

Using Understanding the ICF Navigation Essentials Toolkit for Training and Professional Development



Leadership Essentials Guidance

Administrators, supervisors, and team leaders are often responsible for providing professional/ staff development or training for their team members. Below are some suggestions on how to use the *Understanding the ICF Navigation Essentials* as a foundation for professional/staff development or training activities. Also refer to the general guidance included in *Using Navigation Essentials for Training and Professional Development* for additional information and ideas when using toolkits for staff training. This general guidance is found in the *Leaders' Essentials* toolkit.

CONSIDERATIONS

Highlight During Staff Meeting. Embed brief staff development in non-training meetings.

- Use 5 to 10 minutes of a staff meeting to have the team use their phone, tablet, or laptop to access the *Understanding the ICF Navigation Essentials* toolkit.
- Download and print, "The IBSRAO ICF Program", a brief document that responds to frequently asked questions about the IBSRAO ICF Program. Have the staff review the document for several minutes and then call attention to several facts that may help explain more about the IBSRAO.

Emphasize Important Facts. Use the *Understanding the ICF Navigation Essentials* toolkit to answer frequently asked questions that team members have about an ICF and specifically the IBSRAO ICFs. Below are a few examples to consider highlighting.

- **What is an IBSRAO ICF?** The IBSRAO ICF is an Intermediate Care Facility for youth generally between the ages of 10 and 17 that have IDD and complex and intensive behavioral health needs and require comprehensive intervention and therapeutic services in a specialized residential setting. These are small, community-based facilities that serve six or fewer youth in a structured environment.
- **What is the goal of the IBSRAO ICF program?** Goals are individualized for each youth and are developed by a team approach including the family and the youth. Goals for the youth might include:
 - learning to use skills to regulate emotions
 - advancing communication skills and abilities
 - improving social competencies and group interactions
 - gaining daily living skills
 - expanding leisure interests and skills

- **What services are provided in the IBSRAO ICF program?** All the youth's needs are provided for while in the program.
 - Examples of services include support for personal care; medical and nursing services; psychiatric services; therapies such as occupational, speech, or music therapy; behavior specialist; individual and family counseling.
 - All services and support are provided through the lens of trauma informed / trauma responsive care.
- **How are youth educated while in the IBSRAO ICF program?** Youth, while in the IBSRAO ICF program, are entitled to receive a free and appropriate public education (FAPE) in the least restrictive environment (LRE). The district of service responsible for providing this education is the school district where the IBSRAO ICF is located.
- **How is the family involved?** Family engagement with the residential home and the school is critical while the youth is in the IBSRAO ICF program. Family training and counseling is available through the program. Engagement with the school program is designed to meet the needs of the family.

Promote the toolkit and follow up with your staff or team about their own exploration of *Understanding the ICF Navigation Essentials* toolkit.

- Ask staff to share with you some of the new information they identified in their "Learn" videos.
- Ask staff to share what additional questions emerged as they learned more about ICFs and IBSRAO ICFs.
- Reach out to partners and use additional resources to provide information that answers questions.

Short Sessions. The materials in *Understanding the ICF Navigation Essentials* toolkit are ideal for a short training or professional development session. Plan 15-30 minutes before or after school or program shifts to have the team view a "Learn" video. Have the group highlight information that was new or that answered questions they have had about youth ICFs.

PLAN A 60-MINUTE SESSION

The following is one example of how to structure a training session using the *Understanding the ICF Navigation Essentials* toolkit

Planning (Prior to session)

- To prepare for the session, consider reaching out to your team to determine their knowledge of the IBSRAO ICF program or other residential programs for youth prior to the session. Gather information about the following:
 - How often have you worked with a youth that is in a residential program?
 - When working in a cross-system team, what have you learned about the IBSRAO ICF program?
 - What questions do you have about the purpose or goal of the IBSRAO ICF program?
 - What questions do you have about the environment and daily life in the IBSRAO ICF?

Knowing about the team's previous experience and knowledge can help prepare a session that targets the important questions, avoids duplicating information, and provides opportunity to correct misinformation or incorrect assumptions.

- Prepare materials needed for the session.
 - **Handout.** Download and print, "The IBSRAO ICF Program" document found in the resource section of *Understanding the ICF Navigation Essentials* toolkit. Make enough copies for each participant to have their own copy.
 - **Notecards and pens.** Have available notecards, pens, highlighters, etc. Distribute these at the beginning of the session.

INTRODUCTION (5 minutes)

Connect the Topic.

- Open the session with comments on how knowledge of the ICFs, and specifically the IBSRAO ICF, is important to the role of your team. Although it may be a different system and operate under different rules and policies, a greater understanding of the ICF/IBSRAO ICF can assist in developing effective ways to collaborate on common goals.
- If your team is a provider team, learning more about the specific role of the IBSRAO ICF and how it may operate differently than others can enhance working relationships.

Highlight Objectives. Include information about the objective(s) of the session. This can be reviewed verbally or visually displayed when time is short. Below are some possible objectives.

- *Participant will be aware of the purpose of ICFs and the IBSRAO ICF for youth and why a team may recommend placement of the youth in the IBSRAO ICF Program.*
- *Participants will understand the roles of those supporting youth in ICFs.*
- *Participants will be aware of the journey of families prior to the admission of youth to the IBSRAO ICF Program.*

CONTENT ACTIVITIES (Total 45 minutes)

Learn.

- Begin with the first videos in the “Learn” section of the toolkit for the whole group to watch together. These videos provide foundational information about ICFs with a focus on the IBSRAO ICF program. Some team members may believe they are aware of the information in these foundational videos, however, ‘you don’t know what you don’t know’. Even the experienced professional may not know some of the details provided in the initial videos. Prior to watching the video, prompt the group to make note of a new piece of information or something important that is highlighted in the video that they can share with the group. Have a few people share out after watching the video.
- Download and print, “The IBSRAO ICF Program” found in the resource section of *Understanding the ICF Navigation Essentials* toolkit. This brief document offers facts about the IBSRAO ICF program. Use a Think-Pair-Share activity to debrief the document and the videos.
 - *Think.* Ask each participant to take a moment and think about what they heard in the videos and the discussions that followed as well as the information in the “The IBSRAO ICF Program” document.
 - *Pair.* Have the participants pair up with a person next to them and discuss what they heard that was important to understand as a team member working with youth in the IBSRAO ICF program.
 - *Share.* Ask for a few volunteers to share what they discussed in their pairing and the important insights that were gained.

Family Engagement in the IBSRAO ICF Program.

- Have the group view the videos in the “Learn” section of the toolkit and engage with activities that highlight family engagement. As with other video activities, after watching a video ask the group to take a moment to consider the information that was shared in the video.

Activity

- Ask each person to use one or more notecards to record:
 - An important point to remember about families of youth with complex needs in residential programs such as the IBSRAO ICF.
 - A strategy or action that they can use to support families of youth in the IBSRAO ICF.
- Ask each person to share at least one point and one strategy.
- Place only one item per card.
- Participants do not need to add their names to the card.
- Collect the cards and share a few of the points and strategies with the group.
- Following the session, create a document that lists all the important points and strategies that the group collectively identified. Distribute this information to the team.

NEXT STEPS (10 minutes)

In the last few minutes of the session, select one step for the group to take. Below are several options to consider depending on the available time.

My Essentials Plan.

- Download, print and make copies of the one-page *My Essentials Plan for Understanding the ICF*. Provide a copy for each participant.
- Have each participant reflect and identify at least one action step in the “Learn” and one in the “Do” sections of their *My Essentials Plan for Understanding the ICF*.
- Suggest that the steps could include learning more about family engagement strategies and support or IBSRAO-school team collaboration.
- Encourage the group to add a few items to the plan following the session if they were not able to review and complete each section during the session. If possible, identify a future opportunity for the group to provide feedback on the items in their plan, as well as opportunities to share the important points and resources selected.

Group Action Steps. Lead the team in a final activity to identify steps that the entire team may take to learn more about the ICF or to enhance family engagement.

- Use a piece of large chart paper, or a Word document if a virtual meeting, to capture suggestions for action steps that the entire team could focus on together.
- Quickly brainstorm possible actions steps for the team. Use the ideas from the note card activity as a place to begin. Ask for additional ideas and add them to the chart paper or document.
- Ask for a show of hands or some other method to quickly determine the most popular ideas.
- As you close the session explain how you will follow up with the most popular ideas for the group action steps. This may be an email that reminds every one of the steps, provides a resource, or requests volunteers to assist to develop a plan for the next steps if needed.

MORE SUPPORT FOR PROFESSIONAL DEVELOPMENT OR STAFF TRAINING.

Other features of the *Understanding the ICF Navigation Essentials* toolkit to consider with professional development or staff training include:

- **Promoting Family Engagement Tool.** Included as a resource in this toolkit, this tool supports the development of a family engagement plan. This plan guides a team to discuss elements that are important to consider and address when interacting with and supporting the family of a youth in the IBSRAO or another residential program. A professional development session could include reviewing the tool and discussing how prepared the team is to address each of the elements included in the tool.
- **DODD Training Resource.** Ohio Department of Developmental Disabilities (DODD) offers a variety of online training that can be accessed by all interested learners. One of the resources to consider is a video that is the first module in a required training series for staff that work in the IBSRAO ICF program. This one-hour module is part of the [Supporting Youth with Intensive and Complex Needs](#) Online training series and could be used as the foundation for a professional development session.