

## **MST Consultant Adherence Measure (CAM): Guidelines for CAM Administration**

**Resources Required:** The MST Therapists and MST Supervisors are responsible for completing this questionnaire. It is estimated that the time commitment required will be 10 to 15 minutes per respondent for each administration.

**Schedule:** To coordinate the administration of the CAM, the MST Program Administrator or MST Supervisor will provide a prompt for the team to complete CAMs on a specified scheduled consultation. Team members will then rate that consultation within 24 hours. **All team members should rate the same consult.** Therefore, on those rare occasions that a team member is absent for the targeted consult, that person will not complete a CAM that month.

This prompt will be scheduled one month after completion of the first SAM, and every two months thereafter. **This will be completed in months alternating with the SAM.** It might be helpful to set a recurring schedule for supervisors and therapists to enter these measures, for example, the first consultation of the month and for team members to put this in their calendars along with their MSTI user name and password.

**Procedure for administering questionnaire:** The MST Therapist goes to the MST Institute website (<http://www.mstinstitute.org/>), clicks on [Logon to Enhanced Website](#) and then logs in. Once on the main menu page, click on “Add” for *CAM Form* and then click “Continue”. The respondent selects the team they are on and then a blank CAM appears with identifying information already completed. ***Respondents are asked to think about the last consultation session as they select their response for each question.*** Once complete, the respondent will click on “Save” at the bottom of the screen. The respondent may view or edit the form by returning to the main menu and clicking on “View/Edit” and clicking on the record they want to view or edit. More information on how to use the Enhanced website is available from the training guides available at <http://www.mstinstitute.org/services/training.shtml>.

**Scoring:** After the questionnaire has been completed and submitted, it will be scored by the MST Institute. Standard reports can be generated from the website by the Coach for the MST Experts. These results will be reviewed with MST Experts. (See “[Guidelines for CAM Interpretation](#)” for more detailed instructions). Only aggregated reports are shared with MST Experts and they are not able to identify a particular individual’s responses. This process should permit discussion of the Expert’s strengths and struggles, and contribute to the development of a plan for targeting areas for improvement in the coming months (with specific goals and timeframes attached).

If you have questions about administration of the CAM, please discuss them with your MST Expert. If you have technical difficulty with this process, such as accessing the website, or have any other questions about the data entry of the CAM, please contact the MST Institute at [msti@mstinstitute.org](mailto:msti@mstinstitute.org) for assistance.