

Course Outline of Record

1. Course Code: HSAD-022
2.
  - a. Long Course Title: Case Management
  - b. Short Course Title: CASE MANAGEMENT
3.
  - a. Catalog Course Description:  
 This course presents case management from the initial intake and assessment of an individual, to recovery planning, record keeping, aftercare, follow-up and referral. This is a required course for the Alcohol/Drug Studies Certificate.
  - b. Class Schedule Course Description:  
 This course instructs the skills of case management.
  - c. Semester Cycle (if applicable): Spring
  - d. Name of Approved Program(s):
    - ALCOHOL AND DRUG STUDIES AA Degree for Employment Preparation
4. Total Units: 3.00      Total Semester Hrs: 54.00  
 Lecture Units: 3      Semester Lecture Hrs: 54.00  
 Lab Units: 0      Semester Lab Hrs: 0  
 Class Size Maximum: 45      Allow Audit: No  
 Repeatability No Repeats Allowed  
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:  
*Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)*  
 Prerequisite: HSAD 002
6. Textbooks, Required Reading or Software: (List in APA or MLA format.)
  - a. Kulewicz, Stanley F. (2010). *The Twelve Core Functions of a Counselor* (6th/e). Marlborough, CT Counselor Publications. ISBN: -  
 College Level: Yes  
 Flesch-Kincaid reading level: 12
  - b. Summers, N. (2017). *Fundamentals of Case Management Practice* (5th/e). Belmont, CA Brooks/Cole, Cengage Learning. ISBN: 9781305094765  
 College Level: Yes  
 Flesch-Kincaid reading level: 12.2
7. Entrance Skills: *Before entering the course students must be able:*
  - a.  
 Demonstrate a working knowledge of Human Services and the responsibilities of workers in the field.
    - HSAD 002 - Demonstrate a working knowledge of Human Services and the responsibilities of workers in the field.
  - b.  
 Articulate an awareness of the changing nature of helping processes that is essential to Human Services.
    - HSAD 002 - Articulate an awareness of the changing nature of helping processes that is essential to Human Services.
  - c.  
 Recognize the strategies and interventions that are available to the Human Service Worker.
    - HSAD 002 - Recognize the strategies and interventions that are available to the Human Service Worker.
  - d.  
 Demonstrate an understanding of attitudes, and values as they relate to the Human Services clients.

- HSAD 002 - Demonstrate an understanding of attitudes, and values as they relate to the Human Services clients.

e.

Articulate an awareness of ethics and ethical dilemmas that are present in the Human Services field.

- HSAD 002 - Articulate an awareness of ethics and ethical dilemmas that are present in the Human Services field.

## 8. Course Content and Scope:

### Lecture:

1. Prevention in review
2. Selected prevention strategies
3. Criteria for prevention programs
4. Intervention in review
5. Direct vs. indirect intervention
6. Intervention with co-dependents
7. Self-help/mutual aid groups
8. Initiating self-help groups
9. Treatment overview
10. Looking from the outside
11. Why treatment is necessary
12. Who pays for it – individual responsibility vs. state funding: social costs

Lab: (if the "Lab Hours" is greater than zero this is required)

## 9. Course Student Learning Outcomes:

1.  
Student will recognize the 12 core functions of a counselor.
2.  
Student will demonstrate case management skills.
3.  
Student will demonstrate clinical tools essential to professional counseling.

## 10. Course Objectives: *Upon completion of this course, students will be able to:*

### **Demonstrate:**

- a. Initial Intake and Case Management: Administration requirements for admission; interpersonal dynamics and their potential influence on client behavior (e.g. family functioning relationships, and relationships with authority figures; the normal range of vital signs and symptoms of physical disabilities; activities that bring services, agencies, resources, or people together within a planned framework of action toward the achievement of established goals.
- b. Initial Assessment: Information needed to complete intake interview, alcohol/drug history; educational background; vocational information; cultural information; socioeconomic information; living situation; medical status; strengths and weaknesses; problems and needs for development of a treatment plan.
- c. Orientation: General nature and goals of the program; rules governing client conduct and infractions that can lead to disciplinary action or discharge from the program; hours during which services are available in a nonresidential program; treatment cost to be borne by client, if any; client's rights.
- d. Recovery Planning: The components of a recovery plan; problem-solving models and processes; theories and behavioral contracting, the stages of recovery from alcoholism and other drug dependencies how to identify and rank problems needing resolution; realistic and unrealistic treatment goals at various stages of recovery; the value of participant concurrence/expressed disagreement in the therapeutic process; how to organize client information for presentation to professional colleagues; case presentation procedures.
- e. Reports and Record-keeping: Charting the results of the assessment and treatment plan; writing reports, progress notes,

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- discharge summaries and other client-related data.
- g. Identify the role of aftercare in treatment process.
- h. Identify alternative resources available.

### 11. Methods of Instruction: (*Integration: Elements should validate parallel course outline elements*)

- a. Demonstration, Repetition/Practice
- b. Discussion
- c. Lecture
- d. Observation
- e. Role Playing
- f. Technology-based instruction

Other Methods:

Student presentation

### 12. Assignments: (*List samples of specific activities/assignments students are expected to complete both in and outside of class.*)

In Class Hours: 54.00

Outside Class Hours: 108.00

#### a. In-class Assignments

1. Attend class and take detailed notes of the lectures.
2. Participate in role play simulation to demonstrate case management skills.
3. Participate in a variety of role play simulations to demonstrate clinical skills as applicable to Human Services Drug and Alcohol counseling.

#### b. Out-of-class Assignments

1. Read the text, handouts, and supplemental reading as required.
2. Visit two or more different types of treatment programs. Visit rehabilitation facility and follow a Case Manager through the procedure of admitting a client, thus experiencing the process from the perspective of a Case Manager.
3. Conduct a poll – as a class or as individual students – to determine the responses to those involved in prevention, intervention and/or treatment modalities
4. Visit two or more community meetings, such as parent groups, and write or prepare for oral reports.
5. Write a paper indicating and justifying the most significant factors selecting a place to work
6. Write a paper on the alcohol/drug problem/solution in a different part of the country or a different country
7. Compare/contrast/evaluate different agencies in reference to employment

### 13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- College level or pre-collegiate essays
- Critiques
- Presentations/student demonstration observations
- True/false/multiple choice examinations
- Mid-term and final evaluations
- Student participation/contribution
- Oral and practical examination

### 14. Methods of Evaluating: Additional Assessment Information:

### 15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

PO - Career and Technical Education

Fulfill the requirements for an entry- level position in their field.

Apply critical thinking skills to execute daily duties in their area of employment.

Apply critical thinking skills to research, evaluate, analyze, and synthesize information.

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Display the skills and aptitude necessary to pass certification exams in their field.

Exhibit effective written, oral communication and interpersonal skills.

## IO - Personal and Professional Development

Develop realistic goals.

Display habits of intellectual exploration, personal responsibility, and physical well being.

Demonstrate an understanding of ethical issues to make sound judgments and decisions.

Value diverse cultures and populations.

Value the feedback of others.

## IO - Scientific Inquiry

Recognize the utility of the scientific method and its application to real life situations and natural phenomena.

## IO - Critical Thinking and Communication

Apply principles of logic to problem solve and reason with a fair and open mind.

Compose and present structured texts in a variety of oral and written forms according to purpose, audience, and occasion with implementation of thesis, supporting details and idea development.

Apply standard conventions in grammar, mechanics, usage and punctuation.

Summarize, analyze, and interpret oral and written texts, with the ability to identify assumptions and differentiate fact from opinion.

## IO - Global Citizenship - Scientific & Technological Literacy

Synthesize, interpret, and infer, utilizing information, data, and experience to solve problems, innovate, and explore solutions.

Produce oral and written information in various modes and media, using technology such as computers, the Internet, and library databases.

## IO - Global Citizenship - Ethical Behavior

Apply ethical reasoning to contemporary issues and moral dilemmas.

Integrate universally accepted values such as honesty, responsibility, respect, fairness, courage and compassion into judgments and decision-making.

Exhibit respect for self and others.

## 16. Comparable Transfer Course

University System	Campus	Course Number	Course Title	Catalog Year
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## 17. Special Materials and/or Equipment Required of Students:

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18. Materials Fees:  Required Material?

**Material or Item**

**Cost Per Unit**

**Total Cost**

## 19. Provide Reasons for the Substantial Modifications or New Course:

Periodic review.

20. a. Cross-Listed Course (*Enter Course Code*): *N/A*

b. Replacement Course (*Enter original Course Code*): *N/A*

21. Grading Method (*choose one*): Letter Grade Only

## 22. MIS Course Data Elements

a. Course Control Number [CB00]: CCC000190748

b. T.O.P. Code [CB03]: 210440.00 - Alcohol and Controlled Su

c. Credit Status [CB04]: D - Credit - Degree Applicable

d. Course Transfer Status [CB05]: B = Transfer CSU

e. Basic Skills Status [CB08]: 2N = Not basic skills course

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- f. Vocational Status [CB09]: Clearly Occupational
- g. Course Classification [CB11]: Y - Credit Course
- h. Special Class Status [CB13]: N - Not Special
- i. Course CAN Code [CB14]: N/A
- j. Course Prior to College Level [CB21]: Y = Not Applicable
- k. Course Noncredit Category [CB22]: Y - Not Applicable
- l. Funding Agency Category [CB23]: Y = Not Applicable
- m. Program Status [CB24]: 1 = Program Applicable

Name of Approved Program (if program-applicable): N/A

*Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)*

### 23. Enrollment - Estimate Enrollment

First Year: 0

Third Year: 0

### 24. Resources - Faculty - Discipline and Other Qualifications:

a. Sufficient Faculty Resources: Yes

b. If No, list number of FTE needed to offer this course: N/A

### 25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

### 26. Additional Construction or Modification of Existing Classroom Space Needed. (Explain:)

N/A

### 27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

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28. Originator Linda Emerson Origination Date 03/13/17