

TWELVE CORE FUNCTIONS OF THE ALCOHOL & OTHER DRUG ABUSE COUNSELOR

The Case Presentation Method is based on Twelve Core Functions. Scores on the CPM are based on the Global Criteria for each Core Function. The counselor must be able to demonstrate competence by achieving a passing score on the Global Criteria in order to be certified. Although the Core Functions may overlap, depending on the nature of the counselor's practice, each represents a specific entity. Give specifics throughout and do not supply original definitions.

I. Screening: The process by which the client is determined appropriate and eligible for admission to a particular program.

GLOBAL CRITERIA

1. Evaluate psychological, social, and physiological signs and symptoms of alcohol and other drug use and abuse.
2. Determine the client's appropriateness for admission or referral.
3. Determine the client's eligibility for admission or referral.
4. Identify and co-occurring conditions (medical, psychiatric, physical, etc.) that indicates need for additional professional assessment and/or services.
5. Adhere to applicable laws. Regulations and agency policies governing alcohol and other drug abuse services.

Evaluators' Focus:

- GC1: Applicant must provide specific examples of signs and symptoms of alcohol/drug abuse/dependence.
- GC2: Applicant must provide specific examples which support a client's APPROPRIATENESS for treatment offered. Look for substantiation of substance abuse problem, matching of client to program modality or level of care (i.e.: out-patient, in-patient, intensive out-patient, residential, etc.) dual diagnosis (and how in might effect acceptance into program), medical status, intellectual and psychological functioning. Applicant does not have to touch an ALL areas in order to meet this Global Criterion but should exhibit a clear understanding of he elements which determine APPROPRIATENESS.
- GC3: Applicant must provide specific examples which support a client's ELIGIBILITY for treatment. This includes client's age, gender, place of residence (catchment area), ability to pay/insurance coverage/funding source, veteran's status, target populations (i.e.: pregnant, IV drug user, HIV, gay). Applicant does not have to touch on ALL areas to meet this Global Criterion but should exhibit a clear understanding of the elements which determine ELIGIBILITY.
- GC4: Applicant must give specific examples of coexisting conditions (i.e.: Psychiatric diagnoses, Medical conditions. Cognitive/intellectual impairment) that indicates a need for further assessment or that require referral elsewhere. The applicant must specifically indicate the absence of any coexisting conditions.

GC5: Applicant must indicate an understanding of how federal and state laws, as well as agencies policies, impact on the screening process. If particular laws or regulations apply to admission criteria in the specific case, those laws and regulations should be addressed (i.e.: methadone regulations, nondiscrimination, need to accommodate disabilities). If laws and government regulations do not specifically apply in the case presented, the applicant must show an understanding of how agency regulations apply to program admission through adherence to eligibility requirements.

II. INTAKE: The administrative and initial assessment procedures for admission to a program.

Global Criteria

6. Complete required documents for admission to the program.
7. Complete required documents for program eligibility and appropriateness.
8. Obtain appropriately signed consents when soliciting form or providing information to outside sources to protect client confidentiality and rights.

Evaluators' Focus:

GC6: There must be an indication that documents were completed and information was written down. This global criterion refers to the administrative documentation necessary for admission to a program. It may include demographic information, consent for treatment, and possibly forms required by funding sources, state agencies and regulatory bodies.

GC7: Must present evidence that information such as financial information, insurance information, income, payer authorizations, employment status and eligibility related demographics are documented in written form. Eligibility documentation may be included in GC6 (i.e.: demographic information). Must present evidence that information documenting appropriateness for admission is gathered in written form. This may include the initial assessment delineating signs and symptoms of substance abuse. MAST test and any other history gathered during the screening process. Documentation of BOTH eligibility and appropriateness must be addressed in order to demonstrate competence in this Global Criterion.

GC8: Must show that releases of information were completed.

III. ORIENTATION: Describing to the client the following: general nature and goals of the program; rules governing client conduct and infractions that can lead to disciplinary action or discharge from the program, the hours during which services are available, treatment costs to be borne by the client, if any; and client rights.

Global Criteria

9. Provide an overview to the client by describing program goals and objectives for client care.
10. Provide an overview to the client by describing program rules and client obligations and rights.
11. Provide an overview to the client of program operations.

Evaluators' Focus:

- GC9: Must give specific examples of program goals and objectives. These could include supporting abstinence, learning sober coping skills, providing a safe environment for developing social relationships, etc.
- GC10: must mention specific program rules (i.e.: regular attendance, no violence, no weapons, no substances on premises), specific client obligations (i.e.: financial responsibility for treatment, regular attendance, punctuality, participation), client rights (i.e.: right to be treated with respect, right to confidentiality, grievance process). The applicant does not have to directly address all three areas mentioned above. They need to cover 2 out of 3 adequately to demonstrate competence.
- GC11: Must give specific examples of how the program operates and is structured and what the client needs to know to access and utilize program services. This may include hours of operation, after hours emergency contact numbers, availability of staff, activity schedules.
- IV: ASSESSMENT:** the procedures by which a counselor/program identifies and evaluates an individual's strengths and weaknesses, problems and needs for the development of a treatment plan.

Global Criteria

12. Gather relevant history from client including but not limited to alcohol and other drug abuse using appropriate interview techniques.
13. Identify methods and procedures for obtaining corroborative information from significant secondary sources regarding clients' alcohol and other drug abuse and psychosocial history.
14. Identify appropriate assessment tools.
15. Explain to the client the rationale for the use of assessment techniques in order to facilitate understanding.
16. Develop a diagnostic evaluation of the clients substance abuse and any coexisting conditions based on the results of all assessments in order to provide an integrated approach to treatment planning based on the clients' strengths, weaknesses and identified problems and needs.

Evaluators' Focus:

- GC12: Applicant must cite areas of clients history gathered such as substance abuse history, social history, medical history, family history, educational history, vocational, psychiatric history, relationship history, etc. Specific facts from the history are not required to demonstrate competence in the Global Criterion.
- GC13: Must have specific examples of data collection strategies and people interviewed or reasons why this was not done.
- GC14: Applicant must identify assessment tool used (i.e.: psychosocial history, MAST, Mortimer Filkins, CAGE, MMPI, DSM III-R/IV, etc.
- GC15: Applicant must show that he/she explained the rationale for the use of particular assessment tools to the client

GC16: The applicant must provide specific details from the clinical information gathered regarding substance abuse and other problem area. This would include an assessment of client's strengths and weaknesses, a diagnostic formulation and an identification of client problems and needs.

V: TREATMENT PLANNING: Process by which the counselor and the client identify and rank problems needing resolution; establish agreed upon immediate and long-term goals; and decide upon a treatment process and the resources to be utilized.

Global Criteria

17. Explain assessment results to client in an understandable manner.
18. Identify and rank problems based on individual client needs in the written treatment plan.
19. Formulate agreed upon immediate and long-term goals using behavioral terms in the written treatment plan
20. Identify the written treatment methods and resources to be utilized as appropriate for the individual client.

Evaluators' Focus

GC17: The applicant must state that the results of the assessment were explained to the client. There must be some indication of the client understanding the results of the assessment.

GC18: The applicant must give examples of problems to be addressed in the treatment plan. There must be some indication that problems were prioritized and individualized for particular client needs.

GC19: The applicant must give examples for client goals and show some differentiation between short and long term goals. Goals should be expressed in behavioral terms and there should be some evidence of the client participation in the establishment of those goals.

GC20: The applicant must give examples of techniques to be used in addressing the problems on the treatment plan. Applicant will also identify resources within and outside the agency which will assist the client in addressing the problems on the treatment plan.

VI: COUNSELING: (Individual, Group, and Significant Others): The utilization of special skills to assist individuals, families, or groups in achieving objectives through exploration of a problem and its ramifications; examinations of attitudes and feelings; consideration of alternative solutions; and decision making.

Global Criteria

21. Select the counseling theory(ies) that apply(ies).
22. Apply technique(s) to assist the client, group, and/or family in exploring problems and ramifications.
23. Apply technique(s) to assist the client, group, and/or family in examining the clients behavior, attitudes, and/or feelings if appropriate in the treatment setting.
24. Individualize counseling in accordance with cultural, gender, and lifestyle differences.

25. Interact with the client in an appropriate therapeutic manner.
26. Elicit solutions and decisions from the client.
27. Implement the treatment plan.

Evaluators' Focus:

GC21: Applicant must simply name a counseling theory or theories to be used in the counseling process.

GC22: Look for specific examples of techniques and skills used by the applicant to explore problems and ramifications of those problems with the client/family/group.

GC23: Look for specific examples of techniques and skills used by the applicant to explore behavior, attitudes, and/or feelings with the client/family/group.

GC24: Applicant must provide evidence that culture, gender, and lifestyle differences of the client were taken into account in the counseling process. This does not require that the client be a member of a minority group or present cultural, gender or sexual orientation issues. Although it is CRITICAL to address these when they apply, lifestyle issues may also include being a single parent, working 3rd shift, particular occupational hazards, religion, etc.

GC25: In presenting the course of treatment, the applicant must describe therapeutic interactions with the client which present no evidence of any ethical or boundary violations.

GC26: There needs to be some indication that the client participated in the problem resolution and the decision making process.

GC27: The applicant must give some indication that the problems on the treatment plan were the focus of the treatment process.

VII: CASE MANAGEMENT: Activities which bring services, agencies, resources, or people together within a planned framework of action toward the achievement of established goals. It may involve liaison activities and collateral contracts.

Global Criteria

28. Coordinate services for client care.
29. Explain the rationale of case management activities to the client.

Evaluators' Focus:

GC28: The applicant must provide specific examples of services that are coordinated. Case management is often confused with referral and consultation. While this Core Function often involves both referral and consultation, the function of Case Management services is to coordinate and insure continuity of all the services provided to the client both within and outside of the agency. The applicant must give examples of HOW services were drawn together or why this did not happen.

GC29: The applicant must demonstrate that an explanation for the case management activities was provided to the client.

VIII: CRISIS INTERVENTION: Those services which respond to an alcohol and/or other drug abuser's needs during acute emotional and/or physical distress.

Global Criteria

- 30. Recognize the elements of the client crisis.
- 31. Implement an immediate course of action appropriate to the crisis.
- 32. Enhance overall treatment by utilizing crisis events.

Evaluators' Focus:

GC30: The applicant must demonstrate an understanding of the elements that make a situation a crisis. Merely naming a situation, which empirically appears to be a crisis, is not sufficient to demonstrate skill in defining it as a crisis. For example, merely stating that a client is psychotic or that his wife just left him is not enough to explain why those situations are critical for the client.

GC31: The applicant must give specific details of a plan to handle the critical situation as it arises. Must attend to the immediate safety needs of the client and others, as necessary.

GC32: Through examples, the applicant must demonstrate how, once the immediate crisis was stabilized, it was utilized to constructively influence treatment and contribute to learning new coping skills.

IX: CLIENT EDUCATION: Provision of information to individuals and groups concerning alcohol and other drug abuse and the available services and resources.

Global Criteria

- 33. Present relevant alcohol and other drug use/abuse information to the client through formal and/or processes.
- 34. Present information about available alcohol and other drug services and resources.

Evaluators' Focus:

GC33: The applicant must demonstrate the provision of AODA information relevant to the case presented and explain the methods for providing that information.

GC34: Applicant must give specific examples of services and resources available to clients. More than one example is necessary to demonstrate competence.

X. REFFERAL: Identifying the needs of a client that cannot be met by the counselor or agency and assisting the client to utilize the support system and community resources available.

Global Criteria

- 35. Identify need(s) and/or problem(s) that the agency and/or counselor cannot meet.

36. Explain the rationale for the referral to the client.
37. Match client needs and/or problems to appropriate resources.
38. Adhere to applicable laws, regulations and agency policies governing procedures related to the protection of the client's confidentiality.
39. Assist the client in utilizing the support systems and community resources available.

Evaluators' Focus:

GC35: Applicant must give specific examples of problems and needs of the client that they or their agency cannot meet.

GC36: Show evidence that an explanation of the reason for a referral was given to the client.

GC37: Applicant must give specific examples of the services to which the client is referred that match the corresponding problems/needs from GC35.

GC38: Give examples to substantiate that laws, regulations and policies were followed in the disclosure of client identifying information. The applicant must state that releases of information were signed when a referral was made or explain why they were not needed.

GC39: the applicant must give examples of how they facilitated the clients' accessing of referrals.

XI. REPORT AND RECORD KEEPING: Charting the results of the assessment and treatment plan, writing reports, progress notes, discharge summaries and other client-oriented data.

Global Criteria

40. Prepare reports and relevant records integrating available information to facilitate the continuum of care.
41. Chart pertinent ongoing information pertaining to the client.
42. Utilize relevant information from written documents for client care.

Evaluators' Focus:

GC40: The applicant must give examples of the types of documentation contained in a clients record (i.e.: social history, substance abuse history, educational, Vocational, Legal, medical, psychiatric and treatment history, treatment plan, progress notes, treatment summaries, discharge summaries, etc.) and provide evidence that they prepared the necessary documents and reports.

GC41: Applicant must demonstrate how they chart the ongoing progress of the client in the client record. The mere mention of writing progress notes is not sufficient to demonstrate competence in this Global Criterion.

GC42: The applicant must demonstrate how they utilize the written record and the information contain therein to assist in providing quality care for the client. The applicant must show an understanding of the purpose of reports and record keeping in enhancing and facilitating treatment.

XII. CONSULTATION WITH OTHER PROFESSIONALS IN REGARD TO CLIENT TREATMENT/SERVICES: Relating with in-house staff or outside professionals to assure comprehensive, quality care for the client.

- 43. Recognize issues that are beyond the counselor's base of knowledge and/or skill.
- 44. Consult with appropriate resources to ensure the provision of effective treatment services.
- 45. Adhere to applicable laws, regulations and agency policies governing the disclosure of client identifying data.
- 46. Explain the rationale for the consultation to the client, if appropriate.

Evaluators' Focus:

- GC43: The applicant must give specific examples of issues which require information beyond his/her scope of knowledge or expertise.
- GC44: The applicant must give examples of resources for seeking out information or expertise identified in GC43 and match those resources appropriately with the information sought.
- GC45: The applicant must give demonstrate an understanding of the client's right to confidentiality when seeking information to assist in serving the client. This requires presenting examples of circumstances when releases of information were required and used and/or when and why they were not used.
- GC46: The applicant must demonstrate that the reason for any consultation was explained to the client when appropriate and, if not explained, why no explanation was necessary.