



CLINICAL SUPERVISION for RE-CERTIFICATION of the CADC-T or CADC-I

COUNSELOR'S NAME _____

SUPERVISOR'S NAME _____

SUPERVISOR'S CREDENTIALS _____ ADACBGA CCS? YES NO

***Clinical Supervisors MUST include a photocopy of a government-issued photo ID as well as a copy of their ADACBGA Approved Supervisor Letter if they do not hold the ADACBGA CCS and/or IC&RC ICCS.**

Purpose: Clinical Supervision is, “A social influence process that occurs over time, in which the supervisor participates with supervisee to ensure quality clinical care. Effective supervisors observe, mentor, coach, evaluate, inspire, and create an atmosphere that promote self-motivation, learning, and professional development. They build teams, create cohesion, resolve conflict, and shape agency culture, while attending to the ethical and diversity issues in all aspects of the process. Such supervision is key to both quality improvement and the successful implementation of consensus- and evidence-based practices” (Center for Substance Abuse Treatment, 2008). Clinical Supervision may occur as part of the candidate’s eligible work experience, if there is an appropriately credentialed clinical supervisor onsite to provide such services, or Clinical Supervision may be obtained from a clinical supervisor outside the agency in which the candidate works. This form is to document that the candidate has received clinical supervision directly relating to the 12 Core Functions of the Alcohol & Drug Abuse Counselor (condensed as the 8 Counselor Skill Groups by NAADAC). Methods of clinical supervision that will be accepted are individual and/or group activities designed to provide direct supervision of counselor activities, review, and/or processing counseling activities. These activities are monitored and documented by the clinical supervisor, who provides timely feedback to assist the counselor in this learning process. Clinical Supervision hours for initial certification should have been obtained within the last five (5) years, as the field of substance use treatment counseling is ever-changing.

Clinical Supervisors:

- Clinical Supervisors should have a good clinical background in substance abuse, chemical dependencies and co-occurring disorders.
- Clinical Supervision will only be accepted across the board and without case-by-case approval when provided by an individual with the **ADACBGA’s Certified Clinical Supervisor (CCS)** and/or the IC&RC Internationally Certified Clinical Supervisor (**ICCS**). ***With prior written approval from the ADACBGA ahead of the provision of any clinical supervision, other acceptable credentials for clinical supervisors are:***
 - Licensed Professional Counselor (LPC) *who also holds* the Certified Professional Counselor Supervisor (CPCS) through LPCA of Georgia **and/or** the Approved Clinical Supervisor (ACS) through the Center for Credentialing & Education (CCE) of the National Board for Certified Counselors (NBCC),
 - Licensed Clinical Social Worker (LCSW) *who also holds board certification in Clinical Supervision* through the American Board of Examiners in Clinical Social Work (ABE) **or** otherwise qualifies to offer clinical supervision under the rules of the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists,
 - Licensed Marriage and Family Therapist (LMFT) *who also holds* the **Approved Supervisor** designation through the American Association for Marriage and Family Therapy (AAMFT),
 - Certified Clinical Supervisor (CCS) through the Georgia Addiction Counselors Association (GACA) **including** proof of having taken and passed the NCC AP’s written clinical supervisor examination (“Grandfathered” individuals who did not take an exam shall not be approved for the provision of Clinical Supervision), and/or
 - National Clinical Supervision Endorsement (NCSE) through the National Association of Alcohol & Drug Abuse Counselors (NAADAC).

If the clinical supervisor does not hold the ADACBGA CCS and/or IC&RC ICCS but instead holds one of the other acceptable credentials for clinical supervisors listed above, the clinical supervisor must first be approved by the board ahead of the provision of clinical supervision to the candidate, provide documentation of a minimum of two (2) years practice and supervisory experience specific to substance use treatment and/or the treatment of co-occurring disorders, and must document a minimum of 5 hours of co-occurring- or substance use- specific continuing education hours each year. A non-ADACBGA CCS Approved Supervisor must have an ADACBGA Approved Supervisor Letter BEFORE providing clinical supervision. Clinical supervision hours provide prior to the date on the ADACBGA Approved Supervisor Letter will NOT be counted towards Clinical Supervision hours.



Clinical Supervision Requirements for the Re-Certification of the CADC-T or the CADC-I:

- The CADC-T Counselor must complete not less than **100** hours of face-to-face clinical supervision *each year*.
- The CADC-I Counselor must complete not less than **40** hours of face-to-face clinical supervision *every two years* (20 hours each year).
- Clinical supervision can be done individually, as part of a supervision group, clinical review meetings, and/or via live interactive video conferencing. ***Clinical Supervision hours must be supported by well-maintained documentation by the Clinical Supervisor and must be made available to the ADACBGA if requested.*** Clinical Supervision may not be done via email, text or phone calls.
- The CADC-T Counselor must document a minimum of **5** total hours clinical supervision in each of the **12** core functions *each year*.
- The CADC-I Counselor must document a minimum of **2** total hours of clinical supervision in each of the **12** core functions *every two years*.
- Clinical supervision requirements are further defined to require that ***a minimum of 25% of clinical supervision hours be individual*** (one-on-one) supervision.

1. SCREENING: The process by which the client is determined appropriate and eligible for admission to a program.

- Evaluate psychological, social, and physiological signs and symptoms of alcohol and other drug use and abuse.
- Determine the client’s appropriateness for admission or referral.
- Determine the client’s eligibility for admission or referral.
- Identify any coexisting conditions (medical, psychiatric, physical, etc.) that indicate need for additional professional assessment and/or services.
- Adhere to applicable laws, regulations and agency policies governing alcohol and other drug abuse services.

Individual Hours: _____ **Group Hours:** _____ **Total Hours:** _____

Supervisor’s Signature _____

Date _____

2. INTAKE: The administrative and initial assessment procedures for admission to a program.

- Complete required documents for admission to the program.
- Complete required documents for program eligibility and appropriateness.
- Obtain appropriately signed consents when soliciting from or providing information to outside sources to protect client confidentiality and rights.

Individual Hours: _____ **Group Hours:** _____ **Total Hours:** _____

Supervisor’s Signature _____

Date _____

3. ORIENTATION: Describing to the client the following: general nature and goals of the program; rules governing client conduct and infractions that can lead to disciplinary action or discharge from the program; in a nonresidential program, the hours during which services are available; treatment costs to be borne by the client, if any; and client rights.

- Provide an overview to the client by describing program goals and objectives for client care.
- Provide an overview to the client by describing program rules, and client obligations and rights.
- Provide an overview to the client of program operations.

Individual Hours: _____ **Group Hours:** _____ **Total Hours:** _____

Supervisor’s Signature _____

Date _____



4. ASSESSMENT: The procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems and needs for the development of a treatment plan.

- Gather relevant history from client including but not limited to alcohol and other drug abuse using appropriate interview techniques.
- Identify methods and procedures for obtaining corroborative information from significant secondary sources regarding clients' alcohol and other drug abuse and psycho-social history.
- Identify appropriate assessment tools.
- Explain to the client the rationale for the use of assessment techniques in order to facilitate understanding.
- Develop a diagnostic evaluation of the client's substance abuse and any coexisting conditions based on the results of all assessments in order to provide an integrated approach to treatment planning based on the client's strengths, weaknesses, and identified problems and needs.

Individual Hours: _____ **Group Hours:** _____ **Total Hours:** _____

Supervisor's Signature

Date

4. TREATMENT PLANNING: Process by which the counselor and the client identify and rank problems needing resolution; establish agreed upon immediate and long-term goals; and decide upon a treatment process and the resources to be utilized.

- Explain assessment results to client in an understandable manner.
- Identify and rank problems based on individual client needs in the written treatment plan.
- Formulate agreed upon immediate and long-term goals using behavioral terms in the written treatment plan.
- Identify the treatment methods and resources to be utilized as appropriate for the individual client.

Individual Hours: _____ **Group Hours:** _____ **Total Hours:** _____

Supervisor's Signature

Date

6. COUNSELING: (Individual, Group, and Significant Others): The utilization of special skills to assist individuals, families or groups in achieving objectives through exploration of a problem and its ramifications; examination of attitudes and feelings; consideration of alternative solutions; and decision-making.

- Select the counseling theory(ies) that apply(ies).
- Apply techniques to assist the client, group, and/or family in exploring problems and ramifications.
- Apply techniques to assist the client, group, and/or family in examining the client's behavior, attitudes, and/or feelings if appropriate in the treatment setting.
- Individualize counseling in accordance with cultural, gender and lifestyle differences.
- Interact with the client in an appropriate therapeutic manner.
- Elicit solutions and decisions from the client.
- Implement the treatment plan.

Individual Hours: _____ **Group Hours:** _____ **Total Hours:** _____

Supervisor's Signature

Date

7. CASE MANAGEMENT: Activities which bring services, agencies, resources, or people together within a planned framework of action toward the achievement of established goals. It may involve liaison activities and collateral contacts.

- Coordinate services for client care.
- Explain the rationale of case management activities to the client.

Individual Hours: _____ **Group Hours:** _____ **Total Hours:** _____

Supervisor's Signature

Date



8. CRISIS INTERVENTION: Those services which respond to an alcohol and/or other drug abuser's needs during acute emotional and/or physical distress.

- Recognize the elements of the client crisis.
- Implement an immediate course of action appropriate to the crisis.
- Enhance overall treatment by utilizing crisis events.

Individual Hours: _____ **Group Hours:** _____ **Total Hours:** _____

Supervisor's Signature

Date

9. CLIENT EDUCATION: Provision of information to individuals and groups concerning alcohol and other abuse and the available services and resources.

- Present relevant alcohol and other drug use/abuse information to the client through formal and/or informal processes.
- Present information about available alcohol and other drug services and resources.

Individual Hours: _____ **Group Hours:** _____ **Total Hours:** _____

Supervisor's Signature

Date

10. REFERRAL: Identifying the needs of a client that cannot be met by the counselor or agency and assisting the client to utilize the support systems and community resources available.

- Identify need(s) and/or problem(s) that the agency and/or counselor cannot meet.
- Explain the rationale for the referral to the client.
- Match client needs and/or problems to appropriate resources.
- Adhere to applicable laws, regulations and agency policies governing procedures related to the protection of the client's confidentiality.
- Assist the client in utilizing the support systems and community resources available.

Individual Hours: _____ **Group Hours:** _____ **Total Hours:** _____

Supervisor's Signature

Date

11. REPORT AND RECORD KEEPING: Charting the results of the assessment and treatment plan, writing reports, progress notes, discharge summaries and other client-related data.

- Prepare reports and relevant records integrating available information to facilitate the continuum of care.
- Chart pertinent ongoing information pertaining to the client.
- Utilize relevant information from written documents for client care.

Individual Hours: _____ **Group Hours:** _____ **Total Hours:** _____

Supervisor's Signature

Date



12. CONSULTATION WITH OTHER PROFESSIONALS IN REGARD TO CLIENT TREATMENT/SERVICES:

Relating with in-house staff or outside professionals to assure comprehensive, quality care for the client.

- Recognize issues that are beyond the counselor’s base of knowledge and/or skill.
- Consult with appropriate resources to ensure the provision of effective treatment services.
- Adhere to applicable laws, regulations and agency policies governing the disclosure of client-identifying data.
- Explain the rationale for the consultation to the client, if appropriate.

Individual Hours: _____ **Group Hours:** _____ **Total Hours:** _____

Supervisor’s Signature

Date

The candidate has spent the following **GRAND TOTAL** hours of Clinical Supervision with me (total of all three sections in each of the 12 core functions above):

Individual Total Hours: _____ **Group Total Hours:** _____ **Grand Total Hours:** _____

**a minimum of 25% of total clinical supervision hours must be individual (one-on-one) supervision*

I hereby attest that all the information given herein is true and complete to the best of my knowledge and belief. I understand that falsification of any portion of this re-certification application will result in the candidate being denied re-certification, or revocation of same, upon discovery. I have read, understand, and agree to act in accordance with the ADACBGA Code of Ethics and any other Codes of Ethical Conduct recognized by my profession and in compliance with any and all codes of professional conduct in effect in the State of Georgia. I acknowledge the right of ADACBGA to verify the information in this re-certification application or to seek further information from employers, schools or persons mentioned herein.

Supervisor’s Signature

Date

PLEASE MAIL DIRECTLY TO:

**ADACBGA Certification Committee
777 Cleveland Ave SW Ste 605
Atlanta, Georgia 30315**

Do NOT return this form to the applicant to include with the rest of their application packet unless it has been placed in a sealed envelope with your signature across the back seal!



CLINICAL SUPERVISOR’S EVALUATION for CADC-T or CADC-I RE-CERTIFICATION

COUNSELOR’S NAME _____

SUPERVISOR’S NAME _____

SUPERVISOR’S CREDENTIALS _____ ADACBGA CCS? YES NO

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PLEASE USE THE FOLLOWING RATING SCALE TO EVALUATE THE APPLICANT’S SKILLS IN THE AREAS REQUESTED:

- N/A = NOT APPLICABLE
- 1 = POOR
- 2 = FAIR
- 3 = AVERAGE
- 4 = ABOVE AVERAGE
- 5 = EXCELLENT

The items below represent skills needed by substance use treatment counselors in the 12 core functions. Please evaluate the applicant’s abilities in each area. Acceptable scores are fair (2) or above.

Score	Function
	Screening - the process by which a client is determined appropriate and eligible for admission to a particular program.
	Intake - The administrative and initial assessment procedures for admission to a program
	Orientation - describing to the client the general nature and goals of the program, rules governing client conduct and infractions that can lead to disciplinary action or discharge from the program, the hours and times services are available, treatment costs to be borne by the client if any, and client rights.
	Assessment - those procedures by which a counselor identifies and evaluates an individual’s strengths, weaknesses, problems, and needs for the development of the treatment plan.
	Treatment Planning - the process by which the counselor and the client identify and rank problems needing resolution, establish agreed upon immediate and long term goals, decide on a treatment process and the resources to be utilized.
	Individual Counseling - a one-to-one counselor-client process for the purpose of assessing a client’s problems and facilitating appropriate changes.
	Group Counseling - A process involving several clients for the purpose of jointly exploring the client’s problems and facilitating appropriate changes.
	Family Counseling - A process of exploring the dynamics of the family system and facilitating appropriate changes.
	Case Management – Activities which bring services, agencies, resources or people together within a planned framework of action toward the achievement of established goals. It may involve liaison activities and collateral contacts.
	Crisis Intervention - those services which respond to an alcohol and/or other drug abuser’s needs during acute emotional and/or physical distress.



Counselor's Name: _____

	Client Education – Provision of information to individuals and groups concerning alcohol and other drug abuse and the available services and resources.
	Referral - Identifying the needs of the client that cannot be met by the counselor or agency and assisting the client to utilize the support systems and community resources available.
	Reports and Record Keeping - charting the results of the assessment and treatment plan, writing reports, progress notes, discharge summaries and other client-related data.
	Consultation - relating with counselors and other professionals in regard to client treatment and services to assure comprehensive, quality care for the client.

Using the same scale, please evaluate the applicant on the following areas of interpersonal relationships with clients, based on your observations:

Score	Relationship Areas
	Respect for the client
	Care and concern for the client
	Genuineness with the client
	Empathy with the client
	Flexibility with the client
	Judgment with the client
	Spontaneity with the client
	Capacity for confrontation with the client
	Capacity for appropriate self-disclosure
	Sense of immediacy
	Concreteness
	Ability to set appropriate boundaries

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JOB SUPERVISOR’S STATEMENT for CADC-T or CADC-I RE-CERTIFICATION

Counselor’s name: _____

Job Supervisor’s name: _____

Agency/Program name: _____

Agency/Program Address: _____

Agency/Program Phone: _____ Fax: _____

Job Supervisor’s Professional licenses and/or certifications: _____

**Please mail with this statement copies of all licenses and/or certifications that are not issued by ADACBGA. Work Experience Hours may only be counted toward initial and/or re-certification in licensed and/or state-sponsored agencies which have an individual holding a license or certification granting an independent scope of practice employed onsite in a full-time supervisory/managerial role.*

How long have you been this counselor’s job supervisor/manager?

From (month/year) _____ to (month/year) _____

Average hours counselor works(ed) each week: _____

Average number of clients on caseload: _____

Percentage of average hours worked spent in the 12 Core Functions: _____

...spent doing Administrative or other tasks: _____

Comments (use additional sheets of paper, as necessary):

I hereby certify and attest – under penalty of perjury and threat of ethical sanctions – that I have observed and have firsthand knowledge of this counselor’s work and that the above information is, to the best of my knowledge, true and correct.

Job Supervisor Signature

Date

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The 12 Core Functions:

1. **Screening**: The process by which a client is determined appropriate and eligible for admission to a particular program.
2. **Intake**: The administrative and initial assessment procedures for admission to a program.
3. **Orientation**: Describing to the client the general nature and goals of the program, rules governing client conduct and infractions that can lead to disciplinary action or discharge from the program, the hours during which various services are available and the patient schedule, treatment costs to be borne by the client, if any, and the client's rights.
4. **Assessment**: Those procedures by which a counselor/program identifies and evaluates an individual's strengths, weaknesses, problems and needs for the development of the treatment plan.
5. **Treatment Planning**: The process by which the counselor and the client identify and rank problems needing resolution, establish agreed upon immediate and long term goals, and decide on the treatment methods and resources to be used.
6. **Counseling**: The utilization of special skills to assist individuals, families or groups in achieving objectives through exploration of a problem and its ramifications, examination of attitudes and feelings, consideration of alternative solutions, and decision making.
7. **Case Management**: Activities which bring services, agencies, resources or people together within a planned framework of action toward the achievement of established goals. It may involve liaison activities and collateral contacts.
8. **Crisis Intervention**: Those services which respond to an alcohol and/or drug abuser's needs during acute emotional and/or physical distress.
9. **Client Education**: Provision of information to individuals and groups concerning alcohol and other drug abuse and the available services and resources.
10. **Referral**: Identifying needs of the client that cannot be met by the counselor or agency and assisting the client to utilize the support systems and community resources available.
11. **Reports and Record Keeping**: Charting the results of the assessment and treatment plan, writing reports, progress notes, discharge summaries and other client-related data.
12. **Consultation**: Relating with counselors and other professionals regarding client treatment and services to assure comprehensive, quality care for the client.