

GRAYS HARBOR COLLEGE

SYLLABUS 2004-2006 ALSA 140 CASE MANAGEMENT 3 CREDITS

I. COURSE DESCRIPTION

Analyzes paperwork, data collection, and record keeping for managing cases in chemical dependency treatment programs, including treatment planning, report writing, confidentiality and other clinical requirements.

II. AIMS AND OBJECTIVES--Upon successful completion the student will:

INTENDED COURSE OUTCOMES & DESIRED ABILITIES

Intended Course Outcome	Desired Student Abilities
Be able to list the primary purpose of client record.	Disciplinary learning, Literacy, Critical Thinking, Social & Personal Responsibility, Using Resources
Be able to identify each element of a client record and list the purposes of each.	Disciplinary learning, Literacy, Critical Thinking, Social & Personal Responsibility, Using Resources
Be able to state the requirements of the Washington Administrative Code regarding client records.	Disciplinary learning, Literacy, Critical Thinking, Social & Personal Responsibility, Using Resources
Be able to write an Assessment for Physicians, attorneys, DOL and other treatment programs.	Disciplinary learning, Literacy, Critical Thinking, Social & Personal Responsibility, Using Resources
Be able to write a Treatment Plan including objectives, time frame and methods.	Disciplinary learning, Literacy, Critical Thinking, Social & Personal Responsibility, Using Resources
Be able to evaluate and update a Treatment Plan.	Disciplinary learning, Literacy, Critical Thinking, Social & Personal Responsibility, Using Resources
Be able to write clear, concise progress notes per DASA requirements.	Disciplinary learning, Literacy, Critical Thinking, Social & Personal Responsibility, Using Resources
Identify the counseling flow from assessment to each counselor interview and relate it to the Treatment Plan.	Disciplinary learning, Literacy, Critical Thinking, Social & Personal Responsibility, Using Resources
Be able to write a Discharge Summary.	Disciplinary learning, Literacy, Critical Thinking, Social & Personal Responsibility, Using Resources

Be able to compile a client record containing the major elements of a record discussed in class which meets the WAC requirements 275-19-165, 170, 180, 770 and RCW Chapter 10.05.	Disciplinary learning, Literacy, Critical Thinking, Social & Personal Responsibility, Using Resources
Be able to state basic federal confidentiality rules and the exceptions to rules.	Disciplinary learning, Literacy, Critical Thinking, Social & Personal Responsibility, Using Resources
Be able to identify the elements of a legal confidentiality release form.	Disciplinary learning, Literacy, Critical Thinking, Social & Personal Responsibility, Using Resources

Course Ratings

Course	Disciplinary Learning	Literacy	Critical Thinking	Social & Personal Responsibility	Information Use
ALSA 140	4	3	3	4	2

III. TEXTBOOK

Reading material will be furnished in class.

IV. COURSE OUTLINE

Week 1	Course Overview & Introduction Disease of Chemical Dependency Continuum of Care
Week 2	The Patient Record Washington Administrative Code 275-19-165, 170,180 Intake Confidentiality
Week 3	Case Management Workshop Guest Speaker
Week 4	Assessment Assessment Tools The Written Assessment Review for Mid-term

Week 5	MID-TERM EXAM Progress Notes
Week 6	Treatment Plan Treatment Planning Workshop
Week 7	Case Review & Treatment Plan Update Monitoring for Court, DOL, Probation
Week 8	Client Staffing, Collateral Contacts Discharge Summary Discharge Summary Workshop
Week 9	Case Scenario Discussion
Week 10	Case Scenario Discussion Review for Final Exam Case Record Due
Week 11	FINAL EXAM

Grade will be based on a point system:	<u>Points</u>	<u>Event</u>
	100	Mid-term
	100	Final
	100	Case Record