

Chapter 1: Introduction to Case Documentation

1. To address the demands of external third parties to more precisely understand what counselors and therapists are expected to know and do, mental health professionals have developed a detailed list of _____.
 - a. theories
 - b. competencies
 - c. interventions
 - d. regulations

Answer B (Making a Difference-Competently)

2. In modern practice, _____ is the primary means of demonstrating proficiency in counseling.
 - a. client satisfaction
 - b. competency
 - c. documentation
 - d. licensing

Answer C (The Other Half of Competence)

3. Which of the following statements best captures the point the author makes regarding competency?
 - a. The two competencies should be thought of and taught separately.
 - b. A counselor need only know what to think, say and do with clients.
 - c. In-session skills and documentation are interrelated competencies and work synergistically together.
 - d. The most important of all counseling skills is knowing how to document the session.

Answer C (The Other Half of Competence)

4. The author suggests a five step approach or “map” to competent counseling, each step solidly grounded in a _____.
 - a. clinical case document
 - b. case script
 - c. clinical case dialogue
 - d. set of client goals

Answer A (The Five Steps to Competent Counseling)

5. The first of the five steps is _____, which the author refers to as “mapping the territory”.
 - a. assessing mental status and strengths
 - b. theoretical case conceptualization
 - c. documenting with progress notes

- d. evaluating progress

Answer B (The Five Steps to Competent Counseling)

6. The second of the five steps is _____, which the author refers to as “identifying oases and obstacles”.
- a. assessing mental status and strengths
 - b. theoretical case conceptualization
 - c. documenting with progress notes
 - d. evaluating progress

Answer A (The Five Steps to Competent Counseling)

7. The third of the five steps is _____, which the author refers to as “chart a course”.
- a. assessing mental status and strengths
 - b. developing a treatment plan
 - c. documenting with progress notes
 - d. evaluating progress

Answer B (The Five Steps to Competent Counseling)

8. The fourth of the five steps is _____, which the author refers to as “leave a trail”.
- a. assessing mental status and strengths
 - b. developing treatment plans
 - c. documenting with progress notes
 - d. evaluating progress

Answer C (The Five Steps to Competent Counseling)

9. The fifth and final step is _____, which the author refers to as “track your progress.”
- a. assessing mental status and strengths
 - b. developing treatment plans
 - c. documenting with progress notes
 - d. evaluating progress

Answer D (The Five Steps to Competent Counseling)

10. Case documentation can affect counselor feeling of burnout, however well-done documentation can help clinicians _____.
- a. be realistic and stay out of trouble
 - b. gain the trust of clients
 - c. think more clearly and precisely about what they are doing
 - d. stay on track in session

Answer C (Engaging Case Documentation Mindfully)

11. According to the author of the text, the process of case documentation allows for the counselor to link all of the following EXCEPT: _____.
- a. diagnosis
 - b. in-session experiences
 - c. theory
 - d. research and the knowledge base

Answer A (Clear Writing and Clear Thinking)

12. Besides clearer thinking, there are other practical reasons for mastering case documentation such as _____, _____, and _____.
- a. conceptualizing; planning; tracking
 - b. legal & ethical requirements; getting paid by third-party payers; ensuring/proving competency of care
 - c. client confidence; tracking progress; research potential
 - d. greater understanding of the process; tracking intervention success; analyzing outcomes

Answer B (Documentation Practicalities)

Short Answer

- 1. Discuss the relationship between counseling skills and documentation as related competencies.
- 2. Why is clear, written documentation important?
- 3. What does the author mean when she states that case documentation paperwork when done mindfully and thoughtfully, can enhance the counselors effectiveness and make their jobs easier?