

# **ADVANCED TRAINING FOR ALCOHOL & DRUG ABUSE COUNSELORS**

## **Chicago State University Psychology Department**

The need for effective, dedicated professionals trained in the field of chemical dependency is rapidly increasing in America. Alcohol and drug dependency coupled with mental illnesses are affecting families and communities across the country.

Chicago State University is aware of this crisis and offers a comprehensive accredited Alcohol and other Drug Addiction (AODA) counselor training program, which will prepare students to work in the field of addictions. Specifically, the student will be trained not only to treat the disease, but the person and his/her family holistically as well.

The Advanced Training Program (ATP) for Alcohol and Other Drug Abuse (AODA) counselors at Chicago State University (CSU) is under the administrative umbrella of the Chicago State University Psychology Department. The mission of the program is to give students the highest standard of knowledge, education, and skills to successfully work in the field of chemical dependency and substance abuse counseling. This mission is generated from a belief that AODA clients, their families and their communities deserve to receive the highest quality of services. To accomplish its mission, the program is committed to:

- Providing students with the opportunity to acquire the skills, knowledge and ethical understanding to reach and maintain the highest level of professional competence;
- Employing a dedicated, caring, and culturally diverse faculty whose teaching is informed by research and clinical expertise;
- Providing a curriculum that is infused with evidenced-based theories and practices in the AODA field;
- Providing students with a strong preparation in 12 core functions, counseling interventions and models of prevention directed toward meeting the complex counseling needs within the AODA field.
- Providing opportunities for practical counseling experiences within urban schools and communities;
- Teaching students how to access resources, advocate for their clients and their families and their profession, and serve as chemical dependency counselor activists when needed; and

- Working in partnership with local institutions and agencies in the region to assist in the development of socially and economically viable and sustainable communities.

The Illinois Certification Board, Inc. – Illinois Alcohol and Other Drug Abuse Professional Certification Association, Inc., (IAODAPCA), the Illinois accrediting body for professionals in the addictions field has granted accreditation for the Chicago State University Advanced Training Program for Alcohol Other Drug of Abuse Counselors until 2017.

For general University policies and procedures, as well as course descriptions and registration information, students consult the University Catalog and the University Student Handbook. Part of each student's responsibility is to read and understand the Handbook, the Class Schedule Bulletin, and the University Catalog. The program description and requirements are listed on pages 87 – 88 of the Chicago State University Graduate Catalog.

The Advanced Training Program for AODA counselors is designed to train students as chemical dependency counselors so they can a variety of settings. The program currently qualifies students to sit for examinations for the Certified Alcohol and Other Drug Counselor (CADC) Certificate. The curriculum focuses on all aspects of chemical dependency, including counseling techniques, the function and responsibilities of a case manager, family needs and recovery issues, training in intervention techniques and facilitation, dual diagnosis treatment, adolescent and women drug abuse services and counseling, adult children of alcoholics needs and services, relapse prevention and ethics. Students must take 9 credit-hours of prerequisites and 24 credit hours of required coursework.

### **About Certification**

Students completing the AODA training program will be eligible to take the Illinois State Certification Examination administered by the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA). The goal of the program is to lead to employment in facilities such as:

- Hospitals & clinics
- Schools, colleges, & universities
- Community agencies & organizations

The two-year work experience requirement will be waived for students who complete an IAODAPCA accredited program. Students also earn Masters-level credit.

### **Employment Outlook**

According to the U.S. Department of Labor, the demand is expected to be strong for substance abuse counselors because they help people who have problems with alcohol, drugs, gambling, and eating disorders. These counselors conduct sessions for individuals, families, and groups to provide case management and referral services.

### **Post– Baccalaureate**

#### **Certification**

Students wishing to enroll in the program must complete prerequisite coursework. Intro To Psychology and Psyc of Drug Addiction. Students must take remaining required courses, as well as, two **Master** level electives. Students with a bachelor's degree are exempt from university placement exams, but must have a GPA of 3.0 or higher. 24 Total Credit hours required.

***Students with GPA between 2.75—2.99 may qualify for conditional admission.***

Post Baccalaureate students take elective courses in Social Work, Criminal Justice or Counseling, which can be transferred to the respective Master of Arts degree program.

#### **Prerequisites**

CSU course numbers are given in parentheses:

- Intro to Psychology (1100)
- Childhood and Adolescence (2040), **or** Life Span Development (2000)
- Abnormal Psychology (2155)

#### **Required Courses**

- Pharmacology for Addictions (4200 / 5200)
- Ethics for Addictions (4201 / 5201)
- Psychology of Drug Addiction (4205 / 5205)
- Community, Domestic Violence, Addictions (4203/ 5203)
- Chemical Dependency Counseling (4202 / 5202) – lecture format***
- Addiction Assessment / Case Management  
(4206 / 5206)
- AODA Internship (4204 / 5204) – lecture format***

( 500 Clock Hours )

**Elective**

- Group Work in Addictions (4207 / 5207) – lecture format***
- Certification Exam Review Seminar**

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## Catalog Program Description

### Certificate in Alcohol and Other Drugs of Addiction Counselor Training

Chicago State University offers a comprehensive, advanced, accredited post-baccalaureate Alcohol and Other Drugs of Addiction (AODA) Counselor Training Program certificate, which prepares students to work in the field of addictions. The certificate is accredited by the Illinois Alcohol and Other Drug Abuse Professional Certification Association (IAODAPCA). Upon completion, students are qualified to sit for the Certified Alcohol and Other Drugs of Abuse Counselor (CADC) Examination. Work experience required for certification is waived for graduates of AODA. The certificate is the ideal complement to any graduate degree in counseling, social work, criminal justice, and other disciplines, and offers graduates a wide range of professional possibilities. The program requires 27 credit hours, six of which are electives that can be transferred to relevant masters degree programs at CSU.

#### Application and Admission

- Must have a bachelor's degree in psychology or a related field.
- An application and official transcripts must be submitted to the Graduate School by October 1 (spring admission) or April 1 (fall admission). New students can begin any semester.
- A minimum GPA of 3.0 (on a 4.0 scale) for the final 60 hours of undergraduate work. Applicants whose grade point average is between 2.75 and 2.99 may qualify for conditional admission.
- Nine hours of prerequisite courses must be completed with a grade of B or better for six hours. Conditional admission may be granted until prerequisites are met, which must occur in the first year of the program.
- The program coordinator must approve transfer courses from other institutions before credit can be applied to AODA.
- A personal interview is required to assess oral communication, interpersonal skills, and the applicant's potential for the counseling field.

#### Requirements

Completion of all coursework with a grade point average of 3.0 or higher.

Internship of 500 clock hours, which must be completed in one year.

Completion of all program requirements within five years.

#### Prerequisites

PSYC 1100 (Introduction to Psychology), 2040 (Childhood and Adolescence), and 2155 (Abnormal Psychology).

#### Required Courses (21 credit hours)

The following courses (in the order taken): PSYC 5200, 5201, 5202, 5203, 5204, 5205 and 5206.

#### Elective Courses (6 credit hours)

Six credit hours of masters-level courses selected with program coordinator consent.

## Alcohol and Other Drugs of Abuse (Program Code – AODA)

### AODA ADVISING AND PROGRAM PLAN

**I Graduate Filing Information:** Term Completing Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_ UID # \_\_\_\_\_  
 Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

**II Prerequisites:**

Requirement (min 1 B and 1 C)	Course No.	Sem Hrs	Course Title	Institution	Grade	Term/Year	Adv Initials
Introduction to Psychology		3		CSU			
Abnormal Psychology		3		CSU			
Psychology of Drug Addiction		3		CSU			

**III Admission Decision:** Admitted (Term/Yr) \_\_\_\_ Internship Applied (Term/yr) \_\_\_\_ Internship Accepted (Term/Yr) \_\_\_\_

**IV AODA Certification Only Requirements:** semester hours

Course No.	Pre-Req	Course Title/Sem Hrs/Field hrs	Course No. (& Title if Transfer* or Substitution)	Institution	Sem Hrs	Instructor	Grade	Term/Year	Adv Init
PSYC 5200	Full Adm	Pharmacology for Addictions	5200	CSU	3				
PSYC 5201	PSYC 5200	Ethics for Addictions	5201	CSU	3				
PSYC 5205	PSYC 5201	Psychology of drug Addiction		CSU	3				
PSYC 5203	PSYC 5205	Community, domestic violence & Addictions	5203	CSU	3				
PSYC 5202	PSYC 5203	Chemical Dependency Counseling	5202	CSU	3				
PSYC 5206	PSYC 5202	Addiction Assessment & Case Management	5206	CSU	3				
PSYC 5204	PSYC 5206	AODA Internship	5204	CSU	3				
			5204	CSU	3				
Elective		5207 Group Work In Addictions	5207	CSU	3				
Exam Review		Non credit							
Total					24				

\*Attach original transcripts for transfer courses.

**Special competence has been demonstrated by** (circle one): *research, thesis, teaching, internship, scholarship, special project:*  
**Title and Competence Date:** \_\_\_\_\_

**V Additional graduate credits earned at CSU not counted towards the AODA Certificate:**

Course No.	Sem Hrs	Grade	Mo/Yr	Course No.	Sem Hrs	Grade	Mo/Yr	Course No.	Sem Hrs	Grade	Mo/Yr

**Other Degrees** \_\_\_\_\_ **Institution Earned** \_\_\_\_\_ **Date** \_\_\_\_\_

The student named above has been reviewed and is expected to complete all requirements by the end of this term and is in the program eligible to receive the Post Baccalaureate Certification in Substance Abuse.



## Catalog Course Descriptions

Course	Course Description	Credit Hours	Contact Hours
Program Prerequisites			
PSYC 1100  INTRODUCTION TO PSYCHOLOGY	The scientific method, fundamental principles of sensory and thought processes, biological bases of behaviors, learning and language development, human development, mental health, exceptionality, emotion and motivation, personality and group processes. (Enrichment core course.) IAI: S6 900 SPE 912  Note: PSYC 1100/141 is a prerequisite for all undergraduate psychology courses.	(3)	(3)
PSYC 2000  LIFE SPAN DEVELOPMENT	The study of physical, mental, psychosocial development and health considerations throughout the life span. Credit given for only one of the following: Psychology 2000/217 or 3020/308. (Enrichment core course.) IAI: S6 902, SED 903. Prerequisite: PSYC 1100/141.	(3)	(3)
PSYC 2155  ABNORMAL PSYCHOLOGY	The course examines a scientific theories, concepts, definitions, research and applications in psycho pathology. Includes the identification, classification, diagnosis and therapeutic models of major psychological disorders. The course introduces the underlying diagnostic and treatment methodologies in the DSM-IV. IAI: PSY 905 Prerequisites: PSYC 1100/141	(3)	(3)
Program Requirements			
PSYC 4200/5200  PHARMACOLOGY FOR ADDICTIONS	Classification of alcohol and other drugs' physical and psychological effects, medical complications, assessment an diagnostic techniques, treatment settings and modalities. Prerequisites: PSYC 1100/141 and PSYC 4155/336.	(3)	(3)
PSYC 4201/5201  ETHICS AND ADDICTION	Prepares students to develop ethical standards and apply them in alcohol and drug dependency counseling. Prerequisite: PSYC 1100/141 and PSYC 4155/336.	(3)	(3)
PSYC 4202/5202  CHEMICAL DEPENDENCY COUNSELING	Theory and practice of counseling addictions. Individual, family, group approaches. Screening, intake, treatment delivery models. Prerequisite: PSYC 1100/141, 4155/336 and 4205/363.	(3)	(3)
PSYC 4203  COMMUNITY AND DOMESTIC VIOLENCE/ADDICTIONS	Influence of drugs, alcohol on family, community violence. Incidence, prevalence, theories, causation, risk factors, long term effects. Prevention strategies. Prerequisites: PSYC 1100/141. 2040/204 or 2000/217.	(3)	(3)
PSYC 4204  AODA INTERNSHIP	Focuses on demonstrating competency in the 12 core functions and 8 practice dimensions of substance use disorder counseling. Supervised field experience using knowledge and practicing skills learned in the classroom. Prerequisites: Formal admission to the AODA Program, PSYC 1100/141, 4202/313 and PSYC 4206/370. Requires departmental approval of internship site.	(3-6)	(3-6)
PSYC 4205  PSYCHOLOGY OF DRUG	Introductory course in the chemical, psychological, social, and treatment aspects of drug use, abuse, and dependency. Drug	(3)	(3)

ADDICTION	abuse prevention will be introduced through elementary theories of open communication. Prerequisite: PSYC 1100/141. Successful completion of the English, reading, and mathematics qualifying examinations.		
PSYC 4206 ADDICTION ASSESSMENT/CASE MANAGEMENT	Introduction to and training in basic intake, assessment, diagnosis, treatment planning, referral, insurance and other aspects of effective case management. Prerequisites: Formal admission to the AODA Program, PSYC 1100/141, 4155/2155/336 and PSYC 4205/363. Requires departmental approval.	(3)	(3)
PSYC 4207 GROUP WORK IN ADDICTIONS COUNSELING	Overview of group counseling with substance abusers in a variety of rehabilitation programs. Experiential group counseling focus. Participation in a counseling group with a personal growth focus followed by a period of didactic processing. Prerequisites: PSYC 1100/141, 4205/363.	(3)	(3)

## **Internship**

All students must complete at least 500 hours of Internship at an approved site. Each site must have an affiliation agreement with the university and be licensed within the state of Illinois by IAODAPCA. All supervisors must provide at least ten hours of supervision weekly. Each supervisor must have current CADC certification.

### **a) Goals and objectives of the internship experience**

The objectives of the internship experience are for student to have the opportunity to:

1. Mesh helping theory and practice via actual work experience in a social services agency or program providing substance abuse and addiction treatment (500 hours of Field Experience).
2. Compare and contrast professional helping role models via observation, interaction, and supervision through the Field Experience.
3. Gain additional knowledge through possible participation in agency training opportunities.
4. Develop attitudes and values related specifically to the helping professions.
5. Utilize the seminar to summarize and assess his/her learning experiences gained at the agency placement site by completing weekly journals.
6. Assess his or her employment readiness for the human service/social service career field by completing a portfolio.
7. Create an initial career network system of social service professionals and paraprofessionals by completing the referral folder.
8. Design his/her unique learning goals/objectives that will lead to AODA work skill enhancement by completing the Goals and Objectives assignment.
9. Understanding and apply the core functions of a chemical dependency counselor.
10. Outline the State of Illinois law governing the practice of addiction counselors, and case managers, and the procedures for seeking certification as a CADC in Illinois by completing the application for the CADC exam.
11. Classify local community resources; explain the patterns whereby these agencies interface in providing services to clients.
12. Integrate knowledge, concepts and skills by completing a portfolio and case study.
13. Demonstrate skills as a professional counselor in an approved clinical setting by completing 500 hours of field experience and receiving a final evaluation from site supervisors.

### **b) Description of minimal level of clinical supervision student will receive at field service site**

Sites agree to provide a minimum of one-hour of clinical supervision per week during the field service component experience. This includes face-to-face supervisory

sessions (individual or group), orientation in-services, observation, or clinical staffing. The purpose of supervision/training is to assist the student in integrating knowledge, skills, and experience in the AODA field. Hours that the student spends providing AODA counseling services are NOT counted as supervision.

Chicago State University Advanced Training program comply with the following guidelines as specified by Illinois Certification Board:

- We have a formal working agreement with each field service internship site (agency) specifying the conditions of internship placement.
- We ensure that the internship site provides our students with an opportunity to demonstrate entry level competence in the core functions.
- Our internship sites are facilities that offer direct care related to alcohol and other drug abuse and a primary focus on that care in the treatment of alcohol and other drug abuse.
- At least 80% of the internship must be done in the following setting:

*Field service internship sites (agencies) licensed by the Department of Human Services-Division of Alcoholism and Substance Abuse or by the Illinois Department of Public Health for hospital-based substance abuse treatment programs.*

- The internship does not occur at the student's place of employment. In rare circumstances the program has petitioned ICB for special consideration.
- Students are directly supervised by an AODA professional. It is preferred that this be a certified senior or master AODA counselor.
- We ask that agencies document supervision of the student, and we include these records in the student's file, following the completion of the field service experience.

We include the following statements in our Affiliation Agreement to ensure that we are compliant:

**The Field Experience/Field experience Site agrees**

1. To assign a field experience site supervisor who is currently or previously practitioners who possess an understanding of the basic principles of the AODA field. IAODAPCA Certified Supervisor or Master AODA Counselors are preferred; can meet with the trainee for at least one hour of face-to-face supervision weekly; and has an interest in training;
2. To cooperate with training program in planning, supervising, and evaluating the student intern;
3. To assist the student intern in developing a learning contract or schedule of learning experiences that will enable him or her to practice skills and competencies as indicated in school objectives;
4. To assure that State and Federal laws of confidentiality are communicated and followed;

5. To provide the student with an opportunity to demonstrate entry level competence in the core functions;
6. To review with the student intern his or her rights and responsibilities;
7. To submit a written evaluation of the student intern's performance to the training program and the intern, identifying strengths, limitations, and potential as an AODA counselor;
8. To provide the training program coordinator with necessary information about problems, concerns and/or incidents with the field experience as they arise;
9. To provide the student with adequate work space, telephone, computer access, office supplies, and staff to conduct professional activities;
10. The Field Experience site reserves the right to terminate a student's field experience at the Field Experience site prior to completion if it is determined by the site representative at the Field Experience site in consultation with Chicago State University Program Coordinator that the student is in violation of any local, state or federal law, Field Experience site or University rules or policy, or demonstrates unsatisfactory clinical progress as set forth in the course requirements.

Within the specified time frame, the training activities will be provided for the student in sufficient amounts to allow an adequate evaluation of the student' level of competence in each activity. The student must obtain at least 500 total hours of which 150 clock hours of supervision in the 12 core skill areas of counseling. Supervised hours are understood to be face-to-face supervision. Hours that the counselor spends providing AODA counseling services are NOT counted as supervision. The applicant will document supervision in the following Core Skill Areas. No single core skill function is to be performed for fewer than **ten (10) clock hours**.

- Screening
- Intake
- Orientation
- Assessment
- Treatment Planning
- Counseling
- Case Management
- Crisis Intervention
- Client Education
- Referral
- Reports and Record Keeping
- Consultation with Other Professionals in Regard to Client Treatment/Services

The total combined minimums must add up to a **150 clock hours**. For each core skill function a minimum of 10 hours needs to be documented. To meet the total of 150 hours, more than 10 hours will need to be documented in some areas.

## **The Twelve Core Functions:**

As part of the field experience, it is expected that site supervisors will provide students with sufficient time to work in each of 12 core functions area. The student must obtain at least 500 total hours of which 150 clock hours of work in the 12 core skill areas of chemical dependency counseling. Two forms (Supervised Practical Experience and the Intern Twelve Core Functions Evaluation Form).

Throughout the curriculum students are required to complete assignments that cover the twelve core functions.

1. In the Assessment/Case Management Course students review the components of screening, intake, orientation, case management, reports and record keeping. They complete two case files which requires them to conduct two assessments and treatment plans for two real individuals who struggle with substance abuse issues. Students put together an entire case file as would be seen in the field. The case file must contain the following: assessment of the client, a treatment plan, two progress notes, a treatment plan review and a discharge summary. The case file must be presented in a folder, as it is customary in a treatment program. They also write a session for a client education group and present that to their peers.
2. In the Chemical Dependency Counseling course students learn counseling and crisis intervention skills and the components of the twelve core functions. They are also required to turn in an assessment and treatment plan on a real individual.
3. In the AODA internship seminar, they are required to put together a referral folder. They have case presentation of actual clients at their internship sites and consult with their colleagues about those cases or others that they have at their internship site.

In addition, students are required to write a paper critically discussing the core functions of a chemical dependency counselor. Students evaluate how they have been able to apply these core functions in their internship experience.

## **Program Assessment and Evaluation:**

The overall goal of the program is to ensure that students have the knowledge and skill base of the alcohol and other drug counselor. In addition to the overall goals and objectives of the program, each course has specific objectives that meet the Illinois Certification Board (ICB) standards specifically for correlation to the counselor core functions and the associated knowledge and skills. In addition, the program maintains also Chicago State University (CSU) requirements as set by the Higher Learning Commission.

Yearly, the program conducts an assessment of its entire curriculum by using direct and indirect measures such as performance on course exams and assignments, completion rate, and exit and alumni surveys. These yearly assessments inform the program of areas needing improvement and enhances needed for optimal student learning. Minor changes to the course are made as needed. Major changes to courses must be submitted to ICB and CSU for approval prior to implementation.

In addition, students complete course evaluations for each course. The student course evaluations help the program coordinator evaluate the consistency with which core concepts are being covered across instructors. This helps maintain the integrity of the curriculum and the long-term stability of the program. Students are also asked to evaluate field work supervisors and field work experience. The course evaluations are used also as part of the faculty retention process at CSU. Too many negative feedbacks from students are cause of great concern. Corrective action are put in play and continual violations may result in a faculty member not being retained for the following academic year.

The exit and alumni surveys are strong evidence of the effectiveness of the teaching and learning. In the last three years students in those surveys have expressed very high satisfaction levels. Students have indicated that they feel well prepared when they go out on their field experience or in the workplace. The program monitors also the completion level. Our completion level is higher-than-average.

## **Program Forms:**



# SUPERVISED PRACTICAL EXPERIENCE

**To Supervisor:** Please complete this form indicating student's supervised practical training. This form is intended to document student's total number of hours of field experience as indicated in the Affiliation Agreement and the Field Agreement forms. Of the total number of hours completed by the student, thirty (30) hours should be face-to-face supervision you have provided the student.

**Name of Student** \_\_\_\_\_ (LAST)

**I hereby attest to the fact that I have provided the student supervision for the number of hours noted below.**

Clinical supervision is the process of assuring the AODA counselor is provided monitoring and feedback to assure quality AODA services are being delivered.

***Realizing that supervision may take place in a variety of settings and have many faces, IAODAPCA determined not to place limiting criteria on qualifications of a supervisor. Rather, it was determined that supervision should be as broadly defined as in the Center for Substance Abuse Treatment/Substance Abuse and Mental Health Services Administration's Technical Assistance Publication Number 21. TAP 21 defines supervision/clinical supervision as: the administrative, clinical and evaluative process of monitoring, assessing and enhancing counselor performance.***

*Each core skill area must have at least 10 hours documented.*

<u>Core Skill Areas</u>	<b>Number of Hours Received in Each</b>
Screening .....	_____ (minimum 10)
Intake .....	_____ (minimum 10)
Orientation .....	_____ (minimum 10)
Assessment .....	_____ (minimum 10)
Treatment Planning .....	_____ (minimum 10)
Counseling .....	_____ (minimum 10)
Case Management .....	_____ (minimum 10)
Crisis Intervention .....	_____ (minimum 10)
Client Education .....	_____ (minimum 10)
Referral .....	_____ (minimum 10)
Reports and Record Keeping .....	_____ (minimum 10)
Consultation with other professionals in regard to client treatment/services...	_____ (minimum 10)
Other.....	_____
<b>Hours of face-to-face supervision I have provided the student (#)</b>	<b>_____ (minimum 30)</b>

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Name of Supervisor (Printed)**

\_\_\_\_\_  
**Title of Supervisor**

\_\_\_\_\_  
**Agency/Facility**

## Midterm and Final Evaluation Instrument

Student: \_\_\_\_\_ Site Supervisor: \_\_\_\_\_

Type of Evaluation \_\_\_\_\_ Mid-term \_\_\_\_\_ Final

**Instructions:** Please evaluate the intern's performance in each core function using the following scale. In addition use the last section of each core function to make a summary comment about the intern's performance.

- 4 = performs consistently in an excellent manner
- 3 = usually performs in a superior manner
- 2 = usually performs in an adequate manner but still needs some work
- 1 = performs consistently in an inferior manner, needs extensive work
- N/A = data not available to evaluate

		1	2	3	4	NA
<b>1</b>	<b>Screening - The process by which the client is determined appropriate and eligible for admission to a particular program.</b>					
	<b>A. Evaluate psychological, social, and physiological signs and symptoms of alcohol and other drug use and abuse.</b>					
	<b>B. Determine the client's appropriateness for admission or referral.</b>					
	<b>C. Determine the client's eligibility for admission or referral.</b>					
	<b>D. Identify any coexisting conditions (medical, psychiatric, physical, etc.) that indicate need for additional professional assessment and/or services.</b>					
<b>E. Adhere to applicable laws, regulations and agency policies governing alcohol and other drug abuse services.</b>						
	<b>Comments:</b>					
<b>2</b>	<b>Intake - The administrative and initial assessment procedures for admission to a program.</b>					
	<b>A. Complete required documents for admission to the program.</b>					
	<b>B. Complete required documents for eligibility and appropriateness.</b>					
	<b>C. Obtain appropriately signed consents when soliciting from or providing information to outside sources to protect confidentiality and rights.</b>					
	<b>Comments:</b>					