



*The Spirit of Recovery*

ST Joseph's

ADDICTION TREATMENT  
& RECOVERY CENTERS

CASAC 350 Course  
Guidelines and Schedule



*Multiple Year Designee*

## ***Program Overview***

This program is designed to provide students with the necessary 350 hours of educational requirements needed to receive a CASAC Trainee (CASAC-T) Certificate. **\*\*All courses are certified by the Office of Alcoholism and Substance Abuse Services (OASAS) through St. Joseph's Addiction Treatment and Recovery Centers. Education Provider Number ED0195\*\***

## ***Days and Times***

Tuesdays & Thursdays  
5:00pm-8:00pm

## ***Location***

This class will be fully remote learning.  
Distance Learning sites will be made available throughout the agency as needed.

## ***Duration***

To complete the program, participants must complete all scheduled classes. For students who have completed significant hours of education prior to entering the program, an individual education plan will be made to complete the remaining hours; these students may not have to attend the entire course.

## ***Prior Education Credits***

St. Joseph's Addiction Treatment and Recovery Centers does not have the authority to approve prior educational credits. Please contact NYS OASAS Credentialing Unit at 1-800-482-9664 for more information.

## ***Fees***

We are pleased to offer this course at no cost to all St. Joseph's staff. It is our hope that this investment into the future of St. Joseph's will allow us to continue to offer the quality care that others have come to expect. Non-St. Joseph's staff the cost for this 14-month program is \$1,750.00 and St. Joseph's offers payment plans.

## ***One-On-One Consultation***

Any additional questions please email Ruby Holleran at [rholleran@stjoestreatment.org](mailto:rholleran@stjoestreatment.org) or Dave Munn at [dmun@stjoestreatment.org](mailto:dmun@stjoestreatment.org)

## ***Registration***

Upon registration to the program, students will be registered for consecutive coursework. Class schedules will be distributed upon registration. Participants may register at any time and complete the program after approximately 14 consecutive months of classes.

## ***Evaluations***

At the end of each topic section, students will be required to fill out an instructor evaluation form.

## ***Certificates of Completion & Student Records***

Each student will receive a certificate stating they completed each section. Only students completing all courses and competencies will be given a completion certificate for the entire CASAC Program. Student records will be maintained by St. Joseph's for 5 years.

## ***CASAC Completion Requirements***

Upon completion of 350 hours of education students will be qualified for a CASAC-Trainee Certificate. Applications must be submitted to the New York State Office of Alcoholism and Substance Abuse Services (NYS OASAS) with a fee of \$100.00. All fees are non-refundable and must be made payable to NYS OASAS in the form of a certified check or money order. Personal checks will not be accepted.

After receiving the CASAC-Trainee Certificate students must do the following to obtain the CASAC credential:

- Complete 6,000 work experience hours in a NYS OASAS-licensed treatment agency.
- Complete and pass NYS OASAS Examination. The fee is \$245.00, and the exam is computer-based.

## ***CASAC Section Topics***

### **Section I: 85 Hours**

Knowledge of substance abuse disorders

### **Section II: 150 Hours**

Alcoholism and substance abuse counseling

### **Section III: 70 Hours**

Assessment, Clinical Evaluation, Treatment Planning, Case Management,  
Patient, Family and Community Education

### **Section IV: 45 Hours**

Professional & Ethical Responsibilities

## ***Internships & Career Services***

St. Joseph's works with students to provide a personalized, broad range of services to include assisting students with securing internships with area treatment and prevention providers, as well as career counseling for professional development.

## ***No Smoking Policy***

St. Joseph's maintains a drug, alcohol, and tobacco-free environment. "Tobacco-free" means that the use of tobacco products is not permitted in any form in any of the St. Joseph facilities, vehicles or on facility grounds. Smoking is only permitted on breaks and while not on camera.

## ***Class Attendance Policy***

Training participants are expected to attend all trainings being held. Participants are expected to arrive to class on time. In the event of an emergency when lateness or absenteeism will occur and can't be avoided, please notify Ruby Holleran via email at [rholleran@stjoestreatment.org](mailto:rholleran@stjoestreatment.org). Partial credit will not be authorized to any participant who does not complete an entire training. **Instruction will begin promptly at 5:00 P.M. If participants are more than 15 minutes tardy for a class, they are welcomed to stay, however they will not be awarded any credit for the training. Chronic instances of tardiness will be noted and addressed individually with regards to continuation in the program. Students will be allowed 4 missed classes before being asked to leave the program.** Those students participating by distance learning must gather in one of the prescribed sites (Ticonderoga, Massena, Poughkeepsie), since they are not at the live site in Saranac Lake. Participants will not be allowed to participate remotely away from one of these sites, even with a company laptop. Attendance and sign-in sheets will only be available at the prescribed sites. Each week you will be notified of non-completion of any classes missed and you will have 2 weeks to make this class up.

## ***Termination of Employment Policy***

If an individual is currently or was previously employed by St. Joseph's Addiction Treatment and Recovery Centers and their employment is/was involuntarily terminated:

1. they will be asked to leave St. Joseph's CASAC Program if enrolled at the time of termination;
2. and they will be ineligible to join future CASAC Programs hosted by St. Joseph's.

## ***Leave of Absence Policy***

If a student requires an extended leave of absence, it is necessary to meet with HR to discuss logistics.

While a leave of absence is in effect, the student will remain on the active participant list. It is the responsibility of the student to contact St. Joseph's to extend the leave of absence if unable to resume classes by the estimated date of return. Furthermore, if the student does not return and does not contact St. Joseph's to make the necessary arrangements to extend the leave of absence, status will be changed to inactive.

If a student's status is changed to inactive, it will be necessary to reapply to the program in order to resume studies with St. Joseph's.

## ***Inclement Weather & Class Cancellation Policy***

In the unlikely event of technical issues, instructor illness, or other circumstances beyond our control, St. Joseph's reserves the right to cancel or reschedule training classes. If a course is cancelled St. Joseph's will attempt to contact all registered participants as soon as the problem is known. The course material will be made up on the first available Monday or Wednesday at the discretion of the instructor and HR within the period of one week.

## ***Electronics Policy***

Laptop/tablet use in lectures is not permitted. Using your laptop or tablet to take notes often leads to checking email and social media or browsing the internet. This hinders learning and has also been shown to distract those around you. Therefore, it is recommended that notes be taken on paper (slides are available prior to class and can be printed.) Also, please keep your cell phones on silent and put away in your bag or pocket. In emergency situations that may arise outside of this class, devices may be used to respond appropriately.

## ***Anti-Discrimination Policy***

St. Joseph's is committed to providing equal opportunities for all applicants and students without regard to race, color, religion, sex, marital status, national origin, age, sexual orientation, pregnancy, or disability and complies with all applicable nondiscrimination laws.

St. Joseph's is also committed to maintaining a training center free of harassment and intimidation and expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, marital status, national origin, age, sexual orientation, pregnancy, disability, or status in any group protected by federal, state, or local law. Such conduct is against the law, and we will not tolerate improper interference with the ability of our students to perform their expected responsibilities.

## SECTION I – KNOWLEDGE OF SUBSTANCE ABUSE DISORDERS (85 HOURS)

### *Basic Knowledge: Physical, Psychological and Pharmacological Effects*

Date and Time	Class	Instructor	Hours
9/20/22 5-8 P.M.	<ul style="list-style-type: none"> <li>The history and evolution of Substance Use, Diagnosis, and treatment.</li> </ul>	Dave Munn	3 Hours
9/22/22 5-8 P.M.	<ul style="list-style-type: none"> <li>Alcohol, Tobacco, and Other Drugs (ATOD): As delineated in the most current version of the Diagnostic and Statistical Manual (DSM), substances of abuse, patterns and methods of use and misuse, and emerging trends.</li> </ul>	Dave Munn	3 Hours
9/27/22 5-8 P.M.	<ul style="list-style-type: none"> <li>Alcohol, Tobacco, and Other Drugs (ATOD): As delineated in the most current version of the Diagnostic and Statistical Manual (DSM), substances of abuse, patterns and methods of use and misuse, and emerging trends.</li> </ul>	Dave Munn	3 Hours
9/29/22 5-8 P.M.	<ul style="list-style-type: none"> <li>Effects of ATOD ingestion on the brain and body, including blood alcohol content and how it affects behavior.</li> </ul>	Dave Munn	3 Hours
10/4/22 5-8 P.M.	<ul style="list-style-type: none"> <li>ATOD pharmacology and interaction of ATOD with other medications (both prescription and over the counter (OTC).</li> </ul>	Dave Munn	3 Hours
10/6/22 5-8 P.M.	<ul style="list-style-type: none"> <li>Signs and symptoms of substance use including intoxication, tolerance, and withdrawal.</li> </ul>	Dave Munn	3 Hours
10/11/22 5-8 P.M.	<ul style="list-style-type: none"> <li>Biological, Psychological, and Social aspects of substance use disorders.</li> </ul>	Dave Munn	3 Hours
10/13/22 5-8 P.M.	<ul style="list-style-type: none"> <li>Emotional, cognitive, and behavioral aspects of substance use with an emphasis on trauma.</li> </ul>	Dave Munn	3 Hours
10/18/22 5-8 P.M.	<ul style="list-style-type: none"> <li>The potential for multiple substance use disorders and recognition of behavior substitution or ATOD substitution.</li> </ul>	Dave Munn	3 Hours

**27 Hours**

### *Overview of the Addiction Field*

Date and Time	Class	Instructor	Hours
10/20/22 5-8 P.M.	<ul style="list-style-type: none"> <li>Terms and concepts related to theory, research, and practice of treatment approaches, including faith based.</li> <li>Basic concepts of social, political, economic, and cultural systems and their impact on substance use.</li> <li>Risk and protection factors that influence individuals and groups.</li> </ul>	Dave Munn	3 Hours
10/25/22 5-8 P.M.	<ul style="list-style-type: none"> <li>Terms and concepts related to theory, research, and practice of treatment approaches, including faith based.</li> <li>Basic concepts of social, political, economic, and cultural systems and their impact on substance use.</li> <li>Risk and protection factors that influence individuals and groups.</li> </ul>	Dave Munn	3 Hours
10/27/22 5-8 P.M.	<ul style="list-style-type: none"> <li>Terms and concepts related to theory, research, and practice of treatment approaches, including faith based.</li> <li>Basic concepts of social, political, economic, and cultural systems and their impact on substance use.</li> <li>Risk and protection factors that influence individuals and groups.</li> </ul>	Dave Munn	3 Hours
11/1/22 5-8 P.M.	<ul style="list-style-type: none"> <li>Terms and concepts related to theory, research, and practice of treatment approaches, including faith based.</li> <li>Basic concepts of social, political, economic, and cultural systems and their impact on substance use.</li> <li>Risk and protection factors that influence individuals and groups.</li> </ul>	Dave Munn	3 Hours
11/3/22 5-8 P.M.	<ul style="list-style-type: none"> <li>The continuum of substance use disorder services; prevention, treatment, recovery, and relevant levels of intervention and care.</li> </ul>	Dave Munn	3 Hours
11/8/22 5-8 P.M.	<ul style="list-style-type: none"> <li>The continuum of substance use disorder services; prevention, treatment, recovery, and relevant levels of intervention and care.</li> </ul>	Dave Munn	3 Hours

11/10/22 5-8 P.M.	<ul style="list-style-type: none"> <li>The Developmental Stages of Recovery (Transition, Stabilization, Early Recovery, Middle Recovery, Late Recovery, and Maintenance).</li> </ul>	Dave Munn	3 Hours
11/15/22 5-8 P.M.	<ul style="list-style-type: none"> <li>The Developmental Stages of Recovery (Transition, Stabilization, Early Recovery, Middle Recovery, Late Recovery, and Maintenance).</li> </ul>	Dave Munn	3 Hours
11/17/22 5-9 P.M.	<ul style="list-style-type: none"> <li>Knowledge of common client payer systems and funding sources (Medicaid, Private Insurance, Medicare, SSI/SSD). This information must include overarching concepts appropriate for a national exam rather than a NYS specific exam.</li> </ul>	Dave Munn	4 Hours

**28 Hours**

11/22/22	No Class - Thanksgiving Break
11/24/22	No Class - Thanksgiving Break

***Diversity of Intervention and Treatment Approaches***

Date and Time	Class	Instructor	Hours
11/29/22 5-8 P.M.	<ul style="list-style-type: none"> <li>The theory and application of best or evidence-based (i.e., having some basis in literature, research, common or licensed/regulated practice) intervention and treatment approaches; therapy models (and their methods) that address ATOD-related problems and diagnoses, and emerging trends in treatment.</li> <li>Medication supported recovery/medication assisted treatment [including but not limited to methadone; buprenorphine; alcohol dependence medications and psychiatric medications] including client informed choice relating to MATS, and the difference between MAT (Short Term) with the goal of abstinence versus Medication Supported Recovery MSR (long term) maintenance.</li> <li>Non-traditional treatment methods (e.g., Acupuncture, Yoga, etc.).</li> </ul>	Dave Munn	3 Hours
12/1/22 5-8 P.M.	<ul style="list-style-type: none"> <li>The theory and application of best or evidence-based (i.e., having some basis in literature, research, common or licensed/regulated practice) intervention and treatment approaches; therapy models (and their methods) that address ATOD-related problems and diagnoses, and emerging trends in treatment.</li> <li>Medication supported recovery/medication assisted treatment [including but not limited to methadone; buprenorphine; alcohol dependence medications and psychiatric medications] including client informed choice relating to MATS, and the difference between MAT (Short Term) with the goal of abstinence versus Medication Supported Recovery MSR (long term) maintenance.</li> <li>Non-traditional treatment methods (e.g., Acupuncture, Yoga, etc.).</li> </ul>	Dave Munn	3 Hours
12/6/22 5-8 P.M.	<ul style="list-style-type: none"> <li>The theory and application of best or evidence-based (i.e., having some basis in literature, research, common or licensed/regulated practice) intervention and treatment approaches; therapy models (and their methods) that address ATOD-related problems and diagnoses, and emerging trends in treatment.</li> <li>Medication supported recovery/medication assisted treatment [including but not limited to methadone; buprenorphine; alcohol dependence medications and psychiatric medications] including client informed choice relating to MATS, and the difference between MAT (Short Term) with the goal of abstinence versus Medication Supported Recovery MSR (long term) maintenance.</li> <li>Non-traditional treatment methods (e.g., Acupuncture, Yoga, etc.).</li> </ul>	Dave Munn	3 Hours
12/8/22 5-8 P.M.	<ul style="list-style-type: none"> <li>The theory and application of best or evidence-based (i.e., having some basis in literature, research, common or licensed/regulated practice) intervention and treatment approaches; therapy models (and their methods) that address ATOD-related problems and diagnoses, and emerging trends in treatment.</li> <li>Medication supported recovery/medication assisted treatment [including but not limited to methadone; buprenorphine; alcohol dependence medications and psychiatric medications] including client informed choice relating to MATS, and the difference between MAT (Short Term) with the goal of abstinence versus Medication Supported Recovery MSR (long term) maintenance.</li> <li>Non-traditional treatment methods (e.g., Acupuncture, Yoga, etc.).</li> </ul>	Dave Munn	3 Hours

12/13/22 5-7 P.M.	<ul style="list-style-type: none"> <li>Continuum of care (including OASAS licensed and/or funded modalities) and resources available to develop an understanding of prevention, intervention, treatment, and recovery. This must include the requirements of federal block grant funding recipients including priority admission requirements.</li> </ul>	Dave Munn	2 Hours
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**14 Hours**

***Introduction to Diagnostic Criteria***

Date and Time	Class	Instructor	Hours
12/15/22 5-8 P.M.	<ul style="list-style-type: none"> <li>Various assessment instruments and diagnostic tools for Substance Use Disorder treatment, including but not limited to the current Diagnostic and Statistical Manual (DSM), International Classification of Diseases (ICD) standards and the Addiction Severity Index (ASI), as well as level of care determination tools such as the most recent version of the OASAS LOCADTR and A.S.A.M. Patient Placement Criteria.</li> </ul>	Dave Munn	3 Hours
12/20/22 5-8 P.M.	<ul style="list-style-type: none"> <li>Various assessment instruments and diagnostic tools for Substance Use Disorder treatment, including but not limited to the current Diagnostic and Statistical Manual (DSM), International Classification of Diseases (ICD) standards and the Addiction Severity Index (ASI), as well as level of care determination tools such as the most recent version of the OASAS LOCADTR and A.S.A.M. Patient Placement Criteria.</li> </ul>	Dave Munn	3 Hours

**6 Hours**

***Knowledge of 12 Step and Mutual Aid Groups***

Date and Time	Class	Instructor	Hours
1/3/23 5-9 P.M.	<ul style="list-style-type: none"> <li>The history, theory/philosophy, principles, and practices of the 12 Steps and other types of mutual aid groups.</li> </ul>	Dave Munn	4 Hours

**4 Hours**

***Toxicology Testing/Screening***

Date and Time	Class	Instructor	Hours
1/5/23 5-8 P.M.	<ul style="list-style-type: none"> <li>Basic concepts of toxicology screening options, limitations, and legal implications as well as reporting language and the meaning of toxicology reports.</li> </ul>	Paula White	3 Hours

**3 Hours**

***SECTION II – ALCOHOLISM AND SUBSTANCE ABUSE COUNSELING (150 CLOCK HOURS)***

***Foundational Counseling Skills of Individuals and Group Counseling***

Date and Time	Class	Instructor	Hours
1/10/23 5-8 P.M.	<ul style="list-style-type: none"> <li>Recognizing, identifying, interpreting, assessing, and understanding verbal and non-verbal behaviors.</li> <li>Enhancing client engagement, also known as building rapport, through empathy, active listening, authenticity, appropriate self-disclosure, development of unconditional positive regard, and consideration of the stages of change.</li> <li>Stages of change: <ul style="list-style-type: none"> <li>The various manifestations of client ambivalence related to readiness to change and stage of change</li> <li>Determining relevant therapeutic approaches appropriate to stages of change/recovery and specific client needs.</li> </ul> </li> </ul>	Paula White	3 Hours
1/12/23 5-8 P.M.	<ul style="list-style-type: none"> <li>Recognizing, identifying, interpreting, assessing, and understanding verbal and non-verbal behaviors.</li> <li>Enhancing client engagement, also known as building rapport, through empathy, active listening, authenticity, appropriate self-disclosure, development of unconditional positive regard, and consideration of the stages of change.</li> <li>Stages of change:</li> </ul>	Paula White	3 Hours

	<ul style="list-style-type: none"> <li>○ The various manifestations of client ambivalence related to readiness to change and stage of change</li> <li>○ Determining relevant therapeutic approaches appropriate to stages of change/recovery and specific client needs.</li> </ul>		
1/17/23 5-8 P.M.	<ul style="list-style-type: none"> <li>● Counseling approaches: <ul style="list-style-type: none"> <li>○ Counselor communication skills such as developing the therapeutic alliance</li> <li>○ Effective use of open and closed ended questions and other interview techniques</li> <li>○ Responding appropriately to ambivalence, defensive mechanisms, and resistance</li> <li>○ Feedback procedure (e.g., reflection, reframing, interpretation, clarification) use, method; eliciting feedback to assure understanding of information given</li> <li>○ Accommodating diverse communication styles and systems (e.g., providing both oral and written instructions, tailoring vocabulary to the client's level of understanding, utilizing different techniques based on the client's learning style, etc.).</li> </ul> </li> <li>● Use of positive reinforcement (e.g., identifying client strengths, instilling hope, identifying client potential) and affirming behaviors.</li> <li>● Demonstrating and maintaining a non-judgmental attitude: Conveying respect for personal differences and individual needs.</li> </ul>	Paula White	3 Hours
1/19/23 5-8 P.M.	<ul style="list-style-type: none"> <li>● Counseling approaches: <ul style="list-style-type: none"> <li>○ Counselor communication skills such as developing the therapeutic alliance</li> <li>○ Effective use of open and closed ended questions and other interview techniques</li> <li>○ Responding appropriately to ambivalence, defensive mechanisms, and resistance</li> <li>○ Feedback procedure (e.g., reflection, reframing, interpretation, clarification) use, method; eliciting feedback to assure understanding of information given</li> <li>○ Accommodating diverse communication styles and systems (e.g., providing both oral and written instructions, tailoring vocabulary to the client's level of understanding, utilizing different techniques based on the client's learning style, etc.).</li> </ul> </li> <li>● Use of positive reinforcement (e.g., identifying client strengths, instilling hope, identifying client potential) and affirming behaviors.</li> <li>● Demonstrating and maintaining a non-judgmental attitude: Conveying respect for personal differences and individual needs.</li> </ul>	Paula White	3 Hours
1/24/23 5-7 P.M.	<ul style="list-style-type: none"> <li>● Learning styles and teaching methods; Adapting education style to the specific needs of the client <ul style="list-style-type: none"> <li>○ Presenting technical information in a manner appropriate to the client</li> <li>○ Explaining difficult or contradicting concepts to clients in language that helps them understand differences in approaches to recovery</li> <li>○ Evaluating the reception of the information provided.</li> </ul> </li> </ul>	Paula White	2 Hours
1/26/23 5-8 P.M.	<ul style="list-style-type: none"> <li>● Educating, communicating, and protecting client rights through the application of: <ul style="list-style-type: none"> <li>○ Advocacy techniques for client specific needs Grievance processes.</li> </ul> </li> </ul>	Paula White	3 Hours
1/31/23 5-8 P.M.	<ul style="list-style-type: none"> <li>● The termination process: techniques and procedures for both individual and group counseling.</li> </ul>	Paula White	3 Hours

**20 Hours**



**Individual Counseling**

Date and Time	Class	Instructor	Hours
2/2/23 5-8 P.M.	<ul style="list-style-type: none"> <li>The essentials of Substance Use Disorder counseling with individuals, including the theory and practice of clinical management of the individual recovery process, and the application of diagnostic criteria.</li> <li>Skills development in a variety of evidence-based practices to include Cognitive Behavioral Therapy, Motivational Enhancement Therapy, and Motivational Interviewing.</li> <li>Life skills and techniques that address vocational habilitation, other multiple rehabilitation needs, stress management/relaxation, communication, assertiveness, and refusal skills.</li> </ul>	Paula White	3 Hours
2/7/23 5-8 P.M.	<ul style="list-style-type: none"> <li>The essentials of Substance Use Disorder counseling with individuals, including the theory and practice of clinical management of the individual recovery process, and the application of diagnostic criteria.</li> <li>Skills development in a variety of evidence-based practices to include Cognitive Behavioral Therapy, Motivational Enhancement Therapy, and Motivational Interviewing.</li> <li>Life skills and techniques that address vocational habilitation, other multiple rehabilitation needs, stress management/relaxation, communication, assertiveness, and refusal skills.</li> </ul>	Lauren Trostle	3 Hours
2/9/23 5-8 P.M.	<ul style="list-style-type: none"> <li>The essentials of Substance Use Disorder counseling with individuals, including the theory and practice of clinical management of the individual recovery process, and the application of diagnostic criteria.</li> <li>Skills development in a variety of evidence-based practices to include Cognitive Behavioral Therapy, Motivational Enhancement Therapy, and Motivational Interviewing.</li> <li>Life skills and techniques that address vocational habilitation, other multiple rehabilitation needs, stress management/relaxation, communication, assertiveness, and refusal skills.</li> </ul>	Lauren Trostle	3 Hours
2/14/23 5-8 P.M.	<ul style="list-style-type: none"> <li>The essentials of Substance Use Disorder counseling with individuals, including the theory and practice of clinical management of the individual recovery process, and the application of diagnostic criteria.</li> <li>Skills development in a variety of evidence-based practices to include Cognitive Behavioral Therapy, Motivational Enhancement Therapy, and Motivational Interviewing.</li> <li>Life skills and techniques that address vocational habilitation, other multiple rehabilitation needs, stress management/relaxation, communication, assertiveness, and refusal skills.</li> </ul>	Lauren Trostle	3 Hours
2/16/23 5-9 P.M.	<ul style="list-style-type: none"> <li>The biological, psychological, social, emotional, and spiritual aspects of recovery and how to integrate these to prevent the onset of active Alcohol, Tobacco, and Other Drugs (ATOD) use, relapse/recurrence of symptoms planning, and long-term recovery.</li> </ul>	Lauren Trostle	4 Hours
2/21/23 5-9 P.M.	<ul style="list-style-type: none"> <li>Counseling individuals about the use of addiction medications (including but not limited to methadone, buprenorphine, alcohol dependence medications, and psychiatric medications).</li> </ul>	Lauren Trostle	4 Hours

**20 Hours**

**Group Counseling**

Date and Time	Class	Instructor	Hours
2/23/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• The essentials of Substance Use Disorder counseling with groups of individuals including:               <ul style="list-style-type: none"> <li>○ Different types of groups to include both therapeutic and support groups, their purposes, function, and parameters</li> <li>○ Various facilitator roles and techniques</li> <li>○ Group theory including stages of group development and tasks of the counselor at Different stages of the process</li> <li>○ Group dynamics, techniques and interventions used in group settings and group techniques designed for or modified for, specific populations</li> <li>○ Orienting clients for group counseling</li> <li>○ Managing membership issues (e.g., turnover, dropout, adding new members)</li> <li>○ Establishing an environment to support trust among group members</li> <li>○ Developing cohesiveness and identity among group members</li> <li>○ Using group dynamics for individual and group growth</li> </ul> </li> </ul>	Casey Visicaro	3 Hours
2/28/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• The essentials of Substance Use Disorder counseling with groups of individuals including:               <ul style="list-style-type: none"> <li>○ Different types of groups to include both therapeutic and support groups, their purposes, function, and parameters</li> <li>○ Various facilitator roles and techniques</li> <li>○ Group theory including stages of group development and tasks of the counselor at Different stages of the process</li> <li>○ Group dynamics, techniques and interventions used in group settings and group techniques designed for or modified for, specific populations</li> <li>○ Orienting clients for group counseling</li> <li>○ Managing membership issues (e.g., turnover, dropout, adding new members)</li> <li>○ Establishing an environment to support trust among group members</li> <li>○ Developing cohesiveness and identity among group members</li> <li>○ Using group dynamics for individual and group growth</li> </ul> </li> </ul>	Casey Visicaro	3 Hours
3/2/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• The essentials of Substance Use Disorder counseling with groups of individuals including:               <ul style="list-style-type: none"> <li>○ Different types of groups to include both therapeutic and support groups, their purposes, function, and parameters</li> <li>○ Various facilitator roles and techniques</li> <li>○ Group theory including stages of group development and tasks of the counselor at Different stages of the process</li> <li>○ Group dynamics, techniques and interventions used in group settings and group techniques designed for or modified for, specific populations</li> <li>○ Orienting clients for group counseling</li> <li>○ Managing membership issues (e.g., turnover, dropout, adding new members)</li> <li>○ Establishing an environment to support trust among group members</li> <li>○ Developing cohesiveness and identity among group members</li> <li>○ Using group dynamics for individual and group growth</li> </ul> </li> </ul>	Casey Visicaro	3 Hours
3/7/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• The essentials of Substance Use Disorder counseling with groups of individuals including:               <ul style="list-style-type: none"> <li>○ Different types of groups to include both therapeutic and support groups, their purposes, function, and parameters</li> <li>○ Various facilitator roles and techniques</li> <li>○ Group theory including stages of group development and tasks of the counselor at Different stages of the process</li> <li>○ Group dynamics, techniques and interventions used in group settings and group techniques designed for or modified for, specific populations</li> </ul> </li> </ul>	Casey Visicaro	3 Hours

	<ul style="list-style-type: none"> <li>○ Orienting clients for group counseling</li> <li>○ Managing membership issues (e.g., turnover, dropout, adding new members)</li> <li>○ Establishing an environment to support trust among group members</li> <li>○ Developing cohesiveness and identity among group members</li> <li>○ Using group dynamics for individual and group growth</li> </ul>		
3/9/23 5-8 P.M.	<ul style="list-style-type: none"> <li>● The essentials of Substance Use Disorder counseling with groups of individuals including: <ul style="list-style-type: none"> <li>○ Different types of groups to include both therapeutic and support groups, their purposes, function, and parameters</li> <li>○ Various facilitator roles and techniques</li> <li>○ Group theory including stages of group development and tasks of the counselor at Different stages of the process</li> <li>○ Group dynamics, techniques and interventions used in group settings and group techniques designed for or modified for, specific populations</li> <li>○ Orienting clients for group counseling</li> <li>○ Managing membership issues (e.g., turnover, dropout, adding new members)</li> <li>○ Establishing an environment to support trust among group members</li> <li>○ Developing cohesiveness and identity among group members</li> <li>○ Using group dynamics for individual and group growth</li> </ul> </li> </ul>	Casey Visicaro	3 Hours
3/14/23 5-8 P.M.	<ul style="list-style-type: none"> <li>● The essentials of Substance Use Disorder counseling with groups of individuals including: <ul style="list-style-type: none"> <li>○ Different types of groups to include both therapeutic and support groups, their purposes, function, and parameters</li> <li>○ Various facilitator roles and techniques</li> <li>○ Group theory including stages of group development and tasks of the counselor at Different stages of the process</li> <li>○ Group dynamics, techniques and interventions used in group settings and group techniques designed for or modified for, specific populations</li> <li>○ Orienting clients for group counseling</li> <li>○ Managing membership issues (e.g., turnover, dropout, adding new members)</li> <li>○ Establishing an environment to support trust among group members</li> <li>○ Developing cohesiveness and identity among group members</li> <li>○ Using group dynamics for individual and group growth</li> </ul> </li> </ul>	Casey Visicaro	3 Hours
3/16/23 5-8 P.M.	<ul style="list-style-type: none"> <li>● The essentials of Substance Use Disorder counseling with groups of individuals including: <ul style="list-style-type: none"> <li>○ Different types of groups to include both therapeutic and support groups, their purposes, function, and parameters</li> <li>○ Various facilitator roles and techniques</li> <li>○ Group theory including stages of group development and tasks of the counselor at Different stages of the process</li> <li>○ Group dynamics, techniques and interventions used in group settings and group techniques designed for or modified for, specific populations</li> <li>○ Orienting clients for group counseling</li> <li>○ Managing membership issues (e.g., turnover, dropout, adding new members)</li> <li>○ Establishing an environment to support trust among group members</li> <li>○ Developing cohesiveness and identity among group members</li> <li>○ Using group dynamics for individual and group growth</li> </ul> </li> </ul>	Casey Visicaro	3 Hours
3/21/23 5-9 P.M.	<ul style="list-style-type: none"> <li>● Education of group members on the use of addiction medications (including but not limited to methadone; buprenorphine; alcohol dependence medications; and psychiatric medications).</li> </ul>	Casey Visicaro	4 Hours

**25 Hours**

**Counseling Special Populations/Cultural Competence**

Date and Time	Class	Instructor	Hours
3/23/23 5-8 P.M.  Trauma Survivors Domestic Violence Sexual Orientation	<ul style="list-style-type: none"> <li>• <b>Special Populations:</b> <ul style="list-style-type: none"> <li>○ “Special population” is defined by race; minority/protected status; ethnicity; gender; religion; legal status; age; and/or other status (to include content specific to veterans, trauma survivors, criminal justice-involved, sexual orientation, domestic violence, co- existing psychiatric disorders, compulsive behavior disorders or other disabilities.);</li> <li>○ the specific ATOD prevention/treatment needs of particular populations, the different patient feelings and behaviors that may result from their respective culture including those about substance use, resources available to diverse populations, and development of the skills necessary to effectively counsel individuals in those populations.</li> </ul> </li> </ul>	Timothy Czelusniak- Serviss	3 Hours
3/28/23 5-8 P.M.  Veterans Compulsive Behavior Other Disabilities	<ul style="list-style-type: none"> <li>• <b>Special Populations:</b> <ul style="list-style-type: none"> <li>○ “Special population” is defined by race; minority/protected status; ethnicity; gender; religion; legal status; age; and/or other status (to include content specific to veterans, trauma survivors, criminal justice-involved, sexual orientation, domestic violence, co- existing psychiatric disorders, compulsive behavior disorders or other disabilities.);</li> <li>○ the specific ATOD prevention/treatment needs of particular populations, the different patient feelings and behaviors that may result from their respective culture including those about substance use, resources available to diverse populations, and development of the skills necessary to effectively counsel individuals in those populations.</li> </ul> </li> </ul>	Timothy Czelusniak- Serviss	3 Hours
3/30/23 5-9 P.M.  Criminal justice- involved Co- existing psychiatric disorders	<ul style="list-style-type: none"> <li>• <b>Special Populations:</b> <ul style="list-style-type: none"> <li>○ “Special population” is defined by race; minority/protected status; ethnicity; gender; religion; legal status; age; and/or other status (to include content specific to veterans, trauma survivors, criminal justice-involved, sexual orientation, domestic violence, co- existing psychiatric disorders, compulsive behavior disorders or other disabilities.);</li> <li>○ the specific ATOD prevention/treatment needs of particular populations, the different patient feelings and behaviors that may result from their respective culture including those about substance use, resources available to diverse populations, and development of the skills necessary to effectively counsel individuals in those populations.</li> </ul> </li> </ul>	Timothy Czelusniak- Serviss	4 Hours
4/4/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• <b>Cultural Competency:</b> <ul style="list-style-type: none"> <li>○ An ability for the counselor to understand diversity in order to communicate with, and effectively interact with people across diverse cultures. Cultural competence has three key components: (a) Knowledge of different cultural practices and worldviews, (b) skills to determine and use proficient intervention strategies, and (c) Recognize one’s own cultural worldview or cultural conditioning</li> <li>○ How culture, demographics, and other client characteristics affect response to client’s treatment and how counselor’s bias can impact response to treatment; and</li> <li>○ The use of the Cultural Formation Outline in the current edition of the DSM.</li> </ul> </li> </ul>	Casey Visicaro	3 Hours

4/6/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• <b>Cultural Competency:</b> <ul style="list-style-type: none"> <li>○ An ability for the counselor to understand diversity in order to communicate with, and effectively interact with people across diverse cultures. Cultural competence has three key components: (a) Knowledge of different cultural practices and worldviews, (b) skills to determine and use proficient intervention strategies, and (c) Recognize one's own cultural worldview or cultural conditioning</li> <li>○ How culture, demographics, and other client characteristics affect response to client's treatment and how counselor's bias can impact response to treatment; and</li> <li>○ The use of the Cultural Formation Outline in the current edition of the DSM.</li> </ul> </li> </ul>	Casey Visicaro	3 Hours
4/11/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• <b>Cultural Competency:</b> <ul style="list-style-type: none"> <li>○ An ability for the counselor to understand diversity in order to communicate with, and effectively interact with people across diverse cultures. Cultural competence has three key components: (a) Knowledge of different cultural practices and worldviews, (b) skills to determine and use proficient intervention strategies, and (c) Recognize one's own cultural worldview or cultural conditioning</li> <li>○ How culture, demographics, and other client characteristics affect response to client's treatment and how counselor's bias can impact response to treatment; and</li> <li>○ The use of the Cultural Formation Outline in the current edition of the DSM.</li> </ul> </li> </ul>	Casey Visicaro	3 Hours
4/13/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• <b>Cultural Competency:</b> <ul style="list-style-type: none"> <li>○ An ability for the counselor to understand diversity in order to communicate with, and effectively interact with people across diverse cultures. Cultural competence has three key components: (a) Knowledge of different cultural practices and worldviews, (b) skills to determine and use proficient intervention strategies, and (c) Recognize one's own cultural worldview or cultural conditioning</li> <li>○ How culture, demographics, and other client characteristics affect response to client's treatment and how counselor's bias can impact response to treatment; and</li> <li>○ The use of the Cultural Formation Outline in the current edition of the DSM.</li> </ul> </li> </ul>	Casey Visicaro	3 Hours
4/18/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• <b>Cultural Competency:</b> <ul style="list-style-type: none"> <li>○ An ability for the counselor to understand diversity in order to communicate with, and effectively interact with people across diverse cultures. Cultural competence has three key components: (a) Knowledge of different cultural practices and worldviews, (b) skills to determine and use proficient intervention strategies, and (c) Recognize one's own cultural worldview or cultural conditioning</li> <li>○ How culture, demographics, and other client characteristics affect response to client's treatment and how counselor's bias can impact response to treatment; and</li> <li>○ The use of the Cultural Formation Outline in the current edition of the DSM.</li> </ul> </li> </ul>	Casey Visicaro	3 Hours

**25 Hours**

***Theories of Human Development and the Relationship to Substance Abuse***

Date and Time	Class	Instructor	Hours
4/20/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• Various theories on human growth and development (i.e., cognitive, physical, psychological, emotional, and spiritual development of human beings) with the emphasis on substance use</li> </ul>	Dave Munn	3 Hours
4/25/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• Various theories on human growth and development (i.e., cognitive, physical, psychological, emotional, and spiritual development of human beings) with the emphasis on substance use</li> </ul>	Dave Munn	3 Hours

4/27/23 5-9 P.M.	<ul style="list-style-type: none"> <li>• Various theories on human growth and development (i.e., cognitive, physical, psychological, emotional, and spiritual development of human beings) with the emphasis on substance use</li> </ul>	Dave Munn	4 Hours
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**10 Hours**

***Counseling and Communicating with Families and Significant Others***

Date and Time	Class	Instructor	Hours
5/2/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• The basic theory and skills needed by Substance Use Disorder counselors to work effectively with individual family members, significant others, and whole families including:               <ul style="list-style-type: none"> <li>○ Family counseling theories, dynamics, and roles</li> <li>○ Observing and responding to family interaction</li> <li>○ Education of family members on the biological, psychological/emotional, and social impact of Substance Use Disorders</li> <li>○ Issues relating to children of persons with Substance Use Disorders</li> <li>○ Assisting family members to understand and apply healthy boundaries</li> <li>○ How Substance Use Disorders affect society and the family of the substance user</li> <li>○ genograms</li> </ul> </li> </ul>	Timothy Czelusniak-Serviss	3 Hours
5/4/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• The basic theory and skills needed by Substance Use Disorder counselors to work effectively with individual family members, significant others, and whole families including:               <ul style="list-style-type: none"> <li>○ Family counseling theories, dynamics, and roles</li> <li>○ Observing and responding to family interaction</li> <li>○ Education of family members on the biological, psychological/emotional, and social impact of Substance Use Disorders</li> <li>○ Issues relating to children of persons with Substance Use Disorders</li> <li>○ Assisting family members to understand and apply healthy boundaries</li> <li>○ How Substance Use Disorders affect society and the family of the substance user</li> <li>○ genograms</li> </ul> </li> </ul>	Timothy Czelusniak-Serviss	3 Hours
5/9/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• The basic theory and skills needed by Substance Use Disorder counselors to work effectively with individual family members, significant others, and whole families including:               <ul style="list-style-type: none"> <li>○ Family counseling theories, dynamics, and roles</li> <li>○ Observing and responding to family interaction</li> <li>○ Education of family members on the biological, psychological/emotional, and social impact of Substance Use Disorders</li> <li>○ Issues relating to children of persons with Substance Use Disorders</li> <li>○ Assisting family members to understand and apply healthy boundaries</li> <li>○ How Substance Use Disorders affect society and the family of the substance user</li> <li>○ genograms</li> </ul> </li> </ul>	Timothy Czelusniak-Serviss	3 Hours
5/11/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• The basic theory and skills needed by Substance Use Disorder counselors to work effectively with individual family members, significant others, and whole families including:               <ul style="list-style-type: none"> <li>○ Family counseling theories, dynamics, and roles</li> <li>○ Observing and responding to family interaction</li> <li>○ Education of family members on the biological, psychological/emotional, and social impact of Substance Use Disorders</li> <li>○ Issues relating to children of persons with Substance Use Disorders</li> <li>○ Assisting family members to understand and apply healthy boundaries</li> <li>○ how Substance Use Disorders affect society and the family of the substance user</li> <li>○ genograms</li> </ul> </li> </ul>	Timothy Czelusniak-Serviss	3 Hours

5/16/23 5-8 P.M.	<ul style="list-style-type: none"> <li>Relapse/recurrence of symptoms topics (e.g., awareness of relapse/recurrence of symptoms, maintaining commitment to recovery, utilizing available resources) aimed to assist the families/significant others of SUD clients.</li> </ul>	Timothy Czelusniak-Serviss	3 Hours
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**15 Hours**

***Integrated Care***

Date and Time	Class	Instructor	Hours
5/18/23 5-7:30 P.M.	<ul style="list-style-type: none"> <li>The medical issues/health consequences common to individuals with SUD disorders, including diabetes, heart disease, cirrhosis, other effects of chemical substances on the body, HIV and AIDS, STD's, TB, hepatitis, and other communicable diseases, as well as interventions which promote health and wellness.               <ul style="list-style-type: none"> <li>Significance of diagnostic reports from laboratory tests</li> <li>Integrated service delivery within the continuum of care including referring to appropriate medical personnel, and ways in which medical consultation and treatment support the recovery process</li> <li>Screening, brief intervention, and referral to treatment (SBIRT).</li> </ul> </li> </ul>	Lauren Trostle	2.5 Hours
5/23/23 5-7:30 P.M.	<ul style="list-style-type: none"> <li>The medical issues/health consequences common to individuals with SUD disorders, including diabetes, heart disease, cirrhosis, other effects of chemical substances on the body, HIV and AIDS, STD's, TB, hepatitis, and other communicable diseases, as well as interventions which promote health and wellness.               <ul style="list-style-type: none"> <li>Significance of diagnostic reports from laboratory tests</li> <li>Integrated service delivery within the continuum of care including referring to appropriate medical personnel, and ways in which medical consultation and treatment support the recovery process</li> <li>Screening, brief intervention, and referral to treatment (SBIRT).</li> </ul> </li> </ul>	Lauren Trostle	2.5 Hours
5/25/23 5-7:30 P.M.	<ul style="list-style-type: none"> <li>Co-occurring mental health disorders               <ul style="list-style-type: none"> <li>Signs and symptoms of co-occurring mental health disorders; and referring to appropriate mental health personnel, and ways in which mental health consultation and treatment support the recovery process.</li> </ul> </li> </ul>	Lauren Trostle	2.5 Hours
5/30/23 5-7:30 P.M.	<ul style="list-style-type: none"> <li>Co-occurring mental health disorders               <ul style="list-style-type: none"> <li>Signs and symptoms of co-occurring mental health disorders; and referring to appropriate mental health personnel, and ways in which mental health consultation and treatment support the recovery process.</li> </ul> </li> </ul>	Lauren Trostle	2.5 Hours

**10 Hours**

***Crisis Management***

Date and Time	Class	Instructor	Hours
6/1/23 5-8 P.M.	<ul style="list-style-type: none"> <li>Both life-threatening and non-life-threatening crisis situations and impact on recovery.</li> <li>Crisis situations/incidents that need an immediate response and how to triage.</li> </ul>	Dave Munn	3 Hours
6/6/23 5-9 P.M.	<ul style="list-style-type: none"> <li>Methods to respond to client and/or family in crisis.</li> <li>Utilizing crisis intervention techniques and documenting results.</li> </ul>	Dave Munn	4 Hours
6/8/23 5-8 P.M.	<ul style="list-style-type: none"> <li>Emergency procedures associated with overdose and acute withdrawal symptoms.</li> <li>Utilizing crisis situations to facilitate the recovery process.</li> </ul>	Dave Munn	3 Hours

**10 Hours**

**Recurrence of Symptoms/Relapse Prevention**

Date and Time	Class	Instructor	Hours
6/13/23 5-8 P.M.	<ul style="list-style-type: none"> <li>Residual effects of substance use as it affects recurrence of symptoms/relapse.</li> <li>Recognizing client manifestations of recurrence of symptoms/relapse.</li> </ul>	Dave Munn	3 Hours
6/15/23 5-8 P.M.	<ul style="list-style-type: none"> <li>Assessing a client's risk factors for recurrence of symptoms/relapse and need for recovery supports.</li> <li>Educating the client in understanding their individual recurrence of symptoms/relapse signs and symptoms.</li> <li>Assisting the client in intervening in the recurrence of symptoms/relapse process.</li> </ul>	Dave Munn	3 Hours
6/20/23 5-8 P.M.	<ul style="list-style-type: none"> <li>Assessing a client's risk factors for recurrence of symptoms/relapse and need for recovery supports.</li> <li>Educating the client in understanding their individual recurrence of symptoms/relapse signs and symptoms.</li> <li>Assisting the client in intervening in the recurrence of symptoms/relapse process.</li> </ul>	Dave Munn	3 Hours
6/22/23 5-8 P.M.	<ul style="list-style-type: none"> <li>Recovery and recurrence of symptoms/relapse process to include prevention planning.</li> <li>Risk factors associated with recurrence of symptoms/relapse.</li> <li>The dynamics of recurrence of symptoms/relapse.</li> </ul>	Dave Munn	3 Hours
6/27/23 5-8 P.M.	<ul style="list-style-type: none"> <li>Recovery and recurrence of symptoms/relapse process to include prevention planning.</li> <li>Risk factors associated with recurrence of symptoms/relapse.</li> <li>The dynamics of recurrence of symptoms/relapse.</li> </ul>	Dave Munn	3 Hours

**15 Hours**

**SECTION III – ASSESSMENT; CLINICAL EVALUATION; TREATMENT PLANNING; CASE MANAGEMENT; AND PATIENT, FAMILY, AND COMMUNITY EDUCATION (70 CLOCK HOURS)**

7/4/23	<b>No Class - 4<sup>th</sup> of July - Happy Independence Day!</b>
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**Screening, Assessment and Evaluation**

Date and Time	Class	Instructor	Hours
6/29/23 5-8 P.M.	<ul style="list-style-type: none"> <li>Knowledge sufficient to determine the presence and extent of a Substance Use Disorder and make a determination of any needed initial services to include:                             <ul style="list-style-type: none"> <li>Rapport building and interviewing techniques</li> <li>Using stages of change to promote engagement</li> <li>Screening and assessment instruments including how to appropriately select and administer them and the elements of a biopsychosocial assessment</li> <li>Systematic data gathering, assessing, organizing, prioritizing, and summarizing from client (including presenting symptoms) and collateral sources, including other professionals, concerning all functional areas to include cognitive functioning</li> <li>Interpreting written reports from other professionals, recognizing the need for additional information from collateral sources, updating and synthesizing data related to the client, identifying discrepancies in information given by the client and collateral sources, and assessing the appropriateness of involving concerned others in the assessment process with special consideration for domestic violence concerns</li> <li>Client behaviors indicative of other addictive disorders</li> <li>Application of accepted substance use disorder diagnostic criteria to make treatment recommendations</li> </ul> </li> </ul>	Paula White will teach entire section.	24 Hours (3hr classes)
7/6/23 5-8 P.M.			
7/11/23 5-8 P.M.			
7/13/23 5-8 P.M.			



7/18/23 5-8 P.M.	<ul style="list-style-type: none"> <li>○ Risk factors that relate to suicide, homicide, family violence, self-injury, and other harmful behaviors, assessing risk potential and responding appropriately</li> <li>○ Screening for other non-substance specific issues which can impact on assessment and treatment planning (e.g., suicidality, indicators of possible mental health disorder, medical conditions, gambling problems, other addictive disorders, etc.) including screening for issues outside the scope of practice of a substance use counselor that require referrals</li> <li>○ Determining treatment readiness, such as use of scaling questions like confidence in ability to change and importance of making the change</li> <li>○ Interpretation of assessment results to integrate all available information, formulate diagnostic impressions</li> <li>○ Sharing of assessment results and communicating and exploring treatment options with the client</li> <li>○ Exploring treatment options with the client taking into consideration client need and how a client's financial circumstances influence treatment options and eligibility requirements for funding; and</li> <li>○ Client ambivalence encountered during the assessment process.</li> </ul>		
7/20/23 5-8 P.M.			
7/25/23 5-8 P.M.			
7/27/23 5-8 P.M.			

**24 Hours**

***Treatment Planning, Client Record Keeping and Discharge Planning***

Date and Time	Class	Instructor	Hours
8/1/23 5-8 P.M.	<ul style="list-style-type: none"> <li>● Knowledge of the cooperative process by which counselor and client devise a substance use disorder treatment plan using best practices: a collaborative process that reflects a verbal agreement between a counselor and client.</li> </ul>	Casey Visicaro	3 Hours
8/3/23 5-8 P.M.	<ul style="list-style-type: none"> <li>● Knowledge of the cooperative process by which counselor and client devise a substance use disorder treatment plan using best practices: a collaborative process that reflects a verbal agreement between a counselor and client.</li> </ul>	Casey Visicaro	3 Hours
8/8/23 5-8 P.M.	<ul style="list-style-type: none"> <li>● Knowledge of components of the treatment plan including goal setting, measurable objectives, time frames; activities, evaluation, recurrence of symptoms/relapse prevention and discharge planning including discharge criteria.</li> </ul>	Casey Visicaro	3 Hours
8/10/23 5-8 P.M.	<ul style="list-style-type: none"> <li>● Knowledge of the roles and tasks of the interdisciplinary treatment team in carrying out the treatment and discharge plan.</li> </ul>	Casey Visicaro	3 Hours
8/15/23 5-8 P.M.	<ul style="list-style-type: none"> <li>● Updating a treatment plan:               <ul style="list-style-type: none"> <li>○ Assessing client progress and circumstances which may necessitate a change in the course of treatment or impact prognosis development.</li> <li>○ Collaborating with client and, when appropriate, concerned others to discuss progress and negotiate adjustments to the treatment plan.</li> <li>○ Documenting any adjustments to the treatment plan.</li> </ul> </li> </ul>	Casey Visicaro	3 Hours
8/17/23 5-8 P.M.	<ul style="list-style-type: none"> <li>● Knowledge of the essential components of client records; including release forms, assessments, treatment plans, progress notes, and discharge summaries/plans – to include skills to compose timely, clear, complete, and concise records that comply with regulations; documentation of information in an objective and legible manner.</li> </ul>	Casey Visicaro	3 Hours
8/22/23 5-8 P.M.	<ul style="list-style-type: none"> <li>● Knowledge of new technologies in the production of client records including electronic health records.</li> </ul>	Casey Visicaro	3 Hours
8/24/23 5-8 P.M.	<ul style="list-style-type: none"> <li>● Discharge/Follow-Up/Aftercare:               <ul style="list-style-type: none"> <li>○ Creating, maintaining, and monitoring effective follow-up with the client</li> <li>○ Preparing client and concerned others in separation issues inherent in the referral and aftercare process; and</li> <li>○ Providing comprehensive and individualized discharge planning and referral services.</li> </ul> </li> </ul>	Casey Visicaro	3 Hours

**24 Hours**

**Case Management, Referral and Service Coordination**

Date and Time	Class	Instructor	Hours
8/29/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• Practical knowledge, and develops skills in case management, monitoring, ongoing assessment, and referral of the client to the appropriate level of care.</li> </ul>	Timothy Czelusniak-Serviss	3 Hours
8/31/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• Knowledge on service coordination activities throughout the continuum of care and the ability to apply placement, continued stay, and discharge criteria for each modality on the continuum of care.</li> </ul>	Timothy Czelusniak-Serviss	3 Hours
9/5/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• Assessing client's needs for referral to outside services and the process for making a referral:               <ul style="list-style-type: none"> <li>○ Identifying appropriate resources for specific client needs</li> <li>○ Documentation procedures for referral and follow-up including appropriate consent forms</li> <li>○ Planning and facilitating referral</li> <li>○ Referral rationale for group, individual, and family counseling</li> <li>○ Follow-up process with referral sources.</li> <li>○ Appropriate practices and agency policies regarding case consultation:</li> <li>○ Gathering, organizing, and interpreting data for case consultation</li> <li>○ Seeking and responding to information from other professionals relative to own knowledge of the case</li> <li>○ Identifying appropriateness of request for information from consultation source</li> <li>○ Utilization of consultation results</li> <li>○ Collaborating with outside resources and other professionals to maximize support for the recovery process.</li> <li>○ Understanding importance of service coordination.</li> </ul> </li> </ul>	Timothy Czelusniak-Serviss	3 Hours
9/7/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• Establishing trust and rapport with colleagues and developing and maintaining collaborations with other professionals and community resources.</li> <li>• Knowledge of community resources to meet client needs:               <ul style="list-style-type: none"> <li>○ The diversity of services provided within the community and necessary referral information.</li> <li>○ Knowledge of skills and services provided by other professionals.</li> <li>○ Assessing community resources to support recovery including the strengths, limitations, philosophies, modalities, and approaches of other service providers.</li> <li>○ Services available to family and concerned others as they affect treatment and the recovery process.</li> <li>○ Identifying possible conflicts of interest with outside resources</li> </ul> </li> <li>• Non-Treatment Recovery Resources:               <ul style="list-style-type: none"> <li>○ Benefits and limitations of the 12 Steps and 12 Traditions; and</li> <li>○ Benefits and limitations of other recovery support approaches.</li> </ul> </li> </ul>	Timothy Czelusniak-Serviss	3 Hours

**12 Hours**

**Patient, Family, and Community Education and Prevention**

Date and Time	Class	Instructor	Hours
9/12/23 5-9 P.M.	<ul style="list-style-type: none"> <li>• Presentation utilizing cultural and age-appropriate training techniques that address how to provide relevant information about substance use disorders and related problems to patients, families, &amp; communities to encourage wellness and increase understanding of addiction.</li> <li>• Presentation and training techniques that address and support substance use disorder prevention, treatment, and the recovery process.</li> </ul>	Timothy Czelusniak-Serviss	4 Hours
9/14/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• Knowledge of the connection of the theories and models of Substance Use Disorder and Gambling prevention to current best practices, including OASAS' Risk &amp; Protection framework, SAMHSA's Strategic Prevention Framework, model programs, and environmental strategies.</li> <li>• Knowledge of the importance of life skills to the prevention and treatment of substance use disorders.</li> </ul>	Timothy Czelusniak-Serviss	3 Hours
9/19/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• Knowledge of the connection of the theories and models of Substance Use Disorder and Gambling prevention to current best practices, including OASAS' Risk &amp; Protection framework, SAMHSA's Strategic Prevention Framework, model programs, and environmental strategies.</li> <li>• Knowledge of the importance of life skills to the prevention and treatment of substance use disorders.</li> </ul>	Timothy Czelusniak-Serviss	3 Hours

**10 Hours**

**SECTION IV – PROFESSIONAL AND ETHICAL RESPONSIBILITIES (45 CLOCK HOURS)**

**Counselor-Client Relationship**

Date and Time	Class	Instructor	Hours
9/21/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• Knowledge of the therapeutic alliance as a unique relationship between counselor and client, integrating basic counseling skills, critical thinking, ethical standards, and professional responsibilities to the client. Topics include, but are not limited to:               <ul style="list-style-type: none"> <li>○ clinical boundaries</li> <li>○ transference and countertransference</li> <li>○ counselor self-disclosure</li> <li>○ recovery issues</li> <li>○ sexual harassment</li> <li>○ Self-awareness regarding cultural bias and the need for cultural competency within the counselor/client relationship</li> </ul> </li> </ul>	Dave Munn	3 Hours
9/26/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• Knowledge of the purpose of and responsibility to seek and utilize clinical supervision.</li> </ul>	Dave Munn	3 Hours
9/28/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• Professional scope of practice in substance use disorder counseling.</li> </ul>	Dave Munn	3 Hours
10/3/23 5-8 P.M.	<ul style="list-style-type: none"> <li>• Staying consistent in the professional role at all times both with colleague and/or client interactions and in professional and community settings.</li> </ul>	Dave Munn	3 Hours
10/5/23 5-9 P.M.	<ul style="list-style-type: none"> <li>• Client rights</li> <li>• Potential conflicts of interest</li> </ul>	Dave Munn	4 Hours

**16 Hours**

**Ethical Decision Making and Conduct**

Date and Time	Class	Instructor	Hours
10/10/23 5-8 P.M.	<ul style="list-style-type: none"> <li>Provides knowledge of the use of critical thinking and analysis in effective ethical decision- making.</li> <li>Examines the differences between virtue ethics and ethical decision-making by formal codes of ethics.</li> <li>Examines clinical supervision as an ethical obligation throughout the career of a counselor.</li> </ul>	Lauren Trostle	3 Hours
10/12/23 5-8 P.M.	<ul style="list-style-type: none"> <li>Provides knowledge of professional and ethical responsibilities of Addictions Counselors; includes formal canons of ethical principles. Must include but is not limited to, the CASAC Canon of Ethical Principles, the American Psychological Association Code of Ethical Principles and Code of Conduct, the ethical codes of the American Counseling Association and of the National Association of Social Workers, the American Association for Marriage and Family Therapy and the National Organization for Human Service Education.</li> </ul>	Lauren Trostle	3 Hours
10/17/23 5-8 P.M.	<ul style="list-style-type: none"> <li>Provides knowledge of the ethical concerns and need for clear client/counselor boundaries related to the use of technology including text messaging, Social Media, and E-mail.</li> </ul>	Lauren Trostle	3 Hours

**9 Hours**

**Confidentiality/Legal Issues**

Date and Time	Class	Instructor	Hours
10/19/23 5-8 P.M.	<ul style="list-style-type: none"> <li>Knowledge of current federal (42CFR Part 2, Health Insurance Portability and Accountability Act [HIPAA] Sections 160 &amp; 164), and state laws governing the appropriate delivery of alcohol and substance use disorder services.</li> <li>The ability to explain the rationale for decisions affecting confidentiality</li> </ul>	Paula White	3 Hours
10/24/23 5-8 P.M.	<ul style="list-style-type: none"> <li>Confidentiality best practices and administrative rules, including Jurisdictional specific rules and regulations regarding best practices for handling confidential client information.</li> <li>Emphasis on program specific policies/procedures involving confidentiality, as well as legal issues that relate to Substance Use Disorder clients.</li> <li>An understanding to seek clinical supervision on complex issues relating to confidentiality and legal matters.</li> </ul>	Paula White	3 Hours
10/26/23 5-8 P.M.	<ul style="list-style-type: none"> <li>Information which addresses confidentiality and legal issues associated in work with clients impacted by HIV/AIDS.</li> <li>Consequences of violating codes of ethics, confidentiality laws, and client rights.</li> </ul>	Paula White	3 Hours

**9 Hours**

**Professional Development**

Date and Time	Class	Instructor	Hours
10/31/23 5-9 P.M.	<ul style="list-style-type: none"> <li>The ability to identify and address personal/professional and organizational strengths and limitations.</li> <li>The ability to identify and use sources of supervision and consultation.</li> <li>Knowledge of the importance of time management and the ability to implement an organizational skill set.</li> <li>Knowledge of personal biases and how to recognize them.</li> <li>The development of professional goals and objectives.</li> <li>Knowledge of the importance of developing professional competencies through continuing education, professional supervision, and training.</li> <li>Knowledge of education and training methods which promote personal/professional growth including utilizing current professional literature and information sources on current trends in the substance use field.</li> <li>Self-evaluation techniques and how to use them for personal and professional growth.</li> <li>The ability to accept, elicit, and use both constructive criticism and positive feedback from colleagues and supervisors.</li> <li>Knowledge and application of evidence-based practices to the counseling process through the support of clinical supervision.</li> </ul>	Casey Visicaro	4 Hours

**4 Hours**

**Counselor Wellness**

Date and Time	Class	Instructor	Hours
11/2/23 5-7 P.M.	<ul style="list-style-type: none"> <li>Understanding of compassion fatigue, burnout, vicarious traumatization and other job-related stresses to include the impact of clients' high risk behaviors despite treatment interventions; how to identify, prevent, and recover from these effects through knowledge on: why compassion fatigue and other job stresses occur and who is at risk; connection between a trauma history and compassion fatigue; recognition of symptoms; and prevention and recovery strategies, including the role of clinical supervision..</li> </ul>	Paula White	2 Hours
11/7/23 5-8 P.M.	<ul style="list-style-type: none"> <li>Knowledge of the importance of self-care for the Substance Use Disorder Counselor, and the relationship between a healthy body, a healthy mind, and counselor wellness, and techniques for fostering that relationship (examples include but are not limited to, nutrition awareness, relaxation techniques, personal growth, and clinical supervision)</li> <li>Knowledge of Counselor Wellness programs, including how to develop agency resources to offer counselor assistance, especially Substance Use Disorder intervention services and referrals (e.g., Employee Assistance Programs (EAP)); and peer support.</li> <li>Knowledge of how substance use/impairment during work hours constitute misconduct, as well as guidelines for a counselor's return to work as a direct care provider following a period of impairment.</li> </ul>	Paula White	3 Hours

**5 Hours**

**INDEPENDENT ON-LINE COMPONENT**

**Supporting Recovery with Medications for Addiction Treatment (MAT) ATTC Approved Training/Curriculum - NIDA/SAMHSA-ATTC Medication-Assisted Treatment Blending Team Offers an Approved On-line Training on Medications for Addiction Treatment (MAT). To access this course:**  
<http://healthknowledge.org/course/search.php?search=Medication+Assisted> **(3.00 Clock Hours)**

**Child Abuse and Maltreatment: Mandated Reporter Training – New York State Education Department approved training/curriculum** -- The NYS Office for Children and Family Services (OCFS) Mandated Reporter Resource Center offers NYS Education Department approved [on-line training for mandated reporters](#) in New York State so that every mandated reporter has the knowledge and skills to be able to: effectively report child abuse or maltreatment/neglect to the NYS Child Abuse and Maltreatment Register. To access this course:  
<http://www.nysmandatedreporter.org/TrainingCourses.aspx> **(2.00 Clock Hours)**

**Certificates from these trainings need to be retained and sent in with CASAC-T application.**