

**BHA**

## Behavioral Health Aide/Practitioner Knowledge & Skills Checklist

**BHA Name:** \_\_\_\_\_ **Supervisor Name:** \_\_\_\_\_

**Date Begun:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

**This is a:**                      **BHA Self-Assessment**                      **Supervisor Assessment**

**Current BHA Certification Level:**   ☐ Not Certified   ☐ BHA-I   ☐ BHA-II   ☐ BHA-III   ☐ BHP

**This BHA is applying for level:**                                      BHA-I                      BHA-II                      BHA-III   ☐ BHP

### CHECKLIST INSTRUCTIONS:

Checklist must be completed for initial certification and each time a BHA/P wishes to renew certification or advance to a higher certified practice level.

- **Column 1** lists competency areas and the items to be rated.
- Rate the BHA's current skill level (T, I, II, III, or P) for each item in **Column 2** (regardless of a BHA's current certification level, they may be rated below, at, or above that certification level on any item).
- In **Column 3**, score a "1" if BHA meets or exceeds the skills level for which they are applying; score a "0" if BHA does not meet minimum rating for which they are applying.
- Write any notes in **Column 4**. Applicant must score at or above minimum skill level on 80% of items in a subcategory to be considered for next-level certification.

1	2	3	4
Competency	BHA Skill Level Rating	Meets min. Skill Level	Notes

**Note:** Some competencies or items are only applicable to BHA-II, III, and Ps. Please see Checklist for designated items that are only applicable to certain BHA certification levels.

Before rating a BHA on the Competency Checklist, review the Rating Guide below. This Guide outlines the common characteristics of a worker at each BHA skill level:

Level →	Trainee-Prior to BHA Certification	BHA-I	BHA-II	BHA-III	BHP
<b>Typical developmental level:</b>	Beginning Proficiency	Basic Proficiency	Intermediate Proficiency	Advanced Proficiency	Independent
<b>Skill level:</b>	Is learning the basic skill	Has developed the basic skill	Has intermediate level skill, recognizes when to seek assistance	Has advanced skill	Use the advanced skill flexibly
<b>Supervision/structure required:</b>	Extensive and close/High	Frequent Moderately High	Occasional Moderate	Less frequent Minimal	Less frequent Minimal

### ***BHA/P Knowledge and Skills Checklist***

For example, if evaluating an individual to determine if they have mastered competencies at the BHA-III level, keep in mind that he or she should be at an advanced level of proficiency on that competency, and require minimal supervision and direction to perform the competency.

Competency	BHA Skill Level Rating	Meets min. Skill Level	Notes
	T, I, II, III, P	1=Y 0=N	
<b>I. WORKING WITH OTHERS</b>			
<b>Communicates effectively</b>			
1. Engages in active and reflective listening			
2. Speaks clearly and slowly enough to be understood			
3. Uses non-judgmental words and behaviors			
4. Communicates directly with the client's family & significant others (with client consent)			
5. Uses "person centered/person first" language			
6. Uses technical language correctly, including clinical terminology			
<b>Builds positive relationships</b>			
7. Demonstrates warmth, empathy, and genuineness			
8. Shows respect and concern for others through words and actions			
9. Focuses on and respects the concerns and preferences of the client and family			
10. Provides support and encouragement to clients			
11. Collaborates with providers and clients to complete tasks and solve problems			
12. Maintains appropriate boundaries in all relationships			
<b>Subtotal</b> Scores at or above target certification level:			
<b>II. SCREENING &amp; ASSESSMENT</b>			
<b>Gathers information using multiple sources</b>			
1. Obtains information from providers knowledgeable of the client and family			
2. Collects demographic, psychological, social, and medical information through interviews of the client and family			
3. Summarizes all information verbally or in writing			
4. Demonstrates sound judgment in evaluating and using the information collected			
<b>Uses screening and diagnostic tools</b>			
5. Assists clients in completing screening tools on substance use and mental health conditions			

Competency	BHA Skill Level Rating	Meets min. Skill Level	Notes
	T, I, II, III, P	1=Y 0=N	
6. Scores and interprets the results of screening tools correctly			
<b>Assesses and identifies strengths and needs</b>			
7. Assesses clients' preferred method of communication and language barriers			
8. Identifies client and family strengths and resources			
9. Identifies client and family goals			
10. Assesses clients' motivation and readiness to participate in services			
11. Identifies client problems, mental health and substance use conditions, and stressors			
12. Identifies signs of abuse and neglect			
13. Assesses level of risk for harm to self or others			
14. Determines whether additional assessment is required and arranges if necessary			
15. <b>BHA II, III, BHP only</b> Assesses physical and psychological risk associated with acute intoxication, overdose, withdrawal, detoxification, and co-occurring mental health and substance use disorders			
16. <b>BHA II, III, BHP only</b> Applies the criteria in the current version of the Diagnostic and Statistical Manual for Mental Disorders (DSM) in assessing clients' behavioral health conditions			
17. <b>BHA II, III, BHP only</b> Applies the ASAM criteria to guide treatment planning and recommend a level of care			
<b>Subtotal</b>			
Scores at or above target certification level:			
<b>III. PLANNING SERVICES</b>			
<b>Identifies recommended goals &amp; services</b>			
1. Identifies recommended short-term and longer-term service goals			
2. Identifies service options based on experience & research			
3. Evaluates eligibility and insurance coverage or ability to pay for recommended services			

Competency	BHA Skill Level Rating	Meets min. Skill Level	Notes
	T, I, II, III, P	1=Y 0=N	
<b>Supports client &amp; family member decision-making in developing the plan of care</b>			
4. Communicates outcome of the screening & assessment to the client & family			
5. Assists the client & family in understanding the client's conditions and effects			
6. Discusses recommended goals and services with client & family & alternate options			
7. Assists client in communicating his or her needs to others			
8. Negotiates and finalizes a plan of care with the client & family based on their preferences			
<b>Assists clients in developing personal plans</b>			
9. Assists the client in developing a crisis plan for future episodes of illness			
10. Supports the client in developing wellness & recovery plans			
<b>Subtotal</b>			
Scores at or above target certification level:			
<b>IV. PROVIDING SERVICES</b>			
<b>Coordinates care</b>			
1. Arranges for assistance, if needed, with language translation or literacy			
2. Implements the plan of care (e.g., begins services, makes referrals)			
3. Monitors client's condition, behavior, and progress on a continuous basis			
4. Recognizes when progress has slowed, addresses barriers, and works to motivate the client			
5. Evaluates progress and reviews and revises the plan of care on a regular basis			
6. Encourages client participation in services and reaches out when the client is not engaged			
7. Participates in developing, coordinating, and monitoring a discharge plan			
8. Establishes working relationships & coordinates care with other providers and teams in the BHA's agency			

Competency	BHA Skill Level Rating	Meets min. Skill Level	Notes
	T, I, II, III, P	1=Y 0=N	
9. Establishes working relationships & coordinates care with other providers in other agencies			
10. Assists in establishing routine and formal working relationships with other agencies.			
<b>Assists with medication management</b>			
11. Reviews the list of the client's medications and their effects and side effects			
12. Supports client and family education about medication effects and side effects			
13. Coaches the client on strategies for taking medications as prescribed			
14. Coaches the family on strategies for supporting the client in taking medications			
15. Supports the client's participation in medical appointments, medical monitoring, and lab testing.			
16. Assists the client in monitoring and reporting medication effects and side effects to the medical prescriber			
<b>Provides individual counseling</b>			
17. Provides emotional support, encouragement, and reassurance			
18. Helps the client define the problem by telling their story, discussing their situation, and challenging his or her current perspective, when warranted.			
19. Helps the client set goals by discussing the possibilities and assisting the client to select and commit to new goals			
20. Helps the client take action through problem-solving, education and training, reflecting on past experiences and patterns, creating an action plan, contracting, and providing feedback			
<b>Manages crises</b>			
21. Recognizes behavioral health crises and early warning signs of crises			
22. Assists in deescalating problems in their early phase			

Competency	BHA Skill Level Rating	Meets min. Skill Level	Notes
	T, I, II, III, P	1=Y 0=N	
23. Reports crises and seeks assistance from a supervisor or licensed behavioral health professional			
24. Seeks assistance, as needed, from Village Public Safety Officers, other first responders, or community members			
25. Assists in implementing the response to a individual, family, and community crises			
26. Communicates with the family and others about the crisis and the response			
27. Assists with notifications and investigations of reportable events (e.g., abuse, domestic violence, assaults, neglect, deaths)			
28. Provides support to those effected by the crisis and assist them in accessing supportive services			
29. Assists the client and family in obtaining services related to the crisis (e.g., domestic violence shelter; emergency foster care).			
30. Participates in debriefing meetings to discuss the crisis and the response			
<b>Provides family counseling – BHA II, III, BHP only</b>			
31. Assesses family norms and roles (in nuclear and extended families, clans, biological and non-biological families)			
32. Uses genograms and sociograms to assess and work with families			
33. Identifies family dynamics, functional and dysfunctional units, and barriers to communication			
34. Identifies the impact within the family of an individual with a mental health or substance use condition and accommodations made by the family for the individual			
35. Identifies the impact on family functioning of stressors (e.g., medical illness, separation, divorce, abuse, financial concerns, housing issues, legal trouble)			
36. Engages members of the family in constructive problem-solving			
37. Assists the family in improving its functioning			

Competency	BHA Skill Level Rating	Meets min. Skill Level	Notes
	T, I, II, III, P	1=Y 0=N	
<b>Provides group counseling – BHA II, III, BHP only</b>			
38. Identifies the functions, limitations, and risks of different types of groups (educational, psycho-educational, self-help, support, activity, skill development, therapeutic)			
39. Identifies appropriate members for the different types of groups			
40. Orients new members to groups addressing the purpose, rules, boundaries, levels of self-disclosure			
41. Runs groups effectively, providing adequate structure, encouraging member interaction, and maintaining safety			
42. Assists clients in ending participation in a group or transitioning to another group			
43. Manages the ending of groups			
<b>Subtotal</b>			
Scores at or above target certification level:			
<b>V. LINKING TO COMMUNITY RESOURCES</b>			
<b>Identifies recommended resources</b>			
1. Maintains information on a range of community resources (e.g., service, medical, financial, housing, spiritual, volunteer)			
2. Maintains information on traditional support & intervention resources (Elders, traditional healers)			
3. Identifies recommended resources and traditional supports for the client and family based on need and eligibility			
4. Identifies resources outside of the community that may need to be brought into the community			
<b>Supports client &amp; family decision-making in selecting resources</b>			
5. Discusses resource recommendations & options with the client & family			
6. Motivates the client & family to access and use resources			
7. Negotiates a plan with the client & family about accessing resources based on their preferences			

Competency	BHA Skill Level Rating	Meets min. Skill Level	Notes
	T, I, II, III, P	1=Y 0=N	
<b>Connects individuals and families to community resources</b>			
8. Makes a referral and actively connects the client or family to selected resources			
9. Ensures that the referral was accepted and client or family is receiving services			
10. Makes an alternate referral if the initial referral was unsuccessful			
11. Draws on individuals in the community to offer support to the client & family			
<b>Subtotal</b>			
Scores at or above target certification level:			
<b>VI. COMMUNITY EDUCATION &amp; ADVOCACY</b>			
<b>Provides education</b>			
1. Educates clients, families, and the community about behavioral health conditions and their prevention and treatment			
2. Provides information to destigmatize people with mental health and substance use conditions			
<b>Participates in prevention activities</b>			
3. Uses community gatherings to encourage healthy behaviors			
4. Serves in community workgroups focused on prevention and early intervention with behavioral health conditions			
5. Works with community leaders to develop supports for individuals and families at risk			
6. Engages and provides support to individuals and families at risk			
7. Educates clients and families about strategies for improving physical and mental health			
8. Assists in assessing community needs and readiness for prevention and early interventions activities			
<b>Provides advocacy</b>			
9. Provides information to clients and families about their rights and responsibilities			



Competency	BHA Skill Level Rating	Meets min. Skill Level	Notes
	T, I, II, III, P	1=Y 0=N	
10. Supports individual and family goals and wishes within the agency and with other organizations			
11. Helps clients and families to participate in service planning meetings			
12. Refers clients and families to peer and family support activities and advocacy organizations			
<b>Subtotal</b> Scores at or above target certification level:			
<b>VII. CULTURAL COMPETENCY &amp; INDIVIDUALIZING CARE</b>			
<b>Delivers culturally relevant services</b>			
1. Recognizes and adapts to different cultures, including the varied Alaska Native tribes and communities			
2. Recognizes and respects diversity, differences, and cultural traditions, including among different Alaska Native tribes and communities			
3. Assesses and manages one's own personal biases			
4 Is aware of the traditions of the community.			
5. Demonstrates awareness of and sensitivity to the client's degree of involvement in their traditions, values, and community			
6. Adapts services to the unique characteristics and preferences of the client and family			
7. Applies knowledge of gender, sexual orientation, life span development, financial status, religion, disability, and intergenerational differences in delivering services			
8. Promotes empowerment as a goal and desirable treatment outcome for Alaska Native/American Indian people by fostering client and family decision-making, problem-solving, and self-determination.			
9. Effectively discusses cultural issues and differences with clients			
10. Uses cultural views of health and family when assisting in providing services			
11. Utilizes cultural resources and traditional practices when providing services (e.g., storytelling, talking circles, and deferring to elders)			

Competency	BHA Skill Level Rating	Meets min. Skill Level	Notes
	T, I, II, III, P	1=Y 0=N	
12. Identifies and addresses issues of difference to reduce conflict between individuals and groups			
<b>Obtains consultation on cultural issues</b>			
13. Routinely considers and discusses cultural issues in supervision and team meetings			
14. Consults with elders or traditional healers in the community			
<b>Subtotal</b> Scores at or above target certification level:			
<b>VIII. DOCUMENTING</b>			
<b>Completes required documentation</b>			
1. Completes all required documentation (e.g., screening & assessment, intake, service plans, progress notes, discharge summaries)			
2. Produces documentation that is objective, accurate, and legible with correct language, grammar, and spelling			
3. Completes documentation in a timely manner			
<b>Responds to client requests to view records</b>			
4. Reviews client documentation with clients when they request to do so and when approved by the agency			
5. Demonstrates sensitivity when assisting clients in understanding their documentation during a records review			
<b>Subtotal</b> Scores at or above target certification level:			
<b>IX. PROFESSIONAL &amp; ETHICAL PRACTICE</b>			
<b>Fulfills responsibilities and commitments</b>			
1. Minimizes absences, arrives on time, and completes a full work day			
2. Completes assigned duties in a timely way and follows through on instructions received, reasonable requests, and promises made			
3 Acts professional in interactions with the client, family, community and other professionals			
4. Works within the limits of assigned duties and role			

Competency	BHA Skill Level Rating	Meets min. Skill Level	Notes
	T, I, II, III, P	1=Y 0=N	
5. Recognizes personal limits of knowledge and skills			
6. Seeks additional supervision or consultation when uncertain about what to do or concerned about the performance of others			
<b>Practices ethically</b>			
7. Complies with the BHA Code of Ethics			
8. Complies with laws, regulations, and agency policies			
9. Manages effectively personal and professional boundaries with clients, families, and the community			
10. Models appropriate personal and professional behavior			
11. Respects client and family rights			
<b>Obtains client consent</b>			
12. Provides information and obtains informed consent			
13. Complies with special rules and procedures related to consent for: involuntary commitment; mandated reporting; minors; or individuals unable to consent, under guardianship, or subject to a court order			
<b>Maintains confidentiality and privacy</b>			
14. Complies with laws, regulations, and agency policies regarding confidentiality and privacy (e.g., HIPAA, Federal Privacy Act, 42 C.F.R., Part 2)			
15. Complies with the procedures regarding disclosure of confidential information (e.g., mandated reporting, duty to warn, client authorized releases of information)			
16. Maintains the physical security of confidential information (electronic and hard copy)			
17. Educates clients and families about confidentiality, privacy, and their limits			
18. Assists clients with decisions and process to release confidential information			

Competency	BHA Skill Level Rating	Meets min. Skill Level	Notes
	T, I, II, III, P	1=Y 0=N	
19. Maintains the confidences and privacy of clients and families, even when not required by law, regulation or policy			
20. Protects client and family anonymity when providing information for statistical information and research			
21. Assists in ensuring that other individuals providing services comply with the laws, regulations, and policy on confidentiality and privacy			
<b>Manages stress and maintains personal health</b>			
22. Recognizes signs of personal stress			
23. Uses self-care strategies to manage stress, maintain health, and prevent burnout			
<b>Subtotal</b>			
Scores at or above target certification level:			
<b>X. PROFESSIONAL DEVELOPMENT</b>			
<b>Seeks opportunities to improve knowledge, skills and abilities</b>			
1. Sets personal goals for professional development			
2. Participates in employer sponsored training and other continuing education activities			
3. Adopts best practices learned through continuing education			
<b>Uses supervision effectively</b>			
4. Participates routinely and constructively in supervision			
5. Uses supervision, peer consultation, and self-evaluation to enhance self-awareness and improve professional performance			
6. Uses formal evaluations to improve professional performance and the quality of services provided			
7. Provides guidance and mentoring to others - <b>BHA II, III, BHP only</b>			
<b>Subtotal</b>			
Scores at or above target certification level:			
<b>END OF CHECKLIST</b>			

## SCORING SUMMARY

BHA Name: \_\_\_\_\_

Current BHA Certification Level:      Not Certified      BHA-I      BHA-II      BHA-III      BHP

This BHA is applying for level:                      BHA-I      BHA-II      BHA-III      BHP

Enter the raw subtotal scores (from shaded boxes for each competency area above) in the column below that corresponds with the certification level for which the applicant is applying. The percentage of items at or above the target certification level is calculated by dividing the subtotal by the denominator provided. Enter the result after the "equals" sign; if it is at least 80%, circle Y (Yes) in the corresponding column, if the % score does not equal 80% or above, circle N (No).

BHA is certifying for the following level: (circle one)

	BHA -I	BHA-II, III, P	Met 80% minimum? enter "YES" or "NO"
	Raw Score      % Score	Raw Score      % Score	
I. WORKING WITH OTHERS Secs. 2.40.510, 2.40.515	/12 =	/12 =	
II. SCREENING & ASSESSMENT Secs. 2.40.515, 2.40.530	/14 =	/17 =	
III. PLANNING SERVICES Secs. 2.40.515, 2.40.535	/10 =	/10 =	
IV. PROVIDING SERVICES Secs. 2.40.515, 2.40.545, 2.40.550, 2.40.555, 2.40.560	/30 =	/43 =	
V. LINKING TO COMMUNITY RESOURCES Secs. 2.40.515, 2.40.540	/11 =	/11 =	
VI. COMMUNITY EDUCATION & ADVOCACY Secs. 2.40.515, 2.40.525	/12 =	/12 =	
VII. CULTURAL COMPETENCY & INDIVIDUALIZING CARE Secs. 2.40.510, 2.40.515	/14 =	/14 =	
VIII. DOCUMENTING Secs. 2.40.515, 2.40.520	/5 =	/5 =	
IX. PROFESSIONAL & ETHICAL PRACTICE Secs. 2.40.515, 2.40.520	/23 =	/23 =	
X. PROFESSIONAL DEVELOPMENT Secs. 2.40.515, 2.40.565	/6 =	/7 =	

\_\_\_\_\_ ☐ has ☐ has not met the minimum 80% requirement in all 10 BHA  
BHA name (circle one)

Checklist Competency Areas to advance to BHA level \_\_\_\_\_.

**SIGNATURE PAGE**

The clinical supervision of a behavioral health aide or practitioner may be direct, indirect, or general as defined in BHA Standards. BHA's must evidence competence in each of the areas detailed in this document that is commensurate with the level of certification being sought, provided that: (*Clinical Supervisor, please initial each item and date/sign below*)

\_\_\_\_\_ the person providing clinical supervision must either be a licensed behavioral health clinician or masters level behavioral health professional, provided that a behavioral health practitioner (BHP) acting within the scope of his or her certification may provide day-to-day support and mentoring of behavioral health aides I, II, III;

\_\_\_\_\_ the behavioral health aide or practitioner must be supervised at whatever level of supervision is required for the specific service or care being provided;

\_\_\_\_\_ the supervisor may impose a higher level of supervision on the behavioral health aide or practitioner than that provided in this article, and

\_\_\_\_\_ the supervisor may develop an individualized protocol under which the behavioral health aide or practitioner is permitted to engage in a wider range of activities than that allowed under this article.

By signing below, I verify that I have reviewed and understand the BHA Knowledge & Skills checklist and Supervision requirements under Sec. 2.40.010\*. By signing below, I also attest that the applicant has demonstrated the knowledge and skill needed for the certification being sought.

BHA Applicant Printed Name: \_\_\_\_\_

BHA Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Supervisor\*\* Printed Name & Credentials: \_\_\_\_\_

Clinical Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* *Community Health Aide Program Certification Board Standards and Procedures, as amended*

\*\* *Clinical Supervisor is a master's level clinician or a licensed behavioral health clinician as defined in CHAPCB Sec. 1.20.010 (31)(A)(B)(C)(D).*

**Submit a copy of the Scoring Summary and Signature page of this checklist  
with the BHA's Certification Application packet.**