

Brake Shop Service Package: Virtual Treatment **Instructions – Leaky Brake Toolbox**

- 1. Recruit as many people as you need to complete the toolbox along with the club member.**
 - Team members might (but don't have to) include parents, siblings, grandparents, friends, teachers, educational assistants, residence workers, or mental health workers at other agencies involved in your care.
 - **It is not a requirement for club members themselves to watch the toolbox videos.** While efforts were made to make the videos youth-friendly (short, quirky, simple language), some children may benefit more from other team members watching the videos and going over the content with them in a way better suited to their needs.
 - **It is also not a requirement for everyone to watch toolbox videos, or review treatment materials, together.** All that matters is everyone learns the treatment. Who watches when isn't as important.
- 2. It might be wise to choose someone on your 'team' who will commit to coordinate the efforts of all involved.**

- This person (e.g. your **Community Case Manager**, a **parent**) can ensure that everyone is progressing through the materials, and at roughly the same pace, and assisting with any ‘road-blocks’ encountered (e.g. computer access).
- This person might also maintain a single log sheet for all involved team members (see, “**Log Sheets**” on a later page).
- This person might also be the one responsible for telling all other involved team members what the latest assignment is, or sharing information provided by the Brake Shop technician during weekly Maintenance Checks (weekly maintenance checks only occur if you are a patient of CPRI).
- This person should also advise any involved physicians of the start and stop dates of virtual treatment so **changes to mental health medication prescriptions during care are avoided** or at least forewarned.

3. Pick an area to be your team’s Toolbox Service Bay.

- This can be a **separate place** in your home, or school, or residence.... wherever is comfortable and makes the most sense given who your chosen team members are.
- **This area doesn’t necessarily have to be where a computer is.** While families without a home computer

could (for example) use their local library or arrange a space at the club member's school, toolbox videos look great on a tablet too, or even a smartphone!

- **Decorate** this area (feel free to use some of our provided decorations or handouts if you wish) to make sure everyone knows this is a special space reserved for toolbox viewing, discussions, or practice!
- **Stock** your Toolbox Service Bay with things to help you with your leaky brakes –
 - **chewing gum** to help you concentrate, or
 - **'fiddle' toys** to help with extra energy, or
 - **sensory items** to help you feel calm, or
 - other items that help, 'empty your beaker'

4. Create a routine for your toolbox work.

- Pick times and days you and your team will spend on the toolbox in your Toolbox Service Bay.
- Decide what each visit to your Toolbox Service Bay will look like:
 - What will happen each time **before going into** your Toolbox Service Bay (for example, grabbing your virtual binder or a piece of gum)?

- What will happen each time **while you're in** your Toolbox Service Bay (for example, watching and/or talking about a new video)?
- **Toolbox work deserves some credit!** What will happen each time **after the team leaves** your Toolbox Service Bay to recognize the effort you just put in (for example, going for ice-cream)?

5. Go through the segments in order, and at a pace that feels right for you.

- Segments are short but have a great deal of information concentrated within each one. Therefore you might want to break down each segment.
- For example, someone might decide to:
 - **On the first day**, watch one of the video segments from beginning to end, just to think about it.
 - **On a second day**, watch the same video again, perhaps stopping it at certain points to talk about it with others, or even replaying certain parts.
 - **On a third day**, explore some of the links below that video (watch an associated video, look at some associated questions and answers, or download a practice worksheet to read).

- **On a fourth day**, talk to a cheerleader or other team member about that segment, and together come up with a **Lasting Change Activity (LCA)** for practicing the tool it provides.
- **On a fifth day**, have their scheduled Maintenance Check with their Brake Shop technician to get answers to questions about that segment and to make sure the assignment (LCA) their team has planned is on-track. Weekly maintenance checks only occur if you are a patient of CPRI.

6. Watching videos and reading linked materials isn't enough.

- For treatment to work, and for things to change, **each tool taught must be practiced** through the LCA's you create for yourself, with the help of your team and with the guidance of your Brake Shop technician (Brake Shop technicians are assigned only to patients of CPRI).
- If you've ever played on a sports team, or learned an instrument, it is best to think of toolbox treatment in the same way – **short periods of learning in between longer periods of practice, practice, practice!**

7. 'Associated' versus 'Practice' Materials.

- **Associated** Materials are [optional links](#) to explore. Most are geared towards adult team members, and are

intended to enhance the understanding of various treatment ingredients.

- **Practice** Materials are a [necessary part of treatment](#). Most are geared towards club members, and are intended to help club members and their teams to master each treatment ingredient together. All Practice Materials (with the exception of links to optional mobile apps) are also contained within your provided binder (patients of CPRI Brake Shop only).

8. Log Sheets

- How each person is using the toolbox will be very important for Brake Shop technicians to know in guiding your treatment. If you are not a patient of CPRI, please consider sending de-identified copies of any log sheets to our clinic at the completion of any toolbox.
- **Each involved team member should have their toolbox activities logged:**
 - track **any videos** you've watched.
 - track the **# of times** you've watched any videos.
 - track each **date** you've watched a particular video.
 - track whether or not you've reviewed **corresponding resources** (e.g. read linked handouts, watched additional linked videos, or completed linked worksheets) by putting an, "x" in the appropriate box.

- track whether or not you've **practiced** that tool (or **modelled** that tool for the club member) by putting an, 'x' in the appropriate box.
- track any **notes** about each segment (e.g. what LCA you've planned for practicing that tool, or questions you need to ask your Brake Shop technician during your next Maintenance Check).
- **additional copies of Log Sheets can be downloaded** from the, "**Leaky Brake Toolbox**" section of our website (www.leakybrakes.ca).

9. After Treatment (CPRI patients)

- Following treatment, **send your completed log sheets** (CPRI patients will find a postage-paid, return-addressed envelope within their binders).
- A **report** is then written by your Brake Shop technician and sent to you and any others you've signed consent forms for.
- Successful completion of this toolbox grants CPRI Brake Shop club members, and their team members, access to "**Tune-Up**" calls and/or appointments for that treatment.
- If you are a patient of CPRI, contact our clinic to schedule a 'Tune-Up' appointment:
 - telephone: **519-858-2774 or toll free 1 877-494-2774, extension 2362**