

COUNSELOR EVALUATION FORM – CONFIDENTIAL

Applicant Name: _____

Dear Supervisor:

The individual listed below is applying for licensure as a New Hampshire Alcohol and Drug Counselor. The information requested is an essential part of the evaluation of the competence of the applicant, and must be received by the Board of Licensing for Alcohol and Other Drug Use Professionals before the application can be processed. The Board believes that your observation will have developed a more complete and accurate impression of the competencies of the applicant than is available from other sources. Your evaluation plus that received from other references and the data furnished by the applicant will be used in determining eligibility for licensing. The process can only be as good as you make it by careful and truthful reporting.

Clinical Supervisor's Name: _____

Title: _____ Agency: _____

Address: _____ Phone Number: _____

Certificates/Licenses: _____

How long have you been at this agency? _____

How long have you been the clinical supervisor for the applicant? _____

ON THE BASIS OF YOUR KNOWLEDGE OF THE ABOVE NAMED COUNSELOR, PLEASE RATE HIS/HER COMPETENCY IN EACH AREA LISTED BELOW BY CIRCLING THE APPROPRIATE NUMBER.

COMPETENCY	Not Acceptable	Fair	Excellent	Don't Know	Not Applicable
1. <u>Data Collection</u>	1	2	3	4	5
2. <u>Diagnosis of Alcohol/ Drug Dependence</u>	1	2	3	4	5
3. <u>Initiation of Treatment</u>	1	2	3	4	5
4. <u>Crisis Response</u>	1	2	3	4	5
5. <u>Knowledge of Human Growth & Development</u>	1	2	3	4	5
6. <u>Counseling</u>	1	2	3	4	5
7. <u>Client/ Counselor Therapeutic Relationship</u>	1	2	3	4	5
8. <u>Evaluation</u>	1	2	3	4	5
9. <u>Termination and Follow-Up</u>	1	2	3	4	5
10. <u>Record-Keeping</u>	1	2	3	4	5
11. <u>Verbal Communication</u>	1	2	3	4	5
12. <u>Knowledge of Regulatory Issues</u>	1	2	3	4	5
13. <u>Community Utilization</u>	1	2	3	4	5

CATEGORIES OF COMPETENCE

Category 1 - Data Collection

Collection of necessary information regarding client's history and present lifestyle to assess their relationship to the addiction/abuse process. This includes:

- knowledge of the elements to be included in a complete client history,
- asking appropriate questions which will generate information, and
- analyzing data presented relative to accuracy and relevancy.

Category 2 - Diagnosis of Alcohol/Drug Dependence

The ability to formulate a diagnosis. This includes:

- knowledge of diagnostic indicators of alcohol/drug dependence,
- differentiating between substance abuse dependency and/or alcohol/drug dependency as a primary diagnosis and other social/psychological categories,
- determining appropriateness of admission or referral,
- observing and recording behavior not indicated in primary diagnosis,
- formulating client's personal and diagnostic data into meaningful information in order to ensure proper treatment, and
- integrating the diagnosis of alcohol/drug dependency with case history.

Category 3 - Initiating Treatment

The ability to initiate treatment. This includes:

- assessing the motivational level of the client,
- determining the type and frequency of treatment necessary,
- obtaining a treatment commitment from the client,
- setting realistic goals for treatment,
- prioritizing goals and objectives,
- obtaining mutual understanding between counselor and client of roles, responsibilities, and potential limitations of the treatment process, and
- formulating and assisting the client to utilize the treatment plan.

Category 4 - Crisis Response

The ability to recognize crisis situations and determine appropriate action. This includes:

- identifying a crisis,

- determining its severity,
- formulating appropriate crisis response procedures, and
- recognizing medical emergencies.

Category 5 - Human Growth and Development

The knowledge and understanding of the various dimensions of human growth and development. This includes:

- physical, social, emotional and intellectual development,
- deficient developmental patterns,
- relating life crisis situations to substance abuse potential,
- recognizing the positive and negative influences of the home and family environment on individual development, and
- utilizing this knowledge in a systematic and realistic counseling strategy.

Category 6 - Counseling

The knowledge and understanding of various counseling approaches; including their philosophy, methods, objectives, techniques, and applicability to the treatment of the substance abusers. This includes:

- knowledge of counseling approaches and their underlying theories,
- formulating one's own style of counseling based on these approaches,
- implementing one's approach,
- knowledge of functional and dysfunctional dynamics within the counseling situation,
- identifying these dynamics within counseling situations,
- applying specific counseling approaches in substance abuse counseling, and
- coordinating and synthesizing counseling approaches in order to update and individualize treatment plan.

Category 7 - Therapeutic Relationship

The ability to structure and conduct a therapeutic experience which facilitates the client's personal and social growth. This includes:

- interacting in a manner consistent with the client's needs,
- knowledge of how the physical environment relates to the counseling process,
- establishing and maintaining rapport,
- assisting the client in gaining insight into unrecognized problems,
- the ability to empathize,

- facilitating the clients use of problem solving techniques,
- interpreting non-verbal behavior, and
- accurately communicating information regarding the use of mood altering substances.

Category 8 - Evaluation

The ability to evaluate the effectiveness of counseling and client progress. This includes:

- receiving and responding to supervisory feedback,
- measuring client progress in behavioral terms,
- identifying factors responsible for treatment outcome, and
- modifying one's own behavior as agreed upon in supervision.

Category 9 - Termination and Follow-up

The ability to facilitate the appropriate termination of the client-counselor relationship. This includes:

- determining when termination is appropriate,
- formulating a discharge plan with the client, and
- assisting the client in implementing the discharge plan.

Category 10 - Recordkeeping

The ability to accurately, concisely, and completely record information regarding the client and his/her treatment. This includes:

- taking notes accurately and compiling information,
- documenting client's progress or lack of the same,
- writing a treatment plan,
- communicating case information in written form, and
- writing a discharge summary.

Category 11 - Verbal Communication

The ability to verbally communicate client behavior to inter and intra agency support staff. This includes:

- communicating a sense of knowledge, confidence, and leadership,

- summarizing the treatment process, and
- communicating a clear description of client behavior and its relevance to client issues.

Category 12 - Regulatory Issues

The knowledge and understanding of the relevance of state and federal regulations, ethical practices, and client rights. This includes knowledge of:

- relevant NH State laws pertaining to substance abuse, intervention, treatment and counseling,
- relevant federal laws, and
- regulations governing client confidentiality and client's rights.

Category 13 - Community Utilization

The ability to identify, mobilize, and coordinate those existing resources in such a manner as to benefit the client. This includes knowledge of:

- cultural and environmental influences affecting client behavior;
- ancillary services offered in the community,
- limitations of own and other treatment facilities,
- applicable professional literature in the field of substance abuse from state, federal and private resources,
- basic methodology of Alcoholics Anonymous, Alanon and Alateen,
- basic methodology of other alcohol and drug treatment programs,
- intervention systems relating to early identification and treatment of substance abuse,
- the ability to refer to other community resources when appropriate,
- incorporating other treatment resources; consultation, supervision, education, etc.
- contacting and incorporating the family in the treatment process when appropriate,
- coordinating the above factors in order to assure systematic treatment, and
- demonstrating the use of professional literature in the field of substance abuse.

Category 14 - Alcohol and Drugs

The knowledge and understanding of alcohol and other drugs including their effects on the human body. This includes knowledge of:

- major classifications of mood altering substances,
- most common drugs within each classification,
- effects of most common drugs on the human body,

- quantitative levels of alcohol and their effects,
- drug interaction, synergism, and potentiation, and
- resources to identify unknown drugs.

Category 15 - Sociological Factors

The knowledge of the sociological factors associated with alcohol and drug abuse. This includes knowledge of:

- various cultural influences (past and present),
- effects of client's addictive lifestyle on the family, peer group, employment situation, etc.
- alcohol/drug subculture's effect involved in supporting the client in the addictive lifestyle,
- relationship of substance abuse to other sociological variables; abuse and neglect, other types of victimization, divorce, crime, etc. and
- sociological factors relating to substance abuse particular to special populations: race, age, sex, occupation, geographic location.

Category 16 - Physiological/Medical Factors

The knowledge of the physiological/medical factors associated with substance abuse. This includes knowledge of:

- long and short term physical effects of substance abuse,
- long and short term effects of withdrawal,
- tolerance, addiction tolerance, and cross tolerance,
- neurological effects and body processes involved in recovery,
- nutritional effects and body processes involved in recovery,
- effect of use and abuse of drugs on prenatal development,
- genetic research relating to substance abuse,
- physiological/medical factors relating to substance abuse particular to special populations - race, age, sex, occupation, and geographic location, and
- the ability to recognize a medical emergency relating to substance abuse.

Category 17 - Psychological/Psychiatric Factors

The knowledge of the psychological/psychiatric factors associated with substance abuse. This includes knowledge of:

- short and long term psychological effects of substance abuse,
- psychological factors relating to substance abuse particular to special populations - race, age, sex, occupation and geographic location,
- recognizing the mentally ill substance abusers,

- psychological defense mechanism, and
- psychological effects of withdrawal.

Category 18 - Treatment

The knowledge of treatment issues and processes associated with alcoholism and drug addiction. This includes the knowledge of:

- various treatment components of the continuum of care - outpatient services, individual/group/family counseling, inpatient rehabilitation, halfway/quarterway houses, medical detox, social setting detox, crisis intervention, and aftercare and follow-up,
- progression of addiction,
- progression of recovery,
- appropriate and inappropriate use of psychoactive drugs, and
- the ability to recognize and verbalize sexual issues as part of treatment.