**Instructions for Counseling Table**

* Take individual’s transportation ticket. Everyone must have one or they cannot be served.
* Check individual’s ID on their Life Card. They must have ID or they cannot be served.
* Check off name of individual on the name sheets provided.
* Have individual draw a card from the action card pile (best to fan cards out on table and let them draw the one they want).
* Each person must draw a card. Place a  in the box if they draw a positive card and an **X** if they draw a negative card so PO and others can see what has transpired during the counseling session (i.e., client was successful, did not pay copay, was disruptive, etc).
* If action card says “Arrived to counseling/treatment under the influence. Report to PO”, write “Under Influence” in red on their Life Card and send them to the PO immediately.
* Take copay from individual and write “pd” in box next to  or X.
* Count all of the **X**’s on their Life Sheet:

\*If there are a total of 4 or less **X’**s they are free to go.

\*If there are a total of 5 or more **X**’s in boxes, issue referral to the

court.

(the total is for the month- not each week)

\*\*\*On the participant’s Life Cards:  represents a good transaction

**X** represents a negative transaction

~It is not possible to predict every scenario that you may see. Please have fun with your role and keep in mind we want participants to understand the struggle associated with the return to society.

**\*\*\*Please only use the dry erase marker to write on the Life Cards.**

**Counseling Box Inventory**

Please verify that all items are in your box.

Notify a facilitator if anything is missing

* + - * + Ink Pens
        + Dry Erase Marker x2
        + Sticky pad for taking notes
        + Money Tray
        + Start-up Money
        + Treatment action cards
        + “Who Gets Treatment Each Week” cheat sheet
        + Name display for table
        + Instructions

Sample Life Card (1 of 6 different ones)

The following are your living expenses and court ordered appointments:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Cost | 1st week | 2nd week | 3rd week | 4th week |
| Probation | $30/month |  |  |  |  |
| Treatment | $15/visit |  |  |  |  |
| Food | $25/week |  |  |  |  |
| Rent/Utilities | $500/month |  |  |  |  |
| Child Support | $200/month |  |  |  |  |
| UA Test(s) | $5/test |  |  |  |  |
| AA/NA | Free |  |  |  |  |
| GED Class | Free |  |  |  |  |

You have the following ID: State ID  Birth Certificate  S.S. Card 

Housing situation changes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check in at Career Center weekly to look for full time employment.**

Career Center:

|  |  |
| --- | --- |
| Week 1 | Week 2 |
| Week 3 | Week 4 |

Home Cards:

|  |  |
| --- | --- |
| Week 1 | Week 2 |
| Week 3 | Week 4 |

Mark results of treatment here , X, pd

All 3 boxes must be checked

Space at bottom to write referral to Court or PO

Transportation Ticket

