

# Supervision Experience Document – CAC II FORM C



A minimum of **180** hours of experience performing the following tasks must be documented with at least **ten (10)** hours in each of the twelve core functions is required for a CAC II.

Supervisors **must sign the form verifying EACH task completed and the number of hours completed.** Any supervisor that signs for hours on this form must be qualified to be an approved supervisor.

TASKS	# OF HOURS	INSTITUTION OR AGENCY	SUPERVISOR'S SIGNATURE	DATE
1. Screening Clients to determine eligibility and appropriateness for admissions into a particular program				
2. Intake of clients by performing the administrative and initial assessment tasks necessary for admission to a program				
3. Orientation for new clients to program's rules, goals, procedures, services, costs and the rights of the clients				
4. Assessment of client's strengths, weaknesses, problems and needs for the development of the treatment plan				
5. Treatment planning with the client to identify and rank problems to be addressed, establish goals and agree on treatment processes				
6. Counseling the client utilizing specialized skills in both individual and group approaches to achieve treatment goals and objectives				
7. Case management activities which bring services, agencies, people and resources together in a planned framework of action to achieve established goals				
8. Crisis intervention responses to clients' needs during acute mental, emotional or physical distress				
9. Education of clients by providing information about drug abuse available services and resources.				
10. Referral of clients in order to meet identified needs unable to be met by the counselors				
11. Reporting and charting information about client's assessment, treatment plan, progress, discharge summaries and other client-related data				
12. Consultation with other professionals to assure comprehensive quality care for the client				

**NOTE: Supervision requirements are outlined in the Addiction Counseling Regulations in Section 8715. Supervisors must complete the Verification of Appropriate Supervision Form to complete the Certification Application.**