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 8700, 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

2
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: _______________________

__________________________________________________________

ACTION PLAN COMPLETED ON: _________________________________

__________________________________________________________

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: ________________________________________________________

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<th>Wed</th>
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**Daily Total Hours**

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: ___________________