

Core Function 1
SCREENING



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

Core Function 2
INTAKE



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

Core Function 3
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; in a non-residential program, the hours during which services are available; treatment costs to be borne by the client, if any; and client rights.

Core Function 4
ASSESSMENT



The procedures by which a counselor or program identifies and evaluates an individual's strengths, weaknesses problems and needs for the development of a treatment plan.

Core Function 5
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.

Core Function 6
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; examination of attitudes and feelings; consideration of alternative solutions; and decision-making.

Core Function 7
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 and collateral contacts.

Core Function 8
CRISIS INTERVENTION



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

Core Function 9
CLIENT EDUCATION



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

Core Function 10
REFERRAL



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

Core Function 11
REPORT & RECORD KEEPING



Charting the results of the assessment and treatment plan, writing reports, progress notes, discharge summaries and other client related data.

Core Function 12
CONSULTATION



Relating with in-house staff or outside professionals to assure comprehensive, quality care for the client.