NADD Competency-Based Dual Diagnosis Specialist Certification

Work Sample Guidelines

Work Sample Outline
The work sample should be 3 - 5 pages double-spaced. The citations do not count toward the page limitation. The work sample should include the following elements:

A. Relevant Background information - include problem addressed
B. Structure/format for addressing the issue(s)
C. Characterize the course of the service delivery
D. Issues that arose and how these were addressed
E. Description of the outcome.
F. Citation of at least two journal articles within the past 5 years regarding service delivery/training/ etc. of people with a dual diagnosis.

The work sample should demonstrate the following:

1) Ability to communicate effectively
   a. If you are an administrator, provide an example of how you have effectively communicated the need for change in the system for which you have responsibility.
   b. If you are a trainer, provide an example of how you have changed training content to meet the receptive communication needs of trainees.
   c. If you are a case manager or a service or support coordinator, provide an example of how you have been able to communicate clearly and effectively with people you serve.
   d. If you are a peer support specialist, provide an example of how you have helped to bridge communication between individuals being served and others providing services and supports.
   e. If you have another role, not mentioned here, provide an example of how your ability to communicate has enhanced life for individuals with IDD/MI.

2) Understanding of programmatic issues having an impact on individuals with dual diagnosis
   a. If you are an administrator, provide an example of how your understanding of programmatic issues (e.g., limited payment mechanisms, dysfunctional administrative rules) brought about change to enhance life for individuals with dual diagnosis.
   b. If you are a trainer, provide an example of a programmatic issue about which you have trained people so that the lives of service recipients are enhanced.
   c. If you are a case manager or a service or support coordinator, provide an example of how you overcame programmatic issues to acquire something needed for the people you serve.
   d. If you are a peer support specialist, provide an example of how you helped somebody you serve get what they needed.
   e. If you have another role, not mentioned here, provide an example of how your understanding of programmatic issues has helped improve lives.

3) Understanding of inter-systems issues and how differences can be resolved
   a. If you are an administrator, provide an example of a policy or process change for which you were responsible and explain how it improved services and supports for individuals with IDD/MI.
   b. If you are a trainer, please provide an example of at least three training sessions you have conducted and how those improved services and supports for people with IDD/MI.
   c. If you are a case manager or a service or support coordinator, please provide example of facilitating services to meet the bio-psycho-social needs of at least three individuals with differing needs from both the mental health and developmental disabilities systems.
   d. If you are a peer support specialist, provide an example of how you have helped bridge the gap between systems to assist the people you serve.
   e. If you have another role, not mentioned above, describe that role, and provide at least three examples of how your work has improved services and supports for individuals with IDD/MI.

Prior to submission of the work sample, the applicant should ensure the work sample includes consideration of each of the targeted areas and demonstrates incorporation of the competency areas. **The applicant may use one case for the entire work sample or a different case for each of the 3 questions**.

NADD will assign two examiners to review to work sample. The work sample will be reviewed to determine whether the candidate demonstrates competency. If the work sample is found to be acceptable, the interview will be scheduled. The examiners may require submission of additional information – including, in some cases, resubmission of the work sample – before they approve scheduling of the interview.