



ADMINISTRATIVE OFFICE OF THE COURTS & PROBATION

***Service Interpretive Guidelines***  
**Community Treatment Aid**

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**SERVICE DEFINITION:**

Community Treatment Aide (CTA) services are supportive, and psychoeducational interventions provided primarily in the youth's natural environment. CTA services are expected to improve the youth's level of functioning within their environment and to enhance the care giver's ability to manage the youth's symptoms related to their mental health or substance abuse diagnoses. Therefore, this service is delivered primarily to the parent/caregiver interacting with the youth, by a highly skilled, educated and trained paraprofessional under the direction and supervision of a licensed clinician who simultaneously provides family and individual therapy on a regular basis to the youth and their family.

CTA services are supportive interventions designed to assist the individual, parent(s) or primary caregiver(s) to learn and rehearse the specific strategies and techniques that can decrease the severity of, or eliminate, symptoms and behaviors associated with the youth's mental health disorder that create significant impairments in their functioning.

**TARGET POPULATION:**

This service would typically assist in addressing youth with high risk and/or need in Family Circumstances/Parenting, Substance Use (SU), Personality/Behavior/Attitudes/Orientation and/or Peer Relations. This service is utilized when a youth is under the care of a licensing supervising practitioner during outpatient services, CTA services must be part of an overall treatment plan.

**PROBATION/PROBLEM SOLVING COURT OFFICER (OFFICER) RESPONSIBILITIES:**

- Officer will communicate with the treatment team (therapist and CTA) to assist in developing an individualized written treatment plan for the youth.
- Officer will communicate monthly, at a minimum, for updates on treatment plan and goals and the youth and family's engagement in services.
- Officer will ensure the treatment plan and goals are observable and measurable and are developed in conjunction with the youth, family, therapist and CTA.
- Officer will assist in maintaining family engagement and facilitate family team meetings to encourage communication and progress.
- Officer will complete engagements outlining admission, treatment and discharge.
- Officer will verify with the therapist and CTA if progress is being made. If progress is not indicated, the therapist and CTA shall provide a rationale as to what changes will be made to initiate a plan to increase progress.
- Officer will work with the provider to develop a written discharge plan that includes:

- Next appropriate community services
- Follow-up appointments scheduled in conjunction with family
- Community supports and resources for the youth/family
- Consultation with community agencies on behalf of or in conjunction with the youth/family
- Upload all documents to the information management system