

Example Documented Counseling

This user-friendly text takes a learn-by-doing approach to exploring research design issues in education and psychology, offering evenhanded coverage of quantitative, qualitative, mixed-methods, and single-case designs. Readers learn the basics of different methods and steps for critically examining any study's design, data, and conclusions, using sample peer-reviewed journal articles as practice opportunities. The text is unique in featuring full chapters on survey methods, evaluation, reliability and validity, action research, and research syntheses.

Pedagogical Features Include: *An exemplar journal article at the end of each methods chapter, together with questions and activities for critiquing it (including, where applicable, checklist forms to identify threats to internal and external validity), plus lists of additional research examples. *Research example boxes showing how studies are designed to address particular research questions. *In every chapter: numbered chapter objectives, bulleted summaries, subheadings written as questions, a running glossary, and end-of-chapter discussion questions. * Electronic Instructor's Resource Manual with Test Bank, provided separately--includes chapter outlines; answers to exercises, discussion questions, and illustrative example questions; and PowerPoints. For many counseling students, the first experience with a counseling practicum or internship can be daunting. With this manual, students in practicum and internship settings receive the orientation and guidance they need to successfully navigate field placement. In this book, author Shannon Hodges shares over 16 years of expertise in counseling and clinical training. He discusses everything students need to know to fully understand all aspects of the practicum/internship process. The book provides detailed guidelines to selecting and applying for an appropriate practicum/internship, performing responsibly on the job, maintaining ethical standards, and much more. The manual comprehensively covers practicum/internships in all settings, including rehabilitation, school, mental health, addictions, and marriage and family counseling. With this book, students will learn how to: Select, apply to, and interview for the internship/practicum Use the practicum/internship as a means to land a job Create a professional identity and demeanor Navigate ethical, legal, and professional issues Comply with HIPA (the Health Insurance Portability and Accountability Act) Use various new, leading technologies in counseling Write clinical case notes and develop treatment plans Set clear boundaries with clients and deal with difficult colleagues

Dr. Rhonda Sutton's second edition of the straightforward guide to progress notes includes additional examples, information, documentation, and clinical language that expands on the utility and readability of the first book. Additional case studies provide examples of how to use the STEPs to format notes. New chapters include information on clinical language and documentation. This book covers everything about progress notes, from how to write them, to how to store them, and even what to do when someone requests to them. In addition, clinical terms and abbreviations are included as well as suggestions for other clinical documentation such as termination letters, privacy statements, and professional disclosure statements. Suited for all types of mental health clinicians, this book will help therapists improve upon their progress notes and other forms of clinical documentation.

Record Keeping in Psychotherapy and Counseling provides an essential framework for understanding record keeping within legal, ethical, supervisory, and clinical contexts. Compelling case examples identify dilemmas and strategies in protecting confidentiality. More than a simple reference book, this text introduces the concept of using records as therapeutic tools to strengthen the therapeutic relationship and facilitate clinical supervision. Appendices and an accompanying CD offer sample forms. A reader-friendly style makes this new edition appropriate for undergraduate and graduate students. New material on electronic records, the impact of electronic communication, and practitioners' experiences with implementing the Health Insurance Portability and Accountability Act bring this book up to date. Everyone from students to seasoned practitioners will continue to rely on it for protecting themselves, their patients, and their trainees.

There's no escaping problem employees. But with 101 prewritten disciplinary write-ups at a manager's fingertips, there is a way to escape the headaches, anxiety, and potential legal trouble of performance review or counseling sessions. Completely updated and covering the latest developments in employment law, the second edition of 101 Sample Write-Ups for Documenting Employee Performance Problems explains the disciplinary process from beginning to end and provides ready-to-use model documents—in print and on disk—that eliminate the stress and second-guessing about what to do and say. Expertly written, the write-ups cover every kind of problem—substandard work quality, absenteeism, insubordination, e-mail misuse, sexual harassment, drug or alcohol abuse, and more. Readers will also find new information on laying the ground work for a tidy dismissal; tying progressive discipline to annual performance reviews; formally addressing intermittent FMLA abuse; ways to avoid drafting documentation that could later be used against their company; and much more. There is perhaps no more dreaded managerial task than communicating with an employee about a disciplinary problem, but this one-of-a-kind guide helps managers handle any scenario fairly, constructively, and, most importantly—legally.

This book represents a complete overhaul of a classic text for the twenty-first century. Loretta Bradley, and new co-author/editor Nicholas Ladany, have completely revised the material to reflect the most current research, theory, and practice available. In doing so, they have made Counselor Supervision, 3e a cutting-edge model of multicultural supervision. Primary supervision theories are reviewed and critiqued with the intent of informing supervisor practitioners, counselor educators, and supervisor trainees. Case studies are used throughout the book to illustrate the application of these theories to the practical issues that supervisors regularly encounter. The authors also include a focused discussion on the importance of the supervisory relationship and its influence on supervision process and outcome. Important changes and additions to the new edition include: -- Integration of multicultural issues in supervision throughout the book; -- An examination of the ethical and advocacy issues in supervision; -- An innovative chapter devoted to understanding and conducting research in counselor supervision; -- New and relevant chapters on the supervision of school counselors, career counselors, and family counselors; -- An updated chapter on group supervision. Counselor Supervision is ideal for use as a textbook in counselor supervision courses. The book is also an outstanding professional development tool for administrative and clinical supervisors alike.

"The integration of CACREP Standards, school counseling strategies, and specific developmental issues make this a great text for teaching child and adolescent counseling courses." - Janet Froeschle, Texas Tech University Counseling Children and Adolescents: Connecting Theory, Development, and Diversity reviews the most relevant theoretical approaches for counseling

children and focuses on connecting key theories to application using case studies. The book's approach is broad, addressing a range of ages, approaches, and interventions that are applicable to varied settings. Sondra Smith-Adcock and Catherine Tucker have laid out an integrated framework that focuses on development and diversity. In addition, a unique aspect of this text is its focus on neuroscience, the developing brain, and the impact of early childhood trauma on development. Each chapter in the text includes a set of case illustrations, guided activities for the student to apply independently and in the classroom, and a list of resources in print, on the web, and on film. *Counseling Children and Adolescents: Connecting Theory, Development, and Diversity* is part of the SAGE Counseling and Professional Identity Series, which targets specific competencies identified by CACREP (Council for Accreditation of Counseling and Related Programs). To learn more about each text in the series, please visit www.sagepub.com/cpseries.

This book introduces the protocol known as Tandem Couples Counseling (TCC), a ground-breaking model that provides sound theoretical explanations and interventions that address the inherent difficulties in traditional forms of couples counseling. *Tandem Couples Counseling: An Innovative Approach to Working with High Conflict Couples* synthesizes the research literature from the fields of couples counseling and group work into a compelling therapeutic approach. Extensive case examples illuminate the dynamics and skills of the approach. Assessment processes and rich descriptions of the treatment protocols are included, enabling integration, and understanding of how to implement this approach with clients as well as immediately work to improve the connection in existing co-therapy arrangements. The text is an essential guide for counseling professionals on how to build, maintain, and use the co-therapy relationship as an agent of change for high-conflict couples.

Special edition of the Federal Register, containing a codification of documents of general applicability and future effect ... with ancillaries.

The Code of Federal Regulations Title 12 contains the codified Federal laws and regulations that are in effect as of the date of the publication pertaining to banks, banking, credit unions, farm credit, mortgages, consumer financial protection and other related financial matters.

With proven techniques and professional insight, this one-of-a-kind resource is your complete guide to ensuring both effective patient care and sound business practices in the medical facility. From the front office to financial management, each detailed chapter addresses the interpersonal and administrative concerns you'll face in the management of a medical office, accompanied by realistic forms, letters, and procedural policies that help you prepare for on-the-job success. This new edition keeps you up to date on emerging developments in billing and coding, documentation, ethical and legal issues, and technological advances to help you keep your medical office at the forefront of the competitive health care field. Manager's Alert boxes detail measures to help you avoid complications and prevent potential emergencies. From the Expert's Notebook boxes help you build daily decision-making skills with helpful tips, suggestions, and insights drawn from real-world practice. Exercises at the end of each chapter reinforce concepts and help you assess your understanding. Detailed appendices provide fast, easy access to commonly used abbreviations and symbols, Medicare information, helpful websites, and answers to the end-of-chapter exercises, as well as a sample procedure and policy manual to guide you in developing your own practices. Written Communication chapter helps you ensure proper communication and documentation in the health care facility. Updated content in the Medical Record chapter familiarizes you with the latest information on the electronic medical record. The updated Billing, Coding, and Collections chapter keeps you up to date with the latest coding and insurance forms (CMS 1500). Coverage of current legal and ethical issues and emerging technology in the medical office keep you apprised of recent developments.

Introduction to Family Counseling: A Case Study Approach presents basic knowledge about family counseling and applies various theoretical models to a case example looking at one nuclear family, along with its extended family members, that readers follow throughout the text. Judy Esposito and Abbi Hattem's multi-generational family is constructed from their experiences as professors and family therapists to exemplify the concepts and theories of family counseling. Beyond the theories of family counseling, students learn about the family life cycle and various tools for assessing families as well as the history of family counseling. Ethical issues relevant to family counseling are also included along with transcripts from hypothetical family counseling sessions throughout the book. In addition, the book focuses on working with diverse families and takes special care to emphasize multicultural issues.

An introduction to the newly discovered "writing cure" that represents an evolutionary, if not a paradigmatic shift in how mental health services will be delivered in this century.

The text covers communications, counseling, interviewing, motivating clients, delivering oral presentations and using media in presentations. Communication is basic to the relationship that the Registered Dietitian (RD) professional has with their clients. The Academy of Nutrition and Dietetics recognizes the importance of communication skills for practitioners to promote health, disease prevention and treatment. Providing people with information on what to eat is not enough, the RD must also promote and facilitate behavior changes to more healthful food choices. The text incorporates the Nutrition Care Process (NCP) and model, including four steps of nutrition assessment, nutrition diagnosis using PES statement (Problem, Etiology and Signs/Symptoms), nutrition intervention, and nutrition monitoring and evaluation. The PES statements are the most critical in that the Academy of Nutrition and Dietetics has been stressing this as an essential component of their standards and requirements. The text uses activities, case studies, self assessment questions, web references and graphics to engage the student and drive the content home.

Self-Supervision synthesizes the literature on the theory and practice of self-supervision and provides counselors and human service professionals with a plan for the pursuit of independent professional growth. The classic edition includes a new preface from the author reflecting on his work and on the changes in society and the field since the book's initial publication. In these chapters, professionals will find cost-effective and efficient strategies for developing their skills while still ensuring that they're providing quality treatment. They'll also find a diverse array of strategies for self-supervision and a thoughtful discussion of reflective processes required to effectively evaluate one's own practices.

Provides documentation procedures designed to meet or exceed standards by accrediting agencies, 3rd party payors, and HIPAA compliance Covers training and examples of empirical evidence of client progress from the intake to termination Revised to cover DSM-5 revisions Includes training in documenting treatment outcomes Everything you need to know to record client intake, treatment, and progress—incorporating the latest managed care, accrediting agency, and government regulations Paperwork and record keeping are day-to-day realities in your mental health practice. Records must be kept for managed care reimbursement; for accreditation agencies; for protection in the event of lawsuits; to meet federal HIPAA regulations; and to help streamline patient care in larger group practices, inpatient facilities, and hospitals. The standard professionals and students have turned to for quick and easy, yet comprehensive, guidance to writing a wide range of mental health documents, the Fourth Edition of *The Psychotherapy Documentation Primer* continues to reflect HIPAA and accreditation agency requirements as well as offer an abundance of examples. Fully updated to include diagnostic criteria of the DSM-5, *The Psychotherapy Documentation Primer, 4th Edition* is designed to teach documental skills for the course of psychotherapy from the initial interview to the discharge. The documentation principles discussed in the text satisfy the often-rigid requirements of third-party insurance companies, regulating agencies, mental health licensing boards, and federal HIPAA regulations. More importantly, it provides students and professionals with the empirical and succinct documentation techniques and skills that will allow them to provide clear evidence of the effects of mental health treatment while also reducing the

amount of their time spent on paperwork.

Gain the medical insurance skills you need to succeed in today's outpatient and inpatient settings! Fordney's Medical Insurance and Billing, 16th Edition helps you master the insurance billing specialist's role and responsibilities in areas such as diagnostic coding, procedural coding, billing, and collection. Using clear, easy-to-understand explanations, this book covers all types of insurance coverage commonly encountered in hospitals, physicians' offices, and clinics. Step-by-step guidelines lead you through medical documentation and administrative procedures. Written by coding specialist and educator Linda M. Smith, this market-leading text is a complete guide to becoming an efficient insurance billing specialist. Coverage of medical documentation, diagnostic coding, and procedural coding provides you with the foundation and skills needed to work in a physician's office as well as outpatient and inpatient settings. Coverage of the role and responsibilities of the insurance billing specialist emphasizes advanced job opportunities and certification. Step-by-step procedures detail common responsibilities of the insurance billing specialist and coder. Key terms and abbreviations are defined and emphasized, reinforcing your understanding of new concepts and terminology. Color-coded icons denote and clarify information, rules, and regulations for each type of payer. Privacy, Security, and HIPAA chapter and Compliance Alerts throughout the book highlight important HIPAA compliance issues and regulations. UNIQUE! Interactive UB-04 Form filler on the Evolve website gives you additional practice with inpatient electronic health records. NEW! Insights From The Field includes short interviews with insurance billing specialists who have experience in the field, providing a snapshot of their career paths and offering advice to the new student. NEW! Scenario boxes help you apply concepts to real-world situations. NEW! Quick Review sections summarize chapter content and also include review questions. NEW! Discussion Points provide the opportunity for students and instructors to participate in interesting and open dialogues related to the chapter's content. NEW! Expanded Health Care Facility Billing chapters are revised to provide the latest information impacting the insurance billing specialist working in a variety of healthcare facility settings.

Introduction to Professional School Counseling: Advocacy, Leadership, and Intervention is a comprehensive introduction to the field for school counselors in training, one that provides special focus on the topics most relevant to the school counselor's role and offers specific strategies for practical application and implementation. In addition to thorough coverage of the ASCA National Model (2012), readers will find thoughtful discussions of the effects of trends and legislation, including the Every Student Succeeds Act (ESSA), Response to Intervention (RtI), and School-Wide Positive Behavioral Intervention and Support (SWPBIS). The text also provides a readers with an understanding of how school counselors assume counseling orientations within the specific context of an educational setting. Each chapter is intensely application oriented, with an equal emphasis both on research and on using data to design and improve school counselors' functioning in school systems. Available for free download for each chapter: PowerPoint slides, a testbank of 20 multiple-choice questions, and short-answer, essay, and discussion questions.

The Handbook of Group Counseling and Psychotherapy is a comprehensive reference guide for group practitioners and researchers alike. Each chapter reviews the literature and current research as well as suggestions for practice in the psycho educational arena, counselling, and therapy groups. The Handbook encourages the notion that the field is improved through increased collaboration between researchers and practitioners. Through a review of cutting-edge research and practice, the Handbook includes } 48 articles by renowned experts in group work } the history and theory of group work } topics across the lifespan } an entire section on multicultural issues } a variety of clinical problems and settings } appendices include the Association for Specialists in Group Work Training Standards, Best Practice Standards, and Principles for Diversity-Competent Group Workers The Handbook is divided into seven sections: Current and Historical Perspectives on the Field of Group Counselling and Psychotherapy, reviews and analyzes the many contributions and contributors that have made group counselling and psychotherapy a vital and potent treatment method. The chapter outlines review articles spanning four decades, and outlines the evolution of group themes over the last 100 years. Best Practices in Group Counselling and Psychotherapy uses research, theory, and group counseling experience to provide group leaders and researches with the most current and best practices in conducting group counseling and psychotherapy. Multicultural Groups follows the ASGW Principles for Diversity-Competent Group Workers and is intended to provide group leaders with essential information about different cultural groups and their world views, perceptions of groups, naturalistic healing methods, suggested group interventions, and implications for groups. Chapters cover Native-Americans, Latinos, Asians, and African-Americans, disabled persons, and gender and sexuality. Groups Across Settings includes examples of psycho-educational, counseling, and psychotherapy groups in a variety of settings. This section presents readers with theoretical and empirical support for group work in such settings as the Veterans Administration system, university counselling centers, and more. Groups Across the Lifespan consist of chapters across many age groups. For children and adolescents, cognitive and developmental issues are addressed. For adults, socialization and interpersonal issues are addressed, including separate chapters for male and female groups. Finally, a chapter on the elderly deals with cognitive, health, and life review issues. Special Topics Groups presents a continuum of different types of groups used to treat people with interpersonal and developmental issues, such as grief, substance abuse, depression, and others. Each chapter in this section provides definitions and descriptions of the issues along with theoretical and empirical support. Finally, Critical Issues and Emerging Topics attempts to reflect the zeitgeist and provide a glimpse into group interventions for the future. Emerging issues, such as online groups, prevention groups, and peer-led mutual help groups receive careful attention and analysis. The Handbook of Group Counseling and Psychotherapy, the first reference devoted to this emerging and rapidly growing field, is essential for academics, researchers, professionals, and librarians serving the group therapy community. There is no similar reference available, and it will prove a landmark volume for years to come.

This timely text describes the role of program evaluation in counselor education and provides step-by-step guidance for faculty seeking to develop comprehensive Student Learning Outcome (SLO) evaluation plans to meet accountability expectations. It serves as a blueprint for demystifying the SLO process and making the switch from an input-based measure of productivity that focuses on what counseling programs do, to an outcome-based approach that concentrates on the quality of learning through evidence-based assessment of students' knowledge and skills. The first and second parts of the book lay the foundation for the SLO process and provide practical guidance for identifying and developing direct and indirect measures of student learning. Part III offers strategies for creating measures; collecting, managing, and reporting student data; and using data to ensure competence. In Part IV, counselor educators across the country offer hands-on application through a wide variety of SLO activities and rubrics linked to each of the curricular and specialty areas of the 2016 CACREP Standards. *Requests for digital versions from the ACA can be found on wiley.com. *To request print copies, please visit the ACA website here. *Reproduction requests for material from books published by ACA should be directed to permissions@counseling.org

Praise for Career Development and Counseling: Putting Theory and Research to Work, Second Edition "This volume is an essential resource for the library of anyone interested in the field of career development, assessment, and counseling and should also prove invaluable for graduate students interested in immersing themselves in some of the best work being done today in the field of career development and counseling." —Nancy E. Betz, PhD, Professor, Department of Psychology, The Ohio State University "In this second edition, Drs. Brown and Lent continue to shape career development discourse and illustrate the ongoing significance of the fields of career development and counseling in the twenty-first century. This edition will help both researchers and practitioners alike to better understand, investigate, and promote the role of work in people's lives." —Angela Byars-Winston, PhD, Associate Professor of Medicine, School of Medicine and Public Health, University of Wisconsin-Madison Complete coverage of leading career theories and practices Filled with the latest empirical and practical evidence, this new edition features: A new introductory chapter that defines and discusses the

importance of career counseling in the twenty-first century, and offers a brief history of the field New chapters on gender, race/ethnicity, social class and poverty, sexual minority identity, disability status, personality, and relational factors Major theories of career development Coverage of the assessment of important career constructs and occupational information systems Interventions for working with career issues across the life span Edited by two of the leaders in the field of career development, and featuring contributions by many of the most well-regarded specialists in the field, *Career Development and Counseling, Second Edition* is the one book that every career counselor, vocational psychologist, and student of career development and counseling must have.

Prepare for a successful career in medical billing and insurance processing or revenue management with the help of Green's *UNDERSTANDING HEALTH INSURANCE: A GUIDE TO BILLING AND REIMBURSEMENT, 2020 Edition*. This comprehensive, inviting book presents the latest medical code sets and coding guidelines as you learn to complete health plan claims and master revenue management concepts. This edition focuses on today's most important topics, including managed care, legal and regulatory issues, coding systems and compliance, reimbursement methods, clinical documentation improvement, coding for medical necessity, and common health insurance plans. Updates introduce new legislation that impacts health care. You also examine the impact on ICD-10-CM, CPT, and HCPCS level II coding; revenue cycle management; and individual health plans. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Widely known and appreciated for its simplicity, clarity, and brevity, *THE ELEMENTS OF COUNSELING* provides a simple conceptual framework for thinking about counseling. Covering the basic elements of counseling in an abbreviated outline format, Meier and Davis use counselor/client dialog to introduce students to counseling skills and effectively demonstrate each necessary skill in a 'real world' setting. *THE ELEMENTS OF COUNSELING* presents information that is essential both for beginning counselors to know, and for experienced counselors to remember. Meier and Davis address key topics including relationship building, the counseling process, self-exploration, and the foundations upon which further intervention is laid. Furthermore, the authors go back to basics by addressing what counseling is, as well as what it is not. The result is a handy primer that gives students the framework upon which to build their counseling knowledge. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Most Federal employees work hard, and their performance is considered good or even exceptional. However, at times Federal supervisors are faced with employees whose performance is not acceptable. This purpose of this book, *Addressing and Resolving Poor Performance: A Guide for Supervisors*, is to help you address and resolve poor performance. This guidance should be used in concert with the technical advice you receive from your agency's human resources staff. You should also be aware that most agencies have specific procedures and requirements that must be followed, whether they are part of a negotiated bargaining agreement or other internal agency regulation. Addressing and resolving poor performance is a three-step process. These three steps are: 1) communicating expectations and performance problems; 2) providing an opportunity to improve; and 3) taking action. This booklet is organized accordingly into three steps. At the end of each section, you will find a checklist as well as answers to commonly asked questions. In the appendix, you will find samples of documents that can be used throughout this process. Dealing with performance problems is a real challenge for any supervisor. Experienced supervisors often say it is one of the toughest parts of their jobs. Nevertheless, it is a key supervisory responsibility, and failure to address poor performance can have a greater impact than you may appreciate. Some of the reasons supervisors often give for not addressing poor performance include: dealing with poor performance can be time consuming; if action is taken against an employee, it will lower morale among other employees and create a less productive work environment; telling employees that they are not performing satisfactorily is unpleasant and requires special human relations skills; the procedural steps involved in addressing poor performance are complex and highly technical; if a formal performance-based action is taken, it is likely to be appealed and ultimately overturned; and upper management will not support the action taken to address poor performance. The focus of this booklet is to help supervisors address and resolve poor performance. The best way for supervisors to handle poor performance issues is to take action to avoid performance problems before they occur.~

Master advanced coding skills! Buck's *The Next Step: Advanced Medical Coding and Auditing* shows how to code for services such as medical visits, diagnostic testing and interpretation, treatments, surgeries, and anesthesia. Real-world cases (cleared of any patient identifiers) takes your coding proficiency a step further by providing hands-on practice with physician documentation. With this guide, you'll learn to pull the right information from medical documents, select the right codes, determine the correct sequencing of those codes, and properly audit cases. Real-world patient cases (cleared of any patient identifiers) simulate the first year of coding on the job by using actual medical records, allowing you to practice coding with advanced material. UNIQUE! From the Trenches boxes highlight the real-life experiences of professional medical coders and include photographs, quotes, practical tips, and advice. UNIQUE! Evaluation and Management (E/M) audit forms include clear coding instructions to help reduce errors in determining the correct level of service. Over 170 full-color illustrations depict and clarify advanced coding concepts.

Your step-by-step handbook for results-based school counseling! This exciting new book by recognized school counseling experts describes a Construct-Based Approach (CBA) to school counseling that helps you: Design standards, deliver interventions, and evaluate year-long counseling strategies, action steps and measures within a CBA context Apply "research-based" standards to reflect student abilities, competencies, capabilities and skills Accurately assess student progress, proficiency and achievement Provide useful feedback to parents and students Includes in-depth analyses, a developmentally appropriate K-12 scope and sequence and essential tips and activities. Use this groundbreaking guide to uncover the key processes that ensure student success!

Discover the essential learning tool to prepare for a career in medical insurance billing -- Green's UNDERSTANDING HEALTH INSURANCE, 13E. This comprehensive, easy-to-understand book is fully updated with the latest code sets and guidelines. Readers cover today's most important topics, such as managed care, legal and regulatory issues, coding systems, reimbursement methods, medical necessity, and common health insurance plans. Updates throughout this edition present new legislation that impacts health care, including the Affordable Care Act (Obamacare); ICD-10-CM coding; electronic health records; Medicaid Integrity Contractors; and concepts related to case mix management, hospital-acquired conditions, present on admission, and value-based purchasing. Practice exercises in each chapter provide plenty of review to reinforce understanding. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Clinical supervision (CS) is emerging as the crucible in which counselors acquire knowledge and skills for the substance abuse (SA) treatment profession, providing a bridge between the classroom and the clinic. Supervision is necessary in the SA treatment field to improve client care, develop the professionalism of clinical personnel, and maintain ethical standards. Contents of this report: (1) CS and Prof. Develop. of the SA Counselor: Basic info. about CS in the SA treatment field; Presents the how to of CS.; (2) An Implementation Guide for Admin.; Will help admin. understand the benefits and rationale behind providing CS for their program's SA counselors. Provides tools for making the tasks assoc. with implementing a CS system easier. Illustrations.

Wayne Perry has been a therapist for more than thirty years, but he still hears the same thing from beginning counselors and therapists: Yes, I know what the theory says, but what do I do with this particular client? Drawing on his decades of experience training marriage and family therapists, professional counselors, and pastoral counselors, he answers that question in the updated edition of his landmark book: Basic Counseling Techniques. He provides practical suggestions for setting up the therapy room, using audiovisual recording equipment, and conducting those first critical interviews. You'll learn how to: apply nine different sets of clinical tools; select the appropriate tool for the appropriate clinical situation; and improve how you carry out the clinical thinking process. Each chapter concludes with a "Living into the Lesson" section that allows you to participate in experiential exercises to master what you've learned. While designed for counselors and therapists in the beginning of their careers, even veterans in the field will find value in this updated edition.

This step-by-step guide will help you document and change unwanted work behaviors before they become issues leading to termination. It is presented in a format that is easy to understand and apply. The guide presents specific measures for accurate performance documentation that will protect your organization against discharge litigation.

Accompanying CD-ROM contains ... "customizable evaluation forms and plans."--Page 4 of cover.

Jeannine R. Studer's The Essential School Counselor in a Changing Society offers a practical approach to helping students understand the methods and standards in contemporary school counseling. Integrating the new ASCA model as well as the CACREP Standards across all areas of school counseling practice, this core text provides a unique and relevant perspective on the 21st century school counselor. Studer focuses on ethics and ethical decision making, as well as contemporary issues faced by today's counselor—such as crisis response, career counseling and advisement, group counseling, advocacy, and collaboration. The text begins with coverage of school counseling foundations, addresses intervention and prevention, and devotes the final section to enhancing academics through a positive school culture. "Not only does this text address the CACREP standards for school counseling but it also provides excellent examples and applications of school counseling within the ASCA National Model framework!" —Karen D. Rowland, Mercer University "This text is a valuable contribution to the profession, addressing the multi-dimensional and complex roles and responsibilities of the 21th century school counselor. It is a foundational text that counselor-educators can utilize throughout a master's degree program in mentoring interns into the profession." —Diana L.

Stephens, California Lutheran University

The authors separate the five discrete functions of appraisal: coaching, feedback, compensation, employee development, and legal documentation and clarify the objectives of each. They examine the atrocious track record of appraisals.

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