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## **Certified Recovery Support Specialist - (75 HOURS)**

### **Resource Linkage/Follow-Up, 13 hours**

The resource linkage / follow-up portion of the Certified Recovery Support Specialist certification will provide guidance on the basic principles of a referral, the agencies and organizations to which a client can be referred and the evaluation and measurement of client progress at the referral facility. Proper methods for clinical documentation and secure storage of client records will also be covered in-depth. The elective class will offer an overview of drug abuse prevention techniques through education and information dissemination. This 13 hour course will be guided by Florida Certification Board (FCB) certification standards.

#### **OBJECTIVES**

***Upon completion of this course participants will be competent in the following areas:***

1. Assess and coordinate referrals for the client by matching client needs with appropriate treatment modalities, self-help support groups, and other treatment professionals in the community including identification of appropriate client self-referral situations.
2. Locate and engage in relationships with civic groups, agencies, professional organizations, government entities, and the community-at-large.
3. Evaluation of referral process: communication skills for working with agencies, managed health care systems, client's significant other and family.
4. Knowledge of governing regulations and the essential components of client records
5. Knowledge of client rights to privacy and confidentiality in the preparation and handling of treatment records
6. Knowledge of the essential documentation elements
7. Utilization of appropriate clinical terminology to record the client treatment progress

#### **METHOD OF EVALUATION:**

***Pass or Fail;*** Grading:

***Below 70 will require the participant to repeat.***

#### **REQUIRED TEXT:**

TIP 27: *Comprehensive Case Management for Substance Abuse Treatment*: Chapter 3  
<http://www.ncbi.nlm.nih.gov/books/NBK64859/>

**COURSE OUTLINE:****Referrals**

- When a referral is appropriate
- Client rights in a referral situation
- Coordinating referrals
- Communicating the need for a referral
- Self-referral principles

**Service Coordination**

- Identify appropriate community resources
- Evaluating community resources, follow-up
- Evaluating client outcomes after being referred to another facility or agency
- Coordinating treatment activities on behalf of the client

**Documentation**

- Counselor self-awareness; practicing objective documentation
- Ethics and confidentiality for clinical documentation
- Essential components of client records
- Accepted principles of client record management

**Drug Abuse Prevention (Elective) and Final Exam**

- Drug and alcohol abuse prevention
- Programs that work and do not work
- What families, friends, communities and society can do to prevent drug abuse
- Educating the public
- Final Exam