**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADIVSORY BOARD MEETING Minutes**

**April 19, 2023**

**12:00 – 1:03 PM via Zoom**

**In Attendance: Sharyn Nichols, Marlene Garza, David Daniel, Phillips Downing, Jennifer Rivera, Zac Jones, George Hoke, Carrie Canales**

Each attendee introduced themselves.

Dr. Canales reviewed the agenda and started discussing the re-accreditation process for CAADE (CA Association of Alcohol and Drug Educators). She said the new criteria is 39 units and West currently requires 36 for the certificate. She mentioned that the district needs to include one new course called Case Management and Documentation, so she is going to create it and get it through the curriculum process. Mr. Daniel said this was a great idea because all addiction certificate programs in the district can benefit from the course and all will need it for their next re-accreditation as well.

Dr. Canales shared her screen of the outline from CAADE of the new course requirements and asked for any input on what more should be included.

Zac, George, and Jennifer all agreed that the course should include ASAM criteria (American Society of Addiction Medicine) and utilize their textbook.

Jennifer said it was important to teach the students specifically what insurance would require during the intake process. She said DHCS (Dept of Health Care Services) requires treatment plans, along with the Drug Commission and Joint Commission.

Zac mentioned that it is important that students understand that ASAM criteria goal is helping clients from higher levels to lower levels during treatment.

David and Marlene both said they teach various areas of this in some of the other addiction studies courses.

Dr. Canales brought up the importance of learning documentation in the new course and asked for feedback on various data entry programs utilized by treatment centers. Phillips said though KIPU is good, it is extremely expensive, so Best Notes was a great alternative.

Dr. Canales said she would like the students to get a hands-on approach to documentation and would try to get the college to fund the software for students to practice documenting client information. She then brought up the need for ADDICST 25 (Clinical Counseling for Co-Occurring Disorders), which is already a course in the district and that it will be included in the certificate as well. She said she will remove Psych 1 in order to keep the units at 39 instead of 42. She said Psych 1 is an option along with Abnormal Psychology, yet Abnormal Psychology is more applicable to addiction treatment. She asked for input and Marlene said she agreed as did David (the other addiction instructor) and Zac, who has taken all of the courses.

Dr. Canales said West is offering a summer course for the first time so to spread the word to current students. She reminded all that the college time slots will change in the fall to accommodate College Hour, and the evening courses will start at 7:05 and end at 10:15 PM but remain on Zoom. Marlene said she is very glad to hear that because a lot of students come in late due to their jobs. David concurred.

Zac asked if we could skip to the last agenda item, possible CCAPP accreditation for West. He said this would be a great idea because at Beit T’Shuvah, where he works, many of the staff are now going to a short-term for-profit school to earn their certificates and he doubts the education they are receiving is as good. Dr. Canales asked how they are affording those schools because they are very expensive. He said some are getting scholarships. He said the for profit schools are associated with CCAPP (CA ) and he thinks the students want to get that certificate so it would be good for us to get accredited through them as well. Dr. Canales said she knows one of those for-profit schools is lying on their website claiming that CAADE is not accredited by DCHS any longer, but that is not true.

David said City College is accredited through both CAADE and CCAPP and it would be a good idea for West in case something happens to either of the accrediting boards.

Dr. Canales asked for input regarding how to best equip students for their internships. George said most students he has worked with at Salvation Army from West are very good. He said documentation is lacking and Dr. Canales mentioned that some students have poor writing skills, to which many of the participants nodded in affirmation. Marlene said she has her students write a lot as does Dr. Canales. Phillips mentioned having the students come with good group facilitation skills. He also said Oceanside (where he works) would pay for a program for the interns called “Intro to Writing,” an internet program he has his employees participate in. He said this helps a lot with their progress notes. Marlene said she uses her textbook appendix worksheets to help students practice documentation.

This discussion wrapped up the meeting. It ended at 1:03 PM.