

## ADRC Training Checklist

Name of New staff or New Options Counselor:

Agency:

Date Completed

<b>I. New Staff:</b>	
1. ADRC Presentation 2013 (Utah)	
2. ADRC Overview - What makes OC different from I&R/A?	
3. Review <a href="http://www.utadrc.org">http://www.utadrc.org</a> website – Resources/Training (Webinars)	
4. Review: <a href="http://www.utahadrc.org">http://www.utahadrc.org</a> - Statewide database	
<b>II. New Options Counselor:</b>	
1. Utah ADRC Standard Operating Procedures	
2. ACL National Option Counseling Standards	
3. Webinar “The Art of Options Counseling” (1.5 CUE Available) <a href="http://www.adrc-tae.org/tiki-index.php?page=OptionsCounselingTraining">http://www.adrc-tae.org/tiki-index.php?page=OptionsCounselingTraining</a>	
4. Utah’s Options Counseling Protocol	
5. ADRC Risk Assessment – Key Clients for Options Counseling	
6. Tip Sheet for Active Listening	
7. Action Plan and Follow-up	
8. ADRC Definitions of Data Elements (Required reporting)	
9. MyCase Third Party Provider	
10. MyCase Third Party Authorization Form	

**Additional Resources:** <http://www.adrc-tae.org>

Recommended resources to support Options Counseling six step process:

Active Listening

Cultural Competence

Person Centered Planning

Motivational Interviewing

Documenting an Action Plan

Flow-up