Practicum/Internship Hours for ISAS, CADC and ACADC

You must have 300 hours of internship, with at least 10 hours in each of the 12 core functions.

Please Note: *Supervisor must be a CCS, ACADC, CADC or equivalent. Equivalent is someone with a MASTERS degree AND a license or certification in addictions.*

Name: _____

I. **Screening:** *The process by which the client is determined appropriate and eligible for admission to a particular program.*

Date	Brief Description of Activity	Date	Supervisor Signature

II. **Intake:** *The administrative and initial assessment procedures for admission to a program.*

Date	Brief Description of Activity	Date	Supervisor Signature

III. **Orientation:** *Describing to the client the following- 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 rights.*

Date	Brief Description of Activity	Date	Supervisor Signature

IV. **Assessment:** *The procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems and needs for the development of the treatment plan.*

Date	Brief Description of Activity	Date	Supervisor Signature

V. **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 recourses to be utilized.*

Date	Brief Description of Activity	Date	Supervisor Signature

VI. **Counseling:** *(Individual, Group and significant other)- The utilization of special skills to assist individuals, families or groups in achieving objectives through exploration of a problem and its ramifications; examination of attitudes and feelings; consideration of alternative solutions; and decision-making.*

Date	Brief Description of Activity	Date	Supervisor Signature

VII. **Case Management:** *Activities which bring services, agencies, resource or people together within a planned framework of action toward the achievement of established goals. It may involve liaison activities and collateral contacts.*

Date	Brief Description of Activity	Date	Supervisor Signature

VIII. **Crisis Intervention**: *Those services which respond to an alcohol and/or drug abusers needs during acute emotional and/or physical distress.*

Date	Brief Description of Activity	Date	Supervisor Signature

IX. **Client Education:** *Provision of information to individuals and groups concerning alcohol and other drug abuse and the available services and resources.*

Date	Brief Description of Activity	Date	Supervisor Signature

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

Date	Brief Description of Activity	Date	Supervisor Signature

XI. **Report and Record Keeping:** *Charting the results of assessment and treatment plan, writing reports, progress notes, discharge summaries and other client-related data.*

Date	Brief Description of Activity	Date	Supervisor Signature

XII. **Consultation with Other professionals in regard to Client Treatment/Services:** *Relating with in-house staff or outside professionals to assure comprehensive quality care for the client.*

Date	Brief Description of Activity	Date	Supervisor Signature