

**Task: CONDUCT AN INDIVIDUAL COUNSELING SESSION FOR A SUBSTANCE ABUSING INDIVIDUAL**

**Number: 081-838-0016**

**Effective Date: 2003-Jan-21**

**Enlisted MOS:  
91X Skill Level 1**

**STP:  
STP 8-91X14-SM-TG**

**Conditions:** You have been instructed to provide counseling for a substance abuse client experiencing situational problems. The client has had a thorough initial evaluation and is able to function in a nonhospital environment. You will need client case file, collateral records, and notepaper.

**Standards:** Conducted an individual counseling session IAW the Army Substance Abuse Program (ASAP).

**Performance Steps**

1. Formulate and state appropriate agenda to staff.
  - a. Review patient data to date.
  - b. Set agenda based on patient's progress to date.
  - c. Identify agenda and rationale to staff prior to session.
2. Greet client.
  - a. Give appropriate greeting.
  - b. If first visit with client introduce self and identify job.
3. Evaluate substance abuse since last session.
  - a. Assess client's use of alcohol since last session.
  - b. Assess client's use of illicit drugs since last session.
  - c. Assess client's use of prescription drugs since last session.
  - d. Make determination if any intervention is necessary based on this information.
4. State and maintain therapeutic agenda with patient.
  - a. Identify for patient topic(s) to be focused on this session, unless superseded by patient need.
  - b. Identify unfinished business from last session.
  - c. Process plan from last session.
5. Perform counseling tasks during the session.
  - a. Reinforce patient's positive actions.
  - b. Evaluate patient's behavior in nonjudgmental way.
  - c. Clarify, as appropriate.
  - d. Reflect patient data, as appropriate.
  - e. Summarize session information, as appropriate.
  - f. Utilize effective questioning techniques.
  - g. Utilize confrontation techniques when appropriate.
  - h. Utilize attending behaviors.

- i. Utilize appropriate eye contact.
  - j. Display an understanding of ASAP procedures.
  - k. Display knowledge of AA and other support groups.
  - l. Display knowledge of abuse and dependence.
  - m. Display understanding of appropriate patient responsibility for treatment plan goals.
  - n. Relate substance abuse history to treatment issues.
  - o. Develop behavioral plan for next session.
  - p. Obtain patient commitment to the behavioral plan.
  - q. Establish and maintain rapport with patient.
6. Terminate the session.
- a. Summarize key points of the session, to include behavioral plan.
  - b. Ask if patient has any unfinished business.
  - c. Schedule next appointment.

**Performance Measures**

	<u>GO</u>	<u>NO GO</u>
1. Formulated and stated appropriate agenda to staff.	_____	_____
2. Greeted the patient in an appropriate manner.	_____	_____
3. Evaluated substance abuse since last session.***	_____	_____
4. Established and maintained rapport with the patient.***	_____	_____
5. Stated and maintained therapeutic agenda with the patient.***	_____	_____
6. Addressed unfinished business from last session.	_____	_____
7. Reinforced patient's positive actions.	_____	_____
8. Evaluated patient's behavior in nonjudgmental way.	_____	_____
9. Displayed professional counseling skills.	_____	_____
10. Demonstrated effective questioning techniques.	_____	_____
11. Demonstrated appropriate confrontations.	_____	_____
12. Demonstrated effective listening skills.	_____	_____
13. Demonstrated an understanding of ASAP procedures.	_____	_____
14. Displayed knowledge of abuse and dependence.	_____	_____
15. Displayed knowledge of AA and other support groups.	_____	_____
16. Related substance abuse history to treatment issues.	_____	_____

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|--|-------|-------|
| 17. Left patient with responsibility for treatment plan goals. | _____ | _____ |
| 18. Developed appropriate behavioral plan for next session.*** | _____ | _____ |
| 19. Obtained patient commitment to behavioral plan.***         | _____ | _____ |
| 20. Terminated the session appropriately.                      | _____ | _____ |

**Evaluation Guidance:** Score the student GO if a total 14 points are achieved including all of the critical items (\*\*\*). Points are counted one for each item checked as GO, and 1/2 for each needs improvement. To attain a GO ALL critical items must be a GO. Score the student (NO GO) if less than 14 points total are achieved or any of the critical items are missed regardless of total points. If the student fails any step, show what was done wrong and how to do it correctly.

**References:**

Number	Required	Title
AR 600-85	N	Army Substance Abuse Program (ASAP) <a href="http://www.apd.army.mil">http://www.apd.army.mil</a>

**Certifications Required: None.**

**Supporting Individual Tasks: None.**

**Supported Drills: None.**