

## **AADC Domains**

### **DOMAIN I: Screening, Assessment, and Engagement**

**Task 1**         **Demonstrate verbal and non-verbal skills to establish rapport and promote engagement with persons served presenting at all levels of severity.**

**Knowledge of:**

- 1 Stages of change and recovery process
- 2 Role of empathy and active listening in the engagement process
- 3 Interview process including objectives and techniques
- 4 Protection and limitations offered by laws and regulations related to confidentiality and ethical codes in the treatment of the person served
- 5 Culturally-based considerations that may influence the treatment and recovery process
- 6 Social, professional, and institutional biases that impact effective treatment of individuals
- 7 Current evidence-based theories and principles concerning human behavior, development, and bio/psycho/social approaches as they relate to the person served
- 8 Behavioral indicators of decreased engagement
- 9 Motivation enhancement techniques

**Skill in:**

- 1 Sharing compassion, empathy, respect, flexibility, patience, persistence and hope with all individuals, regardless of their level of need or stage of recovery
- 2 Establishing and maintaining a professional relationship through objective, empathic detachment and the management of personal biases with a non-judgmental, non-punitive demeanor and approach
- 3 Demonstrating sensitivity to and respect for all persons
- 4 Responding to the unique communication and learning styles of the person served
- 5 Facilitating the participation of support persons, family members, and other service providers and welcoming them as collaborators
- 6 Eliciting the viewpoint of the person served while acknowledging the strengths and challenges in their recovery
- 7 Enhancing and maintaining the individual's motivation
- 8 Communicating clearly and concisely, both verbally and in writing
- 9 Applying cultural competence
- 10 Communicating and applying the protections and limitations offered by laws and regulations related to confidentiality in the treatment of the person served
- 11 Responding to engagement interfering events

**Task 2**         **Discuss with persons served the rationale, purpose, and procedures associated with the screening and assessment process to facilitate understanding and cooperation.**

**Knowledge of:**

- 1 Criteria for evaluation of substance use, mental health and/or other health conditions
- 2 Signs, symptoms, and progressive stages of substance use disorders
- 3 Signs, symptoms, and progressive stages of mental disorders

- 4 Full continuum of substance use behavior
- 5 States of intoxication, stages of withdrawal, and long-term psychological and physical effects of psychoactive substances
- 6 Patterns and methods of misuse of prescribed and over-the-counter medications
- 7 Physical conditions associated with substance use and mental disorders
- 8 Strengths-based wellness, resilience, and recovery models
- 9 Evidence-based and developmentally sensitive screening tools
- 10 Signs of abuse, neglect, domestic violence, and other trauma
- 11 Diagnostic criteria
- 12 Placement criteria
- 13 Risks and benefits of treatment options for substance use, mental health, and/or other health conditions
- 14 Informed consent

**Skill in:**

- 1 Using interviewing techniques
- 2 Using motivation enhancement techniques
- 3 Gathering and assessing information and summarizing data
- 4 Assessing and determining the severity of substance use and co-occurring disorders of the person served
- 5 Building trust and establishing rapport with the person served
- 6 Recognizing and understanding non-verbal behaviors
- 7 Following established psychometric procedures when using standardized measures

**Task 3 Assess the immediate needs and readiness for change of the person served through evaluation of observed behavior and other relevant signs and symptoms of co-occurring substance use and/or mental health disorders.**

**Knowledge of:**

- 1 Signs and symptoms of intoxication, withdrawal, and mental disorders to determine level of care
- 2 Interventions and strategies to effectively respond to various presentations
- 3 Crisis intervention strategies
- 4 Cultural impact on observed behavior
- 5 Legal and ethical considerations

**Skill in:**

- 1 Identifying level of impairment
- 2 Identifying level of risk
- 3 Applying techniques for assessing readiness for change
- 4 Providing safe and effective care of the person served demonstrating symptoms of mental disorders
- 5 Providing safe and effective care of the person served experiencing psychoactive substance effects

**Task 4 Recognize the interactions between co-occurring substance use, mental health and/or other health conditions.**

**Knowledge of:**

- 1 Mental health including process addictions, substance use, and other health care issues that may require more extensive evaluation
- 2 Trauma throughout the life cycle
- 3 The impact of substances on personality, mood, anxiety, and thought disorders
- 4 The impact of personality, mood, anxiety, and thought disorders on substance use
- 5 The impact of trauma on substance use
- 6 The impact of substance use on trauma
- 7 The impact of trauma on personality, mood, anxiety, and thought disorders
- 8 The impact of personality, mood, anxiety, and thought disorders on trauma
- 9 The impact of substance use on physical health conditions and related treatments
- 10 The impact of physical health conditions and related treatments on substance use
- 11 The impact of personality, mood, anxiety, and thought disorders and related treatments on physical health conditions
- 12 The impact of physical health conditions and related treatment on personality, mood, anxiety, and thought disorders
- 13 The interactive relationships between substance use, trauma, and personality, mood, anxiety, thought disorders, and physical health conditions

**Skill in:**

- 1 Accurately assessing substance use in the presence of symptoms of co-occurring mental health and physical health conditions
- 2 Accurately assessing mental health issues in the presence of symptoms of co-occurring substance use and physical health conditions
- 3 Identifying conditions that present risk for harm and facilitating appropriate referrals
- 4 Individualizing responses taking into account the unique influences that impact substance use, mental health, and recovery of the person served
- 5 Identifying interactions between health care issues, prescribed medications, and other substance use
- 6 Addressing issues related to traumatic experiences in a sensitive and informed manner

**Task 5 Assess for appropriateness of consultation and referral for Medication Assisted Treatment (MAT) for substance use and/or mental health disorders.**

**Knowledge of:**

- 1 Specific screening tools for co-occurring mental health disorders
- 2 Medications and other drugs that may interact with MAT medications
- 3 Medical/psychiatric conditions that may interact with MAT medications
- 4 Rules and regulations that pertain to confidentiality
- 5 Importance of discussion with the person served of the need for consultation
- 6 Eligibility criteria for MAT
- 7 Distribution protocols of medications used for MAT
- 8 MAT resources
- 9 Side effects of medications used for MAT
- 10 Various medications used to manage cravings, withdrawal, and relapse
- 11 Awareness of exiting stigma and misinformation related to MAT

**Skill in:**

- 1 Identifying substances that may potentiate or reduce effectiveness of MAT medications
- 2 Recognizing medical/psychiatric conditions that may interact with MAT medications
- 3 Determining appropriateness of when and with whom consultation should occur
- 4 Communicating and applying rules and regulations pertaining to confidentiality
- 5 Communicating clearly and concisely the need for consultation to the person served
- 6 Collaborating with the person served to initiate consultation
- 7 Educating the person served and concerned others on MAT and available resources
- 8 Evaluating existing knowledge and biases of the person served related to MAT
- 9 Discussing MAT treatment options and assisting the person served in determining next steps

**Task 6 Identify screening and assessment tools that are appropriate to the demographics of the person served.**

**Knowledge of:**

- 1 Valid and reliable screening and assessment tools
- 2 Applications and limitations of screening and assessment tools

**Skill in:**

- 1 Selecting and applying appropriate screening and assessment instruments
- 2 Explaining the rationale for the use of specific tools
- 3 Interpreting the results obtained during the screening and assessment process
- 4 Explaining the results obtained during the screening and assessment process to the person served

**Task 7 Use clinical interviews and assessment instruments to obtain and document relevant bio/psycho/social/spiritual information from the person served and/or concerned others.**

**Knowledge of:**

- 1 Data collection including collateral information and stage specific interviewing techniques
- 2 Interrelationship of substance use, trauma, physical health, mental health, spirituality, and social environment
- 3 Crisis intervention strategies including emergency procedures
- 4 Psychosocial stressors and trauma
- 5 Cultural norms as differentiated from psychopathology
- 6 Diagnostic and placement criteria

**Skill in:**

- 1 Identifying and understanding non-verbal communications
- 2 Discerning the relevance and accuracy of data obtained from the person served, concerned others, and collateral sources
- 3 Interpreting and integrating information obtained from the person served, concerned others, and collateral sources
- 4 Organizing and summarizing client data and clinical impressions
- 5 Documenting clear, concise reports and summaries in an objective manner
- 6 Recognizing and responding to the unique needs of persons served that may impact their ability to participate fully in the screening and assessment process
- 7 Assessing risk factors and initiating appropriate interventions and referrals
- 8 Distinguishing between cultural norms and psychopathology

**Task 8 Screen for risk of harm to person served and/or others.**

**Knowledge of:**

- 1 Indicators of serious threat of harm to self or others
- 2 High-risk correlates and protective factors
- 3 Medical, substance use, mental health, environmental, and cultural stressors
- 4 Signs and symptoms of and appropriate responses to high-risk medical complications including withdrawal, medication toxicity, and overdose
- 5 Resources and referral sources
- 6 Confidentiality
- 7 Crisis assessment, intervention, and management strategies
- 8 Jurisdictional reporting requirements

**Skill in:**

- 1 Gathering relevant information using all available resources
- 2 Assessing acuity of risk to self and others
- 3 Engaging and communicating clearly and concisely with the person served and support systems
- 4 Determining the presence or extent of an emergency or crisis situation
- 5 De-escalation techniques
- 6 Environmental management
- 7 Linking to resources and referral sources
- 8 Documenting the required elements of a crisis situation
- 9 Evaluating support system

**Task 9 Formulate diagnosis(es) based on the signs and symptoms of co-occurring substance use and/or mental health disorders by interpreting observable behavior, objective data, and results of interviews and assessment.**

**Knowledge of:**

- 1 Substance use and mental health diagnostic criteria
- 2 Effects of psychoactive substances
- 3 Assessment tools
- 4 Diverse symptom presentation
- 5 Obtain, use, and interpret objective data and quantitative analysis
- 6 Best practices in collection, interpretation, and limitations of objective data

**Skill in:**

- 1 Using interviewing techniques
- 2 Synthesizing information
- 3 Observing behaviors
- 4 Applying best practices for level of care
- 5 Selecting appropriate assessment tool based on the person served and setting
- 6 Interpreting results of the assessment
- 7 Selecting an appropriate data collection method based on presenting symptoms
- 8 Prioritizing diagnostic focus
- 9 Assessing risk and triaging care

**Task 10 Utilize the appropriate placement criteria to determine the level of care.**

**Knowledge of:**

- 1 Risk assessment and interpretation

- 2 Evaluating withdrawal and other physical health risks
- 3 Levels of care
- 4 Placement criterion
- 5 Multiple dimensions of evaluation
- 6 Treatment matching
- 7 Community resources

**Skill in:**

- 1 Applying best practices for level of care
- 2 Evaluating multiple dimensions
- 3 Using treatment matching tools
- 4 Monitoring care on multiple dimensions
- 5 Adjusting care and practice patterns based on evaluation of multiple dimensions

**Task 11**      **Develop a comprehensive written summary based on the results of screening and bio/psycho/social/spiritual assessment to support the diagnosis (es) and treatment recommendations.**

**Knowledge of:**

- 1 Best practices in documentation
- 2 Current bio/psycho/social/spiritual and substance use terminology

**Skill in:**

- 1 Condensing a variety of data into an understandable summary
- 2 Using a variety of data pertinent to the client
- 3 Developing a diagnostic impression
- 4 Identifying problem areas and a summary of strengths and weaknesses
- 5 Identifying needs of the client
- 6 Interpreting data
- 7 Developing clear, concise, written summary of data
- 8 Synthesizing data
- 9 Communicating clearly and concisely, both verbally and in writing
- 10 Case formulation

**DOMAIN II: Treatment Planning, Collaboration, and Referral**

**Task 1**      **Discuss diagnostic assessment, findings, and recommendations with the person served and concerned others.**

**Knowledge of:**

- 1 Strategies for clearly, objectively, effectively, and empathically presenting the assessment data
- 2 Relevance of specific screening and assessment tools in evaluating symptom severity
- 3 Recovery supports
- 4 Collaterals
- 5 Readiness of change of the person served
- 6 Goals, beliefs, and attitudes of the recovery process from the perspective of the person served

**Skill in:**

- 1 Presenting assessment data clearly, objectively, and empathically
- 2 Evaluating the extent to which the data presented is understood and accepted

- 3 Communicating appropriately, both verbally and non-verbally, with diverse populations
- 4 Identifying and prioritizing needs collaboratively with the person served
- 5 Developing and implementing integrated treatment and recovery goals using measurable objectives with the person served
- 6 Coordinating with collateral contacts and recovery supports
- 7 Increasing motivation for engagement

**Task 2 Formulate and prioritize mutually agreed upon specific and reasonable short and long-term goals, measurable objectives, treatment methods, and resources based upon ongoing assessment findings that address the interactive relationship of each disorder identified.**

**Knowledge of:**

- 1 Evidence-based practices and emerging research for specific combinations of co-occurring disorders
- 2 Interventions matched to stages of change
- 3 Resources, interventions, and services to address a range of recovery related needs
- 4 Barriers to integrated care

**Skill in:**

- 1 Developing collaboratively an integrated treatment and recovery plan
- 2 Linking persons served with resources and supports that promote recovery
- 3 Identifying and mitigating barriers to achieve treatment and recovery goals
- 4 Identifying and implementing stage specific short and long-term goals
- 5 Formulating measurable and objective short and long-term goals
- 6 Incorporating the strengths, needs, abilities, and preferences of the person served
- 7 Translating goals into measurable and actionable steps

**Task 3 Identify and facilitate access to community resources to support ongoing recovery.**

**Knowledge of:**

- 1 Special needs of the person served
- 2 Community resources including interagency and intra-agency resources to meet the needs of the person served
- 3 Appropriate practices for handling confidential information of the person served
- 4 Appropriate practices regarding case consultation

**Skill in:**

- 1 Establishing and maintaining collaborative relationships with community resources
- 2 Advocating for expansion of community resources to address existing gaps
- 3 Assessing appropriateness of a referral
- 4 Identifying professional and agency limitations
- 5 Responding to the person served and/or family in crisis
- 6 Planning and facilitating referral
- 7 Ongoing assessment of the referral effectiveness and facilitating access to additional services as needed

**Task 4 Collaborate with the person served in reviewing and modifying the treatment plan based on an assessment of progress and the level of readiness to address substance use and/or mental health goals.**

**Knowledge of:**

- 1 Phases of treatment
- 2 Values, culture, demographics, physical and mental health of the person served and how they affect assessment and response to treatment
- 3 Risk factors that relate to medical, substance use, mental health, environmental, and cultural stressors
- 4 Treatment planning process
- 5 Crisis prevention and stabilization techniques
- 6 Circumstances which may necessitate a change in the course of treatment
- 7 Stages of change

**Skill in:**

- 1 Identifying appropriate adjustments to the treatment plan based on ongoing assessment
- 2 Collaborating with the person served on adjustments to the treatment plan
- 3 Updating intervention strategies as case conceptualization evolves
- 4 Ongoing integration of new data into case conceptualization
- 5 Documenting any adjustments and/or additions to the treatment plan
- 6 Recognizing changing treatment needs and preferences of the person served
- 7 Involving concerned others in the treatment planning and review process when clinically indicated
- 8 Devising realistic goals based on understanding of the needs of the person served
- 9 Collaborating with the person served to select treatment approaches based on their needs and preferences
- 10 Translating goals into measurable and actionable steps

**Task 5      Develop a plan with the person served to strengthen ongoing recovery outside of primary treatment.**

**Knowledge of:**

- 1 Continuing care principles
- 2 Treatment and support services
- 3 Impact of peer and community resources
- 4 Resources available to assist persons served who are members of special populations
- 5 Re-entry strategies
- 6 Elements of a recovery-oriented system of care
- 7 Recovery and wellness planning
- 8 Evidence-based practices for the treatment and management of chronic health conditions
- 9 Multiple pathways of recovery

**Skill in:**

- 1 Educating the person served about the importance of recovery as an ongoing process
- 2 Guiding the person served through the development of a continuing care plan
- 3 Assessing effectiveness of community resources

**Task 6      Document treatment progress, outcomes, and continuing care plans.**

**Knowledge of:**

- 1 Best practices in documentation
- 2 Best practices in clinical terminology

**Skill in:**



- 1 Writing objective, timely, clear, and concise records that comply with all regulations
- 2 Synthesizing, analyzing, and summarizing information from multiple resources for use in preparing client records

**Task 7 Adapt intervention strategies to the unique needs of the person served, recognizing multiple pathways of recovery.**

**Knowledge of:**

- 1 Impact of values, culture, demographics, and physical and mental health on treatment
- 2 Differences found in special populations and how those differences affect assessment and response to treatment
- 3 Culturally competent counseling techniques
- 4 Guidelines regarding discriminatory practices
- 5 Personal biases and professional limitations
- 6 Information and resources

**Skill in:**

- 1 Using appropriate strategies
- 2 Monitoring and modulating transference and countertransference
- 3 Communicating with diverse populations
- 4 Creating a therapeutic environment
- 5 Identifying culture as defined by the person served

**Task 8 Determine effectiveness and outcome of referrals through ongoing evaluation and documentation.**

**Knowledge of:**

- 1 Expected outcomes related to referrals
- 2 Protocols for information exchange with referral sources
- 3 Mechanisms to monitor treatment response related to referrals
- 4 Follow-up strategies
- 5 Strengths and limitations of referral sources

**Skill in:**

- 1 Using evaluation techniques to assess individual and/or aggregate referral outcomes
- 2 Developing an individualized follow-up strategy to promote continuity of care

**Task 9 Document all collaboration, consultation, and referrals.**

**Knowledge of:**

- 1 Best practices in documentation
- 2 Best practices in clinical terminology

**Skill in:**

- 1 Writing objective, timely, clear, and concise records that comply with all regulations
- 2 Synthesizing, analyzing, and summarizing information from multiple resources for use in preparing client records

**Task 10 Collaborate with other professionals.**

**Knowledge of:**

- 1 The respective roles and scopes of practice of a multidisciplinary team
- 2 Role of peer support services
- 3 Interventions to support the work of the team and to enhance outcomes

**Skill in:**

- 1 Serving as an effective member of an interdisciplinary team
- 2 Exhibiting leadership by directing, guiding, or influencing the collaboration and service delivery of the health care team
- 3 Respecting and responding to the leadership displayed by other providers in a health care setting or team
- 4 Resolving differences of opinion or conflicts quickly and without acrimony
- 5 Responding timely to requests for consultation
- 6 Adapting interventions to a collaborative setting and interdisciplinary teams

**DOMAIN III: Counseling and Education**

**Task 1 Develop a therapeutic relationship with persons served, families, and concerned others.**

**Knowledge of:**

- 1 Transference and countertransference
- 2 Power differential intrinsic to the therapeutic relationship
- 3 Factors that contribute to the successful establishment and maintenance of therapeutic relationships
- 4 Methods to measure engagement
- 5 Best practices in engagement
- 6 Culturally relevant approaches
- 7 Strategies for re-engagement
- 8 Indicators for treatment dropout

**Skill in:**

- 1 Maintaining professional boundaries with objectivity and empathic detachment
- 2 Recognizing and responding appropriately to transference and countertransference
- 3 Demonstrating compassion, empathy, respect, flexibility, and hope
- 4 Communicating with integrity and honesty
- 5 Enhancing motivation to promote and sustain change

**Task 2 Continually evaluate the safety and relapse potential of the person served and develop strategies to anticipate as well as respond to crises.**

**Knowledge of:**

- 1 Indicators of threat of harm to self or others
- 2 Bio/psycho/social stressors
- 3 Specific instruments to assess risk of harm to self and others
- 4 Indicators for symptom re-emergence for both mental and substance use disorders
- 5 Personal biases that may impact objectivity
- 6 Role of counselor including professional limitations in a crisis situation
- 7 Impact of trauma
- 8 Interaction between mental health, substance use, and other physical health conditions and the increased risk for symptom re-emergence
- 9 De-escalation techniques

**Skill in:**

- 1 Assessing acuity of symptoms and service intensity needs

- 2 Recognizing and responding to person-specific indicators
- 3 Administering and interpreting risk assessment instruments
- 4 Conveying empathy, respect, and hope to the person served during a crisis
- 5 Engaging the person served, their family, and concerned others
- 6 Addressing the unique risk factors of the person served when developing and implementing a prevention plan
- 7 Recognizing and responding to verbal and non-verbal cues in order to prevent crisis situations
- 8 Applying best practices in trauma informed care

**Task 3      Apply evidence-based, culturally competent counseling strategies and modalities to facilitate progress towards completion of treatment objectives.**

**Knowledge of:**

- 1 Integrated models of assessment, intervention, and recovery
- 2 Best practices in counseling theories and techniques
- 3 Bio/psycho/social needs and intrinsic motivations
- 4 Types of groups, their purposes, function, and parameters
- 5 Group dynamics and stages of group functioning
- 6 Influence of culture on treatment
- 7 Family dynamics and theories of family counseling
- 8 Personal biases that may impact objectivity
- 9 Professional limitations

**Skill in:**

- 1 Observing and responding to interactions between the person served, the family, and concerned others
- 2 Applying family counseling techniques
- 3 Establishing an environment of support and trust
- 4 Developing cohesiveness and identity among group members
- 5 Using group dynamics for individual and group growth
- 6 Terminating the counseling process
- 7 Determining relevant interventions appropriate to stage of treatment
- 8 Selecting and implementing appropriate counseling approaches
- 9 Making appropriate referrals
- 10 Matching integrative strategies and theoretical approaches to the strengths, needs, and goals of the person served
- 11 Using theories of change and strength based interviewing techniques

**Task 4      Document services provided and progress toward goals and objectives.**

**Knowledge of:**

- 1 Best practices in documentation
- 2 Best practices in clinical terminology

**Skill in:**

- 1 Writing objective, timely, clear, and concise records that comply with all regulations
- 2 Synthesizing, analyzing, and summarizing information from multiple resources for use in preparing client records

**Task 5 Educate the person served regarding the structure, expectations, and limitations of the counseling process.**

**Knowledge of:**

- 1 Counseling and therapeutic process specific to substance use and co-occurring disorders
- 2 Stages of treatment
- 3 Methods and techniques for enhancing client engagement
- 4 Feedback procedures (e.g., reflection, reframing, interpretation, clarification)
- 5 Limitations of the counseling process
- 6 Current research and emerging trends in treatment
- 7 Learning styles and educational techniques

**Skill in:**

- 1 Communicating
- 2 Responding therapeutically
- 3 Responding to ambivalence
- 4 Identifying and interpreting verbal and non-verbal behavior
- 5 Explaining the treatment process
- 6 Matching education strategies to the person served
- 7 Assessing effectiveness of education strategies and making adaptations

**Task 6 Utilize individual and group counseling strategies and modalities to match the interventions with the level of readiness of the person served to address substance use and/or mental health goals.**

**Knowledge of:**

- 1 Theories of group dynamics and development
- 2 Stage of change theories
- 3 Motivation enhancement techniques
- 4 Best practices in counseling
- 5 Assessment tools to measure the level of readiness and motivation

**Skill in:**

- 1 Facilitating a therapeutic environment
- 2 Interpreting information obtained from assessments
- 3 Communicating
- 4 Facilitating the change process
- 5 Identifying the readiness to change
- 6 Resolving ambivalence
- 7 Modifying ineffective techniques
- 8 Facilitating groups
- 9 Counseling effectively in an individual and group setting
- 10 Applying best practice counseling techniques
- 11 Applying trauma informed strategies
- 12 Adapting counseling strategies
- 13 Adjusting engagement techniques

**Task 7 Adapt counseling strategies to match the unique characteristics and choices of the person served.**

**Knowledge of:**

- 1 Interactions of substance use, mental, and physical health disorders
- 2 Diverse populations and how differences affect assessment and response to treatment
- 3 Information and resources regarding culture, lifestyles, gender, and special needs
- 4 Unique influences culture, lifestyles, gender, and special needs have on behavior
- 5 Culturally relevant counseling techniques
- 6 Personal biases and professional limitations
- 7 Current research and emerging trends

**Skill in:**

- 1 Using appropriate strategies for diverse populations
- 2 Communicating effectively with diverse populations
- 3 Creating a therapeutic environment for diverse populations
- 4 Incorporating current research and emerging trends in the counseling process
- 5 Identifying professional limitations and seeking professional growth
- 6 Monitoring and modulating transference and countertransference
- 7 Educating the person served on the interactions of substance use, mental, and physical health disorders

**Task 8 Educate the person served and concerned others about the biological and psychiatric effects of substance use and misuse.**

**Knowledge of:**

- 1 Substance use disorders as a primary disease, including symptomatology and pharmacology
- 2 Behavior patterns and progressive stages of substance use disorders
- 3 Interactions of substance use, mental, and physical health disorders including symptoms, stages, behavior patterns, and pharmacology
- 4 The effect of substance use and mental disorders on the family and concerned others
- 5 Drug interactions
- 6 Cross addictions
- 7 Trends in psychoactive substance use
- 8 Signs of symptom re-emergence
- 9 Criteria for evaluation of substance use disorders
- 10 Sexually transmitted diseases and their relation to substance use disorders
- 11 Compromise of body system functions as a result of substance use, including but not limited to, endocrine, immune, sexual, skeletal, neurological, muscular, respiratory, circulatory, and digestive
- 12 Incidence and prevalence of HIV/AIDS among substance users
- 13 Assets and liabilities of medical and pharmacological interventions
- 14 Learning theory and practices
- 15 Neurobiology of addiction and psychiatric conditions
- 16 Current research and emerging trends
- 17 Educational resources

**Skill in:**

- 1 Conveying respect
- 2 Communicating
- 3 Responding therapeutically

- 4 Responding to ambivalence
- 5 Identifying and interpreting verbal and non-verbal behavior
- 6 Matching education strategies with the person served
- 7 Assessing effectiveness of education strategies and making adaptations

**Task 9 Educate the person served and concerned others about pharmacotherapies for substance use and mental health disorders.**

**Knowledge of:**

- 1 Pharmacology as it relates to substance use and mental disorders
- 2 Psychological effects of substances use disorders
- 3 Withdrawal syndromes
- 4 Current literature and emerging trends on neurobiology
- 5 Current literature and emerging trends on pharmacotherapy
- 6 Drug interactions
- 7 Effects of psychoactive substances on children and adolescent development
- 8 The effect of substance use and mental disorders on the family and concerned others
- 9 Models of prevention, treatment, and recovery from substance use and mental disorders.
- 10 Acute and chronic impact of trauma on substance use, mental, and physical disorders
- 11 Potential side effects of medications
- 12 Personal biases
- 13 Interactions of substance use, mental, and physical health disorders including symptoms, stages, behavior patterns, and pharmacology
- 14 Benefits and limitations of pharmacotherapy
- 15 Counseling techniques used in conjunction with pharmacotherapy
- 16 Importance of counseling as part of pharmacotherapy
- 17 Professional limitations
- 18 Clinical indicators for referral

**Skill in:**

- 1 Conveying respect
- 2 Communicating
- 3 Responding therapeutically
- 4 Responding to ambivalence
- 5 Identifying and interpreting verbal and non-verbal behavior
- 6 Matching education strategies with the person served
- 7 Assessing effectiveness of education strategies and making adaptations
- 8 Discussing treatment options
- 9 Exploring biases of the person served

**Task 10 Assist families and concerned others in understanding the symptoms of specific disorders, their interactive effects including the relationship between symptoms and stressors, co-occurring substance use and/or mental health disorders, and the use of strategies that sustain recovery and maintain healthy relationships.**

**Knowledge of:**

- 1 Diagnostic criteria

- 2 Effects of substance use, mental, and physical health disorders on the person served, the family, and concerned others
- 3 Drug interactions
- 4 Relationship between stressors and the risk of substance use and mental disorder symptom re-emergence
- 5 Community resources
- 6 Symptoms of co-occurring substance use and mental health disorders
- 7 Interactions of substance use, mental, and physical health disorders
- 8 Importance of medication compliance
- 9 Outcome data
- 10 Acute and chronic impact of trauma on substance use, mental, and physical disorders

**Skill in:**

- 1 Collecting outcome data
- 2 Engaging the family and concerned others in becoming a recovery support
- 3 Maintaining co-occurring treatment best practices throughout the entire treatment cycle
- 4 Conveying respect
- 5 Communicating
- 6 Responding therapeutically
- 7 Responding to ambivalence
- 8 Identifying and interpreting verbal and non-verbal behavior
- 9 Matching education strategies
- 10 Assessing effectiveness of education strategies and making adaptations

**Task 11 Identify and adapt education strategies to the unique needs of the person served and concerned others.**

**Knowledge of:**

- 1 Education techniques
- 2 Learning styles
- 3 Cognitive development through the life span
- 4 Best practices in prevention strategies

**Skill in:**

- 1 Communicating
- 2 Conveying respect
- 3 Applying a variety of educational techniques
- 4 Matching education strategies to diverse populations
- 5 Assessing effectiveness of education strategies and making adaptations
- 6 Responding therapeutically
- 7 Responding to ambivalence
- 8 Overcoming resistance
- 9 Establishing and maintaining a productive education setting

**Task 12 Communicate needed subject matter in a clear, understandable, culturally, and developmentally appropriate manner.**

**Knowledge of:**

- 1 Communication styles, strategies, and supports that facilitate rapport with diverse populations

- 2 Factors in the treatment environment that support or inhibit collaborative relationships
- 3 Cognitive development through the life span

**Skill in:**

- 1 Engaging persons served and concerned others as collaborators
- 2 Demonstrating sensitivity and respect
- 3 Identifying and addressing intrapersonal attitudes, values, and beliefs that may impede the development of an inclusive collaborative relationship
- 4 Monitoring and adjusting environmental factors that may adversely impact the therapeutic milieu

**Task 13 Utilize outcome data to continually adapt counseling strategies and update treatment plan to maximize clinical effectiveness.**

**Knowledge of:**

- 1 Outcome measures
- 2 Screening instruments
- 3 Implications of symptom re-emergence on the counseling process
- 4 Various perspectives and needs of stakeholders involved in the treatment process
- 5 Best practices in counseling

**Skill in:**

- 1 Interpreting and utilizing outcome data
- 2 Collaborating with the person served on adjustments to the treatment plan
- 3 Adjusting strategies based on information obtained from concerned others in the treatment process
- 4 Documenting progress for ongoing review with the person served and concerned others

**Task 14 Educate the person served and support system about self-efficacy and empowerment.**

**Knowledge of:**

- 1 Personal rights and responsibilities
- 2 Pertinent laws and regulations
- 3 Strategies for negotiation and advocacy
- 4 Assertiveness training techniques
- 5 Barriers and discriminatory practices which may occur in the treatment and recovery process
- 6 Service systems and resources

**Skill in:**

- 1 Using role-playing techniques and assertiveness training
- 2 Supporting access to resources and navigating systems
- 3 Encouraging empowerment
- 4 Promoting confidence and self-efficacy
- 5 Accessing self-efficacy

## **DOMAIN IV: Professional and Ethical Responsibilities**

**Task 1 Adhere to established professional codes of ethics and standards of practice.**

**Knowledge of:**

- 1 Differences between ethics, laws, and morals
- 2 Applicable professional codes of ethics pertaining to agency, discipline, and/or scope of practice



- 3 Rights of the person served
- 4 Consequences of violating applicable codes of ethics
- 5 Professional standards of practice
- 6 Cross-cultural competencies for mental health and substance use services
- 7 Overt and subtle forms of discrimination
- 8 Prevailing court precedent
- 9 Anti-discrimination guidelines

**Skill in:**

- 1 Translating applicable codes of ethics into professional behavior
- 2 Communicating clearly and concisely, both verbally and in writing
- 3 Assessing personal and system bias
- 4 Navigating difference between ethics, law, morality, and agency policies and procedures

**Task 2 Adhere to jurisdictionally specific rules and regulations regarding best practices in coordinating and/or providing co-occurring substance use, mental health, and health services.**

**Knowledge of:**

- 1 Mandatory reporting requirements
- 2 Applicable statutes, regulations, and agency policies
- 3 Applicable confidentiality regulations and consequences of non-compliance
- 4 Processes to address complaints and grievances
- 5 Anti-discrimination guidelines

**Skill in:**

- 1 Interpreting and integrating policies, procedures, and regulations
- 2 Adhering to confidentiality regulations
- 3 Communicating relevant statutes, regulations, complaints, and grievance procedures to the person served
- 4 Applying anti-discrimination guidelines
- 5 Complying with mandatory reporting requirements

**Task 3 Demonstrate cultural competence.**

**Knowledge of:**

- 1 Diverse populations and how differences affect assessment and response to treatment
- 2 Relationship between substance use and various cultures, values, and lifestyles
- 3 Feelings of the person served which stem from their particular culture and/or lifestyle
- 4 Counseling methods relevant to the needs of diverse groups
- 5 Dynamics of family systems in various cultures and lifestyles
- 6 Need to explore and identify cultural values
- 7 Advocacy needs specific to various cultures and lifestyles
- 8 Expectations and beliefs about treatment interventions that are influenced by culture
- 9 Anti-discrimination guidelines

**Skill in:**

- 1 Assessing and interpreting culturally specific behaviors and lifestyles
- 2 Conveying respect for cultural and lifestyle diversity in the therapeutic process
- 3 Acknowledging differences between the counselor and the person served and how they affect the treatment process

- 4 Adapting therapeutic strategies to the needs of the person served
- 5 Seeking supervision regarding cultural competence
- 6 Identifying professional imitations
- 7 Making appropriate referrals

**Task 4 Recognize personal biases, including feelings, concerns, and other issues to minimize impact of these variables in the counseling process.**

**Knowledge of:**

- 1 Personal and professional strengths and limitations
- 2 Importance of utilizing supervision
- 3 Various value systems

**Skill in:**

- 1 Identifying, evaluating, and managing boundary issues
- 2 Eliciting and utilizing feedback from supervisors, colleagues, and the person served
- 3 Monitoring and modulating transference and countertransference
- 4 Adjusting engagement to the therapeutic process
- 5 Making appropriate referrals

**Task 5 Continue professional development through education, self-evaluation, clinical supervision, and consultation.**

**Knowledge of:**

- 1 Methods for establishing professional development goals
- 2 Education, certification, credentialing requirements, and scope of practice restrictions
- 3 Current professional literature and resources on emerging substance use, mental health, and co-occurring treatment practices
- 4 Resources for education and training in evidence-based substance use, mental health, and integrated treatment practices
- 5 Supervision in the ongoing assessment of professional skills and development
- 6 Resources for clinical and administrative supervision and consultation
- 7 Function and need for clinical and administrative consultation and technical assistance

**Skill in:**

- 1 Assessing professional development and training needs
- 2 Selecting and accessing training and educational opportunities
- 3 Critically interpreting professional literature
- 4 Applying practical and professional knowledge and experience
- 5 Recognizing professional capabilities and limitations in providing integrated treatment
- 6 Reviewing and consulting on clinical issues
- 7 Accepting and utilizing constructive criticism and positive feedback

**Task 6 Identify and evaluate the needs of the person served that are outside of the counselor's scope of practice and refer to other professionals as appropriate.**

**Knowledge of:**

- 1 Diversity of services provided within the community and necessary referral information
- 2 Services available to the person served, family, and concerned others as they affect treatment and the recovery process
- 3 Continuum of care

- 4 Ethical guidelines
- 5 Legal and regulatory parameters
- 6 Community resources, philosophies, and approaches
- 7 Consultation and referral confidentiality guidelines

**Skill in:**

- 1 Assessing the need for referral to outside services
- 2 Protecting and communicating client rights
- 3 Identifying appropriate resources for specific client needs
- 4 Collaborating with outside resources
- 5 Identifying professional and agency limitations
- 6 Identifying legitimacy and legality of requested information
- 7 Identifying clinical and medical indicators that are outside the scope of practice
- 8 Planning and facilitating referral
- 9 Discussing rationale for referral with the person served
- 10 Coordinating care

**Task 7 Understand and apply current, relevant research literature to improve the care of the person served and enhance the counselor's professional development.**

**Knowledge of:**

- 1 Research-based models and strategies
- 2 Peer reviewed research literature
- 3 Reputable literature sources

**Skill in:**

- 1 Developing programs
- 2 Applying best practice materials
- 3 Gaining cooperation from agencies, staff, and professionals
- 4 Critically evaluating research literature
- 5 Advocating for implementation of best practices and emerging trends

**Task 8 Understand and utilize technological advances in service delivery.**

**Knowledge of:**

- 1 Electronic health record platforms
- 2 Confidentiality best practices in utilization of technology
- 3 Boundary issues related to social media
- 4 Emerging trends in technology
- 5 Technology's ability to improve treatment

**Skill in:**

- 1 Using technology to access, collect, summarize, and transmit data
- 2 Using an electronic health record to retrieve relevant information and to document care concisely
- 3 Using computer-based and web-based tools to screen, assess, and provide services to the person served
- 4 Employing telehealth applications to ensure access to appropriate care and delivery of health care

- 5 Communicating with the person served and concerned others using secure, online, mobile, and smart technology and devices

**Task 9      Protect the integrity of the profession and best interests of persons served by identifying, addressing, and advocating for impaired professionals.**

**Knowledge of:**

- 1 Professional codes of ethics and professional guidelines for competence
- 2 Services available for impaired professionals
- 3 Professional responsibilities related to reporting impaired professionals
- 4 Self-care obligations
- 5 Reporting obligations and procedures

**Skill in:**

- 1 Developing and maintaining professional boundaries
- 2 Applying intervention techniques
- 3 Consulting with a supervisor
- 4 Advocating for policy change
- 5 Advocating for impaired professional services

**Task 10      Protect the integrity of the profession and best interests of persons served by identifying and addressing unethical practices.**

**Knowledge of:**

- 1 Applicable professional codes of ethics pertaining to agency, discipline, and/or scope of practice
- 2 Rights and responsibilities of the person served
- 3 Role delineation between counselor, peer support, and sponsor
- 4 Consequences of violating codes of ethics
- 5 Mandatory reporting requirements
- 6 Reporting obligations and procedures

**Skill in:**

- 1 Translating professional codes of ethics into ethical and professional behavior
- 2 Developing and maintaining professional boundaries
- 3 Respecting the rights of the person served and encouraging responsibility
- 4 Modeling ethical behavior
- 5 Applying agency policies and procedures into practice
- 6 Navigating differences between ethics, law, morality, and agency policies and procedures
- 7 Addressing concerns about ethics in an objective, respectful, and direct manner
- 8 Seeking supervision

**Task 11      Uphold the rights of the person served to privacy and confidentiality according to jurisdictionally specific rules and regulations.**

**Knowledge of:**

- 1 Professional codes of ethics pertaining to agency, discipline, and/or scope of practice
- 2 Rights and responsibilities of the person served
- 3 Mandatory reporting requirements and procedures
- 4 Consequences of non-compliance
- 5 Processes to address complaints and grievances
- 6 Elements of documentation following an emergent, non-consented disclosure

- 7 Procedures following an unintentional breach of confidentiality
- 8 Best practices for handling confidential information

**Skill in:**

- 1 Interpreting and integrating policies, procedures, and regulations
- 2 Applying confidentiality regulations
- 3 Communicating relevant statutes, regulations, complaints, and grievance procedures to the person served
- 4 Complying with mandatory reporting requirements
- 5 Obtaining informed, written consent
- 6 Providing education on the importance and regulations regarding confidentiality and the rights of the person served

**Task 12 Obtain required written consent to release information from the person served and/or legal guardian.**

**Knowledge of:**

- 1 Current federal, state, local, and program regulations
- 2 Regulations regarding informed consent
- 3 Best practices for handling confidential information
- 4 Limitations of informed consent

**Skill in:**

- 1 Keeping timely, clear, complete, and concise records that comply with regulations
- 2 Explaining and assessing comprehension of confidentiality rights of the person served
- 3 Seeking consultation when there is a question regarding the ability to provide informed consent to the person served

**Task 13 Prepare timely, concise, clinically accurate, and objective reports and records.**

**Knowledge of:**

- 1 Essential elements of reports and records
- 2 Best practices in documentation
- 3 Best practices in clinical terminology

**Skill in:**

- 1 Writing objective, timely, clear, and concise records that comply with all regulations
- 2 Synthesizing, analyzing, and summarizing information from multiple resources for use in preparing client records
- 3 Analyzing, synthesizing and summarizing information

**Task 14 Advocate for and assist the person served in navigating the service delivery system.**

**Knowledge of:**

- 1 Expected outcomes related to treatment service provisions
- 2 Protocols for information exchange with other service providers
- 3 Mechanisms to monitor treatment response and available alternatives
- 4 Follow-up strategies
- 5 Community resources
- 6 Agency resources
- 7 Barriers in the service delivery system
- 8 Professional responsibilities in service engagement

**Skill in:**

- 1 Monitoring and evaluating techniques to assess treatment outcome focused services
- 2 Communicating relevant information with other service providers in a timely fashion
- 3 Utilizing current information to facilitate access to additional services as needed
- 4 Developing an individualized follow-up strategy to ensure continuity of care whenever possible
- 5 Identifying risk factors
- 6 Conveying respect and empathy
- 7 Planning and facilitating referrals
- 8 Building relationships with other service providers

**Task 15 Provide all services in a trauma-informed manner.**

**Knowledge of:**

- 1 Impact and consequences of traumatic experiences on individuals, families, and communities
- 2 Trauma-informed treatment planning strategies that support recovery
- 3 Prevalence of trauma in persons with substance use and/or mental disorders
- 4 Trauma-related symptoms and behaviors originating from traumatic experiences
- 5 Types of trauma
- 6 Characteristics of trauma
- 7 Trauma-specific services
- 8 Trauma screening tools
- 9 Barriers and challenges to trauma informed screening and assessment
- 10 Biology and neurology of trauma
- 11 Strategies for preventing secondary traumatization
- 12 Signs and symptoms of compassion fatigue and vicarious trauma
- 13 Relationships between trauma, physical health conditions, substance use and mental disorders

**Skill in:**

- 1 Evaluating and initiating the use of appropriate trauma-related screening and assessment tools.
- 2 Screening universally for histories, experiences, and symptoms of trauma
- 3 Implementing interventions from a collaborative, strengths-based approach, appreciating the resilience of trauma survivors
- 4 Recognizing trauma regardless of its acknowledgment by the person served
- 5 Promoting trauma awareness and understanding
- 6 Seeking supervision
- 7 Reducing risks of traumatization
- 8 Enhancing protective factors
- 9 Applying risk reduction strategies