

## Basic Course Information

Semester:	<b>FALL 2022</b>	Instructor Name:	<b>ROXANNE MORALES</b>
Course Title & #:	ADS 235 CASE MNGMNT AND DOCUMENTATION	Email:	<b>Roxanne.morales@imperial.edu</b>
CRN #:	10941	Webpage (optional):	<b>www.imperial.edu</b>
Classroom:	<b>Canvas</b>	Office #:	<b>3116</b>
Class Dates:	<b>August 15th-December 10th</b>	Office Hours:	<b>Appointment Only</b>
Class Days:	<b>Online</b>	Office Phone #:	<b>760-355-6136</b>
Class Times:	Online	Emergency Contact:	<b>Diana Sandoval</b>
Units:	3.0	Class Format:	Online

## Course Description

This course reviews the principles and practice of case management in addiction treatment including the processes of intake, screening, assessment, treatment planning, referral, and documentation. Professional and ethical codes of conduct and behavior are also reviewed and emphasized. The course will examine several models of addiction counseling and theoretical rationale of each. The course emphasizes therapeutic trials needed by a counselor working with the chemically addicted population. (C-ID: ADS 170 X) (CSU)

## Course Prerequisite(s) and/or Corequisite(s)

None

## Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Prepare appropriate documentation for case management of substance abuse clients through the entire course of treatment from intake and screening to discharge.

## Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Identify and integrate theories of treatment.
2. Detect, identify and evaluate legal issues in the counseling relationship.
3. Develop skills in record keeping and documentation.
4. Ability to appropriately prepare screening, intake, and orientation documents for a client's admission to a treatment program.
5. Appropriately write reports and maintain records to document the consistency of service for the client in substance use treatment and to assess the need for consultation with other professionals.
6. Prepare accurate and concise discharge summaries.
7. Select the available referral resources, agencies, professionals and/or community programs to meet the client's needs.
8. Recognize when a client is in crisis and determine the need for additional professional assistance.

## Textbooks & Other Resources or Links

Nancy Summers 2012. *Fundamentals of Case Management Practice* Brooks/Cole 5th Edition | Copyright 2016

## Course Requirements and Instructional Methods

Mid-Term and Final Exam: Exam will cover chapters and course material throughout the semester. The Midterm and Final exams are entirely multiple-choice. Some chapters listed may not be covered in class, but you are still responsible for the material, unless otherwise specified. No makeups for exams will be given without prior notification and/or documentation of an emergency.

Quizzes: Quizzes may include any or all of the following types of questions: multiple choice, true-false, matching, fill-in-the-blank, and short answer/essay. If you are late to class or absent, you will not be allowed to take the quizzes or exams. No makeups for exams or quizzes will be given without prior notification and/documentation of an emergency. No work will be accepted over email without prior approval.

Assignments/Case Studies: Students will be required to submit a 2-3 page case study (not including a reference page) that will seek to identify a treatment plan, screening process, intake and services needed. A vignette will be provided and specific documentation will be assigned.

Weekly journals: Journals will be a resource for the student to be able to analyze and reflect on the dialogue and content discussed. Weekly journals also count as your participation grade.

Discussions: Discussions will be based on a topic that is relevant to the chapter of the week. Students will reply to the post providing their relevant and appropriate response. Students will also reply to two of their classmates providing further information and/or opinion on the subject.

Students are expected to read all assigned chapters as noted in syllabus. Although, we may or may not cover all of the material shown and the dates are approximations, students will however be required to know all the material assigned in reading and other material given in class.

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

## Course Grading Based on Course Objectives

Discussion/Participation: 260 (13 @ 20)	A 900-1030 points
Weekly Journals: 130 (13@10 points)	B 800-899 points
Case Studies: 100 (4@25 points)	C 700-799 points
Assignments: 260 (13 @ 20 pts)	



Midterm: 50 (1 @ 50 pts)

Final: 100 (1 @ 100 pts)

F 599 points and  
below

## Course Policies

- California Ed Code requires that I remove students from my roster by “dropping” them IF they never attended the course and are therefore a “no show”. Since this is an online course, I define you as a “no show” if you do not complete the Week One Assignment by the third day of this class. Please do not delay in dropping if that is your choice. Once you have completed the Introduction assignment it becomes YOUR RESPONSIBILITY to drop the course. Please drop the course via WebSTAR prior to the drop deadline. Do not assume I will do this for you.

### Week One:

In addition to reading CH 1 from your textbook, you will also be asked to submit a respond to the discussion stating your Name, Major, and why you chose to take this course. An exam will also be given in the first week based on the course objectives, identifying resources and information provided on the Syllabus. This will provide you a good start as to how to navigate through Canvas. By the end of the semester, you will be a PRO! Fingers crossed.

- Attendance is super important in an online course. Participation serves as your attendance. Please make sure you are logging in consistently and submitted assignments on top. Please make sure you have the email that was assigned to you when you registered for the college. If you cannot or unable to log-in successfully, you make seek support by calling the Service Desk at 760-355-6300 Monday-Friday from 8 AM to 5 PM (Closed Sat. & Sun.)
- Absences attributed to the representation of the college at officially approved events (conferences, contests and field trips) will be counted as ‘excused’ absences.
- Students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.

Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others’ opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

All other information will be covered during orientation.

## Other Course Information

*CANVAS SUPPORT:* Can be found online and/or at the Canvas Hotline: (877) 893-9853



- Learning Labs: There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program.
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

## IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

## Anticipated Class Schedule/Calendar

*[Provide a tentative overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format as in the example below may be used for this purpose.]*

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week 1	Syllabus & Introduction	
Week 2	SECTION 1. FOUNDATIONS FOR BEST PRACTICE IN CASE MANAGEMENT	Case study 1 Quiz 1
Week 3	CONT: SECTION 1. FOUNDATIONS FOR BEST PRACTICE IN CASE MANAGEMENT	Discussion 1 Assignment 2 Quiz 2 Journal 1
Week 4	CONT: SECTION 1. FOUNDATIONS FOR BEST PRACTICE IN CASE MANAGEMENT	Discussion 2 Assignment 3 Quiz 3 Journal 2
Week 5	SECTION 2. USEFUL CLARIFICATIONS AND ATTITUDES	Discussion 3 Assignment 4 Quiz 4 Journal 3
Week 6	CONT: SECTION 2. USEFUL CLARIFICATIONS AND ATTITUDES	Discussion 4 Case Study 2 Quiz 4 Journal 4
Week 7	CONT: SECTION 2. USEFUL CLARIFICATIONS AND ATTITUDES	Discussion 5 Assignment 5 Quiz 5 Journal 5
Week 8	MIDTERM	
Week 9	SECTION 3. EFFECTIVE COMMUNICATION	Discussion 6 Assignment 6

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
		Quiz 6 Journal 6
Week 10	CONT SECTION 3: EFFECTIVE COMMUNICATION	Discussion 7 Assignment 7 Quiz 7 Journal 7
Week 11	CONT SECTION 3. EFFECTIVE COMMUNICATION	Discussion 8 Case Study 3 Quiz 8 Journal 8
Week 12	CONT SECTION 3. EFFECTIVE COMMUNICATION	Discussion 9 Assignment 8 Quiz 8 Journal 8
Week 13	SECTION 4. MEETING CLIENTS AND ASSESSING THEIR STRENGTHS AND NEEDS	Discussion 10 Assignment 9 Quiz 9 Journal 9
Week 14	SECTION 4. MEETING CLIENTS AND ASSESSING THEIR STRENGTHS AND NEEDS	Discussion 11 Assignment 10 Quiz 10 Journal 10
Week 15	SECTION 6. MONITORING SERVICES AND FOLLOWING THE CLIENT	Discussion 12 Assignment 11 Quiz 11 Journal 11 All late assignments DUE
Week 16	FINAL	

**\*\*\*Subject to change without prior notice\*\*\***