



Note to Instructor: Replace the placeholder text beneath the headings with the appropriate information for your course. Please note that all sections, with the exception of "Other Course Information," are required elements.

Basic Course Information

Semester:	Fall 2023	Instructor Name:	Tina A. Williams
Course Title & #:	ADS:235: Case Management and Documentation	Email:	Tina.williams@imperial.edu
CRN #:	11108	Webpage (optional):	n/a
Classroom:	404/ICSO	Office #:	n/a
Class Dates:	08/14/-12/09/2023	Office Hours:	Email/Zoom/Telephone
Class Days:	Thursday	Office Phone #:	760-352-8320
Class Times:	1:00 to 4:10 pm	Emergency Contact:	n/a
Units:	3	Class Format:	ICSO/Face to Face

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. (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. (ILO1, ILO2, ILO3, ILO4, ILO5).*

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 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 from 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

Fundamentals of Case Management Practice: Skills for the Human Services 5th ed: Nancy Summers ISBN: 978-1-305-09476-5
Comprehensive Case Management for Substance Abuse Treatment: (Download Free):
www.samhsa.gov 1-877-SAMHSA-7 (1-877-726-4727)

Course Requirements and Instructional Methods

Weekly Journals: Journals will be a resource for the student to be able to analyze and reflect on the reading, dialogue and content discussed.

Thought Paper: There will be **one 3-page** thought paper due during the semester. Your thought paper should address ideas and concepts regarding Case management from the course text, class discussions, magazines, internet articles, research journals, and/or life experiences. Your thought paper needs to be written from your point of view (your own thoughts regarding the topic). Your thought paper must be typewritten, double space, and 12-font.

Discussion questions/Chapter Exercises: Discussion questions as well as Chapter Exercises will be based on a topic that is relevant to the chapter of the week.

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. No makeup for quizzes.

Exams: Exams will be given based on text reading, lecture materials, and multimedia presentations. No makeups for exams will be given without prior notification and/or documentation of an emergency.

Group Project Assignment: Further information will be given later.

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

Weekly Journals	10 x 11 weeks
Quizzes	10 x 11 weeks
Exams	50 x 2
D.Q./Chp Exercises	10 x 11 weeks
Group Project	50 x 1
Thought Paper	30 x 1

Course Policies

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absence exceeds the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.
- 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 (!!!)].

Other Course Information

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

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.

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Services.** There are several learning labs on campus to assist students with computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.
- Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services \(DSP&S\)](#) office as soon as possible. The



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DSP&S office is in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodation.

- The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also, under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives.
- Students experiencing homelessness.
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, alexis.ayala@imperial.edu.

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of



developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

- The Student Equity Program also houses IVC’s Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.
- Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).
- Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week One: August 17	Outside Orientation	You are required to read assigned chapters weekly, complete discussion questions, chapter exercises, journals, and quizzes.
Week Two: August 24	Inside Orientation	
Week Three: August 31	First Class	
Week Four: September 7	Chapter 1: Case Management: Definition and Responsibilities	
Week Five: September 14	Chapter 2: Ethics and Other Professional Responsibilities for Human Services Workers	
Week Six: September 21	Chapter 3: Applying the Ecological Model: A Theoretical Foundation for Human Services Chapter 4: Cultural Competence	
Week Seven: September 28	Chapter 5: Attitudes and boundaries Chapter 6: Clarifying Who Owns the Problem	
Week Eight: October 5	Chapter 7: Identifying Good Responses and Poor Responses Chapter 8: Listening and Responding/Quiz	



Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests
Week Nine: October 12	Chapter 9: Ask Questions Chapter 10: Bringing Up Difficult Issues/Quiz	
Week Ten: October 19	Chapter 11: Addressing and Disarming Anger Chapter 12: Collaborating with People for change.	
Week Eleven: October 26	Chapter 13: Case Management Principles: Optional Chapter 14: Documenting Initial Inquires	
Week Twelve: November 2	Chapter 15: The First Interview Chapter 16: Social Histories and Assessment Forms	You are required to read assigned chapters weekly, complete discussion questions, chapter exercises, journals, and quizzes.
Week Thirteen: November 9	Chapter 17: Using the DSM Chapter 18: The Mental Status Examination	
Week Fourteen: November 16	Chapter 19: Receiving and Releasing information. Chapter 20: Developing a Service Plan at the Case Management Unit	
Week Fifteen: November 23	Holiday Week: Thanksgiving	
Week Sixteen: November 30	Last Class	
Week Seventeen: December 7	Certificate Ceremony	



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Date or Week	Activity, Assignment, and/or Topic	Pages/ Due Dates/Tests

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