



The process by which the client is determined appropriate and eligible for admission.

Core Function 1: Screening

Evaluate psychological, social and physiological signs and symptoms of alcohol and other drug use and abuse.

Global Criteria 1

Determine the client's appropriateness for admission or referral.

Global Criteria 2

Determine the client's eligibility for admission or referral.

Global Criteria 3



Identify any co-existing conditions (medical, psychiatric, physical etc.) that indicate the need for additional professional assessment and/or services.

Global Criteria 4

Adhere to applicable laws, regulations and agency policies governing alcohol and other drug abuse services.

Global Criteria 5

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

Core Function 11.: Intake

Complete required documents for admission to the program.

Global Criteria 6



Complete required documents for program eligibility and appropriateness.

Global Criteria 7

Obtain appropriately signed consents when soliciting from and providing information to outside sources to protect client confidentiality and rights.

Global Criteria 8

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 cost to be borne by the client, if any; client obligations and rights

Core Function III: Orientation

Provide an overview to the client by describing program goals and objectives for client care.

Global Criteria 9



Provide an overview to the client by describing program rules, client obligations and rights.

Global Criteria 10

Provide an overview to the client by describing program operations

Global Criteria 11

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

Core Function IV.: Assessment

Gather relevant history from client, including but not limited to, alcohol and other drug abuse using appropriate interview techniques.

Global Criteria 12



Identify methods and procedures for obtaining corroborative information from significant secondary sources regarding client's alcohol and other drug abuse and psycho-social history.

Global Criteria 13

Identify appropriate assessment tools.

Global Criteria 14

Explain to the client the rationale for the use of assessment techniques in order to facilitate understanding.

Global Criteria 15

Develop a diagnostic evaluation of the client's 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 client's strengths, weaknesses, identified problems and needs.

Global Criteria 16



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

Core Function V.: Treatment Planning

Explain assessment results to the client in an understandable manner.

Global Criteria 17

Identify and rank problems based on individual client needs in written treatment plan.

Global Criteria 18

Formulate agreed upon immediate and long-term goals using behavioral terms in written treatment plan.

Global Criteria 19



Identify the treatment methods to be utilized as appropriate for the individual client.

Global Criteria 20

(Individual, Group, and Significant Others): The utilization of specific 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 VI.: Counseling

Summarize the counseling process.

Counseling is the process of helping an individual or group: \* Make decisions \* Identify and explore problems \* Restore relationships \* Achieve objectives \* Consider alternative solutions \* Listen to others \* Examine attitudes & feelings

Select the counseling theory or theories that apply.

Global Criteria 21



Apply technique(s) to assist the client, and/or family in exploring problems and ramifications.

Global Criteria 22

Apply technique(s) to assist the client, and/or family in examining behavior, attitudes, and or feelings if appropriate in the treatment setting.

Global Criteria 23

Individualize counseling in accordance with cultural, gender, and lifestyle differences.

Global Criteria 24

Interact with the client in appropriate therapeutic manner.

Global Criteria 25





Elicit solutions decisions from the client.

Global Criteria 26

Implement the treatment plan.

Global Criteria 27

Activities which bring services, agencies, resources, or people together within a planned framework of actions toward the achievement of established goals. It may involve liaison activities and collateral contacts.

Core Function VII.: Case Management

Coordinate services for client care.

Global Criteria 28



Explain the rationale for care management activities to the client.

Global Criteria 29

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

Core Function VIII.: Crisis Intervention

Recognize the elements of the client crisis.

Global Criteria 30

Implement an immediate course of action appropriate to the crisis.

Global Criteria 31



Enhance overall treatment by utilizing crisis events.

Global Criteria 32

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

Core Function IX.: Client Education

Present relevant alcohol and other drug use/abuse information to the client through formal and/or informal processes.

Global Criteria 33

Present information about available alcohol and other drug services and resources.

Global Criteria 34



Identifying the needs of the 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 X.: Referral

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

Global Criteria 35

Explain the rationale for the referral to the client.

Global Criteria 36

Match the client needs and/or problems to appropriate resources.

Global Criteria 37



Adhere to applicable laws, regulations and agency policies governing procedures related to the protection of the client's confidentiality.

Global Criteria 38

Assist the client in utilizing the support systems and community resources available.

Global Criteria 39

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

Core Function XI.: Report and Record Keeping

Prepare reports relevant records integrating available information to facilitate the continuum of care.

Global Criteria 40



Chart pertinent ongoing information pertaining to the client.

Global Criteria 41

Utilize relevant information from written documents for client care.

Global Criteria 42

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

Core Function XII.: Consultation with Other Professionals in Regard to Client Treatment and Services

Recognize issues that are beyond the counselor's base of knowledge and/or skill.

Global Criteria 43



Consult with appropriate resources to ensure the provision of effective treatment services.

Global Criteria 44

Adhere to applicable laws, regulations and agency policies governing the disclosure of client-identifying data.

Global Criteria 45

Explain the rationale for the consultation to the client, if appropriate.

Global Criteria 46