APPENDIX T

September 2011

Scopes of Practice & Career Ladder for Substance Use Disorder Counseling

This document reports on a meeting, Expert Panel on Scopes of Practice In the Field of Substance of Use Disorders, held March 12, 2010, supported by the Substance Abuse and Mental Health Services Administration (SAMHSA), U.S. Department of Health and Human Services (HHS). The views, opinions, and content of this publication do not necessarily reflect the views, opinions, or policies of SAMHSA or HHS.

PEP11-SCOPES

Background and Introduction

Treatment of substance use disorders (SUD) is recognized as a multidisciplinary practice supported by theoretical and scientific literature. Research has demonstrated that evidence-based treatment of substance use disorders can lead to significant reductions in drinking and drug taking as well as major improvements in physical and mental health and social functioning. However, the provision of culturally relevant evidence-based practices and the demonstration of significant treatment outcomes depend on an effectively trained and supported workforce.[1]

The Patient Protection and Affordable Care Act as well as the Mental Health Parity and Addiction Equity Act requires health plans, self-insured employers, and union-funded group health plans that offer mental health and substance use disorder benefits to establish the same financial requirements and benefit limitations that apply to general medical and surgical care. Behavioral health providers are preparing for changes in business practices along with developing the workforce needed to respond to changes in payment for services and anticipated increase in the demand for services. The substance use disorder treatment field will be held to the same standards and requirements as the primary health field. Therefore, the substance use disorder treatment profession needs to be ready to document and codify its services and service delivery systems.

To prepare for the coming changes and increased demand for services, the Substance Abuse and Mental Health Services Administration (SAMHSA) convened key stakeholders in March 2010 to develop a Model Scope of Practice and Career Ladder for substance use disorders treatment workers. These stakeholders included representatives from the higher education, the National Association of State Alcohol/Drug Abuse Directors (NASADAD), the State Association of Addiction Services (SAAS), the International Certification and Reciprocity Consortium (IC&RC), NADAAC, the National Association of Addiction Professionals, and the Addiction Technology Transfer Center (ATTC) network. The draft Model Scope of Practice and Career Ladder were then sent out for field review and comments.

This document provides a framework and a guide for States to develop their own Substance Use Disorder Scopes of Practice and Career Ladders to meet the needs of their specific jurisdiction.

Please note that the recommendations in this document do not include standards for peer recovery workers. It was determined that stakeholders from the recovery community would be best suited to develop these requirements unique to the peer recovery workforce.

How the Scopes of Practice and Career Ladder can be used

This Model Scope of Practice and Career Ladder document can be used and adapted by States and their constituencies, including the Single State Authorities (SSAs), leaders in the field, providers, professional associations, credentialing bodies, State consumer groups, and institutions of higher education as they develop scopes of practice, career ladders, credentialing criteria or course curricula. These constituencies might use a model Scope of Practice to:

[1] Southern Coast Addiction Technology Transfer Center. *Applying the TAP 21 to Certification Standards & Other Addiction Treatment Workforce Improvement Initiatives.*

- Protect the public by setting standards;
- Put practice in line with higher education;
- Allow practitioners to be reimbursed for services (e.g., to collect 3rd party payment);
- Raise awareness of the profession; and
- Inform workforce development activities.

Many States already have a Scope(s) of Practice for SUD counselors, along with licensing and credentialing requirements, while others do not. For those States without a Scope of Practice, this document may provide a guide upon which to build or adapt a particular State's needs for policy and regulation. For those States with an existing Scope of Practice, it may be a useful framework to assess whether the current Scope is in keeping with the most up-to-date thinking in the field of substance use disorder counseling.

There are many benefits that can result from the establishment of career ladders. These benefits include:

- **Employee retention**—career ladders illustrate potential for advancement, which serves as an incentive for employees to stay with organizations or within a field. Employers save on costly turnover, recruitment, and training expenses. Using this career ladder as an example, an organization hiring a substance use disorder technician in an entry-level position could promote employee professional development by encouraging additional education and training that helps the individual move into other positions if he/she is interested in a career in the field.

- **Performance incentives—**the opportunity for advancement motivates employees to produce and perform well on the job and to acquire new knowledge and skills. Using this career ladder as an example, an organization hiring someone with a Bachelor's degree could encourage that employee's professional development in obtaining a Master's degree combined with supervised work experience to move into a clinical supervision position.

- **A career development program—**the graphic representation of career ladders (such as the charts included) provides an easily understood tool to assist career counselors and individuals in career planning and decision-making.

The Model Scope of Practice and Career Ladder provided here was developed for your use to honor the founders of the profession by affording people an opportunity to enter the field while still developing their skills, knowledge base, and abilities, and advance in their career to a higher level of responsibility.

Scopes of Practice for Substance Use Disorder Counseling

The Model Scopes of Practice presented here includes a full range of responsibility and practice, from entry level to clinical supervision. These Scopes of Practice were developed using the definition used by the Federation of State Medical Boards (FSMB), which defines a Scope of Practice as follows:

> "…definition of rules, regulations, and the boundaries within which a fully qualified practitioner with substantial and appropriate training, knowledge, and experience may practice in a field of medicine or surgery or other specifically defined field. Such practice is also governed by requirements for continuing education and professional accountability."

The Model Scopes of Practice for Substance Use Disorder Counseling presented here is based on CSAT's Technical Assistance Publication, *Addiction Counseling Competencies: The knowledge, skills, and attitudes of professional practice, known in the field as "TAP 21"*[2] *and Applying the TAP 21 to Certification Standards & Other Addiction Treatment Workforce Improvement Initiatives.*[3] The TAP 21 has been cross-walked with the domains and functions that are required by major certification and credentialing organizations and has been endorsed by these groups.

Model Scopes of Practice for Substance Use Disorder Counseling

Substance Use Disorder (SUD) professionals work in a broad variety of disciplines but share an understanding of the addiction process that goes beyond the narrow confines of any specialty. Professional counseling of people with substance use disorders consists of the application of general counseling theories and treatment methods adopted with the express purpose of treating alcohol and drug problems. Effective treatment can lead to a life of recovery and enhanced social, psychosocial, or bio-psychosocial functioning of individuals, couples, families, groups, organizations, and communities. Activities of a counselor within this field are based on the practice dimensions outlined in TAP 21 and include the following:

1. Clinical Evaluation
2. Treatment Planning
3. Referral
4. Service Coordination
5. Counseling
6. Client, Family, and Community Education
7. Documentation
8. Professional and Ethical Responsibilities

For definitions of these terms, please refer to the glossary at the end of this document.

[2] Center for Substance Abuse Treatment. *Technical Assistance Publication (TAP) Series 21, Addiction Counseling Competencies: The knowledge, skills, and attitudes of professional practice*. Rockville, MD: Substance Abuse and Mental Health Services Administration (DHHS Publication No. SMA 064171), 2006.

[3] Southern Coast Addiction Technology transfer Center. *Applying the TAP 21 to Certification Standards & Other Addiction Treatment Workforce Improvement Initiatives.*

CATEGORY 4: INDEPENDENT CLINICAL SUBSTANCE USE DISORDER COUNSELOR/SUPERVISOR

Practice of Independent Clinical Substance Use Disorder Counselor/Supervisor –An Independent Clinical Substance Use Disorder Treatment Counselor/Supervisor typically has a Masters or other post graduate degree and is licensed to practice independently. The scope of practice for Independent Clinical Substance Use Disorder Counselor/Supervisor can include:

1. Clinical evaluation, including screening, assessment, and diagnosis of Substance Use Disorders (SUDs) and Co-Occurring Disorders (CODs)
2. Treatment Planning for SUDs and CODs, including initial, ongoing, continuity of care, discharge, and planning for relapse prevention
3. Referral
4. Service Coordination and case management in the areas of SUDs and CODs
5. Counseling, therapy, trauma informed care, and psycho-education with individuals, families, and groups in the areas of SUDs and CODs
6. Client, Family, and Community Education
7. Documentation
8. Professional and Ethical Responsibilities
9. Clinical supervisory responsibilities for all categories of SUD Counselors

The Independent Clinical Substance Use Disorder Counselor/Supervisor can practice under the auspice of a licensed facility, within a primary care setting, or as an independent private practitioner. It is the responsibility of the Independent Clinical Substance Use Disorder Counselor/Supervisor to seek out clinical supervision and peer support.

CATEGORY 3: CLINICAL SUBSTANCE USE DISORDER COUNSELOR

Practice of Clinical Substance Use Disorder Counselor – The Clinical Substance Use Disorder Treatment Counselor typically has a Masters or other post graduate degree. Depending on the jurisdiction, persons in this position either have not attained their license, or the license is restricted to practice only under supervision of a Category 4 Independent Clinical Substance Use Disorder Counselor/Supervisor. Category 3 Clinical Substance Use Disorder Counselor scope of practice can include:

1. Clinical evaluation, including screening, assessment, and diagnosis of Substance Use Disorders (SUDs) and Co-Occurring Disorders (CODs)
2. Treatment Planning for SUDs and CODs, including initial, ongoing, continuity of care, discharge, and planning for relapse prevention
3. Referral
4. Service Coordination and case management in the areas of SUDs and CODs
5. Counseling, therapy, trauma informed care, and psycho-education with individuals, families and groups in the areas of SUDs and CODs
6. Client, Family, and Community Education
7. Documentation
8. Professional and Ethical Responsibilities
9. Clinical supervisory responsibilities for categories Levels 1 and 2 as well as Substance Use Disorder Technicians.

The Substance Use Disorder Counselor 3 can only practice under the auspice of a licensed facility, within a primary care setting, and under clinical supervision of a Clinical Substance Use Disorder Counselor 4.

CATEGORY 2: SUBSTANCE USE DISORDER COUNSELOR

Practice of Substance Use Disorder Counselor – The Scope of Practice for the category of those with a Bachelor's degree includes the following activities with clinical supervision of a Clinical Substance Use Disorder Counselor or other state approved supervisor:

1. Clinical evaluation, including diagnostic impression or Screening, Brief Intervention, and Referral to Treatment Referral (SBIRT)
2. Treatment Planning for SUDs and CODs, including initial, ongoing, continuity of care, discharge, and planning for relapse prevention
3. Referral
4. Service Coordination and case management for SUDs and CODs
5. Counseling, therapy, trauma informed care, and psycho-education with individuals, families, and groups
6. Client, Family, and Community Education
7. Documentation
8. Professional and Ethical Responsibilities
9. Clinical supervisory responsibilities for all categories of SUD Counselors

The Substance Use Disorder Counselor 2 can only practice under the auspice of a licensed facility, within a primary care setting, and under the clinical supervision of Clinical Substance Use Disorder Counselor/Supervisor or Clinical Substance Abuse Counselor.

CATEGORY 1: ASSOCIATE SUBSTANCE USE DISORDER COUNSELOR

Practice of Associate Substance Use Disorder Counselor – The Scope of Practice for the category of those with an Associate's degree include the following activities with clinical supervision from a Clinical Substance Abuse Counselor or state approved supervisor and/or administrative supervision of a Substance Abuse Counselor:

1. Diagnostic impression, and Screening, Brief Intervention, Referral to Treatment (SBIRT).
2. Monitor treatment plan/compliance
3. Referral
4. Service Coordination and case management for SUD
5. Psycho-educational counseling of individuals and groups
6. Client, Family, and Community Education
7. Documentation
8. Professional and Ethical Responsibilities

The Associate Substance Use Disorder Treatment Counselor can only practice under the auspice of a licensed facility or a primary care setting, and under the clinical and/or administrative supervision of an Independent Clinical Substance Use Disorder Counselor/Supervisor and a Clinical Substance Use Disorder Counselor or the administrative oversight of the Substance Use Disorder Counselor.

SUBSTANCE USE DISORDER TECHNICIAN

Practice of Substance Use Disorder Technician – The Scope of Practice for the category of those with a high school diploma or a GED include the following activities with clinical supervision from a Clinical Substance Abuse Counselor/Supervisor, Clinical Substance Abuse Counselor or state approved supervisor and/or administrative supervision of a Substance Abuse Counselor:

1. Diagnostic impression, and Screening, Brief Intervention, Referral to Treatment (SBIRT).
2. Monitor treatment plan/compliance
3. Referral
4. Service Coordination and case management for SUD
5. Psycho-educational counseling of individuals and groups
6. Client, Family, and Community Education
7. Documentation
8. Professional and Ethical Responsibilities

The Substance Use Disorder Technician can only practice under the auspice of a licensed facility or a primary care setting, and under the clinical and/or administrative supervision of Clinical Substance Use Disorder Counselor/Supervisor, Clinical Substance Abuse Counselor, or the administrative oversight of the Substance Use Disorder Counselor.

Career Ladder for the Field of Substance Use Disorders

Career ladders are occupational structures designed to encourage and reward competent employee performance within a field or a particular organization. Employees move up the rungs of the ladder by demonstrating successful performance and/or obtaining education and training that prepares them for the next level. Career ladders help employees plan for upward mobility in their careers, even if they start in an entry-level job.

The Career Ladder for the Field of Substance Use Disorders presented here provides a framework for understanding the education, training, and supervised work experience necessary to enter and move up in the field to positions of increased responsibility. Some staff without degrees may start in an entry-level category and decide to purse additional education and training to increase their level of responsibility, while others may decide to remain in such a position because it continues to be fulfilling and meaningful to them.

Career Ladder for the Field of Substance Use Disorders (SUD)

Category 4 Independent Clinical Substance Use Disorder Counselor/ Supervisor

Education

Master's degree in SUD counseling or other allied mental health professional (e.g. MA in social work, mental health counseling, marriage and family counseling, etc.), including at least 300 hours of SUD related topics -- if not received with degree, it can be obtained as advanced coursework outside the school setting.

Licensing & Credentialing

Most states require some kind of license and/or credential at this level. Licensing is separate from credentialing in some states, while some states link licensing to credentials. Appropriate license and/or credential and written exam from a nationally-recognized credentialing body based on state regulations is required.

Training & Advanced Course Work

Assumes that foundational and advanced courses have been taken on substance use disorders and counseling, trauma informed care, as well as supervised practicum and/or internships; if not, at least 300 hours of specific SUD training must be obtained. OFTEN NEEDED FOR THIS LEVEL: Additional course work on clinical supervision.

Supervised Work Experience

Prior to taking the exam for this particular credential, individual must complete 4,000 hours of POST Master's level supervised work experience in SUDs consistent with the laws and regulations of each state, with a minimum of 2,000 hours of direct client hours.

Activities

- Clinical evaluation, including screening, assessment, and diagnosis of Substance Use Disorders(SUDs) and Co-Occurring Disorders (CODs)
- Treatment planning for SUDs and CODs, including initial, ongoing, continuity of care, discharge, and planning for relapse prevention.
- Referral
- Client, Family, and Community Education
- Documentation
- Service Coordination, and case management in the areas of SUDs and CODs
- Therapy and psycho-education with individuals, families, and groups in the areas of SUDs, CODs, and Trauma informed care
- Professional and Ethical Responsibilities

Setting

All confidential settings, including primary care settings and private independent practice

Supervisory Responsibilities

Clinical supervisory responsibilities for all categories of SUD Counselors

All services are trauma informed, and all providers are prepared to practice in primary care settings.

Career Ladder for the Field of Substance Use Disorders (SUD)

Category 3 Clinical Substance Use Disorder Counselor

Education
Master's degree in SUD counseling or other allied mental health professional (e.g., MA in social work, mental health counseling, marriage and family counseling, etc.), including at least 300 hours of SUD related topics -- if not received with degree, it can be obtained as advanced coursework outside the school setting.

Licensing & Credentialing
Many states require some kind of license and/or credential at this level. Licensing is separate from credentialing in some states, while some states link licensing to credentials. Appropriate license and/or credential and written exam from a nationally-recognized credentialing body based on state regulations is sometimes required, and often includes the requirement that the Level 3 clinician is supervised by a Category 4, Independent Clinical Substance Use Disorder Clinician/Supervisor. In other jurisdictions, this is a pre-license phase that also requires supervision by a Category 4 Clinician/Supervisor

Training & Advanced Course Work
Assumes foundational and advanced courses have been taken on substance use disorders and counseling, trauma informed care, as well as supervised practicum and/or internships; if not, at least 300 hours of specific SUD training must be obtained.

Supervised Work Experience
Prior to taking the exam for this particular credential, individual must complete 3,000 hours of POST Master's level supervised work experience in SUDs consistent with the laws and regulations of each state, with a minimum of 2,000 hours of direct client hours.

Activities
- Clinical evaluation, including screening, assessment, and diagnosis of Substance Use Disorders (SUDs) and Co-Occurring Disorders (CODs)
- Treatment planning for SUDs and CODs, including initial, ongoing, continuity of care, discharge, and planning for relapse prevention.
- Referral
- Client, Family, and Community Education
- Documentation
- Service Coordination, and case management in the areas of SUDs and CODs
- Therapy and psycho-education with individuals, families, and groups in the areas of SUDs, CODs, and trauma informed care
- Professional and Ethical Responsibilities

The Clinical Substance Use Disorder Treatment Counselor can only practice under the auspice of a licensed facility, and under the clinical supervision of Category 4 Independent Clinical Substance Use Disorder Counselor/Supervisor.

Setting
All confidential settings, including primary care settings and private independent practice

Supervisory Responsibilities
Clinical supervisory responsibilities for Categories 1 and 2 of SUD Counselors

All services are trauma informed, and all providers are prepared to practice in primary care settings.

Career Ladder for the Field of Substance Use Disorders (SUD)

Category 2 Substance Use Disorder Counselor

Education
Bachelor's degree in SUD counseling or other allied mental health professional (e.g., social work, mental health counseling, etc.), including at least 200 hours of SUD related topics -- if not received with degree, it can be obtained as advanced coursework outside the school setting.

Licensing & Credentialing
Most states require some kind of credential or certification at this level. Appropriate credential and written exam from a nationally-recognized credentialing body based on state regulations is required.

Training & Advanced Course Work
Assumes foundational and higher level undergraduate courses have been taken on substance use disorders, trauma informed care, and counseling, as well as supervised practicum and/or internships; if not, at least 200 hours of specific SUD training must be obtained.

Supervised Work Experience
Prior to taking the exam for this particular credential, individual must complete a minimum of 2,000 hours of Bachelor's level supervised work experience in SUDs consistent with the laws and regulations of each state, with a minimum of 600 hours of direct client work.

Activities
- Screening, Brief Intervention and Referral (SBIRT), clinical evaluation, including diagnostic impression, screening, and assessment of SUD
- Treatment planning for SUDs, including initial, ongoing, continuity of care, discharge, and planning for relapse prevention
- Referrals
- Client, Family, and Community Education
- Documentation
- Service Coordination, and case management for SUD and COD
- Psycho-educational counseling of individuals, families, and groups as well as therapy with individuals and groups and trauma informed care
- Professional and Ethical Responsibilities

The Substance Use Disorder Treatment Counselor can only practice under the auspice of a licensed facility and under the clinical supervision of Category 3 or 4 Clinical Substance Use Disorder Counselor.

Setting
All confidential settings, including primary care settings with supervision provided -- not including private practice settings.

Supervisory Responsibilities
Provide administrative supervision of Category 1 Substance Use Counselor and Entry Level Substance Use Disorder Technician.

All services are trauma informed, and all providers are prepared to practice in primary care settings.

Career Ladder for the Field of Substance Use Disorders (SUD)

Category 1 Associate Substance Use Disorder Counselor

Education
Associate's degree in a behavioral science field with a clinical application, including at least 100 hours of SUD related topics -- if not received with degree, can be obtained as advanced coursework outside the school setting.

Licensing & Credentialing
Most states require some kind of credential at this level. Appropriate license and/or credential and written exam from a nationally-recognized credentialing body based on state regulations is required.

Training & Advanced Course Work
Assumes foundational courses have been taken on substance use disorders, trauma informed care, and counseling as well as supervised practicum and/or internships completed. Advanced course work and training are usually not required at this level unless SUD specific training was not obtained through course work. If not, then 100 hours of specific SUD course work is required.

Supervised Work Experience
Prior to taking the exam for this particular credential, individual must complete a minimum of 2,000 hours of Associate level supervised work experience in SUDs consistent with the laws and regulations of each state, with a minimum of 600 hours of direct client work.

Activities
- Diagnostic impression, Screening, Brief Intervention and Referral (SBIRT) of SUD
- Monitor treatment plan/compliance
- Referrals
- Client, Family, and Community Education
- Documentation
- Service Coordination, and case management for SUD
- Psycho-educational counseling of individuals and groups
- Professional and Ethical Responsibilities

The Associate Substance Use Disorder Treatment Counselor can only practice under the auspice of a licensed facility and under the clinical and/or administrative supervision of the clinical supervision of Category 3 or 4 Clinical Substance Use Disorder Counselor.

Setting
All confidential settings, including primary care settings with supervision provided, and not including private practice settings

Supervisory Responsibilities
Cannot provide clinical or administrative supervision of staff but can supervise community and social activities.

Career Ladder for the Field of Substance Use Disorders (SUD)

Entry Level Substance Use Disorder Technician

Education
GED/High School Diploma

Licensing & Credentialing
Many states require some kind of credential for entry level staff. Appropriate credential and written exam from a nationally-recognized credentialing body based on state regulations.

Training & Advanced Course Work
150 clock hours from a jurisdiction approved education provider (related to KSA's or TAP 21) and minimum of 6 clock hours of ethics training. This must be completed before beginning supervised experience.

Supervised Work Experience
Prior to taking the exam for this particular credential, individual must complete a minimum of 1,500 hours of entry level supervised work experience in SUDs that is consistent with the laws and regulations of each state.

Activities
Often able to implement independently:

- Screening of SUD and COD
- Monitor Treatment Plan Compliance

Under Supervision:

- Psycho-educational counseling independently, and with groups for clients and families
- Treatment Planning
- Documentation

The Substance Use Disorder Technician can only practice under the auspice of a licensed facility and under the clinical and/or administrative supervision of Category 3 or 4 Independent, Clinical Category 3 Master's, or the administrative oversight of the Substance Use Disorder Counselor.

Setting
All confidential settings, except private practice, with supervision provided.

Supervisory Responsibilities
Cannot provide clinical or administrative supervision of staff but can supervise community and social activities.

Glossary

Assessment: An ongoing process through which the counselor collaborates with the client and others to gather and interpret information necessary for planning treatment and evaluating client progress.

Client, Family, and Community Education: The process of providing clients, families, significant others, and community groups with information on risks related to psychoactive substance use, as well as available prevention, treatment, and recovery resources.

Clinical Evaluation: The systematic approach to screening and assessment of individuals thought to have a substance use disorder, being considered for admission to addiction-related services, or presenting in a crisis situation.

Competency: Specific counselor functions comprising requisite knowledge, skills, and attitudes.

Co-occurring disorder/coexisting disorder: The presence of concurrent psychiatric or medical disorders in combination with a substance use disorder.

Counseling: A collaborative process that facilitates the client's progress toward mutually determined treatment goals and objectives. Counseling includes methods that are sensitive to individual client characteristics and to the influence of significant others, as well as the client's cultural and social context. Competence in counseling is built on an understanding of, appreciation of, and ability to appropriately use the contributions of various addiction counseling models as they apply to modalities of care for individuals, groups, families, couples, and significant others.

Cultural competency: The capacity of a service provider or organization to understand and work effectively in accord with the beliefs and practices of persons from a given ethnic/racial/religious/social group or sexual orientation. It includes the holding of knowledge, skills, and attitudes that allow the treatment provider and program to understand the full context of a client's current and past socio-environmental situation.

Diagnosis: The classification of the nature and severity of the substance use, medical, mental health, or other problems present. DSM-IV-TR and ICD-10 commonly are used to classify substance use and mental disorders.

Documentation: The recording of the screening and intake process, assessment, treatment plan, clinical reports, clinical progress notes, discharge summaries, and other client-related data.

Professional and Ethical Responsibilities: The obligations of an addiction counselor to adhere to accepted ethical and behavioral standards of conduct and continuing professional development.

Referral: The process of facilitating the client's use of available support systems and community resources to meet needs identified in clinical evaluation or treatment planning.

Screening: The process by which the counselor, the client, and available significant others review the current situation, symptoms, and other available information to determine the most appropriate initial course of action, given the client's needs and characteristics, and available resources within the community.

Service Coordination: The administrative, clinical, and evaluative activities that bring the client, treatment services, community agencies, and other resources together to focus on issues and needs identified in the treatment plan. Service coordination, which includes case management and client advocacy, establishes a framework of action to enable the client to achieve specified goals. It involves collaboration with the client and significant others, coordination of treatment and referral services, liaison activities with community resources and managed care systems, client advocacy, and ongoing evaluation of treatment progress and client needs.

Substance Use Disorder Counseling: The professional and ethical application of basic tasks and responsibilities that include clinical evaluation; treatment planning; referral; service coordination; client, family, and community education; client, family, and group counseling; and documentation.

Treatment planning: A collaborative process in which professionals and client develop a written document that identifies important treatment goals; describes measurable, time-sensitive action steps toward achieving those goals with expected outcomes; and reflects a verbal agreement between a counselor and client. At a minimum, an individualized treatment plan addresses identified substance use disorder(s), as well as issues related to treatment progress, including relationships with family and significant others, potential mental conditions, employment, education, spirituality, health concerns, and social/legal needs.

Stakeholder Panel

Joseph D. (Jody) Biscoe III
Associate Professor of Psychology & Addiction Studies
Northwestern State University
Louisiana Coordinator, Gulf Coast Addiction Technology Transfer Center

Kirk Bowden, Ph.D.
Chair, Chemical Dependancy Department
Rio Salado College

Donna DeAngelis, LICSW, ACSW
Executive Director
Association of Social Work Boards

Phyllis Gardner, Ph.D.
Professor of Psychology, Sociology & Addiction Studies
Texarkana College, Social Science Division
Chair, IC&RC Testing Products Committee
Texarkana College

Rick Harwood
Research and Program Applications Director
National Association of State Alcohol and Drug Abuse Directors

Deann Jepson
Program Manager and Workforce Development Specialist
Addiction Technology Transfer Center, National Office
University of Missouri

Mary Jo Mather
Executive Director
International Certification & Reciprocity Consortium

Mary McCann, M.S.W., LCSW, CAC III
Director of Community Treatment and Recovery Programs
Colorado Dept. of Human Services
Division of Behavioral Health

Neal A. McGarry
Executive Director
Florida Certification Board

Cynthia Moreno Tuohy, NCAC II, CCDC III, SAP
Executive Director
NAADAC, the Association for Addiction Professionals

Doug Rosenberry, M.B.A.
Bureau Director of Workforce Development and Fiscal Evaluation
NY State Office of Alcoholism and Substance Abuse Services

Rosemary Shannon
Clinical Services Unit Administrator
NH Bureau of Drug and Alcohol Services Administrator

Becky Vaughn, M.S.Ed.
Chief Executive Officer
State Associations of Addiction Services

Quinetta Rowley Womack, M.A., LAC, CCGC, CCS
Executive Director of Workforce Development
Office for Addictive Disorders, LA Department of Health and Hospitals

Federal Staff

Donna M. Doolin, LSCSW
Public Health Advisor
Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment

Linda Kaplan, M.A.
Senior Public Health Advisor
Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment

Catherine D. Nugent, M.S., LCPC
Public Health Advisor
Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Treatment

Jack Stein, Ph.D., M.S.W.
Chief, Prevention Branch
White House Office of National Drug Control Policy (ONDCP)

Contractor Staff

Fran Basche, M.A.
Senior Associate
Advocates for Human Potential

Beth Fraster, M.S.W., LICSW
Senior Associate
Advocates for Human Potential

Richard Landis, M.S.W., LCSW
Senior Director for Strategic Planning and Business Development
Advocates for Human Potential

Ellen Radis, M.M.H.S.
Senior Associate
Advocates for Human Potential

*Position in March 2010