

ADS R111: MANAGEMENT AND SUPERVISION IN ALCOHOL PROGRAMS

Originator

ptrujillo

Co-Contributor(s)**Name(s)**

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College

Oxnard College

Discipline (CB01A)

ADS - Addictive Disorders Studies

Course Number (CB01B)

R111

Course Title (CB02)

Management and Supervision in Alcohol Programs

Banner/Short Title

Mgmt/Supv in Alcohol Programs

Credit Type

Credit

Start Term

Fall 2021

Catalog Course Description

This course focuses on five levels of alcohol program management; federal, state, and local governments, and private and voluntary agencies. The following organizational components will be emphasized: supervision at all levels of treatment and management; inter and intra organizational relationships, communication, employee assistance programs; and management styles and their influence on services. Students will also study the current and anticipated impact of alcohol and drug abuse on individual and community health problems and societal institutions and resources integrated into analysis of program management. This course fulfills one 3-unit skills requirement for the California Association of Alcohol/Drug Educators (CAADE) and Domain VIII of TAP 21 (Technical Assistance Publication Series: Addiction Counseling Competencies).

Taxonomy of Programs (TOP) Code (CB03)

2104.40 - *Alcohol and Controlled Substances

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

B (Transferable to CSU only)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

May be required

Grading method

Letter Graded

Does this course require an instructional materials fee?

No

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

52.5

Maximum Contact/In-Class Lecture Hours

52.5

Activity**Laboratory****Total in-Class****Total in-Class****Total Minimum Contact/In-Class Hours**

52.5

Total Maximum Contact/In-Class Hours

52.5

Outside-of-Class**Internship/Cooperative Work Experience****Paid****Unpaid****Total Outside-of-Class****Total Outside-of-Class****Minimum Outside-of-Class Hours**

105

Maximum Outside-of-Class Hours

105

Total Student Learning**Total Student Learning****Total Minimum Student Learning Hours**

157.5

Total Maximum Student Learning Hours

157.5

Minimum Units (CB07)

3

Maximum Units (CB06)

3

Prerequisites

ADS R101

Entrance Skills**Entrance Skills**

Understand how substances and mental illness affect people.

Prerequisite Course Objectives

ADS R101-Recognize the diagnostic criteria for Substance Use Disorders.

ADS R101-Describe the legislative efforts to regulate and control drug use and abuse.

ADS R101-Describe how drugs work in the body and brain.

ADS R101-Identify the various modalities of treatment and recovery, especially the social and professional models.

ADS R101-Recognize the special needs of co-morbidity (dual-diagnosis) patients

Requisite Justification**Requisite Type**

Prerequisite

Requisite

ADS R101

Requisite Description

Course in a sequence

Level of Scrutiny/Justification

Content review

Student Learning Outcomes (CSLOs)**Upon satisfactory completion of the course, students will be able to:**

- | | |
|---|--|
| 1 | Demonstrate the steps of progressive discipline through the use of role plays. |
| 2 | Explain the inter- and intra-organizational relationships. |

Course Objectives**Upon satisfactory completion of the course, students will be able to:**

- | | |
|---|---|
| 1 | Describe the organizational structures, management and administrative policies and procedures affecting success and failure of alcohol and drug treatment programs. |
| 2 | Summarize the inter- and intra-organizational relationships, dynamics (power differentials), and mandatory record keeping and documentation necessary for effective implementation, maintenance, and certification of alcohol and drug treatment programs, counselors, and supervisors. |
| 3 | Practice steps of progressive evaluation and discipline of supervisees by means of observation, assessment, and documentation in order to enhance and facilitate professional development within an organization. |
| 4 | Evaluate the essentials of effective clinical supervision necessary to train and supervise other counselors/supervisors in training in the knowledge, skills, and attitudes of positive professional practice. |
| 5 | Summarize the necessary components of effective treatment planning which supports best practices, ethical guidelines, and positive treatment outcome. |

Course Content**Lecture/Course Content**

1. Required reporting for alcohol-drug programs and how it relates to interfacing with taxing, credentialing and licensing authorities at the various levels of government
 - a. Federal government
 - b. State government
 - c. County government
 - d. City government
 - e. State and federal agencies governing professional standards
2. Certification and licensing
 - a. Certifying organizations
 - b. Counselor registration, certification and licensing and state standards
 - c. Agency program certification and facility licensing and state standards
3. Types of business entities/organizations (public and private)
 - a. Corporation (for-profit, non-profit; LLC)
 - b. Associations and trusts
 - c. Partnerships
 - d. Sole-proprietorships
4. Reviewing and understanding the guidelines pertinent to agency administration
 - a. Planning process, needs assessment, goal setting
 - b. Facilities maintenance, organization and workplace practices
 - c. Equipment planning and leases
 - d. Risk management, safety control, insurance, postings, and inspection standards
 - e. Data operations and records management
5. Reviewing and understanding the guidelines pertinent to agency administration

- a. Generally accepted policies, procedures, philosophies, protocol
 - b. Utilization reviews and units of service
 - c. Contracts administration and monitoring, Requests for Proposals (RFPs); grant writing
 - d. Fiscal management (accounting, fees/costs, funding, budgets, billing, reporting)
 - e. Personnel management (recruiting, training, service levels, background checks, reviews, discipline, registration/credentialing/licensing, staffing needs, pay rates)
 - f. Public and community relations
6. Reviewing and understanding principles of agency clinical supervision
 - a. Employee/employer/supervisor relations and communications – supervisory alliance and relationship
 - b. Counselor-in-training/supervisor-in-training professional development and supervision
 - c. Essentials of effective clinical supervision (models, methods, techniques, philosophies)
 - d. Roles, functions, and responsibilities of clinical supervisors
 - e. Approaches and obstacles to clinical supervision
 - f. Scope of practice, competence, responsibility of supervisors
 - g. Ethical and legal concerns pertinent to supervisees and vicarious liability for supervisors
 - h. Evaluation and assessment of supervisee's stage of professional development
 - i. Educational requirements, professional registration, credentialing and licensing
 - j. Addressing counselor competencies and readiness to practice
 - k. Quality of care, service delivery, program evolution, and treatment improvement protocol
 7. Reviewing and understanding professional practices, ethics and legal requirements
 - a. Consents of release and disclose information (privacy and confidentiality)
 - b. HIPAA privacy, security and transaction rules
 - c. Client rights and grievances
 - d. Case management
 - e. Subpoenas
 - f. Adherence and respect for code of ethics and conduct
 - g. Acts of omission, responsibility to consult
 - h. Dependency and anxiety issues, proper use of authority
 - i. Dual relationships, defining boundaries, personal disclosures
 - j. Cultural competency and sensitivity
 - k. Resistant or impaired staff members
 8. Types of alcohol and other drug (AAOD) programs
 - a. In-patient hospitalization (full and partial)
 - b. Residential treatment
 - c. Out-patient treatment (intensive and standard)
 - d. Therapeutic community
 - e. Sober living
 - f. Role and function of community 12-step programs: Alcoholics Anonymous (AA), Narcotics Anonymous (NA), Adult Children of Alcoholics (ACA), etc.
 - g. Voluntary and mandated treatment programs
 9. Types of services in AAOD programs
 - a. Screening and assessment
 - b. Individual counseling services
 - c. Group counseling services
 - d. Family/conjoint services
 - e. Drug testing
 - f. Job search assistance
 - g. Role and function of community 12-step programs: AA, NA, ACA, etc.
 10. Best practices
 - a. Effective treatment planning, charting, and quality of care
 - b. Integrated treatment concerns for those with co-occurring disorders
 - c. Clinical incident reporting
 - d. Stress management

Laboratory or Activity Content

None

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Essay exams
Group projects
Individual projects
Objective exams
Oral presentations
Quizzes
Role playing
Reports/papers
Research papers

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations
Class activities
Class discussions
Case studies
Distance Education
Group discussions
Guest speakers
Lecture
Role-playing
Small group activities

Describe specific examples of the methods the instructor will use:

1. Instructor will present information from text book and handouts
2. Instructor will give examples of various licensing or certification options
3. Class discussions of specific cases
4. Students will break into pairs/small groups to work on applying the lessons to actual documentation requirements.

Representative Course Assignments

Writing Assignments

Final term paper report: each student will complete a basic application to the State Department of Alcohol and Drug Programs in Sacramento to establish either an in-patient or out-patient treatment center or a prevention program

Critical Thinking Assignments

1. Participate in small group discussions debating the strengths and weaknesses of various certification and licensing requirements then present to the class

Reading Assignments

Students will be required to read each chapter of the text book and handouts as the semester progresses covering subjects in chapters such as the certification and licensing requirements, guidelines pertinent to agency administration, principles of agency clinical supervision, etc.

Outside Assignments

Representative Outside Assignments

1. Library inquiry activities and assignments
2. Research for final term paper

District General Education**A. Natural Sciences****B. Social and Behavioral Sciences****C. Humanities****D. Language and Rationality****E. Health and Physical Education/Kinesiology****F. Ethnic Studies/Gender Studies****CSU GE-Breadth****Area A: English Language Communication and Critical Thinking****Area B: Scientific Inquiry and Quantitative Reasoning****Area C: Arts and Humanities****Area D: Social Sciences****Area E: Lifelong Learning and Self-Development****CSU Graduation Requirement in U.S. History, Constitution and American Ideals:****IGETC****Area 1: English Communication****Area 2A: Mathematical Concepts & Quantitative Reasoning****Area 3: Arts and Humanities****Area 4: Social and Behavioral Sciences****Area 5: Physical and Biological Sciences****Area 6: Languages Other than English (LOTE)****Textbooks and Lab Manuals****Resource Type**

Textbook

DescriptionBlanchard & Johnson (2015). *The New One Minute Manager*. HarperCollins**Resource Type**

Other Resource Type

Description

Title IX of the Health and Safety Code of the California Department of Alcohol and Drug Programs;

Distance Education Addendum

Definitions

Distance Education Modalities

Hybrid (51%–99% online)

Hybrid (1%–50% online)

100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Synchronous Dialog (e.g., online chat)	Instructor will have live on-line chat with students
Asynchronous Dialog (e.g., discussion board)	Students will respond to prompts about the skills covered in the chapter then respond to other students' postings as well
Other DE (e.g., recorded lectures)	Instructor will use recorded lectures and videos demonstrating counseling skills

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Synchronous Dialog (e.g., online chat)	Instructor will have live on-line chat with students
Asynchronous Dialog (e.g., discussion board)	Students will respond to prompts about the skills covered in the chapter then respond to other students' postings as well
Other DE (e.g., recorded lectures)	Instructor will use recorded lectures and videos demonstrating counseling skills
Video Conferencing	Instructor will have live video lectures/presentations of the material with role modeling skills and having students practice the skills.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Synchronous Dialog (e.g., online chat)	Instructor will have live on-line chat with students
Asynchronous Dialog (e.g., discussion board)	Students will respond to prompts about the skills covered in the chapter then respond to other students' postings as well
Other DE (e.g., recorded lectures)	Instructor will use recorded lectures and videos demonstrating counseling skills
Video Conferencing	Instructor will have live video lectures/presentations of the material with role modeling skills and having students practice the skills.

Examinations

Hybrid (1%–50% online) Modality

Online
On campus

Hybrid (51%–99% online) Modality

Online
On campus

Primary Minimum Qualification

ADDICTION PARAPROFESSIONAL TRG

Review and Approval Dates

Department Chair

08/26/2020

Dean

08/26/2020

Technical Review

09/09/2020

Curriculum Committee

09/09/2020

Curriculum Committee

12/09/2020

CCCCO

MM/DD/YYYY

Control Number

CCC000339519

DOE/accreditation approval date

MM/DD/YYYY