**Course Number**

**Case Management**

**Spring Semester**

**Instructor:** XXX

**Contact Information:**

Office: XXX

Telephone: XXX

Email: XXX

**Prerequisite**:

**Technology Requirements**: You will need to have the following:

* Microsoft Word and Powerpoint
* Internet access, understanding of how to use the Internet, send emails, and find your way around Moodle

**Textbooks and Required Reading Materials:**

* Holt, B.J. (2000). *The Practice of Generalist Case Management*. Allyn & Bacon Publications, Inc. ISBN: 0-205-28733-6
* TIP 27: Comprehensive Case Management for Substance Abuse Treatment. This manual is a free download from Substance Abuse & Mental Health Services Administration (SAMHSA)

<http://store.samhsa.gov/product/TIP-27-Comprehensive-Case-Management-for-Substance-Abuse-Treatment/SMA15-4215>

* 12-Core Functions. This document can be found posted in the course information.
* DSM-5 Alcohol Use Disorder Criteria. This document can be found posted in the course information.

**Suggested Readings:**

The following three manuals are free downloads from Substance Abuse & Mental Health Services Administration (SAMHSA)

* [TAP 13: Confidentiality of Patient Records for Alcohol and Other Drug Treatment](http://adaiclearinghouse.org/downloads/tap-13-confidentiality-of-patient-records-for-alcohol-and-other-drug-treatment-103.pdf)
* [TAP 21: Knowledge, Skills, and Attitude](http://store.samhsa.gov/product/TAP-21-Addiction-Counseling-Competencies/SMA15-4171)
* [TIP 24: A Guide to Substance Abuse Services for Primary Care Clinicians](http://store.samhsa.gov/product/TIP-24-Guide-to-Substance-Abuse-Services-for-Primary-Care-Clinicians/SMA08-4075)

**Catalog Description:** (3 semester credit hours). This course will provide an overview of the process involved in case management and the skills needed to effectively design and implement treatment plans with individuals who present with substance and behavioral addictions.

**Course Goal:** Upon completion of this course and using an educational video that will be selected by the instructor, the student will be able to write a treatment plan using the 12-Core Functions and then design a case management plan.

**Course Objectives:**

* Objective 1: Students will demonstrate their understanding of Moodle, by posting their biography to the appropriate discussion forum, obtaining 5 (out of 10 points) or better.
* Objective 2: Student will demonstrate their ability to use the Internet, by sending an email to their professor, obtaining 5 (out of 10 points) or better and by locating supplemental reading materials on the SAMSHA website.
* Objective 3: Students will know the history, process, common terms, and purpose behind case management as measured by obtaining 15 (out of 20 points) or better on quizzes.
* Objective 4: Students will recognize the different settings in which case management is performed by responding to the discussion forum topics, obtaining 6 points (out of 10 points) or better on each discussion forum topic.
* Objective 5: Students will administer the CAGE screening assessment and post the results of that assessment to Moodle, obtaining 15 (out of 20 points) or better.
* Objective 6: Students will administer the Addiction Severity Index (ASI) and post the results of that assessment to Moodle, obtaining 40 (out of 50 points) or better.
* Objective 7: Given the educational video (28 Days), a sample study, and the 12-Core Functions, students will demonstrate their ability to apply the knowledge, skills, and attitudes of case management by writing their final project which is creating a treatment plan and a case management plan for the fictional client in the education video, obtaining 70 (out of 100 points) or better.

**Course Requirements:**

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| **Course Assignments & Quizzes** | **Points Per Assignment** | **Total Points Possible** |
| Two (2) Pre-Class Assignments | 10 points each | 20 |
| Five (5) Quizzes | 20 points each | 100 |
| Six (6) Discussion Forum Topics | 10 points each | 60 |
| One (1) CAGE Administration | 20 points each | 20 |
| One (1) ASI Administration | 50 points each | 50 |
| One (1) Final Project | 100 points | 100 |
| **Total Points Possible** | | 350 |

**Final Grade:** Your final grade for **XXXXX** will be determined by totaling the points earned in the following areas: 1) Preclass One & Preclass Two Assignments, 2) Quizzes 3) Discussion Forum Topics, 4) administration of the CAGE, 5) administration of the Addiction Severity Index (ASI), and 6) Final Project: Managing a Case Study. The total number of points that can be earned in this class is 350.

**Grading Scale:**

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| --- | --- | --- |
| **Points** | **Percentage** | **Letter Grade** |
| 315-350 | 90-100% | A |
| 280-314 | 80-89% | B |
| 245-279 | 70-79% | C |
| 210-244 | 60-69% | D |
| Below 209 | 0-59% | F |

**Classroom “Rules of Order”:**

* See Appendix A

**PLEASE NOTE:**

This is a both a “content” and “skills” class. In the “content” area, you will acquire the terms of knowledge, and latest research regarding case management. The “content” area will be assessed through Discussion Forum Topics and Quizzes.

In the “skills” area you will learn how to administer a screening instrument (CAGE), an assessment instrument (ASI), how to write a treatment plan and how to manage that treatment plan. Additionally, you will have to find two participants, both who are over the age of 18 years, who will be willing to take the CAGE and the ASI.

The final project is applying the knowledge and skills you have acquire in this class. This will consist of watching a video (28 Days) and writing a treatment plan and a case management plan.

**If you are not able to fulfill the requirements of this class, I suggest that you drop the course.**

**How to Navigate through this Instructor’s Administration Sheet:**

**Better known as “How do I pass the class?”**

**1. Course Schedule of Assignments:**

Can be found in Appendix B.

**2. Reading Assignments**

Read the required chapter(s) in the textbook and all supplemental readings.

**3. Quizzes**

There will be five (5) quizzes in Course number. Each quiz will include either multiple choice and/or true/false questions. The quizzes will be given electronically**.** You may take the quizzes at any time of the day while the quizzes are available. You will be able to take the quizzes only one time each. Each quiz will be timed and once you begin the quiz, there is no going back. There is a feature on Moodle that provides a timer, but do not count on it. Time yourself and get done before the time limit or your quiz will not be submitted properly. The questions on the quizzes will be different for each student.

**4. Pre-Class Assignments**

Complete the two (2) Pre-class Assignments.The directions for these two assignments are provided on the first week unit of Moodle.

**5. Discussion Forum Topics**

On specified weeks, a topic will be posted in the Discussion Forum. You will be required to do two things: (1) post your answer to the topic and (2) respond to one or two of your classmates’ answers.

**6. Administration of the CAGE**

Directions for administering the CAGE are located on the second week unit of Moodle.

**7. Administration of Addiction Severity Index (ASI)**

Directions for administering the ASI can be accessed from the ASI assignment information posted on Moodle.

**8. Final Project: Managing a Case Study:**

Directions for the final project will be posted on Moodle.

**Appendix A**

**Classroom Rules of Order**

**COURSE POLICIES**

**INTRODUCTORY LETTER:** You can find the introductory letter posted on Moodle. Please read the entire letter before beginning this class. This letter will answer many of your potential questions. It will also provide you with important instructions to get started. Your instructor will not answer any emails asking questions that are answered here or in any other information provided for the class. Therefore, please check this letter, the course syllabus, and weekly announcements posted on Moodle before asking your instructor.

**ATTENDANCE:** This online class is different from a traditional face-to-face class. In the traditional class, you are required to be present in the physical classroom during the scheduled class meetings. In this course, you are required to complete certain assigned work by specified deadlines. Your “attendance” (last date of log-in) will be monitored and reported to the Registrar’s Office each week. Students are encouraged to log-in to class at least twice each week. For the purposes of XXXXXX University’s attendance policy as stated in the catalog, if you stop actively participating in this course, the date that you last log-in will be considered your date of last attendance.

**STATEMENT ABOUT STUDENTS WITH DISABILITIES:** It is the policy of XXXXXX University to accommodate students with disabilities, pursuant to federal law, state law, and the University’s commitment to equal educational opportunities. Any student with a disability who needs accommodation, for example in seating placement or in arrangements for examinations, should inform the instructor at the beginning of the course. Students with disabilities are encouraged to contact Services for Students with Disabilities, which is located in **XXXXXXXXX.**

**CLASSROOM CIVILITY STATEMENT:** Each student is encouraged to help create an environment that promotes learning, dignity, and mutual respect for everyone in the learning environment. This online class is different from a traditional face-to-face class in that your contact with other students in the class will be via emails, Class Café, and your responses to the Discussion Forum Topics. Therefore, it will be important that your responses are appropriate. The use of slang, swearing, or offensive icons will not be tolerated and subjected to disciplinary action under the **XXXXX University** Student Code of Conduct and Sanctions (Article VII Sanctions). The instructor of a course may deem additional behaviors or actions inappropriate; these actions or behaviors will be outlined in the course syllabus. Copies of the infractions and sanctions are available on the NSU website at <http://www.................> .

**STUDENT ACADEMIC HONESTY STATEMENT:** Academic dishonesty is defined as the following: 1) acquiring or using a published test bank, 2) copying from another student’s test, paper or computer file, 3) using unauthorized materials during a test, 4) collaborating during a test with any other person by giving or receiving information without authority, 5) stealing, buying, or otherwise obtaining non-administered or unauthorized tests, 6) selling or giving away non-administered or unauthorized tests, 7) bribing anyone to obtain information about a test, 8) substituting for another student or permitting another person to substitute for oneself to take a test, 9) submitting as your own, in fulfillment of academic requirements, any work prepared totally or in part by another, 10) supplying to another student any theme, report, or other work for use in fulfilling academic requirements, and 11) plagiarism, defined as the use of another person’s work and the unacknowledged incorporations of that work in one’s own work that is offered for credit.

Academic dishonesty will result in one of the following disciplinary measures to be decided by the course instructor: I) verbal/written warning, 2) conference with department chair or dean, 3) reduction of test/course grade to an “F”. A student may subsequently be placed on probation or suspended or expelled and forced to withdraw from Northwestern as a result of academic dishonesty.

Refer to the section in the Student Handbook concerning Academic Infractions and Sanctions for Academic Misconduct.

**FEEDBACK SCHEDULE:** The instructor will try to respond to your emails within 48 hours.

**POLICIES ON LATE ASSIGNMENTS:** Although the instructor may permit some assignments to be completed or turned in late, ***points will be deducted for submitting late work*.** It is always good practice that any emails you send to your professor, you should email a copy to yourself so that you have proof of sending it.

**Appendix B**

**Course Schedule of Assignments**

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| **Modules & Assignments** | **Module Due Dates** |
| **Module 1**  Objective: Upon review of the assigned readings, students will post a meaningful response to the discussion topic (DT#1) obtaining a score of 5 (out of 10 points) or better. | |
| **Module 1 Assignments:**  1) Read Introductory Letter and Administration Sheet/Syllabus  2) Complete Pre-Class Assignments 1 and 2  3) View “Class Café”  4) Read Chaps. 1 and 2 (Holt)  5) Read TIP 27, Executive Summary, Chaps. 1 and 2 | **All Module 1 assignments are due by midnight on XXXXX.**  1) Pre-class assignments 1 and 2  2) Post a meaningful response to the discussion forum #1. Respond to 1-2 posts. |
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| **Module 2**  Objectives: Upon review of the assigned readings, students will post a meaningful response to the discussion topic (DT#2) obtaining a score of 5 (out of 10 points) or better.  Students will apply their knowledge and skills of the CAGE screening instrument, by successfully administering and scoring the CAGE to one participant. The student must obtain 15 (out of 20 points) or better on this assignment. | |
| **Module 2 Assignments:**  1) Read 12-Core Functions posted on Moodle.  2) Read TIP 27, Practice Dimensions | **All Module 2 assignments are due by midnight on XXXXXX.**  1) Take Quiz 1.  2) Turn in the CAGE assignment.  3) Post a meaningful response to the discussion forum #2. Respond to 1-2 posts. |
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| **Module 3**  Objectives: Upon completion of the assigned reading, students will post a meaningful response to the discussion board (DT#3) obtaining a score of 5 (out of 10 points) or better.  Students will apply their knowledge and skills of the ASI assessment instrument, by successfully administering and scoring the ASI to one participant. The student must obtain 40 (out of 50 points) or better on this assignment. | |
| **Module 3 Assignments:**  1) Read Holt, Ch. 4 -- Assessment  2) Download ASI information from Moodle and administer it to one volunteer.  NOTE: Students who obtain a score of less than 40 points on the ASI **must** make up this assignment. | **All Module 3 assignments are due by midnight on XXXXX.**  1) The ASI assignment.  2) Post a meaningful response to the discussion forum #3. Respond to 1-2 posts. |
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| **Module 4**  Objective: Upon completion of the assigned readings, students will obtain a score of 15 (out of 20 points) or higher on Quiz #2 | |
| **Module 4 Assignments:**  1) Read Holt, Ch. 5 – The Plan of Care  2) Read Holt, Ch. 6 – Monitoring, Reassessment and Disengagement | **All Module 4 assignments are due by midnight on XXXXXX.**  1) Take Quiz 2 |
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| **Module 5**  Objective 1: Upon completion of the assigned reading, students will post a meaningful response to the discussion topic (DT#4) obtaining a score of 5 (out of 10 points) or better.  Objective 2: Upon completion of the assigned readings, students will obtain a score of 15 (out of 20 points) or higher on Test #3 | |
| **Module 5 Assignments:**  1) Read Holt, Ch. 7 – Working with the Client  2) Read Holt, Ch. 8 – Work with Other Agencies  3) Read TIP 27, Ch. 3 Case Management in the Community Context: An Interagency Perspective  4) Read TIP 27, Ch. 6 Funding Case Management in a Managed Case Environment | **All Module 5 assignments are due by midnight on XXXXX.**  1) Take Quiz #3.  2) Post a meaningful response to the discussion forum #4. Respond to 1-2 posts. |
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| **Module 6**  Objective 1: Upon review of the assigned readings, students will post a meaningful response to the discussion board (DB#5) obtaining a score of 5 (out of 10 points) or better.  Objective 2: Upon review of the assigned reading, students will obtain a score of 15 (out of 20 points) or higher on Test #4 | |
| **Module 6 Assignments:**  1) Read Holt, Ch. 9 – Case Management as a Profession  2) Read Holt, Ch. 10 – Case Management Populations  3) Read TIP 27, Ch. 4 Evaluation of quality assurance of Case Management Services | **All Module 6 assignments are due by midnight on XXXXX.**  1) Take Quiz #4.  2) Post a meaningful response to the discussion forum #5. Respond to 1-2 posts. |
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| **Module 7**  Objective: Upon review of the assigned readings, students will obtain a score of 15 (out of 20 points) or higher on Test #5. | |
| **Module 7 Assignments:**  1) Read TIP 27, Ch. 5 Case Management for Clients with Special Needs | **All Module 7 assignments are due by midnight on XXXXX.**  1) Take Quiz #5.  2) Post a meaningful response to Discussion Forum #6. |
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| **Module 8**  Objective 1: Given the educational video (28 Days), a sample case study, knowledge and skill in using the CAGE and ASI, and the 12-Core Functions, students will demonstrate their ability to apply the knowledge, skills, and attitudes of case management by writing their “Final Project” which is creating a treatment plan and a case management plan for the fictional client in the video, obtaining 70 (out of 100 points) or better.  Objective 2: Students will post a meaningful response to the discussion board (DB#6) obtaining a score of 5 (out of 10 points) or better. | |
| **Module 8 Assignments:**  1) Access the information for the Final Project and read the directions.  2) Read the sample case study “Judy Benjamin”.  3) Read the 12 Core Functions.  4) Read the DSM-5 Alcohol Use Disorder Criteria.  5) Watch the educational video “28 Days”.  6) Post the final project assignment to Moodle by the due date. | **Graduating Seniors:** All course assignments, quizzes, and the final project must be turned in BEFORE **XXXXX.**  **Non-graduating students:** All course assignments, quizzes, and the final project must be turned in BEFORE **XXXXXXX** |
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