

Core Functions/Global Criteria

The Core Functions list is provided to assist the applicant in evaluating training experiences. Core Functions are also used as the structure for the oral examination and the applicant should use the written case study as a means to present how he/she performs the tasks. The Case Presentation Method (CPM) oral exam is based on the twelve Core Functions. Scores on the CPM are based on the Global Criteria for each of the Core Functions. The counselor must be able to demonstrate competence by achieving a passing score on the Global Criteria in order to be certified. Although the Core Functions may overlap, depending on the nature of the counselor's practice, each represents a specific entity.

Core Functions – Definitions

1. **Screening:** The process by which a client is determined appropriate and eligible for admission into a particular program.

Global Criteria

- A. Evaluate psychological, social and physiological signs and symptoms of alcohol and other drug use and abuse.
 - B. Determine the client's appropriateness for admission or referral.
 - C. Determine the client's eligibility for admission or referral.
 - D. Identify any co-existing conditions (medical, psychiatric, physical, etc.) that indicate a need for additional professional assessment and/or service.
 - E. Adhere to applicable laws, regulation and agency policies governing alcohol and other drugs.
2. **Intake:** The administrative and initial assessment procedures for admission to a program.

Global Criteria

- A. Complete required documents for admission to the program.
 - B. Complete required documents for program eligibility and appropriateness.
 - C. Obtain appropriately signed consents when soliciting from or providing information to outside sources to protect client confidentiality and rights.
3. **Orientation:** Describing to the client the following:
 - 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 borne by the client and client rights.

Global Criteria

A. Provide an overview to the client describing program goals and objectives for client care.

B. Provide an overview to the client by describing program rules, client obligations and rights.

C. Provide an overview to the client of program operations.

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.

Global Criteria

A. Gather relevant history from client including but not limited to alcohol and other drug abuse using appropriate interview techniques.

B. Identify methods and procedures for obtaining corroborative information from significant secondary sources regarding client alcohol and other drug abuse psycho-social history.

C. Identify appropriate assessment tools.

D. Explain to the client the rationale for the use of assessment techniques in order to facilitate understanding.

E. Develop a diagnostic evaluation of the client's substance abuse and any coexisting conditions based on the results of all assessments in order to provide an integrated approach to treatment planning based on client's strengths, weaknesses, and identified problems and needs.

5. **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 upon a treatment process and the resources to be utilized.

Global Criteria

A. Explain assessment results to client in an understandable manner.

B. Identify and rank problems based on individual client needs in the written treatment plan.

C. Formulate agreed upon immediate and long-term goals using behavioral terms in the written treatment plan.

D. Identify the treatment methods and resources to be utilized as appropriate for the individual client.

6. **Counseling:** (Individual, group and family) – The utilization of the special skills to assist individuals, families or groups to achieve objectives through exploration of a problem and its ramifications, examination of attitudes and feelings, consideration of alternative solutions.

Global Criteria

- A. Select the counseling theory(ies) that apply(ies).
 - B. Apply technique(s) to assist the client, group and/or family in exploring problems and ramifications.
 - C. Apply techniques(s) to assist the client, group and/or family in examining client's behavior, attitudes and/or feelings if appropriate in the treatment setting.
 - D. Individualize counseling in accordance with cultural, gender, and lifestyle differences.
 - E. Interact with the client in an appropriate therapeutic manner.
 - F. Elicit solutions and decisions from the client.
 - G. Implement the treatment plan.
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.

Global Criteria

- A. Coordinate services for client care.
 - B. Explain the rationale of case management activities to the client.
8. **Crisis Intervention:** Those services which respond to an alcohol and/or other drug abuser's needs during acute emotional and/or physical distress.

Global Criteria

- A. Recognize the elements of the client crisis.
 - B. Implement an immediate course of action appropriate to the crisis.
 - C. Enhance overall treatment by utilizing crisis events.
9. **Client Education:** Provision of information to individuals and groups concerning alcohol and other drug abuse and the available services and resources.

Global Criteria

A. Present relevant alcohol and other drug use/abuse information to the client through formal and/or informal processes.

B. Present information about available alcohol and other drug services and resources.

10. **Referral:** Identifying the needs of the client that cannot be met by the counselor or agency and assisting the client to utilize appropriately the support systems and community resources available.

Global Criteria

A. Identify need(s) and/or problem(s) that the agency and/or counselor cannot meet.

B. Explain the rationale for the referral to the client.

C. Match client needs and/or problems to the appropriate resources.

D. Adhere to applicable laws, regulations and agency policies governing procedures related to the protection of the client's confidentiality.

E. Assist the client in utilizing the support systems and community resources available.

11. **Reports and Recordkeeping:** Charts the results of the assessment and treatment plan, writing reports, progress notes, discharge summaries and other client-related data.

Global Criteria

A. Prepare reports and relevant records integrating available information to facilitate the continuum of care.

B. Chart pertinent ongoing information pertaining to the client.

C. Utilize relevant information from the written documents for client care.

12. **Consultation With Other Professionals In Regard To Client Treatment/Services:** Relating with other professionals to assure comprehensive, quality care for the client.

Global Criteria

A. Recognize issues that are beyond the counselor's base of knowledge and/or skill.

B. Consult with appropriate resources to ensure the provision of the effective treatment services.

C. Adhere to applicable laws, regulations and agency policies governing the disclosure of client identifying data.