

Dear Applicant:

We are very pleased you are considering becoming a certified Matrix Model Program. The Matrix Model certification process is designed to identify and acknowledge those programs that have a Key Supervisor working with them and are implementing the Matrix Model with true clinical and structural fidelity.

Research studies show that neither buying a manual nor receiving one training is enough to effect actual change in the way programs and people deliver treatment. We have established the Key Supervisor role so that programs can count on one person who is the “resident expert” in implementing the model in their site, training new staff and making sure the counselors are adhering to the fundamental principles required to deliver the Matrix Model with fidelity.

We are often asked by Single State Agencies, referring programs and individuals, etc. to recommend those programs that are delivering the Matrix Model treatment as it was approved by the National Registry of Evidence-based Programs and Practices (NREPP). Certification of your facility will provide assurance that your program is indeed one of these recommended facilities. You will be identified on our website as one of the select, certified sites and recognized for your hard work and dedication to providing quality services for those in need.

Please be advised that programs applying for certification need to have:

- Completed a 2 day Matrix Model core training for their staff conducted by CLARE|MATRIX (formerly Matrix Institute).
- Have a trained Matrix Model Key Supervisor working in a clinical leadership position and providing ongoing, regular Matrix Model supervision to the counseling staff.
- Be providing Matrix Model Treatment for a minimum of 6 continuous months with clinical and structural fidelity.

If you meet all the requirements above and are interested in applying to be a Certified Matrix Model site, or have further questions regarding certification, email your questions and/or attached application to: djohnson@clarematrix.org or call 877-422-2353 in Santa Monica or 770-714-7605 in Atlanta.

Once an application has been received you will be contacted with next steps and a quote for services will follow.

Process for Obtaining a Matrix Model Certification

Prior to Site Visit

1. A completed application is submitted to CLARE|MATRIX from the site(s) requesting certification (included in this packet)
2. Upon approval of the application materials, a site visit is scheduled.
3. ***One audio tape or digital recording that a Key Supervisor has rated for clinical fidelity is to be submitted to CLARE|MATRIX Training Department at least 4 weeks ahead of the scheduled survey*** so that the Certified Consultant has time to listen to and review the audio. Please send one Relapse Prevention Group audio tape or digital recording along with the “Minute by Minute fidelity form the Key Supervisor filled out while listening to the audio. The audio sent to us should be one that the Key Supervisor believes reflects clinical fidelity to the Matrix Model.

Important: If we do not receive an intelligible audio recording at least 4 weeks prior to the scheduled visit (please review to make sure the quality is acceptable) we will need to reschedule your site visit.

During Site Visit

When the consultant arrives at your facility they will engage in discussions with the Key Supervisor(s) and other program personnel to review administrative and clinical procedures that involve your Matrix Model program. The consultant can discuss issues unique to your site, and perform other necessary assessments to help your agency with issues of program delivery and assure compliance with both the structural and the minute-by-minute elements of the Matrix Fidelity Checklist.

In preparation for the site visit we ask that the following be available to the consultant:

- A copy of your program schedule
- Brochures or other marketing materials that describe the program.
- 3-6 client current client workbooks.
- Records of client attendance (e.g. group sign-in sheets, appointment book, records of services received)
- Documentation of Urine testing procedures

Prior to the site visit the Key Supervisor will be asked to arrange for interviews of clinical and administrative staff as well as one or two current clients or program graduates during the site visit.

Following Site Visit

After the site visit the consultant will report his/her findings to CLARE|MATRIX and a determination will be made regarding the awarding of a Certificate of Excellence and Compliance valid for 3 years. Those organizations who meet most of the standards but have some issues that prevent them from receiving a 3-year certification will be given a 1 year provisional certification with the understanding that they are to make the additional changes in order to receive the additional 2 years of certification.

- Upon being awarded certification status, CLARE|MATRIX will send a 3-year certification certificate, or a 1-year provisional certification.
- Certified Matrix Model sites will be listed on the CLARE|MATRIX website and will be recommended as a Matrix Model Certified Treatment Site.
- Certified sites may advertise as a “certified” Matrix Model provider and upon request will be sent the Matrix Model logo that may be used on your agencies website stating you are a certified Matrix Model Site.

APPLICATION FOR MATRIX MODEL CERTIFICATION

To be filled out by the Key Supervisor(s) at the location requesting
certification. Please fill out and email back to
djohnson@clarematrix.org

Name of Key Supervisor(s)

1. _____

Email _____ Phone _____

2. _____

Email _____ Phone _____

Name and Address of Agency _____

Executive Director of Agency _____

Administrative Contact Person: _____

Title: _____

Agency Address: _____

Phone Number _____ Fax _____

What month and year did you attend the Key Supervisor training?

1. _____

How long has your agency been using the Matrix Model? _____

How long has each Key Supervisor been overseeing the Matrix Model?

1. _____

How many counselors are under your supervision using the Matrix Model?

1. _____

Key Supervisor Signature(s) _____ Date _____

Key Supervisor Signature(s) _____ Date _____

Site Director Signature _____ Date _____