

### Guidance 23 Crisis Counseling Program

**Contract Reference:** Sections A-1.1 and C-1.6.2

**Frequency:** Ongoing

**Due Date:** N/A

**Discussion:**

The purpose of this document is to provide guidance on the implementation and administration of the SAMHSA/FEMA Crisis Counseling Program (CCP).

The most recent version of *The Federal Emergency Management Agency Crisis Counseling Assistance and Training Program Guidance* (CCP Guidance) is incorporated herein by reference. The complete set of documents including the CCP Guidance is available at the following website maintained by the Substance Abuse and Mental Health Administration Disaster Technical Assistance Center (SAMHSA DTAC):

<https://www.samhsa.gov/dtac/ccp-toolkit>

Data collection requirements for the CCP are specified in the CCP guidance. Data collection is required through the CCP Online Data Collection and Evaluation System, available on line at <http://www.ccpdata.org>

For ease of reference, the table below identifies specific documents and tools contained within the CCP Guidance. Upon request, the Department's Disaster Behavioral Health Coordinator can provide copies of the CCP Guidance or specific documents contained therein.

These resources are subject to periodic revision by the federal government. In the event of a disaster, the Department's Disaster Behavioral Health Coordinator will ensure the most recent version of each resource is available to impacted providers.

Crisis Counseling Program Resources	
Resource Type	Resource Name
General Guidance:	Federal Emergency Management Agency Crisis Counseling Assistance and Training Program Guidance Version 5.0, July 2016
Program Applications:	<ul style="list-style-type: none"> <li>• Immediate Services Program (ISP) Application</li> <li>• Regular Services Program (RSP) Application</li> </ul>
Training Resources: Required Modules:	<ul style="list-style-type: none"> <li>• Core Content Just In Time Web Based Training Sections 1 – 4 <a href="https://www.samhsa.gov/DTAC/CCP-Toolkit/just-time-web-based-training">https://www.samhsa.gov/DTAC/CCP-Toolkit/just-time-web-based-training</a></li> <li>• Core Content Training, CCP Trainer's Guide and CCP Participant Workbook <a href="https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/core-content-training">https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/core-content-training</a></li> <li>• Transition to RSP Training, CCP Trainer's Guide and Participant Workbook <a href="https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/transition-rsp-training">https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/transition-rsp-training</a></li> <li>• RSP Midprogram Training, CCP Trainer's Guide and Participant Workbook <a href="https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/rsp-mid-program-training">https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/rsp-mid-program-training</a></li> <li>• Disaster Anniversary Training, CCP Trainer's Guide and Participant Workbook <a href="https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/disaster-anniversary-training">https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/disaster-anniversary-training</a></li> <li>• RSP Phasedown Training, CCP Trainer's Guide and Participant Workbook</li> </ul>

Crisis Counseling Program Resources	
Resource Type	Resource Name
	<a href="https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/rsp-phasedown-training">https://www.samhsa.gov/dtac/ccp-toolkit/train-your-ccp-staff/rsp-phasedown-training</a>
CCP Trainer Resources	<ul style="list-style-type: none"> <li>• Handout 1: Disaster Behavioral Health Acronyms</li> <li>• Handout 2: Crisis Counseling Assistance and Training Program Typical Timeline</li> <li>• Handout 3: Disaster Reactions and Interventions</li> <li>• Handout 4: Recognizing Severe Reactions to Disaster and Common Psychiatric Disorders</li> <li>• Handout 5: The Road to Resilience</li> <li>• Handout 7: Organizational Approaches for Stress Prevention and Management</li> <li>• CCP Job Aid for Crisis Counselors</li> <li>• Exercises and Trainer's Tips</li> <li>• Training Feedback Forms - Participants and Trainer</li> <li>• "Face of FEMA" DVD, please contact SAMHSA DTAC at 800-308-3515 or <a href="mailto:dtac@samhsa.hhs.gov">dtac@samhsa.hhs.gov</a> (link sends e-mail) to request a copy of this DVD.</li> <li>• References</li> </ul>
Evaluation and Reporting Resources  CCP Data Forms and Training <a href="https://www.samhsa.gov/dtac/CCP-toolkit/ccp-data-forms-trainings">https://www.samhsa.gov/dtac/CCP-toolkit/ccp-data-forms-trainings</a>	<ul style="list-style-type: none"> <li>• Individual/Family Crisis Counseling Services Encounter Log</li> <li>• Group Encounter Log</li> <li>• Weekly Tally Sheet</li> <li>• Adult Assessment and Referral Tool</li> <li>• Adult Assessment and Referral Tool Response Card</li> <li>• Child/Youth Assessment and Referral Tool</li> <li>• Child/Youth Tool Response Card</li> <li>• Participant Feedback Survey</li> <li>• Participant Feedback Survey Guidelines for Trainers</li> <li>• Participant Feedback Survey Guidelines for Counselors</li> <li>• Participant Feedback Survey Cover Letter</li> <li>• Service Provider Feedback Form</li> <li>• Service Provider Feedback Form Task Timeline</li> <li>• Boilerplate Service Provider Feedback Form Announcement</li> <li>• Boilerplate Service Provider Feedback Form Cover Letter</li> <li>• Boilerplate Service Provider Feedback Form Thank You/Reminder</li> </ul>