

A. Sleep History

- a. CBTI VA Intake Form: <https://www.med.upenn.edu/cbti/assets/user-content/documents/CBTI-%20VA%20Intake%20Form.doc>
- b. Subjective Tools
 - i. ISI: <https://www.healthquality.va.gov/guidelines/CD/insomnia/TrifectaInsomniaSeverityIndexFillable910162020.pdf>
 - ii. ESS: <https://www.cdc.gov/niosh/work-hour-training-for-nurses/longhours/mod2/epworth-P.pdf>
 - iii. Bears Sleep Screening: <https://capp.ucsf.edu/sites/g/files/tkssra6871/f/Sleep%20handout%20for%20families.pdf>

B. Sleep Hygiene

a. Children Handouts

- Sleep Hygiene-Children Handout: <https://www.choc.org/wp/wp-content/uploads/2016/04/Sleep-Hygiene-Children-Handout.pdf>
- Sleep Hygiene-Teen Handout: <https://www.choc.org/wp/wp-content/uploads/2016/04/Sleep-Hygiene-Teen-Handout.pdf>

b. Adult Sleep Hygiene Rules

Acknowledgment given to J Michael Smith

Sleep Hygiene Rules

Good “sleep hygiene” is anything that helps maintain your health by keeping your mind and body rested and strong. The idea behind sleep hygiene is the same as dental hygiene. Both rely on nightly or daily rituals for consistently good hygiene. Just as you get in the habit of brushing, flossing, and visiting your dentist regularly, implementing a nightly routine of healthy habits improves your sleep hygiene. Follow these sleep hygiene tips to help ensure a good night’s sleep.

Wait until you are sleepy before going to bed

If you’re not sleepy at your regular bedtime, do something relaxing; read a book, listen to music, or do some other activity that relaxes, not stimulates you. This will relax your body and distract your mind to remove your worries about sleep.

Pre-sleep rituals help to initiate relaxation each night before bed

A warm bath, light snack, or a few minutes of reading or listening to music can initiate good sleep. Avoid eating heavy meals near bedtime.

If you're not asleep in 20 minutes, get out of bed

If you are not asleep after 20 minutes, leave your bedroom and find something else that will relax you enough to help make you sleepy.

Try to keep a regular sleep/wake schedule

Wake up at the same time each day, even on weekends and holidays.

Keep a regular daily schedule and sleep a full night on a regular basis

Maintaining a regular schedules for meals, medications, chores, and other activities helps keep your body’s clock running smoothly. Get enough sleep every day so that you feel well-rested.

If possible, avoid naps

If you have to take a nap, try to keep it to less than one hour and avoid taking a nap after 3 pm.

Do not read, eat, watch TV, talk on the phone, or play board games in bed

Avoid caffeine after lunch, avoid alcohol of any type within six hours of your bedtime, and do not smoke or ingest nicotine within two hours of your bedtime

Exercise regularly but avoid strenuous exercise within six hours of your bedtime

Regular exercise is good, but do it earlier in the day.

Avoid sleeping pills, or use them cautiously

Use sleeping pills only as prescribed by your physician.

Try to clear your mind of things that make you worry

Find ways to relieve stress and aggravation. The bed is a place to rest, not a place to worry about the day’s problems.

Maintain a quiet, dark and cool bedroom environment

Every person has his or her own personal preference as to the ideal sleep environment. Extremes should be avoided. If you need noise, use white noise or soft music. If you need light, use off-light such as a night light in the bathroom or down the hall. Temperature is highly subjective....be comfortable.

C. Cognitive Techniques

Acknowledgment given to J Michael Smith

COGNITIVE TECHNIQUES FOR INSOMNIA

Using Your Head to Sleep

Cognitive techniques mean you use your conscious mind to develop new thought patterns to help you sleep. Let’s explore several methods.

Thought Stopping

In *thought-stopping*, you willfully force your mind to think the very thoughts that keep you awake. For example, think about your boss chewing you out tomorrow. Mull it over, every detail of it. Then, suddenly, order yourself to “Stop!” If the thought creeps back, yell to yourself again, “Stop!” Keep interrupting your unpleasant thoughts with unpleasant commands to yourself.

There are two explanations why thought-stopping works:

1. The word “**Stop!**” forces an immediate shifting of your attention, which will lead us away from our preoccupying thoughts.
2. Thought-stopping proves to us that we do have power over ourselves – more than we think. That awareness can lead us to thinking more self-assuring, self-accepting thoughts – thoughts that are conducive to sleep.

Paradoxical Intention (reverse psychology)

Like the anxious batter who strikes out because the tying and winning runs are on base and he *must* get a hit, the person who feels he *must* sleep can get performance anxiety. A way to combat the anxiety is to tell yourself not that you must *fall asleep*, but that you must *stay awake*, and for as long as possible. Now you are in a win-win situation, whatever happens. In other words, by forcing yourself to stay awake as long as possible, you may naturally become sleeping without putting yourself under pressure.

Sighing

Sometimes we need to blow off steam – literally. WE do this by sighing: Inhale deeply through your nose. Then pucker your lips, and exhale slowly through them. Make breathing out last as long as it feels comfortable. As you hear the air leaving your body, imagine the sighing sound is breaking up and draining tension.

Counting

Close your eyes and relax. Count backwards slowly from 100 to zero. As you do, visualize the numerals in some beautiful way. Maybe you see them being written slowly and carefully by a calligrapher. Or maybe you see them on a staircase, each step holding a number lower than the step above. Or try seeing the numbers being drawn on some huge blackboard across a giant sky. Make each number as large and sweeping as possible. Continue until sleep overtakes you.

Creating Pictures

Think of an object that you find simple and pleasing. Study every line of it in your mind, appreciating its grace and texture. Or, picture a color shifting into beautiful patterns and hues, blending and changing.

Picture a quiet setting – maybe a winter scene with snowflakes softly falling or a spring day in the country, with cows and horses quietly grazing in a meadow.

Be sure to *feel* the picture by engaging all your senses. When you imagine the beach, feel the sun on your face, your toes squishing in the sand, the breeze caressing your skin. Smell the clear ocean air.

Floating

Another way to relax is to imagine you're being suspended by something other than your mattress.

Picture yourself floating slowly downward like a leaf in the air. Or you're descending a very gradual staircase. Or you're gliding down a long escalator. The lower you float, the calmer you are. Or be like a raft on the sea, bobbing gently up and down.

Stimulus Control

1. Lie down to go to sleep only when you are sleepy.
2. Do not use your bed for anything except sleep; that is, do not read, watch television, eat, or worry in bed. Sexual activity is the only exception to this rule. On such occasions, the instructions are to be followed afterward when you intend to go to sleep.
3. If you find yourself unable to fall asleep, get up and go into another room. Stay up as long as you wish and then return to the bedroom to sleep. Although we do not want you to watch the clock, we want you to get out of bed if you

do not fall asleep immediately. Remember, the goal is to associate your bed with falling asleep quickly! If you are in bed more than about 10 minutes without falling asleep and have not gotten up, you are not following this instruction.

4. If you still cannot fall asleep, repeat step (3). Do this as often as is necessary throughout the night.
5. Set your alarm and get up at the same time every morning irrespective of how much sleep you got during the night. This will help your body acquire a consistent sleep rhythm.
6. Do not nap during the day.

Sleep Restriction

Here's a proven method that can really help for dealing with insomnia, especially if you have difficulty falling asleep, if you lie in bed worrying about falling asleep or wishing you could sleep, sleep restriction is a good method for you to practice.

Sleep restriction is actually very simple. What you do is limit the time you spend in bed to the time you normally spend sleeping.

If you're not sure this is an exercise that you should practice, you may want to ask your doctor or healthcare provider. If you decide to practice sleep restriction, remember, you must be patient. Give the method time to work – at least 2 to 4 weeks – before you judge its effectiveness.

How Less Time in Bed Can Mean More Time Asleep

Sleep restriction is a system designed to make you a more “efficient” sleeper, meaning that more of the time you spend in bed will be time asleep.

Although sleep restriction sounds like you'll be getting less sleep, you'll eventually be getting more sleep. During the first week or two of practicing sleep restriction, you may feel some daytime sleepiness. This is normal for many people learning sleep restriction, and actually is a sign that its working. You may not be getting enough sleep, but the sleep you are getting is deeper and more consistent, and eventually will be more refreshing.

Restricting Your Time in Bed

Sleep restriction is limiting the time you spend in bed to the time you spend sleeping. Here's how to get started. Determine how many hours you actually spend asleep on an average night. Let's say it's 5 hours. Then determine how many hours you spend in bed. Let's say it's 7 hours. So, 2 hours on average each night are spent in bed without sleeping.

The next step is to take 2 hours off your bedtime. So, for example, if you normally go to bed at 11:00 pm and lie in bed for 2 hours trying to sleep, you'll now go to bed 2 hours later. In this example, you would get into bed at 1:00 am.

It's always better to get up at the same time, so go to bed later, instead of getting up earlier.

While you are practicing sleep restriction, you'll need to keep track of your “sleep efficiency.” So, for the next 2 weeks take just a few minutes each day and fill in the following **Two-Week Sleep Diary and Sleep Efficiency Worksheet**.

These two worksheets will help determine a treatment plan that's best for you. When you've completed both worksheets, return them to your doctor, therapist, or healthcare provider at your next office visit.

Adding Time Back to Sleep

The final objective of the sleep restriction exercise is to start increasing the amount of time you are actually asleep while in bed. When you are first learning the technique, it's easier to achieve your goal of 85% sleep efficiency by limiting the time you spend in bed only to the time you normally spend asleep.

As you get better at this exercise, you can start to increase your time in bed by 15 minutes. For example, if your sleep efficiency has reached 85% for five nights in a row, you can now add 15 minutes to your bedtime. In other words, you can go to bed 15 minutes earlier, but you still must get up at the same time every morning. The more you practice this technique, the better you will become at it, and you'll become a more efficient sleeper.

C. CBT-i PATIENT HANDOUTS

- a. My New Sleep for Planning/Collaborating (from cbtiweb.org Module)

Date: _____

(Always follow the most recent sleep plan)

My New Sleep Plan

(To be completed with information from healthy habits sections)

1. I will set a reasonable bedtime and arising time and stick to them.
 - My new bedtime will be no earlier than about _____ (or later if I am not yet sleepy).
 - My new rise time will be _____ every day, no matter how bad I slept that night.
2. I will take at least an hour before bedtime to unwind. I will do the following to unwind: _____ or _____ or _____.
3. I will go to bed only when I am sleepy. I know I am sleepy when _____.
4. I will get out of bed if I can't fall asleep or go back to sleep in about 15 minutes (I will not clock-watch); I will return to bed only when I feel sleepy. I agree to repeat this step each time I wake up during the night.
5. When I get out of bed in the night I will do the following: _____ or _____ or _____.
6. I will _____ or _____ to help me get up in the morning at the same time every day.
7. I will use the bed/bedroom for sleep and sex only
8. I will not watch TV, listen to the radio, eat, or read in bed.
9. I will not nap during the day.

Planned Improvements of My Sleep Hygiene

(Check those that apply)

- Avoid Caffeine after Lunch. I will not have caffeine after lunch.
- Avoid Alcohol after Dinner. I will not have any alcohol after dinner and will not drink more than one drink during dinner.
- Avoid Nicotine 1-2 Hours Before Bedtime. I will not have a cigarette or other nicotine products after _____ hrs.
- Don't Exercise Within 3 Hours of Bedtime. I will not exercise after _____ hrs.
- Ensure your Bedroom is a Comfortable Temperature, Quiet, and Dark. I will make the following changes to my bedroom: _____.
- Eat a Light Snack at Bedtime but Avoid High-Fat or Gas-Producing Foods
- Avoid Excessive Fluids Near Bedtime. I will not have more than 8 ounces of fluid after _____ hrs.

Relaxation

I will practice relaxation at _____ am/pm and again at bedtime.

Negative Thoughts

I will try to replace unbalanced, negative thoughts about sleep with balanced ones in the future.

To Do List

I will make a to do list every afternoon, well before bedtime, during which I can deal with the problems and concerns so I don't have to at bedtime.

- b. Activities to stay awake if doing Sleep Restriction, when trying to ensure follows time parameters -or- when asking them to get out of bed if not asleep in 15 minutes (from cbtiweb.org Module)

Things to do if you are awake

In the evening:

Choose clothes that you can wear for work or school the next day
Make your lunch
Marinate or start to prepare food for dinner the following day and store it in the refrigerator
Take a bath or long shower
Write thank you notes or short emails to friends
Surf the internet (non-stressful topics only), do research for major purchases (cars, appliances, vacations)
Watch movies or episodes of television shows that you haven't seen in a long time (no action films)
Take the dog for a long walk
Groom your pets
Listen to slow, relaxing or instrumental music
Gather old bills and statements and shred them
Organize collections- photos, old letters, wine, books, or other items
Catch up on laundry or folding clothes
Polish your shoes
Iron or mend clothing
Write in your journal
Do some stretches to relax your muscles
Give yourself a pedicure, manicure or facial
Sweep or mop the kitchen floor while no one else is there to walk on it
Floss!
Knit
Quilt

During the night:

Look through catalogs
Update your address books or start one online or on paper
Sort out junk mail and bills (but don't pay bills)
Play solitaire online or with cards at home
Catch up on your reading
Call friends who live in other time zones
Clean out the refrigerator
Make a grocery shopping list for the week
Create a detailed menu for dinners
De-clutter your coffee table, dining room table, kitchen countertops or desk
Create a list of activities that you'd enjoy doing on weekends and vacations
Work on photo albums or scrapbooks
Fold clothes, put away clothes
Shop for holiday, wedding or birthday gifts online
Read magazines or other light material
Make a materials list for a project around the house

Choose one or two drawers to clean out (in your desk, kitchen, bathroom)
Watch infomercials, C-SPAN, The Weather Channel, or other repetitive television shows
Organize collections of CDs or DVDs and choose some to donate or sell if you no longer enjoy them
Jot down thoughts on a notepad for an assigned period of time, if you are using this exercise to help decrease nighttime and bedtime thinking and worrying
Knit or do other crafts that you can stop working on when you feel sleepy
Read your kids' books- these are often very comforting and positive in their messages

Early in the morning:

Meditate or pray
Watch the sunrise
Take the dog for a walk
Read the newspaper or read the news online
Go to your gym or workout at home
Go to the grocery store or other stores that open early
Make lunch for yourself and for everyone else in the house
Enjoy being able to get ready for work and kids ready for school without having to rush
Sort out some kids' toys and choose things for Goodwill or a yard sale
Sort and start your laundry, iron shirts or other clothes for work
Start a budget for your family on a spreadsheet or in a notebook
Send emails to friends or check your work email
Shred or erase old computer disks, DVDs, etc.
Organize all of your bills, receipts, coupons and warranty information in a filing cabinet or folders
Get some of the preparation started for dinner dishes (marinating, chopping vegetables, and so on)
Make the bed and tidy up your bedroom Open the curtains and blinds in the house
Sweep your sidewalk or steps, or shovel snow
Do some light gardening or water houseplants or those around your porch
Review your to-do list for the day or the week

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 Go to your gym or workout at home
 Go to the grocery store or other stores that open early
 Make lunch for yourself and for everyone else in the house
 Enjoy being able to get ready for work and kids ready for school without having to rush
 Sort out some kids' toys and choose things for Goodwill or a yard sale
 Sort and start your laundry, iron shirts or other clothes for work
 Start a budget for your family on a spreadsheet or in a notebook
 Send emails to friends or check your work email
 Shred or erase old computer disks, DVDs, etc.
 Organize all of your bills, receipts, coupons and warranty information in a filing cabinet or folders
 Get some of the preparation started for dinner dishes (marinating, chopping vegetables, and so on)
 Make the bed and tidy up your bedroom Open the curtains and blinds in the house
 Sweep your sidewalk or steps, or shovel snow
 Do some light gardening or water houseplants or those around your porch
 Review your to-do list for the day or the week

D. Protocol for CBT-I

- a. Sleep Restriction is 3 basic Steps
 - i. Establish a fixed wake time
 - ii. Decrease time in bed to average total sleep time
 - iii. Increase time in bed when SLEEP EFFICIENCY > 90%

b. When to Titrate?

- i. If SLEEP EFFICIENCY > 90% then increase time in bed by 15 min. It can be tagged onto bedtime or wake time, PREFERRED is bedtime.
- ii. If SLEEP EFFICIENCY is between 85-90% then increase time then NO change
- iii. If SLEEP EFFICIENCY is < 85%, then DECREASE time in bed by 15 minutes
- iv. If SLEEP EFFICIENCY is <70 % start over, review the sleep diary to calculate the total time in bed average, review sleep history, and sleep hygiene. Take the opportunity to re-evaluate other reasons for sleep disturbances.