



Understanding and Supporting the Emotional Health of Our Students

TransformationServices Inc



Changing Lives, Changing Communities, and now Changing Health Care

Are you ready to invest in yourself or your staff?

State qualified personnel provide low cost and community-oriented *Introductory Education* (100/40 hours) for the Jurisprudence Test needed for Substance Abuse Counselor-in Training (SACIT), and Prevention Specialists in-Training (PSIT) by the Wisconsin Department of Safety and Professional Services.

TransformationServices(TSI) also accepts job-related tuition reimbursement and, depending on your current employment status, you may be eligible for state Workforce Investment Act (WIOA) funding; this may cover the tuition and materials for the course. We also accept *the GI Bill and the (MyCAA) for veterans' spouses*. Call or email for program information format, cost etc.

In general, we accommodate most schedules, but also offer Winter/Spring, Summer, and Fall/Winter semesters (either distance or in-person). This is consistent with other academic programs that the student may be enrolled. Our AODA training program is personalized, cost/time efficient, and offers a gateway into the mental health care profession, or it may accentuate the credential a license holder may already have.

TransformationServices Can Help!!!

AODA Credentialing & Continuing Education

CASE MANAGEMENT ASSESMENT EVALUATION

COUNSELING ORGANIZATIONAL PLANNING

EDUCATION & SKILL DEVELOPMENT

PROFESSIONAL RESPONSIBILITY & ETHICS

ELECTIVE (SPECIALITY) COMMUNITY PUBLIC POLICY

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***Transformation*Services, Inc.**
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INTRODUCTION

The mission of *TransformationServices, Inc.* (TSI) is to provide AODA Training & Licensure services in a peer to peer model. While we offer training to everyone (professionals to professionals-to-be), our program focuses on working with the disenfranchised: unemployed, to underemployed, and veterans. Alcohol and drug problems disproportionately affect these populations, and our programs offer a more “hands on” approach.

TransformationServices feels that we have developed not only a unique treatment approach, but a short term training opportunity. *TransformationServices* has established itself as a company in an intermediary specialty organization that has the ability to coordinate and provide training and hire those graduates. Further, as a community based organization, we are also an expanded participant in the Workforce Investment Opportunity Act program (WIOA) in Wisconsin and twenty other states, Food Share, Community Correctional Education Program (for ex-offenders) and are W-2 certified. TSI also provides training thru the GI Bill and MyCAA. With the advent of the Affordable Care Act and Substance Abuse and Mental Health Parity there will be a need for those trained in the field.

Our programs earn educational credits towards the licenses:

Substance Abuse Counselor in Training
Prevention Specialist in Training
Intermediate Clinical Supervisor

Clinical/Substance Abuse Counselor
Prevention Specialist
Independent Clinical Supervisor

Note: Persons eligible for the GI Bill can use it to fund the **Substance Abuse Counselor-In Training and Prevention Specialist-In Training*.

TSI is also approved for all of the above licenses by the Department of Safety and Professional Services (DSPS) as well as sub-specialty substance abuse education and supervision for the Mental Health- Licensed Professional Counselor (LPC).

VISION AND PHILOSOPHY

The vision and philosophy of *TransformationServices, Inc* (TSI) is to provide Substance Abuse Training (Continuing/Education, Supervision), Assessment (Return to Work) and Treatment Employee Assistance Program (EAP) services in a peer to peer model. The program focuses on the unemployed to underemployed, employees, and business owners. Alcohol and drug problems disproportionately affect those in urban communities. One of our company goals is to offer health care to everyone with a focus on minority communities and in doing so increase the number of minority providers in mental health and substance abuse care.

TransformationServices also provides consultative services for other facilities non/for profit management, grant writing, DHS certification, trademarks, program development & evaluation. Our Day Into Night Treatment Program is unique because it was not only developed by professionals, but by those in recovery, as well. The name also reflects the hours (9AM-9PM) of our services that are available to clients. Its focus is skill development as well as therapeutic support, and is similar to the accepted international model.

Since 2007, *TransformationServices* has provided continuous tutoring, training, testing, and certification costs within our 360 Circle of Support™, assisting the disenfranchised achieve the status of Substance Abuse Counselor-in Training(SACIT). Most of our clientele are “professionals” and “professionals to be” which supports our basic Peer to Peer model and concept of “hands on teaching model”. Traditional teaching methods have largely failed with this population, and TSI finds this approach successful.

Perhaps the most cutting edge aspect of our model is our ability to offer the client training almost immediately after completing their treatment without the ‘accepted’ wait period of up to 2 years. Though referral for training is, individualized and experience based, we have found that there is little data to supporting a ‘wait period’ that is intended to reduce the possibility of relapse. The client’s experiences and services receive support from our Peer Specialists-those who are graduates of the program (many who are in recovery, or suffer from mental illness themselves). Active in social media, our company’s future services include on-line psychotherapy/support (Imail™) for our EAP contracts described below), as well as returning vets and their families to be substance abuse counselors working in clinics, or setting up their own businesses post graduation for veterans via the GI bill and Military Spouse Career Advancement Account (MyCAA).

TransformationServices Incorporated in July, 2010 (LLC since 2007). We hire our students, and/or provide on-site job referrals. We function as a consortium; our therapists have a wide range of expertise and backgrounds. All of our '360' services are available year-round, and 24 hours a day and on-line. Currently we are the only community program to do so and offer support before and after training. Our website and book series sometimes publishes the experiences of our clients, and proven treatments.

TransformationServices feels that we have developed not only a unique treatment approach, but a training opportunity to a common problem that many disenfranchised faces that is, remaining clean and sober, while maintaining gainful employment. *TransformationServices* gives those that need and want it a chance to make a positive life change in not only their lives, but in the lives of their family and community. Our facility *GreenCircle* offers a growing environment that also supports a Social Entrepreneurship Incubator for Professionals and Professionals to Be.

This has allowed us to win government contracting, which they can subcontract from us as well as gain access to our microloan program. Since 1995, the Healing Garden component of our treatment program has had available an outdoor alternative, allowing clients to learn and practice effective stress management techniques. A walking track on our roof and a naturalistic location for therapy offers a calm oasis in a busy urban locale. This provides a setting for effective wellness strategies that until now for the client have been self-destructive choices (alcohol, drugs, cigarettes, food etc). We now offer the Healing Garden for both staff and students.

TSI is able to work collaboratively with other organizations which we have demonstrated based on our history, success of our program, and the population we serve. Last, we offer EAP services through a number of employers (Cargill, IRS, Whole Foods, Kohl's), and Insurers (Miners, FEI, Managed Health Network). We believe that health care is a growth industry. For individuals, businesses, community, and now the government, TSI offers a 360 Circle of Support and remains a cutting edge model for changing lives, changing communities, and now changing health care. Social entrepreneurship is the cornerstone of our business.

Administration and Staff

Clinical & Executive Director, and Licensed Clinical Psychologist Dr. Ingrid D. Hicks; 25 years teaching, substance abuse-mental health specialty, evaluates advanced standing credit; Dr. Julia Penn, Licensed Psychiatrist, 25 years teaching, psychopharmacology-specialty; Ms. Crystal Sims, Licensed Substance Abuse Counselor, 10 years, education skills-specialty Dr. Stephany Pruitt, Licensed Professional Counselor, 10 years teaching, mental health-specialty; Mr. Thomas Brooks Outreach Administrator.

Facilities and Equipment

835 N. 23rd Street Suite 212 Milwaukee, Wisconsin 53233

The facility consists of 3 large-group meeting rooms, (one that can serve as a student lounge), Green house, and several in and outdoor wellness spaces that support our healthy educational mission, Television with DVD and online resource library.

Financials

Substance Abuse Counselor in Training; Prevention Specialist in Training (Entry Level Course)

Tuition: \$4,600.00 Books/Supplies/Materials: \$240.00 (Must be purchased from TSI) Other fees: JP Exam & License \$160.00

MyCAA: Tuition Only: \$5,000.00

Substance Abuse Counselor/Prevention Specialist (Advanced Level Course)

Tuition: \$4,450.00 Books/Supplies/Materials: \$360.00 (Must be purchased from TSI)

Other fees: ICRC Exam & License: \$190.00

MyCAA: Tuition Only: \$5,000.00

Refund Policy: The amount charged to the student for tuition, fees and other charges when only a portion of a course is completed shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length. Refunds will be made within 40 days after the last class attended, or the effective date of a withdrawal or termination. All veteran tuition fees are refundable except for \$10.00. All other students: Refund Schedule: Week 1: Refund 90%; Week 2: Refund 75%; Week 3-4 50% (No refund for general students after 4 weeks).

School Policies

Standards of Progress Entrance Requirements: A student must be 18 years of age and provide proof of high school diploma or HSED. Application is made by submitting a resume, transcript, school diploma, and completing enrollment form.

*Student Academic Progress:** A student's academic progress will be measured by course attendance, participation in all six areas (Case Management Assessment, Counseling, Education etc.) and graded during the course as Pass or Fail (P/F).

Advanced Standing Credit for Previous Education and Training: The Clinical & Executive Director (Dr. Ingrid D. Hicks) will evaluate transcripts and documentation of previous education and training and appropriate credit will be given. The student will be given a progress report as certificate for licensure is awarded for: **Assessment, Case Management, Counseling, Education, Professional Responsibility & Ethics, and Elective. *Note:* No credit for prior coursework is allowed for the introductory license.

Minimum Grades considered Satisfactory: A student must "pass" all modules (see **above) for course completion.

Probation Period: A student whose grades fall below the minimum satisfactory requirement of 75% will need to repeat course.

Conditions for Suspension or Dismissal Due to Unsatisfactory Grades or Progress: If the student does not achieve a satisfactory grade of 75 percent or above during the probation, the student will be dismissed and TSI will notify the VA, interrupt the student's educational benefits. If the student has identified themselves to be recovery, and relapses, the student will be dropped.

Conditions for Re-entrance after Dismissal Due to Unsatisfactory Progress: A student will be permitted to re-enter the program at the beginning of the next term if the student has resolved the problems causing the unsatisfactory progress. If the student has self-identified as recovering (clean and sober), they will have to complete and document (*signed attendance forms*) the standard community (*non-TSI*) recovery group "90 meetings in 90 days".

Attendance/Absence Policy: Student is allowed 2 absences during course. If a student is 15 minutes tardy more than 2 times, this will count as 1 absence. If a student's absences (an example of acceptable absences are written doctor's excuses) exceed 2 classes. TransformationServices will notify the VA to terminate the payment of educational benefits.

Progress Records Maintenance and Student Access: Progress records, tests and transcripts will be held for a minimum of three years from the date of last attendance and will be accessible to the student within 14 days of written request.

Placement Assistance: TSI provides job preparation/search for each student. The center cannot guarantee job placement.

Assessment of Outcome: As of 2014, TSI has had 146 begin our training, with 136 completed programming, 130 of those were licensed, and 96 of our graduates who actively searched for a job obtained one in the field within 180 days of graduation.

Enrollment Dates: TransformationServices offers set start dates for entry license in Winter, Spring, and Fall Terms. These are more clearly published on the company website.

Leave Policy: The school does allow a leave of absence-if documented extenuating circumstances (e.g. familial serious illness). A student would be required to withdraw and re-enroll for a subsequent term.

Policy for Granting a Certificate upon Satisfactory Completion of Training: A student who completes the SACIT, PSIT training will be awarded certificates of completion. The student must pass the Jurisprudence Exam, Department of Safety & Professional Services before practice in Wisconsin. Students are required to complete post training evaluation at end of course.

Standards of Conduct

Students are expected to act as adults. Any behavior that is disruptive to the educational environment or is destructive to property is unacceptable and the student will be dismissed.

Conditions of Dismissal Due to Unsatisfactory Conduct

The Executive & Clinical Director has the authority to dismiss any student who violates the school's published policies. A record of the expulsion will be maintained.

Conditions for Re-entrance after Dismissal Due to Unsatisfactory Conduct

A student will be permitted to re-enter the program at the beginning of the next term if the student has resolved the problems causing the unsatisfactory conduct. A conference between the student, administrator and teacher is required for re-entrance.

CURRICULUM

Class Schedule

Substance Abuse Counselor-in Training meets for ten weeks, 10 hours per week 1-6PM on Tuesday and Thursday.

Prevention Specialist in Training meets for eight weeks, 5 hours per week on Tuesday and Thursday from 1 to 3:30 PM.

Note that the VA only pays for veterans enrolled in an “instructor-led, classroom training”. *Classes are not held on nationally recognized or federal holidays.*

Program Description

TransformationServices offers skills or competencies awarded in certificates for the Wisconsin Department of Safety & Professional Services in the 6 required (descriptions on page 5 & 6) areas: *Case Management, Assessment: Student will be able Counseling (Community Organization & Counseling Methodology); Education (Education & Skill Development; Professional Responsibility and Ethics (Professional Growth & Responsibility); Elective (Public Organization Policy. Learning is cumulative, so each area provides the framework and foundation for the next. (e. g. Case Management is the prerequisite for Assessment and Assessment is required for an understanding of Counseling). *For Distance Training Courses TSI matches the state licensure requirements-so course titles may change, but because TSI is a member of International Certification & Reciprocity Consortium (ICRC), our licensing is transferable to any state, and internationally.*

Student will also learn how to develop a business/marketing/trade marking plan incorporation (INC, LLC etc.) becoming certified as a minority business. Allows graduates work in Inpatient/Outpatient Settings, Mental Health Clinics, Group Homes, and All Age/Race/Gender Populations. You may also find more detailed information at the Wisconsin Department of Safety & Professional Services website: www.dsps.wi.gov. Just select Substance Abuse Counselor-in Training, Prevention Specialist in Training, from the drop down menu on the home page. Below please find detailed curricula with hours.



TransformationServices
Substance Abuse Counselor in Training
Course Schedule/Goals

WEEK(S)	CONTENT AREA/GOALS	HOURS
1	Case Management	10
<p>Student/Trainee will be able to revise and coordinate the case management aspects of a treatment plan. Special attention will be paid to co-occurring, medical and psychological disabilities including prioritization of client/patient plans. This will be practiced by student and observed by supervisor at least three times weekly. Student/Trainee will be able to coordinate referral and discharge to community including assessments of support system(s). Regular participation in Case Conferences etc. will be a requirement.</p>		
2–4	Assessment	15
<p>Student/Trainee will be able to collect pertinent data about client/patient system incorporating knowledge of co-occurring medical/psychological disorders including information on Addiction, Motivational Interviewing, Psychopharmacology, Suicide/Depression, Mental Illness, Child Abuse and Domestic Violence. The Clinical Supervisor will be able to evaluate this knowledge, and student will be able to practice this skill three times weekly. Student will be able to gather sociological, biological, cultural, educational, environmental, spiritual, familial data into a DSM-V diagnosis and treatment plan.</p>		
5-7	Counseling	15
<p>Student/Trainee will know, describe and apply the fundamental basic counseling, and substance abuse techniques, and theories (e.g. Psychoanalytic, Behavioral, Developmental, Cognitive, Matrix Model, 12 steps etc.) Student/Trainee will be able to provide individual, couple, familial and group therapy. This will be practiced by student and observed at least three times weekly. Student will be able to handle crisis situations, relapse/prevention etc.</p>		
8-10	Education	15
<p>Student/Trainee will be able to disseminate information (ex. AODA, TB, HIV-AIDS etc.) to clients/patients, family, couples and other support systems. This also includes disseminating information on psychopharmacology, biological effects of alcohol/drugs on the human body, and basic physiology. Student /trainee will be able to provide skill (Assertiveness, Communication, Stress-Anger Management, etc.) training to client/patient(s).</p>		
1-10	Professional Responsibility and Ethics	20
<p>Student/Trainee provides an ongoing, open-ended discussion regarding: Client Welfare/Grievance/Confidentiality, Professional Boundaries & Responsibility, AODA Use, Remaining a Clean and Sober Counselor, Criminality, Criminal Behavior/Criminal Thinking, Staying Out of the System, Personal Relationships, Sociocultural Competence, and Power.</p>		
1–10	Elective	25
<p>Student/Trainee will be develop his/her own business plan/model that focuses on assessments, case management, counseling and education of an underrepresented population (e.g. Women, Latino, African-American, Native American, Ex-Offender, Veterans, Transgendered/Gay, etc.). Students develop mini-business plans; information is given organizing as a legal entity, e.g., Limited Liability Company (LLC), Incorporated (Inc), For-Profit or Non-Profit, Department of Family Services (DFS) 75, and Minority/Women Ownership/Certification.</p>		

100 Course Hours

Prevention Specialist/Training

Course Schedule Goals

WEEK(S)	CONTENT AREA/GOALS	HOURS
1	Planning & Evaluation	8
<p>Student Trainee able to conduct needs assessment Use needs assessment strategies to gather relevant data for ATOD prevention planning. Identify gaps and prioritize needs based on the assessment of community conditions. Select prevention strategies, programs, and best practices to meet the identified needs of the community. Develop an ATOD prevention plan based on research and theory that addresses community needs and desired outcomes. Identify resources to sustain prevention activities. Identify appropriate ATOD prevention program evaluation strategies. Conduct evaluation activities to document program implementation and effectiveness. Use evaluation findings to determine whether and how to adapt ATOD prevention.</p>		
2-4	Community Organization & Counseling Methodology	8
<p>Student/Trainee will know, identify key community leaders to ensure diverse representation in ATOD prevention programming activities. Build community ownership of ATOD prevention programs by collaborating with key community leaders/members when planning, implementing and evaluation prevention activities. Provide technical assistance to community members/leaders in implementing ATOD prevention activities. Develop capacity within the community by recruiting, training, and mentoring ATOD prevention focused volunteers. Assist in creating and sustaining community-based coalitions.</p>		
5-7	Education & Skill Development	8
<p>Student/Trainee will be able to identify, develop or adapt ATOD instructor or participant prevention education and skill development activities, and based on target audience analysis, and culture being served. Connect prevention theory and practice to implement effective prevention education and skill development activities. Maintain program fidelity when implementing evidence-based programs. Use appropriate instructional strategies to meet the needs of the target audience. Ensure all ATOD prevention education and skill development programs provide accurate, relevant, timely and appropriate content information. Provide professionals in related fields with accurate, relevant, timely and appropriate ATOD prevention information. Provide technical assistance to community members and organizations regarding ATOD prevention strategies and best practices.</p>		
1 – 8	Professional Growth & Responsibility	8
<p>Student/trainee Maintain personal knowledge, skills, and abilities related to current ATOD prevention theory and practice. Network with others to develop personal and professional relationships. Adhere to all legal, professional, and ethical standards. Build skills necessary for effectively working within the cultural context of the community. Demonstrate self-care consistent with ATOD prevention messages.</p>		
1 – 8	Public Organization Policy	8
<p>Student will be able to examine the community’s public policies and norms to determine environmental change needs. Make recommendations to policy makers/stakeholders that will positively influence the community’s public policies and norms. Provide technical assistance, training, and consultation that promote environmental change. Participate in public policy development and enforcement initiatives to affect environmental change. Use media strategies to enhance prevention efforts in the community. Students develop mini-business plans; information is given on Limited Liability Company (LLC) vs. Incorporated (INC), For-Profit/Non-Profit, Department of Family Services (DFS) 75, Minority/Women Ownership/Certification.</p>		

40 Course Hours