

Suggested Role Responsibilities

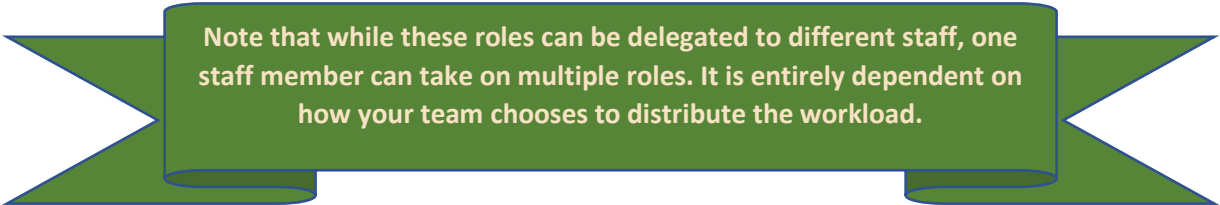
There have been requests for job descriptions for the various roles of contingency management. While we don't have those per se, there are suggestions for specific duties to be carried out for CM duties which are found in the CM manual. These have been excerpted and listed below for convenience.

Responsibility sets will be assigned to certain staff and will depend on the configuration of your program. The most important point to remember is the need for the identified point person on CM delivery to know CM thoroughly.

Below examples are from the CM manual, page 24.

The following are some example ways to divide up roles:

- CM Mentor: This may be someone outside your agency with a thorough knowledge of CM to help answer your questions as they arise *coaching calls, CM implementation staff*).
- Program lead(s): Someone from your agency who has been trained in CM and the protocol design who can answer procedural questions specific to your program, as well as provide guidance for client-specific issues. They can consult the CM Mentor when necessary. This person may also be responsible for monitoring ongoing fidelity of the delivery of your CM program, as well as program evaluation and adjustments as needed.
- CM Delivery Staff: These will be the practitioners conducting the CM visits, including the collection and evaluation of the objective measurements (e.g., UDTs), and administration of the reinforcer. Delivery staff should be well-trained in tracking procedures. They are also responsible for encouraging clients to continue, or re-attempt (in the event of a reset), achieving the target behavior.
- CM Support Staff: Support staff may include those who identify and recruit clients into the CM program, payout electronic vouchers, or schedule and remind clients of the next visit.



Note that while these roles can be delegated to different staff, one staff member can take on multiple roles. It is entirely dependent on how your team chooses to distribute the workload.

On-going supervision. It is highly recommended that the designated CM supervisor perform fidelity checks for CM clinicians and staff. This involves scheduling regular check-ins to assure that your CM program is being delivered consistently and rigorously over time. This routine can help to detect when procedural shift or misunderstanding has occurred.