


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Drug & Alcohol Program: Individual Counseling	POLICY NO: CL-DA-01	Page 1 of 2
RESPONSIBILITY: Drug & Alcohol Program		
APPROVED BY:  REY M. VEGA DIRECTOR	EFFECTIVE: JUN 14 2017	
	LAST REVIEWED/REVISED:	

PURPOSE:

To ensure that consumers properly receive the appropriate and necessary counseling services in order to support their recovery.

POLICY:

- A. It is the policy of the Guam Behavioral Health & Wellness Center's Drug & Alcohol Program that all consumers seeking substance abuse services should receive individual counseling while in the program. The primary treatment modality is group intervention, although individual counseling is integrated into the program modalities and utilized for crisis intervention, problem solving and supportive counseling approaches.
- B. Individual counseling sessions should also be provided for the consumers who are unable to participate in the group counseling process.

PROCEDURE:

- 1. Individuals receiving substance abuse treatment with the Drug & Alcohol Program will receive at least 4-10 individual counseling sessions along with the recommended treatment program.
- 2. Counselors must provide a minimum of 4 individual counseling sessions for all consumers throughout the treatment period.
 - a. Counselors are to indicate the individual counseling session plan while addressing each consumer's treatment plan (date, time, duration, place, number of session, materials, etc.).
 - b. The individual counseling sessions can be administered either on a regular basis or when it is needed.
- 3. Individuals that are unable to participate in group counseling sessions due to various reasons and circumstances should also be given the option to participate in individual counseling.
 - a. When the need or request is made, the counselor will work with the consumer on an individualize treatment plan that will include individual session and schedule (date, time, duration, place, number of session, material, etc.).
- 4. The individual counseling sessions can be cancelled when the client is unable to make the session and may be rescheduled with the consumer's primary counselor.

5. The consumer's primary counselor should administer the individual counseling sessions for developing the individualized treatment plan and relapse prevention skills prior the consumer's transfer to Social Support Group if needed.

DOCUMENTATION:

1. The consumer's participation in individual sessions can be documented on the progress notes in the consumer's electronic behavioral health record.
2. Discharge planning progress is also documented upon completion of the program.
3. Family involvement and contact with outside agencies (i.e., public guardian, conservators, and adult protective services) are documented in the consumers Electronic Behavioral Health Record.
4. Consumer's participation in education groups are documented in the consumer's electronic behavioral health record.

ATTACHMENT: None

**GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER
REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

Policies and Procedure

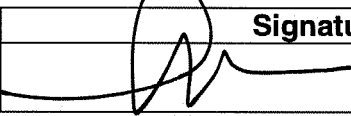
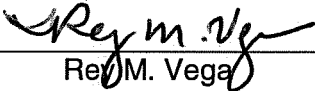
Submitted by: Drug and Alcohol Program

Program Plan

Policy No: CL-DA-01

Bylaws

Title: Individual Counseling

Reviewed/Endorsed	Date	Signature
	0-14-17	
Title	Athena Duenas, MA CSA III, ICADC, LPC Supervisor Drug and Alcohol Branch-New Beginnings	
Reviewed/Endorsed	Date	Signature
	JAN 14 2017	
Title	Rey M. Vega GBHWC Director	