

SUBSTANCE ABUSE EDUCATION TASKS

APPLICANTS NAME:

A minimum of 180 hours of experience performing the following tasks must be documented with at least 8 hours in each of the twelve core functions. **Please provide transcripts for practicums & internships.** If tasks were completed on the job supervisors **must sign the form verifying EACH task completed and the number of hours completed.** Any supervisor that signs for hours on this form must be qualified to be an approved CSAC supervisor and they have to have completed "Supervisor Verification – page 19.

| TASKS | # OF HOURS | INSTITUTION OR AGENCY | SUPERVISOR'S SIGNATURE (or course # and title of practicum / internship) | DATE |
|---|------------|-----------------------|--|------|
| A. Screening clients and gathering information used in making the determination for the need for additional professional assistance. | | | | |
| B. Intake of clients by performing the administrative tasks necessary for admission to a program. | | | | |
| c. Orientation of new clients to program's rules, goals, procedures, services, costs and the rights of the clients. | | | | |
| D. Assisting the client in identifying and ranking problems to be addressed, establish goals and agree on treatment processes. | | | | |
| E. Implementation of a substance abuse treatment plan as directed by the supervisor. | | | | |
| F. Implementation of case management activities that bring services, agencies, people and resources together in a planned framework of action to achieve established goals. | | | | |
| G. Assitance in identifying appropriate crisis intervention responses to clients' needs during acute mental, emotional or physical distress. | | | | |
| H. Education of clients by providing information about drug abuse available services and resources. | | | | |
| I. Facilitating the clients utilization of available support systems and community resources to meet needs identified in clinical evaluation of treatment planning. | | | | |
| J. Reporting and charting information about client's treatment, progress, and other client-related data. | | | | |
| K. Consultation with other professionals to assure comprehensive quality care for the client. | | | | |

NOTE: Groups and classes attended by the applicant as part of a therapy or treatment program will NOT be accepted as any part of the educational experience. **Workshops, seminars and classroom hours – with the exceptin of internships and practicums – cannot be used in this section.