Counselor Self Evaluation

Counselor Name: _____

Please rate yourself in the following areas. The purpose of this evaluation is to communicate areas you feel you need to work on or need additional supervision from your supervisor. This will enable you supervisor to structure supervision time to best prepare you to handle responsibilities of licensure. The questions noted below are for the purpose of giving you an idea of some of the questions you might come up in your oral and written exams. You don't have to answer them all here but use your comfort level with the individual questions to determine how you score yourself in the individual areas. Using 1 as the lowest rating and 10 as the highest, place an X over the number you feel best rates your comfort areas.

1. Screening

The Screening process describes who is appropriate and who is eligible for treatment in your program. You should be able to:

1	2	3	4	5	6	7	8	9	10

1. Explain the process of screening and who is, and is not appropriate for your program.

1	2	3	4	5	6	7	8	9	10

2. You should be able to identify 5 problems that might arise during the screening process and explain how these might be avoided or managed.

1	2	3	4	5	6	7	8	9	10

3. Be prepared to paraphrase the DSM IV criteria for chemical dependence and chemical abuse? What elements are considered?

1	2	3	4	5	6	7	8	9	10

4. Be prepared to give examples of how you determine that the use for chemicals has become dysfunctional for a particular client.

1	2	3	4	5	6	7	8	9	10

5. Explain how factors might make a client inappropriate for services and the steps taken to meet those needs.

2. Intake

The intake process includes the procedures for admission into a program. It is an extension of the screening process were the decision to admit is formalized and documented.

1. Be prepared to list the documentation required and the involvement of others in the intake process.

1	2	3	4	5	6	7	8	9	10

2. What problems might arise during the intake process and how can they be avoided or managed.

1	2	3	4	5	6	7	8	9	10

3. You should be able to describe the basics of the Federal Confidentiality law and how and why this is important in the intake process.

1	2	3	4	5	6	7	8	9	10

4. You should be able to explain the basic Client's Rights as outlined in The Standards of the Texas Commission on Alcohol and Drug Abuse.

1	2	3	4	5	6	7	8	9	10

5. What are some of the problems that might come up in the intake process and can they be managed.

1	2	3	4	5	6	7	8	9	10

3. Orientation

The process of orientation describes to the client that the general nature and goals of the program, the rules governing client conduct and infractions that can lead to disciplinary action or discharge, treatment costs if any, client rights and other aspects of the program that the client needs to know to participate in the program. You should be able to:

1. Describe how to orient a new client and some of the typical needs of a client who is new to the facility.

1	2	3	4	5	6	7	8	9	10

2. Describe some of the problems that might arise during the orientation process and how these problems might be handled or avoided.

1	2	3	4	5	6	7	8	9	10

3. Be able to walk verbally through the process of orienting a client and how this process might help to meet their needs.

1	2	3	4	5	6	7	8	9	10

4. Assessment

Assessment is the process of identifying and evaluating the needs of the client so that they can be addressed during the treatment planning. You should be able to

1. Explain how to identify a client's strengths, weakness and needs and why is this important to effective client care.

1	2	3	4	5	6	7	8	9	10

2. Explain methods and procedures used to assess a client's treatment needs and explain how you would use the results of those assessments.

1	2	3	4	5	6	7	8	9	10

3. Discuss how you would determine the extent of a client's abuse including symptoms, use and withdrawal liabilities.

1	2	3	4	5	6	7	8	9	10

4. Discuss the role of significant others and why they were or were not involved in the assessment.

1	2	3	4	5	6	7	8	9	10

5. Describe how aspects of dual diagnosis are addressed.

1	2	3	4	5	6	7	8	9	10

5. Treatment Planning

Treatment planning is the process of determining how the program will work with the client to address their needs during treatment. It involves identifying and ranking problems needing resolution and the establishment of goals, and the methods and resources the program will use to help the client reach their goals.

1. Describe how and why goals and objectives are established and the role of each participant in the treatment planning process.

1	2	3	4	5	6	7	8	9	10

2. Discuss how and why a treatment plan is individualized to meet the needs of each client.

1	2	3	4	5	6	7	8	9	10

3. What role does the client play in the treatment planning process?

1	2	3	4	5	6	7	8	9	10

4. What would indicate the need for revisions in a treatment plan?

1	2	3	4	5	6	7	8	9	10

6. Counseling

Counseling includes the group, individual and family work the program uses to engage the client in working to address their needs. You should be able to:

1. Describe why you would choose one treatment approach (group, individual, family) over another and what factors contribute to making this decision? Explain the principles and goals of each approach.

1	2	3	4	5	6	7	8	9	10

2. Be able to demonstrate a working knowledge of Gestalt Reality Therapy, Client Centered Therapy, Rational Emotive Therapy, Behavior Modification and Neuro- Linguistic Programming by being able to explain the rationale for using each approach.

1	2	3	4	5	6	7	8	9	10

3. What would cause an approach to change during treatment?

1	2	3	4	5	6	7	8	9	10

4. Describe transference and how you would deal with a client?

1	2	3	4	5	6	7	8	9	10

5. Describe how to elevate the effectiveness of the counseling process.

1	2	3	4	5	6	7	8	9	10

6. Discuss your own limitations in working with a particular population and how this affects your ability to work with them.

1	2	3	4	5	6	7	8	9	10

7. Discuss some of the elements that allow you to work well with a particular kind of client.
   Provide a rational to your approach based on a client's ethnic or cultural background.

1	2	3	4	5	6	7	8	9	10

7. Case Management

These activities bring services, agencies, resources or people together in a planned framework of action toward the achievement of treatment plan goals. This activity may involve liaison activities and collateral contacts. You should be able to:

1. Explain how other agencies are used in the process of meeting the client's needs.

1	2	3	4	5	6	7	8	9	10

2. What are some of the problems that can affect the coordination of the treatment plan?

1	2	3	4	5	6	7	8	9	10

3. What factors indicate poor coordination?

1	2	3	4	5	6	7	8	9	10

4. How would you deal with a client that abuses programs in the system?

1	2	3	4	5	6	7	8	9	10

5. What part self help play and why you would or would not use them.

1	2	3	4	5	6	7	8	9	10

6. Describe some problems that can occur during treatment and how you would deal with them.

1	2	3	4	5	6	7	8	9	10

8. Crisis Intervention

Crisis intervention is the process used to deal with emerging events of a distressing nature during a person's treatment. It involves the delivery of services that respond to a client's needs during acute emotional and physical distress. Crisis situations are crucial events that have a potential to compromise or destroy the rehabilitation effort. You should be able to:

1. Identify situation that might arise during the course of treatment. These may not necessarily be related to a client's chemical use.

1	2	3	4	5	6	7	8	9	10

2. Identify resources in a program or in a community that are available to help in crisis situations.

1	2	3	4	5	6	7	8	9	10

3. Discuss how some of these crisis situations might be used to further the goals of treatment.

1	2	3	4	5	6	7	8	9	10

9. Education

Education is the process of conveying information that is crucial to a client's recovery during the treatment process. This may include information about available services and resources. You should be able to:

1. Discuss some of the topics that should be included in a Chemical Dependency treatment program.

1	2	3	4	5	6	7	8	9	10

2. Describe some of the resources used in the education process and the part each one plays in conveying information to the client.

1	2	3	4	5	6	7	8	9	10

10. Referral

Referral involves the use of other agencies and or programs to provide a continuum of care for a client during and after treatment. It involves the process of meeting the needs of the client that cannot be met by the counselor in the present episode of treatment by utilizing other agencies and community resources.

1. Describe some of the problems that might arise that would require referral during the treatment process.

1	2	3	4	5	6	7	8	9	10

2. Describe some of the problems that might arise that would require referral following discharge.

1	2	3	4	5	6	7	8	9	10

3. Describe how and why referrals and follow-up are documented.

1	2	3	4	5	6	7	8	9	10

11. Report and Record Keeping

Record Keeping involves the documentation needed to verify that the program acted responsibly to provide for a client's need during treatment. It is a record of what steps the program took to prepare the client to meet the challenges of their recovery. You should be able to:

1. Explain how daily documentation relates to the Treatment Plan and why.

1	2	3	4	5	6	7	8	9	10

2. What are some of the barriers to good report and record keeping and how they can be overcome?

1	2	3	4	5	6	7	8	9	10

3. Describe how record keeping is used to evaluate the effectiveness of treatment in determining the completion of a client's treatment goals.

1	2	3	4	5	6	7	8	9	10

12. Consultation

Consultation is the process of marshalling the resources other disciplines and engaging the experience of other professionals to benefit the client during treatment. It is the relationship we develop with others to ensure comprehensive care for the client. You should be able to:

1. What are some of the problems that might arise during the course of treatment that might require consultation?

1	2	3	4	5	6	7	8	9	10

2. Describe some of the situations of other professionals that might make them appropriate for consultation.

1	2	3	4	5	6	7	8	9	10

3. Discuss the staffing process of client progress review and how consultation can be effective in modifying treatment goals.

1	2	3	4	5	6	7	8	9	10

4. Describe some of the changes that might be made in a client's treatment approach following a consultation.

1	2	3	4	5	6	7	8	9	10