

The requirements, as outlined, are by group clusters of Core Functions. This grouping of skills acquisitions recognizes that employment sites segment the counselor Core Functions into specific job descriptions. However, the well-rounded counselor will have had minimum supervision in each of the four groups.

"NOTE: A minimum of 20 hours are required in each Core Function for ACDP II/ACDP. However, the total accumulated hours for ACDP II/ACDP must be 300."

	<u>ACDP II/ACDP</u>
<u>GROUP A</u>	
Screening	
Intake	80
Orientation	HRS.
Assessment	
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<u>GROUP B</u>	
Treatment Planning	120
Counseling	HRS.
Case Management	
Crisis Intervention	
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<u>GROUP C</u>	
Client Education	
Referral	40
	HRS.
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<u>GROUP D</u>	
Reports and	
Recordkeeping	60
Consultation	HRS.
Relapse prevention, discharge planning, follow-up and aftercare.	
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TOTALS: 300 hrs.	

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CLINICAL SUPERVISION RECEIVED

CORE FUNCTIONS	# HOURS	Clin.Sup. Initials
GROUP A:		
Screening - The process by which a client is determined appropriate and eligible for admission to a particular program.	(#Hrs)	(Clin. Sup Initials)
Intake - The administrative and initial assessment procedures for admission to a program	(#Hrs)	(Clin. Sup Initials)
Orientation - Describing to the client: -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's rights.	(#Hrs)	(Clin. Sup Initials)
Assessment - Those procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems and needs for the development of the treatment plan.	(#Hrs)	(Clin. Sup Initials)
GROUP B:		
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 on the treatment methods.	(#Hrs)	(Clin. Sup Initials)
Counseling - (Individual, Group & Significant Others) The utilization of special skills to assist individuals, families or groups in achieving objective through: exploration of a problem and its ramifications; examinations of attitudes and feelings; consideration of alternative solutions, and; decision making	(#Hrs)	(Clin. Sup Initials)
TOTAL HOURS		
Supervisor's Signature _____	Date: _____	

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CLINICAL SUPERVISION RECEIVED

CORE FUNCTIONS	#HOURS	Clin.Sup. Initials
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 contacts.	(#Hrs)	(Clin. Sup Initials)
Crisis Intervention - Those services which respond to an alcohol/drug abuser's needs during acute emotional and/or physical distress.	(#Hrs)	(Clin. Sup Initials)
GROUP C:		
Client Education - Provision of information to individuals and groups, concerning alcohol and other drug abuse and the available services and resources.	(#Hrs)	(Clin. Sup Initials)
Referral - Identifying the needs of the client that cannot be met by the counselor or agency and assisting the client to utilize the support systems community resources available.	(#Hrs)	(Clin. Sup Initials)
GROUP D:		
Reports and Recordkeeping - Charting the results of the assessments and treatment plan; writing reports, progress notes, discharge summaries and other client-related data.	(#Hrs)	(Clin. Sup Initials)
Consultation - Relating with counselors and other professionals in regard to client treatment (services) to assure comprehensive quality care for the client.	(#Hrs)	(Clin. Sup Initials)
Relapse Prevention , discharge planning, follow up and aftercare.	(#Hrs)	(Clin. Sup Initials)

TOTAL HOURS:

Supervisor's Signature _____ Date: