Engaging in regular ongoing training on issues related to BIT functions, risk assessment, team processes, and relevant topical areas is a key function and best practice for behavioral intervention teams (National Behavioral Intervention Team Association —NaBITA — Advisory Board, 2018). Team training ensures that BITs continue to grow and progress, ensuring that team members are well-trained for their responsibilities on the team. Equally important to training on BIT-related content is engaging in team-building activities, which promote a trusting and communicative team that can operate seamlessly across the various BIT processes.

Team training should be ongoing, occurring at least monthly throughout the year. While annual attendance at retreats and conferences is helpful, teams ought to push beyond the once-a-year approach and engage in growth opportunities throughout the year. Teams frequently mentioned a lack of training to do quality work as their team’s biggest weakness (Schiemann & Van Brunt, 2018). This lack of training was consistently related to a limited budget for training (Schiemann & Van Brunt, 2018). While a budget is certainly a standard of practice and can assist in securing high-quality training, not all team training efforts require the team to spend large sums of money. For example, teams report using books, journals, and self-led tabletop exercises as methods of training, all of which are low-cost or free (Schiemann & Van Brunt, 2018). Most commonly, teams use webinars and conference attendance to train their teams (Schiemann & Van Brunt, 2018). While these methods do require at least some budget, they are also higher quality, rooted in best practice, and provide more in-depth training to teams.

This Team Training Template provides teams with a framework for engaging in ongoing, regular training built around the NaBITA Standards for Behavioral Intervention Teams. By following this guide, teams ensure that they are well trained on each standard and that their team is working toward best practices. The first document, Training to the Standards, groups training resources by standards and topical areas. The second document, Sample Training Schedule, provides an example of how a team might take the resources from Training on the Standards guide and create a year-long training calendar.

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The following guide provides resources for team training related to each standard. For simplicity and clarity, some standards have been combined as the training efforts and resource content overlap.

**STANDARDS 1 & 2**

**Standard 1: Define BIT:** Behavioral Intervention teams are small groups of school officials who meet regularly to collect and review concerning information about at-risk community members and develop intervention plans to assist them.

**Standard 2: Prevention vs. Threat Assessment:** Schools have an integrated team that addresses early intervention cases as well as threat assessment cases.

| Webinars and Videos | • Audio Essentials with Brian Van Brunt: *BIT Beginnings*  
| Conferences, Certification Courses | • *NaBITA Annual Conference*, NaBITA Regional Conference.  
• *NaBITA BIT Foundations Course*. |
STANDARDS 3, 4, 5, 6, 7, & 8

**Standard 3: Team Name:** Team names communicate role and function in a way that resonates with the campus community.

**Standard 4: Team Leadership:** A team leader serves to bring the team together and keep discussions productive and focused while maintaining a long-term view of team development and education.

**Standard 5: Team Membership:** Teams are comprised of at least 5 but no more than 10 members, and should at a minimum include: dean of students and/or vice president of student affairs (principal or assistant principal in K-12), a mental health care employee (adjustment counselor or school psychologist in PreK-12), a student conduct staff member, and police/law enforcement officer (school resource officer in PreK-12).

**Standard 6: Meeting Frequency:** Teams have regularly scheduled meetings at least twice a month with the capacity to hold emergency meetings immediately when needed.

**Standard 7: Team Mission:** Teams have a clear mission statement that identifies the scope of the team, balances the needs of the individual and the community, defines threat assessment as well as early intervention efforts, and is connected to the academic mission.

**Standard 8: Team Scope:** Teams address concerning behavior among students, faculty/staff, affiliated members (parents, alumni, visitors, etc.), and should work in conjunction with appropriate law enforcement and human resource agencies when needed.

• Leadership of the Behavioral Intervention Team (BIT).  

| Webinars and Videos | • Audio Essentials with Brian Van Brunt: Role of the Counselor on the BIT.  
• Audio Essentials with Brian Van Brunt: BIT Beginnings.  
• 2019 Webinar: BIT Chair Breakthroughs: How to Overcome the Top 5 Challenges of Leading a BIT. |
<table>
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<th>Books</th>
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<th>Conferences, Certification Courses</th>
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<td>• NaBITA Annual Conference, NaBITA Regional Conference.</td>
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<td>• NaBITA BIT Foundations Course.</td>
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### STANDARDS 9 & 10

**Standard 9: Policy and Procedure Manual:** Teams have a policy and procedure manual that is updated each year to reflect changes in policy and procedures the team puts into place.

**Standard 10: Team Budget:** Teams have an established budget in order to meet the ongoing needs of the team and the community it serves.

<table>
<thead>
<tr>
<th>Webinars and Videos</th>
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<tbody>
<tr>
<td>• 2018 Webinar: Formalizing the Informal: A Roadmap to Creating a CARE Team Policy.</td>
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<table>
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<tr>
<th>Other Products</th>
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<tbody>
<tr>
<td>• CARE Team Manual.</td>
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<tr>
<th>Conferences, Certification Courses</th>
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<tr>
<td>• NaBITA BIT Foundations Course.</td>
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### STANDARD 11

**Standard 11: Objective Risk Rubric:** Teams have an evidence-based, objective risk rubric that is used for each case that comes to the attention of the team.

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<thead>
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<th>Articles and Whitepapers</th>
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<table>
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<tr>
<th>Webinars and Videos</th>
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<tbody>
<tr>
<td>• Window Into BIT 1.</td>
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<td>• Window Into BIT 2.</td>
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<tr>
<td>• Audio Essentials with Brian Van Brunt: Risk Rubrics and Little Dogs.</td>
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</table>
### Books

### Other Products
- **NaBITA Risk Rubric Trifold**.
- **NaBITA Risk Rubric Training Package**.
- **RAGE-V (ATAP)**.
- **Cawood Factor One Assessment Grids**.
- **MOSAIC**.
- **HCR-20** (Hart).
- **WAVR-21** (Meloy).

### Conferences, Certification Courses
- **NaBITA Annual Conference**, NaBITA Regional Conference.
- **NaBITA BIT Foundations**, Best Practices, and **Master Class**.
- ATAP Threat Assessment Certification.
- HCR-20 Assessment Certification.
- WAVR-21 Assessment Training.
- DPREP.

### STANDARD 12

**Standard 12: Interventions**: A team clearly defines its actions and interventions for each risk level associated with the objective risk rubric they have in place for their team.

### Articles and Whitepapers
- **NaBITA Position Statement on Involuntary Withdrawal and Behavioral Agreements**.
### Webinars and Videos
- 2017 Webinar: What’s in a Name? The Role Counselors, Advisors, and Clinicians Play on Campus.
- Training Video: Managing Risk Following the Threat Assessment.
- Training Video: Conduct Videos.
- Window Into BIT 1.
- Window Into BIT 2.

### Books

### Other Products
- NaBITA Risk Rubric Trifold.
- NaBITA Risk Rubric Training Package.

### Conferences, Certification Courses
- NaBITA Annual Conference, NaBITA Regional Conference.
- Higher Education Case Management Association (HECMA).

### STANDARD 13

**Standard 13: Case Management:** Teams invest in case management as a process, and often a position, that provides flexible, need-based support for students to overcome challenges.

### Articles and Whitepapers

### Webinars and Videos
- Audio Essentials with Brian Van Brunt: Resources with Feet.
- Case Management Training Videos.
**Books**

**Conferences, Certification Courses**
- [NaBITA Annual Conference](#), NaBITA Regional Conference.

**STANDARD 14**

**Standard 14: Advertising and Marketing:** Teams market their services as well as educate and train their communities about what and how to report to the BIT through marketing campaigns, websites, logos, and educational sessions.

**Articles and Whitepapers**

**Webinars and Videos**
- Audio Essentials with Brian Van Brunt: [A BIT About Marketing and Advertising](#).
- 2019 Webinar: [Marketing your BIT](#).

**Books**

**Other Products**
- [BIT Roadshow](#).

**Conferences, Certification Courses**
- [NaBITA Annual Conference](#), NaBITA Regional Conference.
- [NaBITA BIT Foundations](#), [NaBITA Best Practices](#).

**STANDARD 15**

**Standard 15: Record Keeping:** Teams use an electronic data management system to keep records of all referrals and cases.

**Webinars and Videos**
- 2014 Webinar: [BIT and Case Management Notes 101](#).
- 2014 Webinar: [Should I Write this Down? BIT Documentation Do’s and Don’ts](#).

**Books**
### STANDARD 16

**Standard 16: Team Training:** Teams engage in regular, ongoing training on issues related to BIT functions, risk assessment, team processes, and topical knowledge related to common presenting concerns.

#### Articles and Whitepapers

#### Webinars and Videos
- 2015 Webinar: Addressing Microaggression and Cultural Issues on the BIT.

#### Books

#### Other Products
- This Team Training Template.

#### Conferences, Certification Courses
- NaBITA BIT Foundations, NaBITA Best Practices.

### STANDARD 17

**Standard 16: Team Training; Standard 17:** Psychological, Threat, and Violence Risk Assessments: BITs conduct threat assessments and violence risk assessments as part of their overall approach to prevention and intervention.

#### Articles and Whitepapers

### Webinars and Videos
- Audio Essentials with Brian Van Brunt: Violence Risk Assessment and Threat Assessment.
- Audio Essentials with Brian Van Brunt: Social Media and Threat Assessment.
- Threat Assessment Training Video.
- Managing Risk Training Video.

### Books
### Conferences, Certification Courses
- **NaBITA Annual Conference**, NaBITA Regional Conference.
- **RAGE-V (ATAP)**.
- **Cawood Factor One Assessment Grids**.
- **MOSAIC**.
- **HCR-20** (Hart).
- **WAVR-21** (Meloy).

### STANDARD 18

**Standard 18: Supervision:** The BIT chair regularly meets with members individually to assess their functional capacity, workload, and offer guidance and additional resources to improve job performance.

#### Articles and Whitepapers

#### Webinars and Videos
- 2019 Webinar: **BIT Chair Breakthroughs: How to Overcome the Top 5 Challenges of Leading a BIT**.
- 2015 Webinar: **Addressing Microaggression and Cultural Issues on the BIT**.
- **Window Into BIT 2 and Aftermath Videos**.

#### Books

#### Conferences, Certification Courses
- **NaBITA Best Practices, Master Class**.

### STANDARD 19

**Standard 19: End of Semester and Year Reports:** Teams collect and share data on referrals and cases to identify trends and patterns and adjust resources and training.

#### Articles and Whitepapers

#### Books

#### Conferences, Certification Courses
- **NaBITA Best Practices, Master Class**.
## STANDARD 20

**Standard 20: Team Audit:** Teams assess the BIT structure and processes and ensure it is functioning well and aligning with best practices.

<p>| Webinars and Videos | • 2015 Webinar: <a href="#">Developing and Assessing BIT Structure and Function</a>. |
| Books | • Van Brunt, B. &amp; NaBITA Editorial Board (Eds.). <a href="#">The Assessment of Behavioral Intervention Teams: Core-Q10</a>. Berwyn, PA: NaBITA. |
| Conferences, Certification Courses | • <a href="#">NaBITA Best Practices, Master Class</a>. |</p>
<table>
<thead>
<tr>
<th>Month</th>
<th>Standards</th>
<th>Activities</th>
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</table>
   • Watch: *Case Management Training Videos*  |
   • Use the BIT Roadshow and information from the article to develop a marketing and education strategy.  |
| APRIL:        | Standard 16 | • Watch: 2015 Webinar: *Addressing Microaggression and Cultural Issues on the BIT*.  |
| JUNE:         | Standards 18, 19, & 20 | • Hold an annual retreat.  
   • Have the team watch *Window Into BIT 2 and the Aftermath Videos*.  |
   • Watch: *BIT Orientation Videos*.  |
| SEPTEMBER:    | Standards 9 & 10 | • Read over the CARE Team Manual. Write or edit your policy and procedural manual.  |
| OCTOBER:      | Standard 11 | • Read: 2019 *Risk Rubric Whitepaper*.  
   • Watch: Audio Essentials with Brian Van Brunt: *Risk Rubrics and Little Dogs*.  |
| NOVEMBER:     | Broad Training | • Attend the NaBITA Annual Conference.  
   • Debrief as a team what you learned from the conference. Identify action items and goals for the team in response to what you learned at the conference.  |
| DECEMBER:     | Standard 12 | • Read: *NaBITA Position Statement on Involuntary Withdrawal and Behavioral Agreements*.  
   • Review Involuntary Withdrawal policy.  |
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<td>FEBRUARY: Standard 14</td>
<td>• Watch: 2019 Webinar: Marketing your BIT.</td>
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</table>
| MARCH: Standard 15 | • Read the tips on notetaking found in Best BITs.  
• Conduct an audit on your BIT notes by randomly pulling 5-10 cases and check for note-taking accuracy. |
| APRIL: Standard 16 | • Engage in a team-building exercise such as Gallup’s Strength-Finder, Myers-Briggs, etc. |
• Watch: Threat Assessment Training Video. |
• Have the team watch Window Into BIT 2 and the Aftermath Videos. |
• Watch: NaBITA Risk Rubric Training Package Videos.  
• Practice applying the tool to case studies from Brief BITs. |
| NOVEMBER: Broad Training | • Attend the NaBITA Annual Conference.  
• Debrief as a team what you learned from the conference. Identify action items and goals for the team in response to what you learned at the conference. |
• Watch: Training Video: Managing Risk Following the Threat Assessment. |