

The Illinois Model For The Certification of Criminal Justice Addictions Professionals

For Treatment Professionals Working with Criminal Justice Populations



**d/b/a
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(IAODAPCA)**

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PREFACE

The Criminal Justice Addictions Professional Certification (CCJP) is the result of the combined efforts of major national groups from the fields of addiction and criminal justice. Representatives from the National Association of Alcohol and Drug Abuse Counselors (NAADAC), the International Certification & Reciprocity Consortium (ICRC), the Center for Substance Abuse Treatment (CSAT), the National Drug Court Institute (NDCI), the American Probation and Parole Association (APPA), the Association of State Correctional Administrators (ASCA), the American Correctional Association (ACA), the National Treatment Alternatives to Safer Communities (TASC), the Certification Board for Addiction Professionals of Florida (CBAPF), the Florida and Ohio Departments of Corrections, the National Association of State Alcohol and Drug Abuse Directors (NASADAD) and the Florida Department of Juvenile Justice comprise the Board of Directors, which received input from the President's Office of National Drug Control Policy (ONDCP) when establishing standards. The interest and efforts of these board members led to the development of this national credential for treatment professionals working with criminal justice populations.

This document defines the role, purpose, functions and responsibilities of criminal justice addictions professionals, and establishes a fair methodology for evaluation of competency. The credential defines minimum acceptable standards for counselor knowledge and skills, thereby assuring that criminal justice addictions professionals meet an acceptable standard of competency.

PURPOSE

The CCJP credential:

- formally recognizes and increases the value of competency skills required of professionals working with substance abusing criminal justice offenders through the creation of an Illinois specific credential.
- establishes baseline standards for counselor competencies through a validated testing process.
- maximizes the quality of substance abuse treatment delivered to consumers involved with the criminal justice system.

RATIONALE

The Illinois Certification Board, Inc. (ICB) recognizes that treatment professionals, who work with substance abusing criminal offenders, require focused skills. Addiction professionals, navigating within complex federal, state and county criminal justice systems, develop unique competencies equipping individuals with a broader knowledge base to implement effective systemic treatment modalities.

The National Certification Board for Criminal Justice Alcohol and Drug Professionals endorses the concept that the treatment of addiction in a criminal justice setting is a specialty field that requires performance by competent and professional individuals. The standards for certification of these individuals are weighted on the side of proven experience and education.

Research indicates that alcohol and other drug abuse is a factor in most crimes and clearly shows the provision of substance abuse treatment is effective in the reduction of criminal recidivism and substance abuse. Reductions of this nature present a significant cost benefit to society.

PHILOSOPHY STATEMENT

The evidence is conclusive that addiction is highly correlated with criminal behavior and criminal involvement. Therefore, the adult and juvenile justice systems and providers of substance abuse treatment share a responsibility to assist drug-involved offenders in their recovery. This shared responsibility led to the development of a certification process for Criminal Justice Addictions Professionals (CCJPs).

Certain knowledge areas and skills are required to provide effective treatment and case management services to adult and juvenile drug involved offenders. CCJPs must demonstrate the ability to provide effective services including assessment, case planning, case management, monitoring, counseling and advocacy and linking with other treatment, human services and criminal justice providers. They must also be knowledgeable of the rehabilitative services provided by the treatment and criminal justice systems. Knowledge is required in diverse areas as pharmacology, treatment theories and modalities, involuntary commitment procedures, criminal case processing, court alternatives and conditions of probation.

The overlap of roles and responsibilities has resulted in greater communication and interdependence among the courts, adult and juvenile justice professionals and the alcohol and other drug abuse treatment professional. Many corrections agencies routinely provide substance abuse treatment services. Substance abuse treatment agencies provide court liaison and monitoring services. Substance abuse treatment staff provides the case management of drug-involved offenders. The development of a certification for Criminal Justice Addictions Professionals has been designed to strengthen the supervision and rehabilitative potential provided by the two systems.

INTRODUCTION

Criminal Justice Addictions Professionals fill a unique role among health, human service and justice professionals. Such practitioners work in a variety of settings and utilize numerous treatment approaches. They recognize the need to assure quality care to consumers. Toward that end, ICB has designed this voluntary credentialing system for criminal justice professionals who provide treatment services to adult and juvenile drug involved offenders.

The demonstrated link between drug abuse and criminal behavior has resulted in the development of this credentialing process. Individuals seeking certification must be knowledgeable of both the criminal justice and substance abuse treatment systems.

ICB realizes criminal justice treatment professionals are educated in a wide range of disciplines including criminal justice, addictions, social work, health, psychology and other human service disciplines. The CCJP certification is designed to assess an individual's ability to provide treatment and case management services to drug involved offenders. It defines criminal justice treatment professionals' roles and functions, thus distinguishing these individuals among other health and human service providers.

The certification process is designed to accommodate and evaluate those who are both experientially and academically trained. It defines core knowledge and skill bases needed by all criminal justice addiction professionals regardless of their professional training, orientation or occupation, and sets a baseline standard for treatment professionals working in criminal justice settings when providing an array of services to drug involved offenders. Such professionals are given recognition for meeting specific predetermined criteria. The purpose is to assure that quality addiction services are available to adult and juvenile drug involved offenders. Certification provides a professional credential that can guide employers in selecting competent staff and sets the direction for further professional growth.

DEFINITION AND SETTING

This certification process was developed for treatment professionals working with criminal justice populations. The setting in which the required number of work and supervised hours must be met is defined as any setting providing counseling, service coordination, behavior management or behavior shaping to drug involved adult or juvenile offenders.

REQUIREMENTS FOR CERTIFICATION

Applicants must meet all requirements to obtain certification, including, an approved application, passing the written examination and payment of all appropriate fees.

The following chart details the minimum requirements for certification based on work experience, supervised practical experience and training/education:

Degree	Direct Services/Work Experience	Time Limit	Hours of Direct Supervision**	Hours of Education***	Required Written Examination
IDPR Licensed* or CMADC or MAC	1,000 hours	10 years	N/A	60	CCJP Examination
Master's Level or CSADC	2,000 hours	10 years	60	100	CCJP Examination
Bachelor's Level or CRADC	4,000 hours	10 years	100	150	CCJP Examination
Associate's Level or CADC	5,000 hours	10 years	150	200	CCJP Examination
HS Diploma/GED	6,000 hours	10 years	200	270	CCJP Examination

*Licensed physician to practice medicine in all its branches pursuant to the Medical Practice Act of 1987; licensed professional counselor or licensed clinical professional counselor pursuant to the Professional Counselor and Clinical Professional Counselor Licensing Act (225 ILCS 107) or; licensed as a psychologist pursuant to the Clinical Psychology Practice Act (225 ILCS 15) or; licensed as a social worker or licensed clinical social worker pursuant to the Clinical Social Work and Social Work Practice Act (225 ILCS 20).

**Applicants must submit documentation of supervision in the six performance domains, with a minimum of ten hours documented in each domain. Realizing supervision may take place in a variety of settings and have many faces, ICB determined not to place limiting criteria on areas of supervision or qualifications of a supervisor. Rather, it was determined that supervision should be as broadly defined as in the Center for Substance Abuse Treatment/Substance Abuse and Mental Health Services Administration's, Technical Assistance Publication Number 21. The TAP 21 defines supervision/clinical supervision as the administrative, clinical and evaluative process of monitoring, assessing and enhancing counselor performance.

*** The hours of education must include content on the six performance domains as they relate to both adults and juveniles. A minimum of ten documented hours in each performance domain is required, and six hours of ethics education is required.

CERTIFICATION EXAMINATION

The Illinois Certification Board offers the criminal justice addictions professional written examination for certification in March, June, September and December.

Applicants may take the written examination prior to approval of their application. The minimum application requirements include:

- the first two pages of the application that includes general information about applicants
- a signed, dated and notarized Assurance and Release form
- a signed, dated and notarized CCJP Code of Ethics
- payment of the application fee
- a letter stating from the applicant requesting to take the examination prior to application approval

This information must be received prior to the application deadline. Applicants will receive an examination letter and test code sheet. In order to be scheduled for the examination, applicants must return a completed test code sheet with payment of the non-refundable examination fee. A deadline is set by which the payment and test code sheet must be received in the ICB office.

Individuals with circumstances such as disabilities and/or religious obligations that require modifications in examination administration must request specific procedure changes in writing to ICB no fewer than sixty days prior to the scheduled examination date. With the written request, official documentation of the disability or religious issue must be provided. ICB will send the applicant a form to complete to verify disability or religious issues, and will offer appropriate modifications to its procedures when documentation supports the need for them. If an applicant is unable to provide ICB proper notice, modifications will not be available.

The development of a valid examination for the certification process begins with a clear and concise definition of the knowledge, skills and abilities needed for competent job performance. The test is based on what the criminal justice addictions professional does in practice. Multiple sources were utilized in the development of questions for the exam. The examination is comprised of 150 multiple-choice questions, and each question is linked to the performance domains as well as the knowledge and skills identified for each domain. Three and one-half (3½) hours are permitted to complete the examination.

Examination results are Pass/Fail and will be reported to applicants within 60 days. Applicants failing the written examination will be given opportunities to retest. ICB will notify them of the next examination date they will be eligible to test. Applicants must notify ICB of their intent to be seated for that examination by completing a test code sheet and pay the appropriate examination fee.

Applications will be closed if applicants do not retake the test within one year of obtaining a failing score. In such cases applicants will be required to start the application process from the beginning.

A comprehensive study guide is available. The study guide is a tool to review the basic information required for the knowledge base as well as to experience what it is like to take a lengthy, multiple-choice examination.

ACCOUNTABILITY

This system is accountable to other professionals. The credentials are independent, private, freestanding, and self-supporting. The profession determines and maintains its own standards.

HOW TO APPLY

Certification will be granted contingent upon documentation of eligibility, submission of all required application material, successful completion of the appropriate examinations and payment of all fees. The following outlines the application, review and approval process.

1. Read the entire Illinois Model thoroughly.
2. Complete all parts of the application. Print legibly or type application, and be sure to include all required attachments.
3. Attach all required documentation to support employment and education (i.e. current job description, official transcripts, copies of training certificates, letters of attendance/participation).
4. A current job description is required. Job descriptions must be on agency letterhead, dated and signed by the applicant and supervisor and must reflect the applicant's actual job duties and responsibilities.
5. Sign and notarize the Criminal Justice Addictions Professional Code of Ethics.
6. Verify completeness of the application by using the "CCJP Application Checklist" included with the application.
7. When application is complete, all materials are to be mailed to, ICB, 401 East Sangamon Avenue, Springfield, IL 62702. **Applications will not be accepted by fax.**

Review of Materials

Upon receipt, the application and materials will be screened by ICB for completeness and correctness. The results may be one of the following:

Application Approved – The application meets all certification standards, and the applicant must pass the written examination, if he or she has not already done so, in order to meet the requirements for certification.

Application Pending – Some materials need clarification, submission or resubmission of any part of the application. The applicant will be notified in writing of the problem(s). **Within one year of the application date, corrected materials must be submitted to ICB or the applicant will need to restart the application process.**

Application Denied – Certification standards were not met resulting in denial of application.

CERTIFICATION TIME PERIOD

Once the application receives approval and the applicant has passed the written examination, he or she will be invoiced for the biennial certification fee. Once payment is received certification will be issued.

ICB certification encompasses two calendar years starting on the date of successful completion of the certification process. Two dates (date of issue and expiration) will appear on the CCJP certificate along with a certification number.

CCJPs must display their certificates at their primary work site. They are responsible for renewal of their certification.

FEES

- Application Fee\$ 75.00
- Written Examination Fee\$125.00
- Examination Study Guide\$ 30.00
- Biennial Certification Fee.....\$160.00
- Extension Fee (per month - maximum six months).....\$ 10.00

CERTIFICATION MAINTENANCE AND RECERTIFICATION

To maintain the high standards of the professional practice and to assure continuing awareness of new knowledge in the field, ICB requires all CCJPs to renew their certification every two years. CCJPs have the responsibility to maintain and renew their credential, and any failure to act is their responsibility. They must notify ICB, in writing, of any change of address. They are required to pay a biennial certification fee and submit continuing education units (CEUs).

CCJPs will be notified their certification is about to expire no fewer than 30 days prior to the expiration date. The biennial certification fee and CEUs will be due by their expiration date. Forms for documentation of CEUs will accompany the notification and must be completed, signed and submitted with proof of attendance. CEUs are not to be submitted until notification of expiration. **CEUS will not be accepted by fax.**

CCJPs may arrange a payment plan for the biennial certification fee by selecting a payment option on the fee statement provided to them. Such requests must be received **PRIOR** to the expiration date. If 45 days have passed from the expiration date without payment of the biennial certification fee and/or submission of continuing education units, the certification shall be terminated. A non-response to biennial notices will result in termination of certification.

Continuing Education Policy

Forty (40) continuing education units (CEUs), every two years, are required to maintain certification and must be earned within the two-year certification period. An average of 20 CEUs should be obtained each year. CEUs are not transferable to any other certification period. CEUS obtained prior to the initial date of certification are not eligible to be used for maintaining certification. CEU Credit may only be received once for a training event, even if the event is repeated during different certification periods. A CEU is equivalent to one clock hour. (Excluded is non-program time such as breaks, social hours, registration time, meal times). One college semester hour of credit is equivalent to 15 CEUs, one college trimester hour of credit is equivalent to 12 CEUs and one college quarter hour of credit is equivalent to 10 CEUs.

All 40 CEUs required to maintain certification **must** be recognized or petitioned for ICB CEUs. Continuing education is broken down into two categories, and some may be recognized for both categories.

- **CATEGORY I** - Minimum 15 CEUs of education specific to criminal justice. This covers training on theories of criminal behavior, legal issues, court roles, juvenile and criminal justice continuum, correctional settings, criminal justice theories, community based programs, criminal justice systems, and modes of criminal justice supervision
- **CATEGORY II** - Minimum 25 CEUs of education specific to knowledge and skills related to the six criminal justice performance domains, but does not have to be criminal justice specific. This covers training in dynamics of addiction and criminal justice behavior, human growth and development, addiction related theories, pharmacology, ethics, professional responsibility, screening, intake, assessment, case management, monitoring, client supervision and counseling.

CCJPs who are also a licensed physician, LPC, LCPC, LSW, LCSW, or licensed psychologist need only submit 10 Category I criminal justice specific CEUs and proof of current licensure. CCJPs who are also ICB certified alcohol and other drug abuse (AODA) counselors, need only submit 10 Category I criminal justice specific CEUs and proof of current ICB certification. Category II CEUs are not required.

Sources of Continuing Education Units

Recognized programs are training/education programs ICB has identified as fulfilling the criteria for CEU credit and have been awarded CEUs by ICB or are pre-recognized sources. The certificate of completion will contain the name of the participant, name of program, date of program, program number assigned by ICB, number of CEUs, and the category.

Structured individual continuing education, such as the IAODAPCA Bibliocredit Program and other self-study programs, is available to CCJPs with a maximum of 15 CEUs every two (2) years.

CCJPs may receive up to 12 Category II CEUs every two years for volunteer time serving as a member of the Board of Directors, a member of a Board committee, or a member of another ICB committee.

Teaching other criminal justice addictions professionals in the knowledge or competency areas qualifies for up to 15 CEUs every two years. The number of CEUs awarded will be equal to the number of hours spent in actual training time. Client education lectures and public education lectures are not eligible. Presentations for which the CCJP has previously received credit are also not eligible.

Research papers accepted for publication, reading, or discussion at a professional meeting or conference and professional publications in the criminal justice field qualifies for up to 15 CEUs in a two-year certification period. Topics must pertain to criminal justice/addictions and address one of the performance domains. Credit can be received only once, even though presented in more than one format or location.

Agency In-service Education and Training Programs

Of the 40 CEUs required biennially, 20 CEUs may be agency in-service training programs. Inservices not previously awarded CEU recognition by ICB may be petitioned for CEUs.

Validation of Continuing Education

CCJPs must document they have obtained CEUs and submit the appropriate validation for each educational experience. Acceptable validation (documentation) will be as follows:

- Certificates or other proof of completion for ICB recognized or petitioned trainings.
- Transcripts or other official grade reports for college or university courses.

Procedures for Petitioning for CEUs

Not all educational experiences available to CCJPs will have been awarded CEUs by ICB, requiring them to petition such education/training for CEU credit. Requests are to be submitted to ICB on the petition form with the following information:

- Documentation of attendance
- Goals and objectives of the program
- Date/length of program in clock hours
- Brochure describing program content
- Sponsor, location, instructor and target population
- Definition of the training type (publication, workshop, seminar)
- Identification of criminal justice specific and/or knowledge/skill related to performance domains
- Non-refundable petition fee

Requests will be reviewed within 30 days, and the CCJP will be notified of the results. If recognized, the CCJP will be informed of the number of CEUs awarded.

Extension of Continuing Education Requirements

CCJPs unable to meet the continuing education requirements for recertification may request an extension, in writing. Extensions are \$10.00 per month for up to six months from the certification expiration date. CCJPs not meeting the CEU requirement after the six-month extension will not be permitted to place their certificate on inactive status and will be terminated. Reinstatement will be through completing the full certification requirement.

NOTE: A six-month extension leaves only 18 months to obtain CEUs for the current recertification period.

INACTIVE STATUS

ICB has established an Inactive Status to allow CCJPs, who are experiencing extenuating circumstances, a means to prevent their certification from expiring. It has been established for CCJPs who expect to be inactive for more than two years. Certificates placed on inactive status are not eligible for reciprocity.

CCJPs in good standing unable to meet the requirements for recertification due to health or extenuating personal reasons may place their certificate on inactive status if they meet the requirements. The process for reactivation from inactive status will then be followed to reactivate.

Inactive status will not be granted for noncompliance with the continuing education requirement of the certification. CCJPs not meeting the continuing education requirements at renewal, or after the granted extensions provided for under the Illinois Model, will have their certification terminated.

Inactive status will be made available to CCJPs who expect to be inactive for more than two years, and are:

- Certified and in good standing, i.e., current with fees and continuing education units
- Moving to another state but remaining active in the criminal justice field
- Moving to a state that does not recognize reciprocity
- Retired from the criminal justice treatment field
- Pursuing academic coursework and not active in the criminal justice treatment profession for the duration of such course work
- On extended military active duty
- Experiencing health problems
- Experiencing extenuating personal circumstances
- Leaving the AODA field and choosing not to maintain certification via CEUs

Procedure for obtaining Inactive Status:

- Request "Inactive Status" in writing from ICB stating the specific reason(s) for the request
- Include documentation for eligibility in your request (i.e., medical documentation, disability documentation, etc.)
- Surrender the current original CCJP certificate to ICB. A letter will be sent from ICB acknowledging the certification is on inactive status
- Pay a \$20.00 biennial fee.

The process for reinstating a certificate from inactive status is as follows:

CCJPs who have left the profession, but find they need to reactivate their certification prior to the lapse of two years time:

- Submit a written request for reactivation
- Document fulfillment of requirements for certification under the laws/rules of the jurisdiction in which the work experience is occurring
- Submit payment of certification fee

CCJPs who have had their certification on inactive status for more than two years:

- Submit a written request for reactivation
- Submit reapplication fee
- Submit a current job description, on agency letterhead, signed and dated by their supervisor to demonstrate renewed employment activity.
- Submit examination fee
- Successfully complete the written examination required by ICB
- Submit payment of certification fee

TERMINATED CERTIFICATION

Certification will be terminated for the following:

- Failure to apply for a fee extension beyond the expiration date for renewal of certification and no request for an extension
- Failure to comply with the conditions of an extension by the expiration date
- Failure to document 40 continuing education units (CEUs) over the two-year period of certification and no request for extension or payment plan
- Ethics violations

Notification Procedure for termination of certification:

ICB will give CCJPs written notice at least 30 days before the certification expires.

All requests for reinstatement must be put in writing and submitted to ICB. Telephone inquiries will not be accepted. A written response will be sent to the member.

RECIPROCITY

The CCJP credential has reciprocity with participating jurisdictions. Each participating jurisdiction agrees to use the minimum standards established for reciprocal-eligible credentials. Individuals holding the CCJP who apply for reciprocity to another jurisdiction will receive the equivalent of the CCJP if a reciprocal-eligible credential is available through that board.

If moving to another participating jurisdiction, contact ICB to request a reciprocity application for the CCJP and for verification that the board in the new location offers a reciprocal-eligible CCJP credential.

THE APPEAL PROCESS

When applicants are denied certification, question the results of the application review, question examination results or are subject to an action by ICB that they deem unjustified, they have the right to inquire and appeal. If, after having been provided an explanation or clarification of the action of ICB, applicants (complainants) still think an action taken is unjustified, they may appeal. Complainants may appeal the decision within 30 days of receipt of the notice of denial, or any other action deemed unjustified, by sending a certified letter to the Executive Director of ICB, 401 East Sangamon Avenue, Springfield, IL 62702.

If applicants wish to appeal their written examination scores, they must submit a written request to ICB within 30 days of the postmark of the exam score report. Applicants will be required to pay a fee to re-score the examination. Applicants should be aware that examination security and item banking procedures does not permit them to have access to examination questions, answer keys or other secure materials.

DISCIPLINARY REVIEW PROCESS

ICB has established a disciplinary review process to file complaints regarding the ethical conduct of an ICB certified criminal justice addictions professional or applicant. Through this process a professional or applicant may make a good-faith dispute and respond to such complaints. This system is used to adjudicate complaints that have been found to be insolvable through other means. Prior to employing the process, persons are encouraged to attempt to resolve the situation through other means, i.e., personally with the CCJP or through the CCJP's supervisor/employing agency. If this means fails or does not satisfactorily resolve the circumstances, the disciplinary review process may be the appropriate vehicle to address the complaint.

The complainant will send a written request for an ethics complaint packet to ICB, 401 East Sangamon Avenue, Springfield, IL 62702.

The complainant will complete the packet and submit it to ICB. Once the ethics complaint packet is received by IAODAPCA the complaint will be investigated resulting in one of three findings:

- Dismissal of the complaint
- Return of the complaint to the Executive Director for further investigation; or
- Imposition of disciplinary action.

The complainant may appeal any decision within 30 days of receipt of the results of the complaint by sending a certified letter to the Executive Director of ICB.

CRIMINAL JUSTICE PERFORMANCE DOMAINS

The National Criminal Justice Role Delineation Study identified six performance domains for the addiction professional operating in a criminal justice setting. Each domain has several identified tasks that provide the basis for questions in the examination. Following is a listing of the domains with associated task statements.

Domain 1: Dynamics of Addiction and Criminal Behavior

1. Human Growth and Development: Apply knowledge of human growth and development to understand addiction and criminal behavior.
2. Theories of Criminal Behavior: Apply knowledge of criminal behavior, including sociological, psychological, biological and biochemical theories to provide appropriate addiction treatment services.
3. Addiction Related Theories: Apply knowledge of addiction including sociological, psychological, biological and biochemical theories to provide appropriate addiction treatment services.
4. Pharmacology: Understand the effects of drugs on the brain and body to deliver appropriate addiction treatment services.

Domain 2: Legal, Ethical and Professional Responsibility

1. Behave in an ethical manner by adhering to established professional codes of ethics, conduct and standards of practice to promote the best interests of the client.
2. Adhere to federal, state, local and agency regulations in order to protect client rights and the public.
3. Advise the client of the specific nature of treatment, confidentiality rights and the requirements for treatment within the criminal justice system to obtain informed consent.
4. Engage in appropriate professional development by obtaining continuing education, reading professional literature, etc., to promote the quality of professional services and assure continuing competence.
5. Obtain regular clinical and administrative supervision and consultation to facilitate proficiency.
6. Recognize personal biases, feelings, concerns and other issues using a range of options to prevent these variables from interfering with the treatment and criminal justice process.
7. Participate in quality improvement and evaluation activities by gathering data and identifying areas that need improvement to offer effective services.

Domain 3: Criminal Justice System and Processes

1. Legal Overview: Apply knowledge of relevant constitutional law and federal confidentiality regulations (42 CFR, Part 2).
2. Court Roles: Apply knowledge of the roles in court played by participants such as the judge, prosecutor, defense counsel, probation, advocates and guardian ad litem.

3. Juvenile and Criminal Justice Continuum: Apply knowledge of processes such as arrest/detainment, bond hearing, pretrial, post conviction or postadjudication and how they can differ between the juvenile and criminal justice systems.
4. Overview of Correctional Settings: Apply knowledge of correctional options such as jail, prison, boot camp, community-based corrections and day reporting centers.
5. Criminal Justice Theories: Apply knowledge of criminal justice theories such as punishment, rehabilitation, restorative justice, deterrence and of the theories of crime and punishment.
6. Models of Addictions Treatment Settings: Apply knowledge of addictions treatment settings such as drug courts, therapeutic communities, intensive probation models, boot camp and community-based programs in the juvenile and criminal justice systems.
7. Supervision: Apply knowledge of modes of criminal justice supervision such as probation, parole, work release, community control, house arrest and electronic monitoring.

Domain 4: Screening, Intake, and Assessment

1. Motivate the client to give accurate and complete information by explaining to the client the purpose of the assessment to make valid decisions and increase the probability of compliance.
2. Conduct a comprehensive assessment by collecting and evaluating information on the client's biopsychosocial status and criminality using standardized instruments, interviews and other methods, to formulate a comprehensive case plan.
3. Obtain and evaluate information from sources other than the client to validate and provide more complete data using interviews and/or review of existing records.
4. Recognize the signs and symptoms of intoxication and withdrawal by interpreting observable behavior, laboratory data and results of interviews and testing to determine the most appropriate level of care and legal response.
5. Identify signs and symptoms of co-occurring disorders and conditions to determine appropriate interventions by reviewing records, interpreting observable behavior, laboratory data and the results of interviews and testing.
6. Assess the client's treatment and supervision needs by collecting information to determine eligibility and appropriateness for placement in programs or services.
7. Prepare a written summary based on the results of a comprehensive assessment to develop an integrated case plan and define the level of service.
8. Review the results of a comprehensive assessment with the client to promote understanding and compliance with recommended services in a manner consistent with the client's cognitive, emotional and cultural characteristics.

Domain 5: Case Management, Monitoring, and Client Supervision

1. Integrate clinical care and criminal justice supervision through continuous communication between the treatment and criminal justice systems to ensure accountability and desired outcomes.
2. Organize an array of services for the client's benefit by identifying and prioritizing appropriate resources to comply with court orders and clinical requirements.
3. Decrease drug use and illegal behavior by developing and implementing a range of incentives and sanctions to ensure client accountability and public safety.
4. Assist the client by advocating for services and related resources, which address the problem areas, identified in supervision and case plans to achieve desired outcomes.
5. Revise the case plan, including a recommendation for custody/supervision level, by evaluating client behavior and circumstances to achieve desired outcomes and conserve resources.
6. Maintain a complete record of each case, using a variety of case management record keeping tools to provide a complete history of all case activities and their outcomes.
7. Report client status and compliance to the appropriate authority by providing written documentation and/or testimony to measure progress and facilitate decision-making.

Domain 6: Counseling

1. Provide effective counseling services by applying knowledge of counseling theories and techniques to facilitate client progress.
2. Create therapeutic relationship by establishing rapport with the client and significant others to achieve treatment and criminal justice objectives.
3. Develop an individualized treatment plan with the client by reviewing assessment findings, exploring areas for change and using strengths to establish attainable goals.
4. Provide appropriate counseling services based on client needs as identified in the assessment process (culture, ethnicity, age, gender, physical needs, sexual orientation, religion, etc.) to achieve positive treatment outcomes.
5. Facilitate individual and group counseling as necessary and appropriate based on the assessment to meet treatment goals.
6. Provide appropriate intervention for the client and/or significant others to achieve treatment and criminal justice objectives.
7. Educate the client by providing information regarding addiction, criminal attitudes and behavior, life skills, community resources and other needed services to achieve treatment objectives.
8. Assist the client by helping to identify relapse triggers and develop coping skills/techniques to minimize relapse episodes and recidivism.
9. Provide accurate, timely documentation using accepted record keeping procedures to describe services and client progress.
10. Stabilize clients in crisis through immediate intervention to ensure the safety of the client and others.
11. Recommend appropriate referrals using a wide array of services to promote successful community functioning.
12. Develop a comprehensive discharge plan to include continuing care for the client by addressing ongoing needs in order to enhance recovery, reduce recidivism and ensure public safety.