

ILLINOIS COLLABORATION  
ON YOUTH'S

**FY25 CAPACITY  
BUILDING  
ASSESSMENT  
TOOL FOR  
ORGANIZATIONS  
(CBAT-O)  
GUIDE**

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For more information on the CBAT-O,  
ICOY Trauma Initiatives and training  
opportunities contact:

[trauma\\_initiatives@icoyouth.org](mailto:trauma_initiatives@icoyouth.org)



Illinois  
Collaboration  
on Youth



# BACKGROUND

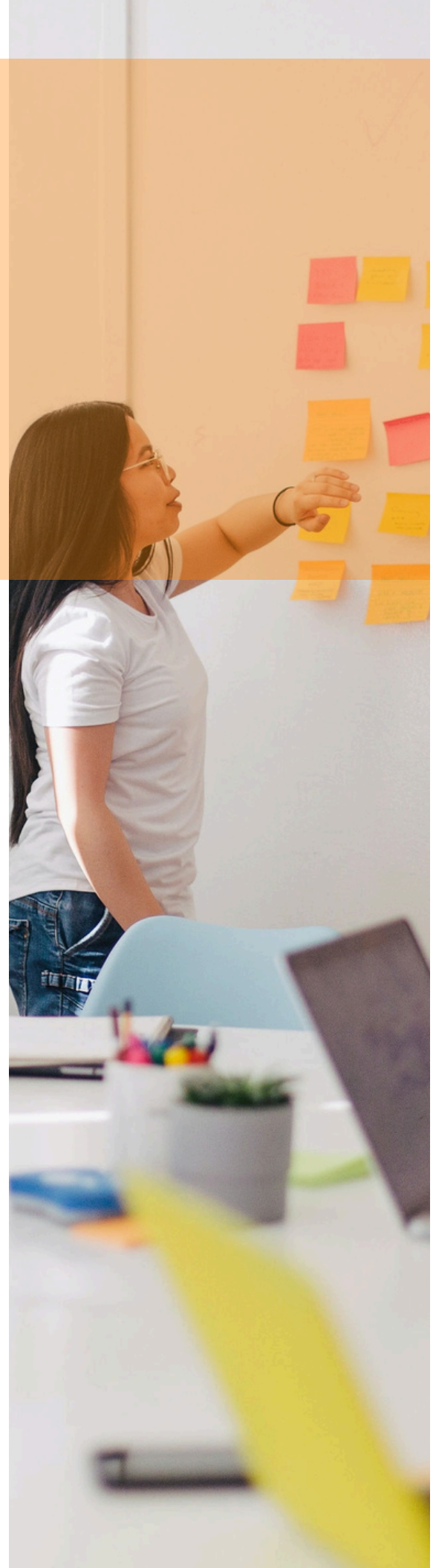
The CBAT-O was developed over a decade ago through a Substance Abuse and Mental Health Services Administration (SAMHSA) capacity building grant to strengthen agencies practices and services in becoming trauma-informed. In partnership with the Illinois Department of Human Services (IDHS), ICOY conducts the CBAT-O to advance each participating organization's ability to adopt a trauma-informed care framework. ICOY's Trauma Initiatives Team only administers and distributes CBAT-O results to participating organizations. Since this is an evidence-based assessment created in partnership with SAMSHA, ICOY (Illinois Collaboration on Youth) is not able to modify at will.



IDHS has contracted with ICOY to assess, train, and work with the Department's youth services program providers to build trauma capacity. The Department's goal is to have

100% funded youth services providers achieving and maintaining a "Trauma Informed" status. All IDHS funded sites are expected to participate in the CBAT-O trauma assessment, training opportunities, and suggested action plans, if determined necessary. Sites will not be penalized for their responses or the scores that result from the accuracy of the responses. **However, all IDHS sites are expected to have a minimum of 80% participation across all staff levels.** The expectation is for all sites to experience growth in their delivery of trauma informed services.

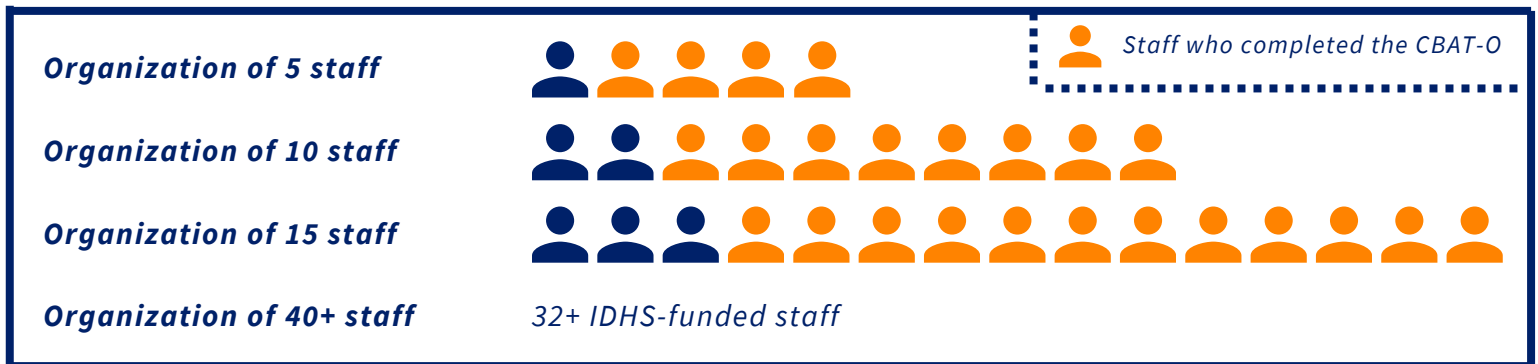
***Inclusive, organizational participation is prioritized over an agency's total score.***



# AGENCY PARTICIPATION

IDHS and ICOY expect that the total number of completed assessments from each agency should equate to **80% of the total staff who are funded through one or multiple IDHS programs\***. **The total should also reflect the various levels of participation from Direct Service to Senior Leadership.** Please refer to the guide below as an example of an organizations participation. ICOY understands this is not representative of all organizations and should be used as a guide and reference.

*\* IYIP, CYS, CCBYS, HY, RDI, JJC, Teen REACH*



**Below is an example that would not constitute full participation** (unless otherwise discussed with the [ICOY Trauma Initiatives Team](#)). Although the minimum number to participate and receive a report is 5 staff, **each level of service needs to be represented.** We highly encourage as many staff to take the assessment as possible, as the more representation, the more robust your results will be.

<b>Organization 1: 10 Total Staff</b> (80% = 8 Staff)		<b>Organization 2: 40 Total Staff</b> (80% = 32 Staff)	
Direct Service: 2	Director: 2	Direct Service: 17	Director: 3
<b>Non-Direct Service: 0</b>	Senior Leadership: 1	Non-Direct Service: 10	<b>Senior Leadership: 0</b>
Supervisor: 1		Supervisor: 8	

- Organizations are encouraged to include non-IDHS staff in completing the CBAT-O, aiming for an 80% participation rate among IDHS staff to ensure robust and accurate results
- Emphasizing inclusive organizational participation over an agency’s total score highlights the value of diverse input
- **Reports for agencies fewer than 5 complete submissions will not be generated due to insufficient data**

# SERVICE ROLES PARTICIPATION

This section provides an overview of how each staff level contributes unique perspectives on trauma-informed practices and models to the CBAT-O assessment. We value the contributions of all members and strive for inclusive representation from each staff level.

## Direct Service

- Direct understanding of everyday trauma clients face
- Familiarized with how organizational policies affect clients
- Implement strategies promoting healing and resilience
- Increased awareness of vicarious trauma and burnout

## Senior Leadership

- Drive organizational change prioritizing well-being and resilience
- Foster a culture of safety, trust, and empowerment throughout the organization
- Apply trauma-informed principles in decision-making processes
- Integrate trauma-informed principles into strategic planning
- Incorporate trauma-informed care into policy development

## Supervisor

- Create a work environment prioritizing well-being and resilience
- Recognize and address secondary trauma in the team
- Ensure trauma-sensitive interactions
- Incorporate trauma-informed supervision within their practices
- Train direct service staff in trauma-informed care

*Continued on next page*

# SERVICE ROLES PARTICIPATION (CONT.)

## Director

- Shape policies prioritizing safety, trust, and empowerment
- Align the organization's mission with trauma-informed care principles
- Comprehensive overview of the organization's overarching goals
- Hiring with a trauma-informed lens

## Non-Direct Service

- Work to combat discriminatory practices
- Contribute to holistic care by integrating trauma-informed principles into their daily interactions, policies, and procedures
- Enhance the overall effectiveness and responsiveness of services
- Recruiting and onboarding with a trauma-informed lens

# PRE-ASSESSMENT

**STEP 1: Identify** your organization's point of contact(s) to receive all CBAT-O communications and complete the CBAT-O contact form linked below.

**[FILL OUT THE CBAT-O CONTACT FORM](#)**

**STEP 2: Attend** one of the following 60 minute sessions to review the CBAT-O and answer questions. Registration is open for all sessions and will available at [ICOYouth.org](https://www.icoyouth.org).

### **Informational Sessions**

[Thursday, August 8 at 10:00am](#)

[Friday, August 16 at 10:00am](#)

[Tuesday, September 3 at 12:00pm](#)

### **Live Demonstrations**

[Wednesday, September 18 at 9:00am](#)

[Monday, October 7 at 10:00am](#)

# PRE-ASSESSMENT (CONT.)

**STEP 3: Gather** reference documents. Before agencies take part in the Assessment, gather and revisit the documents listed below from the agency's respective departments (ex. Human Resources, Marketing, Operations, etc.). Because the following documents are referenced during the CBAT-O, they are needed to best facilitate the completion of the Assessment.

- Newsletters or promotional materials
- Policy and Procedures, i.e., Client intake forms
- Client Assessment tools
- Data collection or Quality Assurance forms, i.e., client surveys
- Supervision Note template
- Employee handbook/manuals, i.e., onboarding documents
- Job descriptions and performance evaluations
- Organizational Chart
- Referral Forms
- Training Curriculum/ Records

# TAKING THE CBAT-O

Important Dates:

- **Tuesday, October 1 at 12am:** The Assessment will go live.
- **Thursday, October 31 at 11:59pm:** The Assessment will close.

Time Management:

- The assessment will take approximately one hour to complete.
- The assessment must be completed once it has been started. Participants do not have the option to start, save, and return.

**THE FY25 CBAT-O WILL BE ACCESSIBLE FROM TUESDAY, OCTOBER 1 - THURSDAY, OCTOBER 31.**

# CBAT-O STRUCTURE

The first section of the CBAT-O is the “The Trauma Sensitive Environment Checklist:” Participants are asked to check each item that occurs at the agency’s physical site. For example: “The program requires that staff arrive on-time for youth and families.”

The following eight sections ask participants to assess the agency’s level of providing trauma-informed services. Participants gauge if a practice is “not present,” “emerging,” or “present.” For example, “Organization Board has youth participants as voting members.” All questions require an answer though some sections may have a "not applicable" option.

- Trauma Sensitive Environment Checklist
- Organization Structure
- Policies and Procedures
- Supervisor Practice and Support
- Staff Practice
- Leadership
- Training
- Cultural Historical, Gender Identity, and Sexuality Responsiveness
- Community Leadership

# POST-ASSESSMENT

I. Participating agencies will receive a summary report of results, recommended training opportunities to attend, as well as a comment section report. *Once again, inclusive, organizational participation is prioritized over an agency's total score.*

II. Finalized reports are set to be distributed in January 2025.

III. Based on the CBAT-O results, each organization will receive recommended training opportunities that will continue to be offered until the Spring of 2025.



# CBAT-O FAQs:

## **Q: What staff members should complete the CBAT-O?**

- Direct Service Staff
- Supervisor
- Senior Leadership
- Non-Direct Service Staff
- Director

Organizations who have low participation (less than 5 submissions) will not receive a final report and score.

## **Q: What identifying information does the CBAT-O ask for?**

- Agency Name
- ‘Staff Role-’ Select the choice that best describes your role in your agency.

*Please note: the CBAT-O is anonymous, it does not ask for name or title.*

## **Q: I took the CBAT-O last year; do I need to take it again?**

Yes, your organization is expected to annually participate in the CBAT-O. Each year, the CBAT-O launches in the fall. Trauma-Informed scores, status, and data are valid for only 1 year.

## **Q: How much time do I need to complete the CBAT-O?**

Plan to spend at least 30 minutes completing the CBAT-O. However, it can take up to an hour. Once the CBAT-O has been launched, it must be completed. Participants cannot save the progress and come back.

## **Q: What score does my site need to obtain in order to be considered trauma-informed?**

The highest score possible is 136. Organizations who score 102 or higher are considered trauma-informed.



# CBAT-O FAQs (CONTINUED):

**Q: Can organizations view the CBAT-O questions ahead of time?**

No, this assessment is meant to be by individual staff members without any prior knowledge of the questions. ICOY suggests that staff prepare for the CBAT-O by reflecting upon their organization's new implementations, trainings, models, and systems that improved and grew over the past fiscal year.

**Q: What if a question does not apply to my organization?**

We realize certain questions will not be applicable to every role and/or organization. Please answer all of the questions to the best of your knowledge and understanding. In addition, we encourage individuals to use the comment section of the CBAT-O to expand on any answer choices or add relevant information to support your answer choice. All questions require an answer though some sections may have a "not applicable" option.

**Q: When should I expect the scores and final reports for my organization to be received?**

Final data reports will be emailed in January 2025. Organizations can expect to receive communication throughout the CBAT-O process.

**Q: What if I experience difficulties while completing the CBAT-O?**

Email ICOY's Trauma Team at [trauma\\_initiatives@icoyouth.org](mailto:trauma_initiatives@icoyouth.org).





# CBAT-O COMMUNICATIONS

## WHAT TO EXPECT TO BE COMMUNICATED:

- General information to know before the Assessment is opened
- When the CBAT-O will open (Tuesday, Oct 1)
- Weekly updates
- When the window to take the CBAT-O will come to a close (Thursday, October 31)
- Organization reports in Jan 2025

## WHERE TO RECEIVE INFORMATION:

- The [ICOY Virtual Community](#)
- IDHS Monthly Management Meetings
- Emails sent to addresses submitted via the CBAT-O Contact Form

## IMPORTANT LINKS:

- [CBAT-O Contact Form](#)
- [ICOY Calendar of Events](#)

## PLAN TO ATTEND:

- CBAT-O Informational Sessions
- CBAT-O Live Demonstrations
  - Visit [www.ICOYouth.org](http://www.ICOYouth.org) for dates and times
- CBAT-O Office Hours
- IDHS Monthly Management Meetings & Provider Calls
  - Visit [www.ICOYouth.org](http://www.ICOYouth.org) for dates and times

For more information on the CBAT-O, ICOY Trauma Initiatives and training opportunities, visit [ICOYouth.org](http://ICOYouth.org) and contact:

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