



Comprehensive. Quality. *Healthcare.*

**C163.M Core Competencies of Addiction Counselors:  
(a)Case Management, Crisis Intervention, and  
(b)Client and Family Education, Referral, Report and Record Keeping, and Consultation  
(IC&RC content) – Beginning level for all (BA)**

**Date/Time:**

Monday, December 6, 2021 from 1 pm-3 pm

**AND**

Wednesday, December 8, 2021 from 1 pm-3 pm

**Location:**

Live Interactive Webinar: Zoom

Please see **Live Interactive Webinar Requirements and Instructions** for additional details

**Course Description:**

Review of Core Competencies of Addiction Counselors: Knowledge and Skill Acquisition of Case Management, Crisis Intervention, Client and Family Education, Referral, Report and Record Keeping, and Consultation is based on content developed by the Pacific Southwest Addiction Technology Transfer Center, UCLA Integrated Substance Abuse Programs and Behavioral Health Collaborating Council. The training content is intended to provide an introduction to IC&RC Alcohol and Drug Counselor (ADC) exam material. This training will focus on the Core Competencies of Addiction Counselors: Knowledge and Skill Acquisition of Case Management, Crisis Intervention, Client and Family Education, Referral, Report and Record Keeping, and Consultation in relationship to standard knowledge base expected for the IC&RC exam.

**Course Facilitators:**

Kayleen DePue, PhD, MA, LPC, CCS, CADC, has been working as a Trainer within the Workforce Development department since 2011. Kayleen’s career has included providing residential & outpatient case management, counseling and group facilitation, clinical supervision and clinical systems management.

**Course Objectives:**

Participants who complete this course will be able to:

- Define the terms: Case Management, Crisis Intervention, Client & Family Education, Referral, Report & Record Keeping and Consultation
- Recognize the Global Criteria for Case Management, Crisis Intervention, Client & Family Education, Referral, Report & Record Keeping and Consultation Describe the importance of using diagnostic criteria
- Identify the intent of goal setting, monitoring and disengagement from pre-treatment to aftercare
- Recall the purpose of consultation

**Course Outline:**

This course will meet in-person or as a Live Interactive Webinar learning opportunity. This course will be a total of **4 hours**; presented either in **two 2-hour sessions** or one 4-hour session including: didactic material and group discussion.

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| • Introductions, training objectives, introduction training topics                   | 15 minutes |
| • Case Management (Definition, Content, Global Criteria, Group Activity)             | 40 minutes |
| • Crisis Intervention (Definition, Content, Global Criteria, Group Activity)         | 50 minutes |
| • Client and Family Education (Definition, Content, Global Criteria, Group Activity) | 30 minutes |
| • Referral (Definition, Content, Global Criteria, Group Activity)                    | 30 minutes |
| • Report and Record Keeping (Definition, Content, Global Criteria, Group Activity)   | 40 minutes |
| • Counseling (Definition, Content, Global Criteria, Group Activity)                  | 35 minutes |

### **Learning Materials:**

This course is primarily a didactic learning structure, though may be sublimated with multiple methods to facilitate learning in individuals with a variety of learning styles. Methods may include lecture with handouts, structured large and small group activities and case studies. Methods may include the use of audio and visual aids to enhance learning.

### **Assignments/Completion Requirements:**

Trainees are asked to actively participate in all course activities including lecture, group discussion and on-line application training. To successfully complete the training participants must:

- Sign-in and sign-out on the attendance log
- Be present for the entirety of the training
  - Enable audio and video on electronic device
- Complete the post evaluation and post-test
  - Return to Workforce Development within 7 days of the training date
  - Receive a passing score of 80% or above

*Those who do not meet the requirements for successful completion will not receive credit.*

### **Continuing Education Credits:**

**4 CEs:** Social Work Continuing Education Contact Hours; MCBAP Specific hours; and Professional Development.

Cherry Health is an approved provider of continuing education through MCBAP

Cherry Health, Provider # 1122, is approved to offer social work continuing education by the Association of Social Work Boards (ASWB) Approved Continuing Education (ACE) program. Organizations, not individual courses, are approved as ACE providers. State and provincial regulatory boards have the final authority to determine whether an individual course may be accepted for continuing education credit. Cherry Health maintains responsibility for this course. ACE provider approval period: 12/19/2018 – 12/19/2021. Social workers completing this course receive 4.0 clinical continuing education credits. Social Work Consultant approved through July 28, 2022.

Credits and certificate awarded upon successful completion of the course. (**See section: Assignments/Completion Requirements**). Participants must be present for all 4 hours of the training to qualify for CEs and/or contact hours. Participants who are not employed by Cherry Health will receive a paper copy of a certificate upon successful completion of the training. Cherry Health employees will receive their certificate via HealthCare Source within one week of training completion. *\*If due to unforeseen circumstances, Cherry Health does have up to 30 days to provide a Certificate.*

### **Registration:**

To register please contact Donna Hattem at: [donnahattem@cherryhealth.com](mailto:donnahattem@cherryhealth.com) at least 2 business days before the training. Once registered, you will receive log-in information for the live interactive webinar session.

### **Fees:**

There is no charge for any Cherry Health employee.

There is a \$15.00 per hour fee for this training for non-Cherry Health employees. Upon registration, an invoice will be sent to you from Cherry Health Workforce Development. Virtual trainings accept check payments only. Checks should be received by Cherry Health no later than 7 days following the training. Please allow 14 days for your check to be processed.

Send checks to:

Cherry Health  
Attn: Workforce Development  
100 Cherry St. SE  
Grand Rapids, MI 49503

Refunds will not be given for partial completion of training. Certificate of completion will be held until payment is received and participant has completed all other course requirements. Cancellations must be communicated to Workforce Development at least one week prior to the training to be eligible for a refund less a \$10 administration fee.

**Requests for Accommodations:**

Please contact Donna Hattem at: [donnahattem@cherryhealth.com](mailto:donnahattem@cherryhealth.com) at least 10 days in advance of the training if you have special needs as indicated by the ADA (Americans with Disabilities Act). Workforce Developments requests that you be specific regarding the accommodations required. Every attempt will be made to meet your request.

**Grievances:**

If you have any questions, concerns, or grievances regarding this training please contact Donna Hattem at: [donnahattem@cherryhealth.com](mailto:donnahattem@cherryhealth.com). Workforce Development will adhere to the Grievance Policy to ensure all grievances are addressed in a timely manner.