

**TEXAS HEALTH & HUMAN SERVICES
PROFESSIONAL LICENSING & CERTIFICATION UNIT
LICENSED CHEMICAL DEPENDENCY COUNSELOR PROGRAM
COUNSELOR INTERN EVALUATION PACKET**

Instruction Sheet:

This document will cover a period of one twelve week quarter. Keep and use the same document over the three month period.

Fill out *one* section per week. Total up the score for that week. The scored sections can be filled out in any order.

Section 13 is a non-scored, subjective section provided for flexibility covering sick time, holiday time, a summing up at the last week of a quarter, the setting of goals at the beginning of a quarter, or however the supervisor and intern choose to use this section for that quarter.

Have the supervisor initial, the intern initial and enter the hours accrued as shown on the intern time sheet.

At the end of the quarter add up all the scores and you will have a total out of a possible five hundred possible total points. Double this score to see the percentage: for example, if an intern accrues a total score of 435, this doubled is 870, or a score of 87%.

Begin a new, blank document for each quarter.

DO NOT send this packet into DSHS. This packet is to be placed in the intern's employee file and available for review at time of audit from DSHS.

For more information, refer to the LCDC program rules at 25 Texas Administrative Code (TAC), Chapter 140, Subchapter I. You may also refer to Technical Assistance Publication (TAP) 21, published by the Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Treatment.

Date this quarterly form started: _____

Intern Name: _____

What supervision level does this intern receive?	I	II	III	Graduate
1=Unsatisfactory	2=Needs Improvement	3=Meets Expectations		
4=Exceeds Expectations	5=Clearly Outstanding			

Complete 1 section weekly during supervision. Use the TAP 21 KSA's as a tool for scoring along with Supervisor/Intern evaluations, and direct observation data. [25 TAC §140.421 (f) (3)]

Section 1: The Intern demonstrates an ability to form effective relationships with:

Clients	_____
Supervisor	_____
Professional peers	_____
Other supervisory staff	_____
Other counselor interns or students	_____
Community liaisons	_____
Administrative staff	_____
Contract services	_____
Client support systems	_____

Areas for Intern to improve in this section; weekly objectives in the KSA's to include reading and writing assignments: ____

QCC Initial _____ Intern initial _____ Date: _____ Intern Hours Accrued: _____

Total _____

Section 2: The Intern demonstrates the following foundations in the counseling relationship:

Begins counseling sessions on time	_____
Begins counseling session smoothly	_____
Can explain counseling processes and objectives	_____
Aligns sessions to treatment plan objectives	_____
Is confident during the counseling session	_____
Expresses interest and acceptance of the client	_____
Facilitates expressions of concerns and feelings	_____
Exploration of client concerns	_____
Incorporates client concerns into session	_____

Areas for Intern to improve in this section; weekly objectives in the KSA's to include reading and writing assignments: ____

QCC Initial _____ Intern initial _____ Date: _____ Intern Hours Accrued: _____

Total _____

Section 3: The Intern demonstrates the following micro-skills in the counseling relationship:

- Rapport _____
- Eye Contact _____
- Encourager's _____
- Empathy _____
- Confrontation _____
- Challenging _____
- Silence _____
- Identification of goals _____
- Summarizing _____

Areas for Intern to improve in this section; weekly objectives in the KSA's to include reading and writing assignments: _____

QCC Initial _____ Intern initial _____ Date: _____ Intern Hours Accrued: _____

Total _____

Section 4: The Intern avoids the following common errors:

- Mechanistic _____
- Inaccurate reflections/interpretations _____
- Pat answers _____
- Advice-giving _____
- Missing non-verbal cues from clients _____
- Inappropriate counselor self-disclosure _____
- Confidentiality breaches regarding peers _____
- Overly directive _____

Areas for Intern to improve in this section; weekly objectives in the KSA's to include reading and writing assignments: _____

QCC Initial _____ Intern initial _____ Date: _____ Intern Hours Accrued: _____

Total _____

Section 5: The Intern demonstrates the following clinical skills:

- Terminates the counseling session smoothly _____
- Is able to make appropriate referrals _____
- Knows community resources _____
- Is able to create a behavioral client involved treatment plan _____
- Recognizes the importance of family/community systems
as they apply to services/levels of care _____
- Can explain, administer and interpret appropriate instruments correctly _____
- Operates from a sound, rational theoretical base _____
- Demonstrates ethical behavior _____
- Committed to developing professional competencies _____

Areas for Intern to improve in this section; weekly objectives in the KSA's to include reading and writing assignments: _____

QCC Initial _____ Intern initial _____ Date: _____ Intern Hours Accrued: _____

Total _____

Section 6: The Intern demonstrates the following job knowledge and skills:

Knowledge of agency policies, procedures and regulations _____
Knowledge of job specific functions _____
Makes decisions based on factual data and prior experiences _____
Provides leadership and direction within areas of responsibility _____
Continually self evaluates and analyzes outcomes _____
Continually strives to improve job performance _____
Adjusts performance upon receiving feedback _____
Locates/attempts professional growth activities in areas of need _____
Areas for Intern to improve in this section; weekly objectives in the KSA's to include reading and writing assignments: _____

QCC Initial _____ Intern initial _____ Date: _____ Intern Hours Accrued: _____
Total _____

Section 7: The Intern demonstrates the following knowledge and skills:

Knowledge of signs and symptoms of addiction _____
Knowledge of signs and symptoms of intoxication and withdrawal _____
Pharmacology _____
Cultural awareness standards _____
Knowledge and protocols of HIV/HEP C and communicable diseases _____
Relapse prevention and continuity of care needs _____
Co-occurring disorders knowledge and scope of practice expectations _____
Knowledge of client's stage of readiness/change _____
Areas for Intern to improve in this section; weekly objectives in the KSA's to include reading and writing assignments: _____

QCC Initial _____ Intern initial _____ Date: _____ Intern Hours Accrued: _____
Total _____

Section 8: The Intern demonstrates the following regulatory knowledge and skills:

Requirements of agency and state regulations for admission _____
Client Rights and Client Grievance Procedures _____
Agency and State orientation requirements _____
Service coordination responsibilities and resources _____
Agency and State documentation protocols _____
Knowledge of crisis intervention protocols agency and state _____
Modalities of care appropriate to client need _____
12-Step Programs/recovery resources and referral information _____
Areas for Intern to improve in this section; weekly objectives in the KSA's to include reading and writing assignments: _____

QCC Initial _____ Intern initial _____ Date: _____ Intern Hours Accrued: _____
Total _____

Section 9: Supervisory Working alliance:

The intern works with me on specific goals in the supervisory session _____
In supervision, the intern demonstrates reflections on comments to him or her _____
In supervision, the intern places a high priority on understanding _____
the client's perspective _____
In supervision, the intern formulates his/her own interventions for client needs _____
The intern demonstrates taking time to understand what the client is saying or doing _____
When correcting my supervisee's errors with a client, the intern accepts _____
and contributes alternative ways of intervening _____
In supervision, the intern is more curious than anxious when discussing _____
his or her difficulties with a client situation _____
The intern stays on track during our supervisory sessions _____

Areas for Intern to improve in this section; weekly objectives in the KSA's to include reading and writing assignments: _____

QCC Initial _____ Intern initial _____ Date: _____ Intern Hours Accrued: _____

Total _____

Section 10: The Intern demonstrates the following knowledge and skills:

The intern demonstrates concise and clear oral and written communication _____
The intern synthesizes information and develops modified _____
treatment plan goals and objectives _____
The intern solicits and integrates feedback related to the treatment plan _____
The intern observes and identifies problems that might impede client progress _____
The intern participates in interdisciplinary collaboration _____
The intern coordinates client care within multiple disciplines and external systems _____
The intern participates in problem solving and decision making _____
The intern participates in mediation and advocacy _____

Areas for Intern to improve in this section; weekly objectives in the KSA's to include reading and writing assignments: _____

QCC Initial _____ Intern initial _____ Date: _____ Intern Hours Accrued: _____

Total _____

Section 11: The intern demonstrates the following knowledge and skills regarding client growth:

The intern participates in conflict resolution and problem solving _____
The intern observes, recognizes, assesses and accurately documents client progress _____
The intern elicits the client's perspective on progress _____
The intern demonstrates skill in interviewing individuals, groups and families _____
The intern is proficient in acquiring and prioritizing relevant treatment information _____
The intern demonstrates skill in assisting the client with maintaining motivation _____
The intern maintains contact with the client, referral sources, and significant others _____
The intern demonstrates appreciation of individual differences in the recovery process _____

Areas for Intern to improve in this section; weekly objectives in the KSA's to include reading and writing assignments: _____

QCC Initial _____ Intern initial _____ Date: _____ Intern Hours Accrued: _____

Total _____

Section 12: The intern **demonstrates the following knowledge and skills regarding family systems and communities:**

The intern communicates effectively with diverse populations _____

The intern demonstrates recognition of the unique response of family members
to substance use disorders _____

The intern demonstrates skill in motivating both family members and clients
to seek out resources and services _____

The intern is proficient in facilitating both small and large group discussions _____

The intern demonstrates skill when delivering educational sessions _____

The intern is proficient in identifying and accessing other instructional
resources for training _____

The intern demonstrates skill in facilitating the practice and acquisition of life skills _____

The intern demonstrates the nonjudgmental presentation of issues _____

Areas for Intern to improve in this section; weekly objectives in the KSA's to include reading and writing assignments: ____

QCC Initial _____ Intern initial _____ Date: _____ Intern Hours Accrued: _____

Total _____

Section 13: the Intern **demonstrates the following:** _____

Areas for Intern to improve in this section; weekly objectives in the KSA's to include reading and writing assignments: ____

QCC Initial _____ Intern initial _____ Date: _____ Intern Hours Accrued: _____

Total _____

Supervisor's Signature

Signature Date

After the student has seen the evaluation and has signed this report, please make two copies of the report: one for the student and one for the site supervisor

Intern Signature

Signature Date

My signature indicates that I have read the above report and I have discussed its content with my site supervisor. It does not indicate that I agree with the report in part or in total.

Intern Specific Personal Contract - Quarterly

To be completed by Intern and Approved by QCC

Intern Name: _____

Date: _____

QCC: _____

Has this intern passed the ICRC written and oral exam?	Yes	No	If Yes, Date: _____
What supervision level does this intern receive?	I	II	III Graduate

Contract Item # _____:

What are your goals regarding counseling skills or proficiency for the next 3 months?

What skills would you like to improve over the course of the next 3 months?

Action Plan:

1. _____

2. _____

3. _____

How can this agency/clinical supervisor assist you in attaining your goals and improving your skills? _____

PROJECTED ACTION PLAN COMPLETION BY:

Date

ACTION PLAN COMPLETED ON:

Date

Student Signature

Date

QCC Signature

Date

Weekly Documentation of Hours

Intern Name _____

Facility Name _____

QCC Name _____ Phone _____

For the week of _____

For the month of: _____

Core Function/KSA	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Week	Total Month
Clinical Evaluation Screening Assessment									
Treatment Planning									
Referral									
Service Coordination									
Counseling									
Client Education									
Documentation									
Professional & Ethical Responsibilities									
<i>Daily Total Hours</i>									

It is the intern's responsibility to track their hours and turn this form into the QCC the 4th week of every month. Add together hours from each weekly time sheet you keep for the month, and turn in only the final calculation sheet with the monthly total column completed to your QCC. The CTI or CCS shall not allow a Level I, II, or III intern to accrue more than 40 hours of work experience per week. [25 TAC §140.421 (h)]

Keep copies of your timesheet weekly, to ensure continuity of hours. Keep a copy of your monthly tally sheet that is turned in as well.

Intern Signature _____ Date: _____

By signing above, I attest that the hours accrued for this week were facilitated in the KSA domains.

Supervisor Signature _____ Date: _____