



# CETPA TEAM MEMBER HANDBOOK

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## SECTION A: Corporate Information

[www.cepa.org](http://www.cepa.org)

3/1/2011

# CETPA TEAM MEMBER HANDBOOK

Corporate Information (Section A)

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## **MISSION STATEMENT**

Our mission is to provide affordable, linguistic, and culturally appropriate substance abuse and mental health counseling and prevention services to the Latino community.

## **VISION STATEMENT**

Our vision is to never forget that our greatest asset are our employees; to always provide affordable, high-quality, patient-centered substance abuse and mental health services for all our clients in the language they feel best able to communicate; to continue to educate children, teens and their families against the use and abuse of drugs and alcohol with evidence-based or proven prevention programs, and to always provide these services nationally and internationally with great respect and accountability to the people we serve and to those who support our programs.

## **CORE VALUES**

1. **Our Team Members** - We will always recognize that our team members are our greatest asset and we will acknowledge, value, and at times implement the contribution of each member.
2. **Education** - We are committed to educating our community and supporting and, at times, providing education and training for current and future team members to ensure that our clients always get the best care possible.
3. **Service** - We will uphold and continuously increase the standard for delivering compassionate, respectful, and responsive care to the clients we serve. We will also provide affordable, high quality, patient centered care that respects the privacy, needs and dignity of each individual, regardless of their race, gender, religion, national origin, disability, sexual orientation, or their ability to pay
4. **Treatment** - We will make available affordable and culturally competent substance abuse and mental health services to adults and adolescents in the language they prefer to communicate, nationally and internationally.

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5. **Prevention** - We will document, copyright, and expand our prevention programs so that they may be examples for schools and organization as a good tool to use to better educate children against the use of drugs, and alcohol.

6. **Respect** - We respect diversity and individuality and hold each client's unique circumstances at the forefront of clinical care decisions.

7. **Integrity** - We commit to regular self-evaluations of our practice and continuous quality improvement of our procedures and staff.

8. **Partnership** - We are committed to pursue close partnership with key government departments, agencies, corporations, and individuals in order to promote and enhance the image of CETPA.

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## **WHO WE ARE**

We are Latino behavioral health professionals recognizing the need for affordable, linguistic and culturally appropriate counseling services and making them available to the Latino community at large.

CETPA was established in July 1999 to address the substance abuse counseling needs of the Latino community in Georgia. Since then, CETPA has developed into a full service behavioral health agency, providing services in English and/or Spanish to the Latino community in Georgia.

CETPA is the first, and still only, Latino agency to earn a license by the Georgia Department of Behavioral Health and Developmental Disabilities (DBHDD) and the only Latino agency to earn national accreditation by the Commission on Accreditation of Rehabilitation Facilities (CARF) to provide behavioral health and prevention services in English and/or Spanish.

CETPA is governed by a Board of Directors who believes it makes a difference in outcomes when services are rendered in the client's native language.

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### ORGANIZATIONAL CHART



2011 Organizational Chart  
Revised 1/24/2011



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## **WHAT WE DO**

CETPA, Inc. is a private, nonprofit, tax-exempt behavioral health treatment and education program.

CETPA has been designed, from the beginning, to appropriately evaluate clients in their own language and determining what services offered by CETPA would be most beneficial or, if the client is not appropriate for our services, to make referrals to the proper agencies.

Our services begin with the initial call or drop-in visit, followed by the assessment, admission, treatment planning, treatment, referral, discharge and continuing care. The levels of care recommended to a client are determined by a multidisciplinary team that includes a psychiatrist, a nurse, licensed counselors, master level clinicians and certified addiction counselors.

CETPA provides, or encourages its staff to attend, conferences and other educational activities to further their knowledge and understanding of addiction, and mental health, including new proven methods and best practices for treatment and prevention.

We utilize a variety of treatment and therapeutic services to enable clients to function (alcohol and drug free) and/or to learn social and psychological skills to improve their overall functioning in life. Our services include individual counseling, group counseling, family counseling, supportive counseling, substance abuse education and prevention, multiple DUI offender groups, psycho-educational groups, evaluations, assessments and referrals.

Our program addresses behavioral health issues such as depression, anxiety, social phobia, substance abuse and addiction for adults and adolescents.

CETPA provides services in Spanish for Spanish speaking consumers or bilingual consumers who, to avoid misunderstanding, prefer to communicate in Spanish. We dedicate a large portion of our resources to meet the linguistic need for behavioral health services in Georgia since we are the only licensed and accredited Latino behavioral health facility in the state. Services are also available in English.

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CETPA and its employees are dedicated to improving patient outcomes by ensuring we adhere to human, civil, constitutional, statutory and emotional rights. All employees who have direct contact with clients are bilingual. CETPA includes community leaders, community members and families as part of the decision making process to determine need.

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## **Programs: Adult Outpatient Treatment**

CETPA's Adult Outpatient Treatment Program provides services for adults that suffer the negative consequences from alcohol and drug use, abuse or addiction and for a variety of mental health issues including depression and anxiety. We are committed to provide the following professional services:

### **Services:**

#### **Evaluations/Assessments:**

CETPA provides Substance Abuse, Mental Health, and Psychiatric evaluations in Spanish or English. These evaluations assess client's situation, needs and provides a diagnostic impression or diagnosis. The result of these evaluations may or may not involve continued utilization of services at CETPA.

#### **Nursing Services:**

As part of the admission process, our clients receive a Nursing Assessment. The nursing services include a thorough nursing assessment, laboratory analysis, TB testing, drug testing and voluntary HIV/AIDS testing.

#### **Individual Counseling:**

Individual counseling is provided by a licensed/credentialed professional. Individual sessions are provided for clients to individually discuss and work on their treatment process with their primary counselor.

#### **Family Training:**

Sessions are provided for clients and their spouse/family to focus on improving communication skills, and education on the client's diagnosis and symptoms. Sessions can be done with or without the client present.

#### **Family Counseling:**

Family counseling sessions are provided by a licensed/credentialed professional. Sessions are provided for clients and their spouse/family to focus on the recovery process, healing the relationship, resolving any family trauma and other therapeutic issues. Sessions can be done with or without the client present.

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### **Group Counseling:**

Group counseling is provided by a licensed/credentialed professional. It includes such topics as PTSD, anxiety, depression and other therapeutic topics.

### **Group Training:**

Group training focuses on skills building such as values clarification and substance abuse education.

### **Medication Management**

Our Medical Director provides medication management services to our clients who are, in addition to psychotherapy, receiving pharmacological services at CETPA. Our on-site nurse can provide any testing necessary before a client is placed on psychotropic medications.

### **Community Support Individual (CSI):**

CSI is a support service that assists client with additional skills training in the client's community setting. In addition, CSI provides community linkage to connect the client with necessary resources.

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## **Programs: Child & Adolescent Outpatient Treatment**

CETPA's Child & Adolescent Outpatient Treatment Program provides services for youth from ages 4-18. Counseling services are provided for youth with a multitude of problems such as alcohol, drug abuse and addiction, various conduct problems, mood problems and others. The program emphasizes strength-based and family-focused treatment. CETPA encourages a strong family participation in order to provide the best possible outcome for the youth and their family.

### **Services:**

#### **Evaluations/Assessments:**

CETPA provides Substance Abuse, Mental Health, and Psychiatric evaluations in Spanish or English. These evaluations assess client's situation, needs and provides a diagnostic impression or diagnosis. The evaluation of children and adolescents also involves the family. The result of these evaluations may or may not involve continued utilization of services at CETPA.

#### **Nursing Services:**

As part of the admission process, our clients receive a Nursing Assessment. The nursing services include a thorough nursing assessment, laboratory analysis, TB testing, drug testing and voluntary HIV/AIDS testing.

#### **Individual Counseling:**

Individual counseling is provided by a licensed/credentialed professional. Individual sessions are provided for clients to individually discuss and work on their treatment process with their primary counselor.

#### **Family Training:**

Sessions are provided for clients and their family to focus on improving communication skills, parenting skills and limit-setting. Sessions can be done with or without the client present.

#### **Family Counseling:**

Family counseling sessions are provided by a licensed/credentialed professional. Sessions are provided for clients and their family to focus on the recovery process, healing the relationship, resolving any family trauma and other therapeutic issues. Sessions can be done with or without the client present.

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### **Group Training:**

Group training focuses on skills building for parenting, ADHD, and anger management to name a few.

### **Group Counseling:**

Group counseling is provided by a licensed/credentialed professional. It includes topics such as PTSD, anxiety, depression and other therapeutic topics.

### **Medication Management**

Our Medical Director provides medication management services to our clients who are, in addition to psychotherapy, receiving pharmacological services at CETPA. Our on-site nurse can provide any testing necessary before a client is placed on psychotropic medications.

### **Community Intervention Support (CSI):**

CSI is a support service that assists client with additional skills training in the client's community setting. In addition, CSI provides community linkage to connect the client with necessary resources.

### **Clubhouse:**

CETPA provides a place that houses support services for adolescents and families coping with the isolation, stigma and other challenges of substance use and co-occurring (substance abuse and mental health) disorders. The Clubhouse support services including: tutoring, GED preparation, SAT preparation, employment counseling, social activities such as outings, game room, exercise, and aftercare services.

*More information about the Clubhouse on next page.*

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## **Programs: The Clubhouse "Dreamers"**

The Clinic for Education, Treatment and Prevention of Addiction, Inc. (CETPA) is very proud of its latest program, **The Latino Youth Clubhouse ("Dreamers")**.

The Latino Youth Clubhouse Program is designed to provide a comprehensive and unique set of services for adolescents and families coping with the isolation, stigma and other challenges of substance use and co-occurring (substance abuse and mental health) disorders.

The Clubhouse is providing the Latino youth who are receiving counseling services at CETPA, with support services including:

- Life Skills Training
- Tutoring
- G.E.D. preparation
- S.A.T. preparation
- Employment counseling
- Social activities such as outings
- Game room
- Exercise
- Aftercare services
- Peer support services

### **Hours of Operation:**

Varies Depending on the Season.

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## **Program: DUI Intervention Program**

CETPA's program is registered with the Georgia Department of Behavioral Health as a DUI Intervention Treatment Provider. We provide evening, Spanish language programs that meet and exceed the State of Georgia requirements for these clients.

### **Services:**

#### **Clinical Evaluation:**

As of July 1, 2009, all DUI offenders including first time DUI offenders are required, as a condition of probation, to get a clinical evaluation, and if indicated by the evaluation, complete a substance abuse treatment program.

#### **Group Counseling:**

Several levels of group counseling are available for clients needing ASAM Level I treatment or higher. The minimum length of stay is usually 12 weeks, however, depending on circumstances, the minimum length of stay for some clients will be 18 weeks or longer. We offer the first and only Spanish language ASAM Level II treatment in the state of Georgia, offering a minimum of nine (9) hours of services per week.

#### **Individual Counseling:**

Sessions will be provided for clients that qualify for this level of counseling or for clients who chose individual counseling as a form of continuing care.

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## **Programs: Latino Youth Prevention Programs**

CETPA Prevention Programs provide prevention efforts to the Latino community in Georgia in an attempt to increase the awareness and the knowledge about alcohol, tobacco and other drugs, and other risk factors. Our primary goal is to educate children, parents and families and to help them make healthier choices in order to avoid the pitfalls of the many risks present today in their lives. Our programs deliver our own bilingual curriculum in combination with The Mendez Foundation curriculum "Too Good for Drugs and Violence".

CETPA provides prevention efforts targeted to Latino youth whose risk of developing substance abuse or other dangerous behaviors is significantly higher than others by virtue of belonging to that subgroup. We accomplish this through community workshops, educational fairs and dissemination of information.

CETPA's Latino Youth Prevention Program received the 2003 Exemplary Award from the Substance Abuse Mental Health Services Administration (SAMHSA) in Washington D.C. as a Promising Program. Currently CETPA is preparing to submit this program to the National Registry of Effective Programs and Practices (NREPP).

In 2009, CETPA's Latino Youth Prevention Program received the Georgia Ambassador Award and Best Red Ribbon Campaign for Non-profit organizations.

## **Services:**

**After-school programs:** CETPA provides gender-appropriate after-school programs targeted to Latino youth.

- ¡Soy Única, Soy Latina! (for girls)
- Niño Sano, Hombre Fuerte. (for boys)

**Alternative Activities:** In all of the programs, CETPA provides alternative activities for the children such as dance, music and soccer.

**Summer camps:** Every summer, CETPA holds a 1-2 week summer camp for boys and girls that provide healthy alternatives for Latino youth and their families.

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**iSoy Única, Soy Latina! Annual Rally:** Every year, CETPA holds a rally where the girls from the “iSoy Unica, Soy Latina!” program have the opportunity to present what they have learned in the program to their family and friends, as well as perform the dance that they learned during dance classes.

**Soccer Tournament:** At the end of the boys program (Niño Sano, Hombre Fuerte), a soccer tournament is held between the groups in different schools. The boy’s family and friends are invited to support their child and cheer for the team.

**Note:** All of CETPA’s Team Members are invited to attend and/or to offer their help for these events.

**Note:** Specific information for these events can be found on our website ([cetpa.org](http://cetpa.org))

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## **Programs: Community Education**

CETPA is dedicated to the education our Latino community about the myths and realities of substance abuse and the common misunderstandings of mental illness. We have criss-crossed the state providing free community education and seminars. We continue to do so as part of our outreach and prevention programs.

At CETPA, we believe it is important to educate the Latino community through participation in a variety of public education efforts, community boards, newspaper articles and radio and television appearances.

In order to track our participation in the community and our education efforts, CETPA has created a Team Member "Community Education Program" Form.

In this form, attached, we track:

- Team Member Sent To Event
- Type of Event
- Event Name
- Event Purpose
- Event Topic
- Date of Event
- Time of Event
- Contact Information, including:
  - Name
  - School (if applicable)
  - Phone Number
  - E-mail
- Attendance:
  - Planned
  - Actual

In addition to the Team Member's Form, each Supervisor keeps an additional log for his/her department of all community outreach activities.

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## **CETPA Team Member "Community Education Program" Form**

**Team Member:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**#** \_\_\_\_\_

**Event Purpose:** \_\_\_\_\_

**Event  
ID  
Number**

**Event Topic:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Time of Event:** \_\_\_\_\_

### **Contact Information:**

**Name:** \_\_\_\_\_

**School (if applicable):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Attendance:      Planned** \_\_\_\_\_

**Actual** \_\_\_\_\_

### **Notes:**

