



CASE MANAGEMENT
CAS 004: 4.5 quarter hours
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SYLLABUS

Course Description

This course is designed to help students understand the core function of case management. This course satisfies the California Consortium of Alcohol programs and Professionals (CCAPP) educational requirements for certification (4.5-quarter units).

Course Goals

1. To nurture students' ability to think critically about themselves and the practice of case management.
2. To familiarize students with case management relevant to their future professional positions in churches, non-profit corporations and clinical settings.
3. To prepare student for California's Certification Board of Alcohol and Drug Counselors (CCBADC) exam.

Course Objectives

Upon completion of this course, the student should be able to display a fundamental competence and demonstrate necessary abilities in the following areas:

1. Initial intake and case management:
 - a. Administration requirements for admission
 - b. Interpersonal dynamics and their potential influence on client behavior

- c. The normal range of vital signs
 - d. Signs and symptoms of physical violence
 - e. Signs and symptoms of physical disabilities
 - f. Activities that bring services, agencies resources, or people together within a planned framework of action toward the achievement of established goals
2. Initial assessment (Information needed to complete the intake interview):
- a. Alcohol/drug history
 - b. Educational background
 - c. Vocational information
 - d. Socio-economic information
 - e. Life-style information
 - f. Living situation
 - g. Mental status
 - h. Strengths and weaknesses
 - i. Problems and needs for development of a treatment plan
 - j. Adhering to applicable laws, regulations, and agency policies governing substance use/abuse services
 - k. Complete required documents for admission to a program
 - l. Obtain appropriately signed consents when soliciting from or providing information to outside sources to protect client confidentiality and rights
3. Orientation
- a. General nature and goals of the program
 - b. Rules governing client conduct and infractions that can lead to disciplinary action or discharge from the programs
 - c. Hours during which services are available in a nonresidential program
 - d. Treatment cost to be borne by the client, if any
 - e. Client's rights
4. Recovery Planning:
- a. The components of a recovery plan
 - b. Problem-solving models and processes
 - c. Theories and behavioral components of change
 - d. Techniques used in behavioral contracting
 - e. The stages of recovery from alcoholism and other drug dependencies
 - f. How to identify and rank problems needing resolution
 - g. Realistic and unrealistic treatment goals at various stages of recovery
 - h. The value of participant concurrence
 - i. Expressed disagreement in the therapeutic process
 - j. How to organize client information for presentation to professional colleagues
 - k. Case presentation procedures
5. Reports and record keeping:
- a. Charting the results of the assessment and treatment plan
 - b. Writing reports, progress notes, discharge summaries, and other client data

6. Aftercare and follow-up:
 - a. The role of aftercare in the treatment process
 - b. The role and importance of client follow-up
 - c. Relapse dynamics
 - d. Self-help groups and their programs of recovery
 - e. The relationship of AA's Twelve Steps and traditions to the recovery process

7. Consultation and Referral:
 - a. Alternative resources available to provide treatment and support services
 - b. Roles and functions of individuals in resource agencies and their position in the decision-making process
 - c. Advocacy techniques
 - d. Assessing the need for referral and consultation
 - e. Identifying limits of counselor practice and appropriate referral/consultation

REQUIRED TEXT & SUGGESTED READING

- Case Management and Substance Abuse Treatment Practice and Experience
Harvey A. Siegal & Richard C. Rapp
- Substance Abuse and Mental Health Services Administration (SAMHSA). (2015). [Comprehensive case management for substance abuse treatment](#). SAMHSA. (Treatment Improvement Protocol) TIP Series 27
(Free as a PDF download or book may be ordered from the SAMSHA website)

CLASS POLICIES:

- A. Attendance:

Students are expected to attend and participate in classroom activities as directed.

- B. Absences
After three unexcused absences, a student is counseled by the Dean and placed on probation. If the student has another unexcused absence while on probation, the student is counseled again by the Dean and at his/her discretion, may terminate the student. Absences from part of the class period without prior approval from the instructor or Dean are not permitted and can be considered an absence for the entire class period.

- C. Tardiness
A student arriving after attendance has been taken is considered late and will be marked absent unless the instructor considers the reason for tardiness legitimate.

- D. Late assignments: The student alone is responsible to make arrangements for missed course work and the instructor is under no obligation to assist the student in making up assignments unless the student provides a legitimate reason for the absence (e.g., illness or family emergency). Assignments submitted after the due date and time will be penalized 5% for each day late.

COURSE REQUIREMENTS:

Class Participation:

- Each student is required to participate in discussions, offer relevant input and attend the entirety of all class sessions.

Project One:

- Each student is required to visit/phone/zoom a treatment program (not where you are working at present) and interview a case manager and write up about that program how case management is done. The write up must include the type of program, services provided and how a case manager walk through a client from entry to graduation (exit). Student must also add a summary (the last paragraph) on his/her findings. Due date is April 13th.

Project Two:

- Each student shall provide a write-up a treatment plan for a case study that the instructor shall choose. Due date is April 20th.

Project Three:

- Each student from the case study from project two, then write-up the case management activities that need to be performed with the client. The student also has the option if you have work with a client to write -up the case management activity. This assignment is like the portion on the oral exam. Due date is April 27th.

Final Exam: Multiple-choice exam

- Class participation 20%
- Project One 20%
- Project Two 20%
- Project Three 20%
- Final Exam 20%

Grade	Score	Grade	Score	Grade	Score
A	94-100	B-	80-83	D+	67-69
A-	90-93	C+	77-78	D	64-66
B+	88-89	C	73-76	-	60-63
B	84-87	C-	70-72	F	00-59

CLASS DATES: April 2021: 6, 8, 13, 15, 20, 22, 27 & 29

CLASS TIMES: 6:00 PM – 9:45 PM plus lab

CLASS DAYS: Tuesday & Thursday

Tentative Course Outline:

- April 6th: General Introduction (Overview of Course & Overview of Syllabus
Discussion: Case Management (History) & Substance Abuse and Case Management
Assignment: Read Chapters 1
- April 8th: Discussion: Applying Case Management to Substance Abuse Treatment
Discussion: on program visits (How CM is done at that program)
Assignment Read Chapters 2
- April 13th: Discussion: Case Management in the community context, Interagency Perspective.
Assignment: Read Chapter 3
Assignment due: Case Management Interview from Recovery program
- April 15th: Discussion of Project One (best project share-Student)
Discussion: Evaluation & quality Assurance of Case Management Service
Assignment: read Chapter 4
- April 20th: Discussion: Case Management for Clients with Special Needs
Assignment: Read Chapters 5
Assignment due: Case Management Plan
- April 22nd: Discussion: Funding Case Management in a Managed Care Environment
Assignment: Treatment Plan of Case management
Assignment: Read Chapter 6
- April 27th: Discussion: Live clients (CM process)
Review of course for final exam
Assignment due: Treatment Plans
- April 29th: Discussion: Review of Treatment Plans project
Final Exam