

# Addictive Disorder Regulatory Authority (ADRA)

## APPLICATION for LAC, CAC or RAC SUPERVISED PRACTICAL TRAINING (ADRA Verification of experience in three hundred hour practicum.)

NAME: \_\_\_\_\_ Date: \_\_\_\_\_

Institution/Agency: \_\_\_\_\_

Location/Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Dates of Supervised Experience: from \_\_\_\_\_ to \_\_\_\_\_

Applicant's Position: \_\_\_\_\_

HOURS OF	EXPERIENCE	SUPERVISION
1. Screening	_____	_____
2. Intake	_____	_____
3. Orientation	_____	_____
4. Assessment	_____	_____
5. Treatment Planning	_____	_____
6. Counseling	_____	_____
7. Case Management	_____	_____
8. Crisis Intervention	_____	_____
9. Client Education	_____	_____
10. Referral	_____	_____
11. Reports and Record Keeping	_____	_____
12. Consultation with Professionals	_____	_____
<b>TOTAL</b>	_____	_____

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I am registered with the ADRA as a clinical supervisor: CCS # \_\_\_\_\_.

I am not registered, but am attaching a copy of my license and curriculum vitae.

# **Addictive Disorder Regulatory Authority (ADRA)**

## **EXPERIENCE DEFINITIONS FOR DIRECT SUPERVISION**

- A. Treatment Team or Staffing Meetings.
- B. Observation in group, individual, family, education, or other.
- C. Private conversations (one-to-one) discussing cases or functions.
- D. Review of Chart or Medical Record.

Please record both the total hours of experience during the period reported and the actual hours of direct supervision during that same period in each of the core functions, and total both categories. Record only the hours related to the actual performance of substance abuse counseling while under the supervision of a Certified Clinical Supervisor.

## **CORE FUNCTIONS**

1. **SCREENING** -- The process by which a client is determined appropriate and eligible for admission to a particular program.
2. **INTAKE** -- The administrative and initial assessment procedures for admission to a program.
3. **ORIENTATION** -- Describing to the client:
  - a. general nature and goals of the program,
  - b. rules governing client conduct and infractions that can lead to disciplinary action or discharge from the program,
  - c. in a non-residential program, the hours during which services are available,
  - d. treatment costs to be borne by the client, if any, and
  - e. client's rights.
4. **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.
5. **TREATMENT PLANNING** -- Process by which the counselor and the client:
  - a. identify and rank problems needing resolution,
  - b. establish agreed upon immediate objectives and long-term goals, and
  - c. decide on a treatment process, resources to be utilized, and frequency of application.
6. **COUNSELING (Individual, Group, & Significant Others)** -- The utilization of special skills to assist individuals, families, or groups in achieving objectives through:
  - a. exploration of a problem and its ramifications,
  - b. examination of attitudes and feelings,
  - c. consideration of alternative solutions, and/or
  - d. decision making or problem solving.
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 activities and collateral contacts.
8. **CRISIS INTERVENTION** -- Those services which respond to an alcohol and/or other drug abuser's needs during acute emotional and/or physical distress.
9. **CLIENT EDUCATION** -- Provision of factual information to individuals and groups concerning alcohol and other drug abuse, the impact on individuals and life styles, and the available resources and services to make changes.
10. **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 and community resources available.
11. **REPORTS AND RECORD KEEPING** -- Charting the results of the assessment and treatment plan; writing reports, progress notes, and discharge summaries; and other client related data and information recording.
12. **CONSULTATION WITH PROFESSIONALS (Other Credentialed Professionals in Regards to Client Treatment and/or Services)** -- Relating with counselors and other health care professionals to assure comprehensive, quality care for the client.