



Certification Examination Study Guide

Certified Alcoholism and other Drug Addictions Recovery Specialist (CAS)

2400 Marconi Blvd., Sacramento, CA 95821

Introduction

This study guide has been designed to help you prepare for the Certified Alcoholism and Drug Addictions Recovery Specialist written examination. Your formal study and experience in the Social Model Recovery field should have provided you with the knowledge and skills you need to pass the examination. However, **we strongly suggest that you study the suggested resources provided in the study guide.** You may take the exam as many times as you need to in order to pass. Currently, the CAS Examination is offered twice a year in two locations. (Sacramento and Southern California) If you have further questions regarding your application for certification or the CAS Exam requirements, call the Board for Certification of Addiction Specialists at 916.338.9460 or email: Traci@caarr.org.

Examination Content Overview

The examination includes the entire range of topics relevant to becoming a Certified Addiction Recovery Specialist as specified in the TAP 21 "Addiction Counseling Competencies", and contains over 120 questions. There are experimental items (questions) on the CAS Exam that are not used for scoring and appear in a random manner throughout the examination.

Content Categories

The following is a list of each content area as determined by a job-practice analysis. Below each of the categories are listed *some examples* of the topics you should be familiar with in that category. This list is to help you understand the scope of what you will be expected to understand in order to pass the examination.

Admissions:

- **Drug and Alcohol Knowledge**
 - Which drugs are stimulants, depressants, hallucinogens, inhalants, etc.
 - What drugs are the most widely used?
 - Know what being under the influence and detoxification from each type of drug looks like.
 - What are the different routes of administration for each drug?
- **Screening/Initial Assessment**
 - What is the difference between screening and assessment and the possible outcomes/goals for each?
 - What types of assessment instruments exist and what are the attributes of each of the assessment instruments?
 - What are the different ways to test for the presence of drugs and what are the appropriate uses for each type of drug test?
- **Personal Health Issues**
 - What is Tolerance? Withdrawal? P.A.W.S.?
 - What are STD's and how do they relate to AOD use/abuse?
 - What are other risks associated with drug and alcohol use?
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- **Admissions Documentation**
 - What information is necessary for an intake?
 - What does proper documentation include?

Treatment Recovery Planning:

- **Continuing Assessment**
 - What information is necessary for a comprehensive assessment and what steps are required?
 - How, when and where should the assessment best take place?
- **Treatment/Recovery Planning**
 - What elements and categories does an effective treatment plan contain?
 - What is an Exit Plan, Discharge Summary and Progress note?
 - What are the characteristics of appropriate goal setting?
- **Recovery Skills**
 - What skills, knowledge and attitude should a CAS possess in order to effectively facilitate the Recovery Planning process?
- **Relapse Prevention**
 - What are the elements of effective relapse prevention and what are they called?
 - How do effective referrals happen and how does it relate to relapse prevention?

Service Coordination/Referral:

- **Education Groups**
 - What are the differences and definitions of educational, recovery, process and self-help groups?
- **Recovery Groups**
 - What is the appropriate role of a facilitator and participant in a recovery group?
 - What are appropriate topics for recovery groups?
 - What does proper documentation of a group contain?
- **Health Issues**
 - What are common health issues substance abusers tend to face?
 - What are the symptoms and effects of detoxification and drug abuse on the body?
 - What medications are used for detoxification?
 - What is an agonist drug used for? An antagonist?
- **Communicable Diseases**
 - What are the characteristics and symptoms of the most common communicable diseases encountered in a recovery facility, are they airborne and how can they be contracted?
 - Why and when should a participant be screened for communicable diseases?
 - What affect does substance abuse have on a person who has been exposed or contracted an infectious disease?
- **Referral/General 12 Step Knowledge**
 - How is an effective referral made? How does a CAS make sure a referral is appropriate and why?
 - Who started and when did the original 12 step program begin?
 - How should CAS approach a participant's 12 step involvement?
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Counseling:

- **Understanding Alcoholism and other Drug Addiction**
 - When did alcohol/drug abuse studies begin and with whom? Who is associated with which theories of addiction?
 - List the eight practice dimensions of addiction counseling?
- **Recovery Skills**
 - What are the stages and characteristics of each stage of change?
 - What is motivational interviewing and behavior modification and how are they effectively used?
 - How is denial overcome? Obstinance?

- **Documentation**
 - What does proper documentation consists of why is it important?
 - How does one adhere to the relevant confidentiality regulations and what are those regulations?
- **Family Counseling**
 - What is enabling? Denial? Codependency? And what are those regulations?
- **Group Counseling**
 - What is “group process”? What are the different ways to handle a difficult member of the group?
 - Name group functions and techniques.
- **Individual Counseling**
 - What is transference and counter transference? How should a CAS handle these issues?
 - How are techniques such as: reframing, reinforcing, summarizing and interpretation use?

Client, Family and Community Education:

- **Referral**
 - What is the most important referral a CAS can make for a participant?
 - What must a CAS do if a participant becomes suicidal? What is intervention and the role a CAS should play in it and who else should be involved?
- **Educational Presentations**
 - What are the advantages of “group sessions” and what are the skills, attitudes and knowledge should a CAS be expected to have when presenting information to the community?
- **Cultural Awareness**
 - What is cultural competence and what is a CAS ethically mandated to do around cultural issues?
- **Special Populations**
 - What should a CAS do when dealing with participants who appear to have a “co-occurring disorder” and what protections are provided people with a disability under the ADA of 1990?

Professional and Ethical Responsibility:

- **Ethics**
 - What does the CAS Code of Conduct state about behavioral guidelines and what type of relationship must a CAS maintain with participants, their family and other agencies?
- **Confidentiality and HIPAA**
 - When is it appropriate to discuss a client’s progress with another and when is a facility required to abide by the HIPAA requirements?
 - What should a CAS do if law enforcement arrives at the door of a recovery facility?
- **Laws and Regulations**
 - How does a Title 9 regulation affect the licensure/certification of a program? ADA? How do the regulations that were passed April 1, 2005 affect AOD services and the facility in a California State licensed program?

Reference List

The following documents, regulations, publications and books will help prepare you for the CAS examination.

Contained in the CAS Application Packet

- o C.A.S. Code of Conduct
- o C.A.S. Scope of Practice

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- o Peter L. Myers/Norman R. Salt (2000). *Becoming an Addictions Counselor / A Comprehensive Text*.
 - o Jean Kinney, (2000). *Loosening The Grip*, "A handbook of Alcohol Information". (Edition 5 & 6)
 - o Inaba, Cohen & Holstein, (1997). *Uppers, Downers, All Arounders*, (Third Edition)
 - o Bissel & Royce, (1994). *Ethics for Addictions Professionals* (Second Edition)
 - o (2001) *Alcoholics Anonymous*, "Big Book" (Fourth Edition)

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- o TAP 11, (1994). *Treatment for Alcohol and Other Drug Abuse: "Opportunities for Coordination"*.
 - o TAP 21, *Addiction Counseling Competencies: "The Knowledge, Skills, and Attitudes of Professional Practice"*.
 - o TIP 26, (1998). *Treatment Improvement Protocol: "Substance Abuse Amongst Older Adults"*.
 - o TIP 27, (1998) *Treatment Improvement Protocol: "Comprehensive Case Management for Substance Abuse Treatment"*.
 - o TIP 37, (2000) *Treatment Improvement Protocol: "Substance Abuse Treatment for Persons with HIV/AIDS"*.
 - o TIP 39, (2004) *Treatment Improvement Protocol: "Substance Abuse Treatment and Family Therapy"*.
 - o TIP 45, (2006) *Treatment Improvement Protocol: "Detoxification and Substance Abuse Treatment"*

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- o 42, CFR, Part 2, Federal Regulations regarding patient confidentiality.
 - o 45, CFR, Federal Regulations regarding Health Insurance Portability and Accountability Act.
 - o Title 9, California Code of Regulations.
 - o The Americans with Disabilities Act of 1990.

All TAPS listed above are available for free online at:

<http://www.treatment.org/Taps/index.html>

All TIPS listed above are available for free online at:

<http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=hstat5.22441>