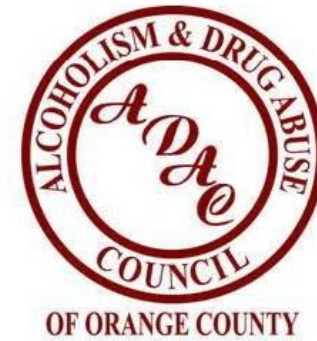


ALCOHOLISM & DRUG ABUSE COUNCIL OF ORANGE COUNTY



School of Addiction Studies

Alcoholism/Addiction Counseling and
Prevention Basic Curriculum



CASAC, CPP and CPS Training Curriculum

www.adacinfo.com



Alcoholism & Drug Abuse Council of Orange County
P. O. Box 583, 224A Main Street
Goshen, NY 10924

ALPHABETIZED LIST OF CLASSES

Addiction Professional, 12 Step & Other Self-Help Groups, The	5
Addictions & Co-Existing Psychiatric Disorders*	7
Art of Self-Disclosure, The	8
Building A Professional Image	10
Clinical Charting & Record Keeping	7
Communication Skills—Prevention 103	14
Community Organization—Prevention 104	15
Confidentiality	8
Counselor Skills I, Alcoholism/Addiction	5
Counselor Skills II, Alcoholism/Addiction	7
Counselor Wellness	9
Counselor-Client Relationships	8
Domestic Violence	10
Drugs that Impair	10
Ethics for Addictions Counselors	8
Exploring Prevention Ethics—Prevention 105	15
Group Skills for Addictions Counselors	5
HIV/AIDS & Infectious Diseases	7
Human Growth & Development	5
Inhalants, Hallucinogens & Marijuana	10
Internship, CASAC	9
Media Literacy	11
Motivating Chemical Dependency Clients to Change	11

General Information

Attendance: Attendance is mandatory at all sessions in order to receive a certificate for the course. Absences must be made up in class when the class is offered again or at the discretion of the teacher and Education and Training Coordinator.

Food & Beverage: Break time of 15 minutes per three hours of class and a one-hour lunch per six hours of class will be provided. **There are no services on premises.** You are permitted to bring snacks, drinks and lunch with you. You will have enough time to go out for lunch should you choose.

Financial Policy & Plan: A deposit is required with your registration. No refunds will be issued without 48 hours notice. Cash and personal checks made payable to ADAC are acceptable as well as VISA and MasterCard. A payment plan is also available. If an outside agency is paying for tuition (ACCES-VR, OCETA, etc.), ADAC must receive a written voucher to that effect before you begin attending classes. Certificates will not be issued for any student who is not paid in full.

Training Location: ADAC Conference/Training Room
224A Main Street, Goshen, New York

Directions

FROM 17E: Take Exit 124, at end of ramp turn right onto Route 207 (follow signs for Goshen)**.

FROM 17W: Take Exit 124, at end of ramp turn left. At next traffic light turn right onto Route 207**.

**At second traffic light, go approximately 1/4 mile—our office is on the right, the back building.

Training Times

We run two tracks of courses, the first in September (Track A) and the second in January (Track B) to help accommodate your schedule.

Track A: Tuesdays & Thursdays: 6:30 pm.- 9:30 pm
Track B: Tues, Wed, Thurs: 9am - 12pm

**Call for specific course times or
check our website for current listings:
www.adacinfo.com**



COURSE DESCRIPTIONS

The Alcoholism/Addiction Counseling Basic Curriculum combines lecture, group activities and experiential exercises to provide 350 hours in alcoholism/addictions counseling-specific education. It is designed to prepare the student for a career in the alcoholism/addiction counseling profession. Our instructors come from a wide variety of healthcare specialties and each one has worked in the field of addictions treatment. Benefit from their experience in many areas including:

- Family treatment
- Prevention education
- Drugs that impair
- Intervention techniques
- Special populations: women, ethnic groups, dually-diagnosed, criminal justice clients, adolescents, gamblers

Overview of Alcoholism/Addiction: This course will provide a basic overview of alcohol the drug, alcohol in society, the disease of alcoholism/addiction, medical aspects, evaluation of alcoholism/addiction and treatment modalities. It is intended for the individual who is beginning to study this body of knowledge or for the person needing the basic requirements for the CASAC.

Instructors: Various

Category: 52 hours—CASAC I, CPP I, CPS I, R

Pharmacology /Neurobiology/Tobacco: This course will provide a basic overview of the pharmacology of ATOD. It includes signs and symptoms, short and long term effects and psychopharmacology of various drugs. It will provide students with an understanding of major drugs of abuse and their biological, psychological and social effects on the individual. Topics covered include: magnitude of the problem, categories of substances, continuum of abuse, routes of administration, criteria for diagnosis, neurotransmitters and their connection to the addictive process. Current trends, intervention and treatment are also covered. It is intended for the individual who is beginning to study this body of knowledge or for the person needing the basic requirements for the CASAC.

Instructors: Various

Category: 42 hours—CASAC I, CPP I, CPS I, R

NOTES

Category Key

Use this key to determine the category that applies to each course.
Course may be applicable to more than one category.

CASAC I	85 Hours	Knowledge of Alcoholism & Substance Abuse
CASAC II	150 Hours	Alcoholism & Substance Abuse Counseling
CASAC III	70 Hours	Assessment; Clinical Evaluation; Treatment Planning; Case Management; Patient, Family & Community Education
CASAC IV	45 Hours	Professional & Ethical Responsibilities
CPP I	85 Hours	Knowledge of Alcohol & Substance Abuse at All Age Levels & Among People of Diverse Backgrounds & Cultures
CPP II	60 Hours	Prevention Specific & Related to the Performance Domains
CPP III	45 Hours	Professional Development & Ethical Responsibilities
CPP IV	60 Hours	Prevention Principles & Practices & the Service Continuum
CPS I	50 Hours	Knowledge of Alcohol & Substance Abuse at All Age Levels & Among People of Diverse Backgrounds & Cultures
CPS II	38 Hours	Prevention Specific & Related to the Performance Domains
CPS III	12 Hours	Professional Development & Ethical Responsibilities
R		Re-credentialing—All CASACs, CPPs and CPSs must accrue 40 hours of class time every two years. Most courses will apply to this category as long as you have not taken them in the past.

CASAC	Credentialed Alcohol & Substance Abuse Counselor
CPP	Credentialed Prevention Professional
CPS	Credentialed Prevention Specialist

The Addiction Professional, Twelve Steps and Other Self-Help Groups: This course will provide a historical perspective on self-help groups and discuss the use of these groups in clinical practice. Regulations and issues for service providers will be addressed as well as spirituality and twelve-step and self-help networking and therapy groups.

Instructors: Edna Henry, CASAC
Category: 6 hours—CASAC I, CPP I, CPS I, R

Alcoholism/Addiction Counselor Skills I: This training is designed for entry level counselors in the alcoholism/addiction work force and will focus on structuring the therapeutic relationship, communication skills, counselor traits, and counselor techniques, and relapse prevention. Role-play and small group activities will be used to give the student an opportunity to practice new skills and to learn from the experiences of other students.

Instructors: Various
Category: 33 hours—CASAC II, CPP IV, R

***Group Skills for Addictions Counselors:** This training was designed to aid the professional in selecting, facilitating and terminating various types of alcoholism/addiction groups with a focus on treatment issues, techniques and skills. Leadership styles, intervention skills, relapse prevention and “challenging” clients will also be covered.

Instructors: Various
Category: 30 hours—CASAC II, CPP IV, R

Overview of Family Issues: This course is designed for entry-level counselors in the alcoholism/addictions work force and/or those wishing to develop family skills. Family structure, function and systems are explored. There is an emphasis on developing family treatment plans and relapse prevention.

Instructors: Evelyn Gaylor, CASAC & Paul Graf, LMSW, CASAC
Category: 21 hours—CASAC II, CPP IV, R

Human Growth and Development: This training is designed to give entry-level counselors an overview of early childhood and adolescent development. It also includes the various theories of human development and maturational milestones.

Instructors: Beverly Moskowitz, MSW
Category: 12 hours—CASAC II, CPP IV, R

Journey to Cultural Competency This training focuses on the effects of diversity issues on prevention and treatment work. Ways in which diversity can help the professional empower the client, the agency and the community to enhance the quality of services are explored.

Instructor: James E. Conklin, CASAC, CPP

Category: 15 hours—CASAC II, CPP I, CPS I, R

Chemical Dependency and the Adolescent: This training introduces addiction counselors to chemical dependency and its effects on teens. It will provide addiction counselors with an overview of the special characteristics of adolescence, including risk-taking and brain development, and provide counselors with an understanding of intervention strategies from prevention through treatment and maintenance.

Instructors: Annie Colonna, CPP or Lori Hulle, MA, CASAC

Category: 6 hours—CASAC III, CPP II, CPS II, R

Women & Addiction: This training provides alcoholism professionals with information and experiences that will develop an awareness of and sensitivity towards those women's issues that have a profound effect on alcoholism intervention and treatment.

Instructors: Evelyn Gaylor, CASAC & Edna Henry, MS, CASAC

Category: 9 hours—CASAC II, CPP I, CPS I, R

Working with Lesbian, Gay, Bi-Sexual, Transgender Substance

Abusing Clients: Participants learn the major issues, history, language and barriers to treating this special population through a series of interactive exercises and discussion. Participants will understand the dynamics in treatment and will develop and explore assumptions related to the treatment process.

(Alternate tracks)

Instructor: Bonnie Schonfeld, MS, CPP

Category: 6 hours—CASAC II, CPP I, CPS I, R

Working with the Criminal Justice Client: An introductory course designed to provide students with the current evidence-based guidelines, tools and resources to help them learn how to assess, develop a treatment plan for, and treat chemically dependent clients who are involved with the criminal justice system. Treatment of specific populations and those clients under community supervision are discussed. (Alternate tracks)

Instructor: Joe Hodges, CASAC

Category: 6 hours—CASAC II, CPP I, CPS I, R

Prevention 104—Community Organization: This course will focus on elements of community organizing. It will cover a range of topics including communication for community organizing, opportunities and obstacles, creating power through community leaders, elements of change, mobilization and technical assistance.

Instructor: Annie Colonna, CPP

Category: 12 hours—CASAC III, CPP II, CPS II, R

Prevention 105—Exploring Prevention Ethics: This course utilizes the NYS Code of Ethical Conduct for Prevention Practitioners and an Ethical Decision-Making model to teach prevention practitioners how to make ethical decisions for common prevention dilemmas.

Instructor: Annie Colonna, CPP

Category: 12 hours—CPP II, CPS II, CASAC III, R

Prevention 106—Prevention Program Planning & Development: This course provides an overview of guidelines for prevention planning and development, the selection of appropriate strategies, interrelationships and appropriate structure, and the development of program resources. The role of the technical assistance provider, and the evaluating and planning cycle and its relationship to the OASAS Prevention Work Plan are also explored.

Instructor: Annie Colonna, CPP

Category: 12 hours—CPP II, CPS II, CASAC III, R

If you have questions about which credential

you should pursue, please give us a call.

Our Information, Referral and Training Coordinator will gladly guide you through the process of choosing what career path is best

for you!

Alcohol and other Substances
Abuse Prevention
Core Curriculum

The Credentialed Prevention Professional (CPP) and Credentialed Prevention Specialist (CPS) are intended for individuals interested in providing alcohol and other substance abuse prevention services, in an approved OASAS work setting. Those who would like to work comprehensively, with a multi-dimensional service approach to prevention, should consider the CPP or CPS. The following courses provide the necessary class hours in the five performance domains of **planning and evaluation, education and skill development, community organization, public and organizational policy and professional growth and responsibility.** The CPP requires 60 hours in these areas; the CPS requires 38 hours.

Course Descriptions

Prevention 101—Prevention Methods: This course covers current and historical models of prevention, the NYS Risk and Protective Framework, prevention domains and professional development.

Instructor: Annie Colonna, CPP

Category: 12 hours—CPP II, CPS II, CASAC III, R

Prevention 102—Needs Assessment, Research & Evaluation: The training covers the purpose of needs assessment, the process and design of needs assessment for program planning or planning of training, understanding “science-based” prevention and the development of skills and knowledge for process, outcome and impact evaluation.

Instructor: Annie Colonna, CPP

Category: 12 hours—CPP II, CPS II, CASAC III, R

Prevention 103—Communication Skills: This training will cover the four main types of communication: verbal and non-verbal communication, cultural aspects of communication, effective written communication and mitigating consequences of miscommunication.

Instructor: Annie Colonna, CPP

Category: 6 hours—CPP II, CPS II, CASAC III, R

HIV/AIDS and Infectious Diseases: A course for anyone who works in a “people” profession: addictions professionals, caseworkers, probation officers, home health aides, corrections officers, clinical supervisors, teachers, medical personnel, etc. Topics covered include HIV/AIDS transmission, progression and prevention, infectious diseases, universal precautions and confidentiality.

Instructor: Bonnie Schonfeld

Category: 12 hours—CASAC II, CPP IV, R

Addictions & Co-Existing Psychiatric Disorders: This introductory course will provide an historical overview of mental illness and the stigma of mental illness. Assessment of co-existing disorders, including mental status and suicide exams will be discussed. We will review dual diagnosis issues including differential diagnosis, medication and treatment problems and barriers.

Instructor: Various

Category: 9 hours - CASAC II, CPP IV, R

Alcoholism/Addiction Counselor Skills II: This training is designed for entry level counselors in the alcoholism/addiction field and will focus on the development of interviewing, assessment skills, and the development of treatment plans. Through the utilization of case examples, students will learn about problem identification, goal development, and writing objectives. Small group exercises and interviews will reinforce the learning in this course.

Instructors: Various

Category: 48 hours—CASAC III, R

Clinical Charting and Record Keeping: This two-day training covers assessments, treatment plans and case notes—the most important information we must keep in our clients’ files. The focus is on the documentation and handling of client information, clinical terminology, individual vs. group notes, confidentiality and the HIPPA regulations. An extended time is spent on written practices with case histories.

Instructor: Edna Henry, MSW, CASAC

Category: 12 hours - CASAC III, CPP IV, R

Overview of Prevention: This course reviews the history of prevention in the United States and discusses the current beliefs and practices for the prevention of alcohol, tobacco and other drug use. Provides an overview of the components and skills necessary in an effective prevention program. Discussion includes implications for treatment environments also.

Instructors: Annie Colonna, CPP

Overview of Case Management : This curriculum is designed to provide an overview and definition of case management. Assessment, linking and coordinating client services will be covered. Monitoring and evaluating client progress will also be discussed, as well as the impact of managed care and the importance of advocacy.

Instructors: Various

Category: 12 hours—CASAC III, R

Counselor-Client Relationships: This training provides counselors with the opportunity to examine the unique nature of the counselor-client relationship. Roles, power/control, boundaries, ethical issues and confidentiality will be discussed. Students will also develop skills in maintaining counselor objectivity.

Instructor: Edna Henry, MS, CASAC

Category: 12 hours - CASAC IV, CPP IV, R

Ethics for Addictions Counselors: This course provides the professional counselor with an opportunity to explore the definition, foundation and principles of ethics. Problem areas are addressed as well as personal misconduct, impairment and prevention issues.

Instructor: James E. Conklin, CASAC, CPP

Category: 9 hours - CASAC IV, CPP IV, R

The Art of Self-Disclosure: This training will focus on the very “popular” topic of self-disclosure. What is self-disclosure? Is it helpful or harmful? What are the benefits/drawbacks for the counselor? Does familiarity breed contempt? What about ethics? Be prepared to discuss situations in your professional life where self-disclosure became an issue.

Instructor: Lori Hulle, MA, CASAC

Category: 6 hours - CASAC IV

Confidentiality: This course examines the federal and state regulations that govern the release of information regarding alcohol and drug program patients. It includes ways that disclosures can be made, exceptions to the rule, application of the regulations to various treatment programs including school-based prevention and intervention services. Up-to-date changes in the regulations and an examination of the conflicts with state law are covered.

Instructor: Lori Hulle, MA, CASAC

Category: 6 hours - CASAC IV

CORE CURRICULUM INSTRUCTORS

Annie Colonna, CPS, is currently the Assistant Director for the Alcoholism & Drug Abuse Council of Orange County. She has over twelve years of experience in presenting training on the topics of chemical dependency and substance abuse prevention to children, teens and parents.

James E. Conklin, CASAC, CPP has been the Executive Director of the Alcohol and Drug Abuse Council of Orange County for over 20 years. He is experienced in staff development and has presented training on the topics of chemical dependency and substance abuse prevention in a variety of settings.

Evelyn Gaylor, AS, CASAC has been in the field of substance abuse since 1985. She’s worked as a family counselor for many years, worked as a clinic coordinator and has extensive experience in treating women, Her experience includes all facets of treatment.

Paul Graf, LMSW, CASAC-G is a Private Practitioner specializing in Addictions He has been the Assistant Director, of the South Beach Addiction Treatment Center in Staten Island , NY and currently provides EAP services (Assessment, referral and follow-up services) for Amalgamated Transit Union, Division 726, Bus Operators; Staten Island , NY

Edna Henry, MS, CASAC has worked in the field of substance abuse treatment for more than 30 years. She has held positions ranging from the areas of detoxification to staff development. Ms. Henry has worked extensively with special populations, especially women, and as a program director developing programs and improving protocol.

Lori Hulle, MA, CASAC has been teaching substance abuse classes for 25 years. Currently also a Student Assistance Counselor in Orange County, she works tirelessly to address the need for substance abuse prevention and treatment in our schools. Ms. Hull has been published in the Student Assistance Journal and is a Board Member of the National Student Assistance Association.

Beverly Moskowitz, MS currently serves as the Offender Services Counselor for orange County Jail. Previously she was a Case Manager for TASC of Orange County. She has been an OC BOCES instructor for Life Skills course in the Orange County Jail and conducted several trainings on DBT (Dialectical Behavioral Therapy). She has also conducted workshops for CAMA (Correctional Accreditation Managers Association)

Bonnie Schonfeld, MS, CPP has worked in prevention education and counseling for more than 15 years. She combines her teaching expertise and extensive theater background in her work. Ms. Schonfeld trains adult learners in a variety of topics relating to substance abuse and provides youth with a broad spectrum of prevention programs.

The Violent & Resistant Client: This course helps addiction professionals understand and develop the clinical skills need to accurately assess resistance and escalation of violence. Students also learn to institute safety plans to protect both staff and clients.

Instructor: Lori Hulle, MA, CASAC

Category: 12 hours—CASAC II, CPP IV, R

Working with the DWI Offender: This training reviews the history and status of the DWI problem in the United States, focusing on New York State. An overview of the DWI laws related to the use of both alcohol and other drugs is included. The role of the law enforcement community, the criminal justice system, Dept. of Motor Vehicles, alcoholism/addiction treatment and grass roots groups such as MADD are discussed. Screening, evaluation and treatment options are reviewed, including dealing with DWI recidivists and vehicular crimes. Assessment and written documentation are practiced, including a focus on confidentiality.

Instructors: Chris Hale, CASAC, CPP and John Jones

Category: 6 hours—CASAC II, CPP I, CPS I, R

Working with the Homeless: There are various levels of homelessness. This course defines those levels and looks at the role chemical dependency plays in creating and/or exacerbating the problem. Counselor issues such as failed treatment, revolving door, co-occurring disorders, medical issues, lack of hope and counselor inadequacy are explored. Habilitation vs. rehabilitation are examined, along with the Viet Nam experience, relapse prevention, anxiety and depression.

Instructor: Edna Henry, MSW, CASAC

Category: 6 hours - CASAC II, CPP IV, R

Yoga for Counselor and Client Wellness: Yoga means “to join” in Sanskrit and the practice is used to join the mind, body and spirit. Everyone, regardless of age, ability or experience, can benefit from yoga. Combining the breath with movement helps calm the mind, stretches and strengthens the body and deepens the relaxation response. Learn how yoga can be used as another tool in prevention, treatment and recovery to build self-confidence, develop character and bring us to a greater understanding of self. Participants should wear loose, comfortable clothing and bring a yoga mat or large towel to workshop.

Instructor: Annie Colonna, RYT, CPP

Category: 6 hours—CASAC I, CPP I, CPS I, R

Counselor Wellness: Utilizing small group and individual exercises and theoretical frameworks, this training provides new and experienced counselors with strategies to promote and maintain wellness. We can only take our clients as far as we have come ourselves! Explore the characteristics that help us become healthy and effective counselors in a relaxed, down-to-earth atmosphere. An examination of the conflicts with state law are covered.

Instructor: Lori Hulle, MA, CASAC or Annie Colonna, CPP

Category: 6 hours - CASAC IV

CASAC Internship

This course provides each student with 300 hours of work-experience internship at an OASAS certified alcoholism/substance abuse treatment program. In addition, all students will be required to attend one class per week to discuss the internship experience. **Prerequisite:** Admission interview and a minimum of 100 clock hours of CASAC education.

Internships are available at many treatment locations throughout Orange County, including but not limited to:

- ORMC Family Program, Middletown
- Catholic Charities Community Services, various locations throughout Orange County
- Restorative Management, Middletown and Newburgh
 - RECAP, Middletown
 - Turning Point, Beacon
- New Directions at Bon Secours Community Hospital, Port Jervis
 - R.C. Ward Addiction Treatment Center, Middletown

The Advanced Alcoholism/Addiction Counseling Curriculum provides continuing education hours.

The following courses are most beneficial for those who are re-credentialing as a CASAC or CPP/CPS. Some courses will also work for those who are just beginning to accumulate CASAC or CPP/CPS hours. Courses are offered throughout the year. We are proud to be able to provide you with highly qualified instructors, most of whom are members of the OASAS Faculty of Addiction Studies.

Building A Professional Image: This course focuses on the tools and skills necessary for professionals in the human services field. Appropriate dress, behavior and boundaries are discussed. How to present at case studies, telephone etiquette and collaboration with other agencies and services are covered. Effective communication, work relationships and supervisory issues are also explored.

Instructor: Edna Henry, MSW, CASAC
Category: 6 hours - CASAC IV, CPP IV, R

Domestic Violence: Who gives permission? This workshop will focus on sexism as a primary factor in domestic violence. Students will be provided with up-to-date information on appropriate, effective and safe approaches to working with chemically dependent women who are being battered. Issues of accountability versus pathology when working with chemically dependent men who batter are also addressed. Handouts, domestic violence wheel, articles on domestic violence, a brief video and audience participation are utilized.

Category: 6 hours—CASAC II, CPP I, CPS I, R

Drugs that Impair: This workshop is taught by a trained police officer who is a Certified Drug Recognition Expert. The workshop covers an overview of drugs that impair and how to recognize signs of impairment in your clients. Topics include drug identification, categories and effects, eye examinations, vital signs, divided attention tests, ploy drug and assessment process.

Category: 4 hours—CASAC I, CPP I, CPS I, R

Inhalants, Hallucinogens and Marijuana: This course is designed for addictions professionals and other professionals who work with substance abusing populations. It includes signs and symptoms, short and long term effects and psychopharmacology of the different drugs. Current trends, intervention and treatment are also covered.

Category: 15 hours—CASAC I, CPP I, CPS I, R

Media Literacy: This course is designed to help addictions professionals make sense of the media. Participants learn to distinguish and identify a personal meaning from the media messages we take in every day through television, radio, computers, newspapers, magazines and advertising. The role that media messages play in shaping the social environment, and how that influences substance use and abuse is explored.

Category: 12 hours—CASAC III, CPP II, CPS II, R

Motivating Chemical Dependency Clients to Change: This training is designed to provide tools for Chemical Dependency counselors to assess a clients' readiness for change, then utilize successful interventions to minimize resistance and further client responsibility for recovery. Motivational Enhancement Therapy techniques offer an alternative to the confrontational/oppositional relationship that often develops in chemical dependency counseling settings. Students will learn to identify the client's stage of readiness for change and strategies for facilitating movement towards health.

Category: 12 hours - CASAC IV, CPP IV, R

Supervision: Techniques and Solutions: Upon successful completion of this training session you will be able to define and identify what supervision is. You will easily be able to demonstrate the use of specific supervisory techniques effectively and list at least 3 models of supervision. You will also be able to identify 4 supervisory traits and discuss each one's merits. More importantly, you will be able to discuss parallel process and its impact on supervision, develop a plan and rationale for the professional use of the supervisory process, and you will create a plan for ongoing personal development and wellness.

Instructor: Lori Hulle, MA, CASAC

Category: 12 hours—CPP IV, CASAC III, R

Treatment Outcomes & Performance Measures: This two-day training will provide participants with an understanding of outcome monitoring systems and performance measurements that assess and ultimately improve client outcomes. Participants will leave this workshop with specific tools and plans for increased use of outcomes in their work.

Instructor: Lori Hulle, MA, CASAC

Category: 12 hours—CPP IV, CASAC III, R