staged Screening and Assessment (SS&A) process is an evidence-based, standardized screening and assessment process that has been mandated by the Ministry of Health and Long-Term Care for LHIN-funded substance use services in Ontario. This staged process helps identify both substance use and mental health issues among clients seeking substance use services, increasing appropriate referrals and helping in treatment planning. Recognizing that each LHIN context varies, LHIN specific implementation plans are developed in collaboration with LHIN leadership and addiction sector stakeholders. The tools in the process are depicted below.



**Implementing within Your Agency:** With the support of an SS&A Implementation Coach, you will develop an agency specific action plan for implementation. The following outlines the steps involved in preparing to implement within your agency.

- *Initial Discussion:* Meet with the implementation coach to talk about what programs and staff may need to be involved in implementation. With your coach, you will begin to define your agency’s plan.
- *Identify Staff to be Trained:* The coach can assist in selecting staff to be trained on various aspects of the process. For example, it is unlikely that all of your team will need to be certified on the assessment tool.
- *Staff Training and Certification:* The training and certification plan begins for your agency.
- *Develop an Agency Action Plan:* The coach will follow up to support completing an agency implementation plan that fits your context and is aligned with the evidence for the process. This may entail one or more additional conversations. It may also be helpful to have staff who have been trained participate in these discussions as they will have in depth knowledge about the tools that can support your planning.

**Selecting Staff for Training and Certification:** There may be some staff that will require full training and certification on the SS&A tools, and others may require specific information only. Your coach can assist in developing a plan for your staff team that aligns with their functional role. Thinking of staff selection as a continuum, here are some options:

Staff Not Administering or Receiving the Tools	Staff Who Will Screen Clients	Staff Who Will Receive Assessments	Staff that Need to Know the Assessment but Not Administer	Staff Who Regularly Do Assessment
<ul style="list-style-type: none"> <li>• Raise awareness</li> <li>• Watch the recorded overview webinar</li> </ul>	<ul style="list-style-type: none"> <li>• Watch the 90 minute recorded screening orientation webinar</li> </ul>	<ul style="list-style-type: none"> <li>• View the recorded Clinical Interpretation Webinar</li> </ul>	<ul style="list-style-type: none"> <li>• Audit the Online Training but do not continue with 3 month certification (i.e. clinical supervisor/manager)</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the Online Training and pass quiz</li> <li>• Complete the 3 month Site Interviewer Certification process</li> </ul>

## Training and Certification Process:

The full training and certification process for staff who will use the assessment (GAIN Q3 MI ONT) can take up to 3 months to complete. The process has multiple steps and some very specific and important deadlines.



The following provides more detail about the steps:

- 1) You will receive a registration link to share with staff. They will need to know their Catalyst ID, e-mail address and LHIN to register.
- 2) Staff complete the online training within a defined 2 week window. This takes about 7 hours in total.
- 3) Staff complete the quiz at the end of the online training with a score of 90% or better.
- 4) Within 2 weeks post completion, staff complete a “mock” assessment using a provided script and submit an audio recording and assessment documentation to a certified GAIN Q3 MI ONT trainer for Quality Assurance (QA) review. This is an important opportunity to quickly put the training into practice to reinforce learning.
- 5) Staff integrate feedback from their mock submission and complete subsequent interviews with ‘real’ clients. It takes between 2 – 5 submissions for most trainees to reach certification.
- 6) Trainees have 3 months to achieve this so must stay active in the process to reach this deadline. Feedback on submissions is generally returned within 2 weeks so trainees can maintain momentum by planning to do another recording 2 – 3 weeks after their previous one.

## Why the deadlines are important:

The deadlines have proven to optimize the number of staff that attain certification. Maintaining momentum and constantly integrating developmental feedback solidifies administration skills. Not adhering to these deadlines has multiple impacts including:

- Negative impact on overall community training plan. Training plans are designed around these deadlines and the plans will be interrupted if staff do not strive to achieve certification within the defined time frame. This may result in staff from your or other agencies being delayed in accessing training/certification.
- Depending on the length of the delay, staff may have to attend the training again in order to refresh administration skills, thus effectively starting the process again.
- Discontinued access to the tool in the electronic data base thus inability to use in practice. Only staff trained and in the process of certification or those certified will have access to the tool. If a staff person’s training is discontinued, they will no longer have access to the tool.

Trainers will provide support and make every effort to help your staff attain certification – that is everyone’s objective. To successfully scale up in your agency and community, everyone must make a concerted effort to stay on track with deadlines.

## What you can do to keep things on track:

- ✓ Ensure that your staff are ready to participate and are aware of and able to adhere to the deadlines before they sign up for online training.
- ✓ Follow up with your staff to make sure they are making submissions on time and accountable to the process.
- ✓ Support your staff by ensuring they have adequate time to focus on the certification process and developing these new skills.
- ✓ Reach out to the implementation coach for your agency if there are challenges so we can be pro-active to collaboratively develop a support plan for your staff.

**For more information about Staged Screening and Assessment (SS&A) implementation, contact the Implementation Coach assigned to your LHIN area.**