

**Doane College COU632/HRE232  
Assessment, Case Planning & Management**

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**Course Syllabus**

**3 Semester Credits**

**Purpose:**

Substance Abuse and Mental Health Professionals must have a set of procedures to evaluate clients and to manage their cases. Besides attending to client strengths and areas of psychosocial challenges, assessing client stages of readiness for change, presenting problems, and specific needs, professionals must work with clients to construct a appropriate treatment plan. Treatment planning must include client goals as an active ingredient and must be flexible to meet the needs of the clients. Often the assessment phase is the only time to make the vital client-counselor connection using skilled interviewing skills. Providing a valid assessment constitutes the basis for appraising the data and making diagnostic judgments for level of care and referral. Managing the case requires the counselor to 'step back' and look objectively at the records to coordinate client care using the intake and assessment, development of the individualized treatment plan with measurable goals and objectives, progress notes, and collateral information.

**Course Description:**

This course has been developed to apply the most current knowledge and tools to substance abuse and addiction cases and to utilize client data in planning and management of cases. Students will assess various screening and assessment instruments including: Michigan Alcoholism Screening Test (MAST), Substance Abuse Subtle Screening Inventory (SASSI) Addiction Severity Index (ASI) Comprehensive Adolescent Severity Inventory (CASI), Beck Depression Inventory, screening for anxiety, and review models of case management, attitudes and characteristics of interviewers, the importance of confidentiality as defined in 42 CFR Part 2, strengths and weaknesses of levels of care, service coordination, and how to utilize these in the context of the client case. The course includes development of case studies, sample case records, and client files to build a case file and develop a treatment protocol including recommendation and referrals.

**Contact Hours:**

The course will be held during the regular semester meeting schedule. 6:00 PM to 10:30 PM, weekly. Students are encouraged to contact the instructor for schedule conflicts.

## **Course Objectives**

1. Explore attitudes and beliefs regarding substance-abusing clients.
2. Review various assessment tools with their appropriate use, and interview styles for completing a social history and intake.
3. Formulate treatment plans with measurable goals and objectives for client care.
4. Illustrate how to document client progress and ongoing assessment.
5. Recognize the elements of a discharge plan and individualized aftercare plan.
6. Demonstrate the service coordination and recommendations for clients.
7. Review the Federal Confidentiality 42 CFR Part 2 and how it protects substance abuse clients.
8. Demonstrate record keeping for clients.
9. Employ community resources to inform about current practices in substance abuse treatment

## **Course Materials:**

***Real World Treatment Planning, Johnson & Johnson and Fundamentals of Case Management Practice: Skills for the Human Services 2<sup>nd</sup> Edition Summers, and selected materials including Global Criteria: The 12 CORE FUNCTIONS of the Substance Abuse Counselor, Herdman.***

## **Course Requirements:**

All students are required to attend course meetings, complete all course readings, participate in class discussions, and develop a case study and treatment protocol to present to course participants and to be handed in for grading. Students must acquire the knowledge and application skills of case planning and management and demonstrate competence in the stated objectives of the course. Students will be able to dialogue with treatment providers in the community to discuss assessment instruments and to gain a working understanding of models of case management.

## **Evaluation:**

Students will be evaluated course attendance and participation, discussion involvement, course presentation materials, handouts, and case file.

## **Course Format:**

This will be an interactive course that includes an elevated level of classroom participation, including lecture and instruction, guest speakers, videos, case studies, and student presentations. **Cell Phones:** We will discuss handling cell phone calls and text messaging during class and come to consensus on a procedure.