

COURSE OUTLINE

Assessment and Documentation: Addictions

Course Description

BS 130. Assessment and Documentation: Addictions. 3 hours credit. Prerequisite: BS 115 with a C or better. This course will enable the student to maintain client records, evaluate the need for treatment, determine the most appropriate placement, create an effective treatment plan, and document the course of treatment. This course is designed for those pursuing a career in addictions counseling. Required for SRS/AAPS certification.

Course Relevance

Chemical dependency and substance abuse is a significant problem for individuals, families, and society. The information presented in this class will equip the student with basic skills needed to identify and document treatment needs, interventions, and progress.

Required Materials

Perkinson. (2002). *Chemical dependency counseling-a practical guide* (3rd ed.). Sage

The instructor will provide required materials via the Internet at <http://www.wscribe.com/bccc>. The student will be expected to download and print these materials. All materials are of public domain.

Learning Outcomes

The intention is for the student to be able to:

1. Demonstrate the professional use of accepted diagnostic criteria for evaluation, placement and treatment of clients
2. Maintain client records in accordance with AAPS licensing requirements

Primary Learning PACT Skills that will be DEVELOPED and/or documented in this course

Through the student's involvement in this course, he/she will develop his/her ability in the following PACT skill areas:

1. Critical Thinking
 - The student will develop critical thinking skills through written assignments and other activities conducted in class.
2. Problem Solving
 - The student will develop problem solving skills through written assignments and other activities conducted in class.
3. Writing
 - The student will develop writing skills through the completion of a progress note activity.

Secondary skills (developed but not documented):

- Reading
- Listening
- Speaking
- Computer Literacy
- Internet Use

Major Summative Assessment Task(s)

These learning outcomes and the primary Learning PACT skills will be demonstrated by:

1. Completing a written DSM-IV and KCPC analysis
2. Writing a treatment plan
3. Completing a written progress notes activity

Course Content

- I. Themes – Key recurring concepts that run throughout this course:
 - A. The importance of being responsive to client needs
 - B. The importance of utilizing factual and behavioral information to evaluate
 - C. client need and progress
 - D. The necessity of ignoring personal biases and issues when evaluating and responding to client needs
- II. Issues – Key issues that will be addressed in this course: areas of conflict that must be understood in order to achieve the intended outcome:
 - A. DSM-IV criteria for substance abuse and chemical dependence
 - B. KCPC criteria as related to the least restrictive treatment placement that
 - C. meets client needs
 - D. Treatment planning as a reflection of client motivation to change and other
 - E. applicable needs
 - F. Treatment documentation that specifically reflects client need and progress
- III. Concepts – Key concepts that must be understood to address the issues:
 - A. Methods of systematic data gathering from clients and collateral sources, and appropriate screening and assessment instruments
 - B. Procedures for scoring assessment tools, analyzing and interpreting results, and communicating findings, verbally and in written form, to various audiences including the client, significant others, and other professionals
 - C. Mental health status screening, including assessment of suicide risk, danger to others, and mental illnesses
 - D. Stages of readiness to change, its assessment, and its effect on treatment planning
 - E. Current DSM or other accepted criteria for substance use disorders and criteria for client placement into levels of care
 - F. Accurate and concise screening, intake, assessment reports, treatment plans, discharge and transfer summaries, and other documentation
 - G. The treatment planning process, including the continuum of care and the interrelationship among client needs and problems

- H. The value of a multidisciplinary approach to treatment and the role of other agencies, professionals, service groups, etc. in helping to address client needs
 - I. Methods of referring clients to other agencies and coordinating treatment activities
- IV. Competencies – Actions that are essential to achieve the course outcomes:
- A. Demonstrate an understanding of mental health status screening, including
 - B. assessment of suicide risk, danger to others, and mental illnesses
 - C. Explain the stages of readiness to change, its assessment, and the effect it has
 - D. on treatment planning
 - E. Demonstrate knowledge of current DSM-IV or other accepted criteria for substance use disorders and criteria for client placement into levels of care
 - F. Ability to prepare accurate and concise screening, intake, and assessment reports, write clear treatment plans, discharge and transfer summaries, and other documentation
 - G. Demonstrate an understanding of how confidentiality regulations affects all stages of the assessment and treatment process

Learning Units

- I. Documentation
 - A. Case/progress notes
 - B. Counselor certification
 - C. Common abbreviations
 - D. Communicating with stakeholders
 - E. Record keeping requirements
- II. Assessment
 - A. Sources of information
 - B. Use of DSM-IV
 - C. Psychometric instruments
 - D. Use of KCPC
 - E. Continuum of care/treatment modalities
- III. Treatment Planning
 - A. Sources of information
 - B. Stages of change/client motivation
 - C. Format
 - D. Updates
 - E. Discharge

Learning Activities

Learning activities will be geared toward achieving the intended course outcomes through lecture, instructor-led discussions, group activities, student presentations, web-based assignments, audio-visual aids and video/DVD assignments.

Grade Determination

The student will be graded on assessment tasks, examinations, written assignments, quizzes and other methods of evaluation at the discretion of the instructor.