

**Command Spanish® Program Data Sheet**  
for  
***Spanish for Substance Abuse Counseling Personnel:***  
***Initial Screening and Admissions***

**Materials Description and Content:** *Spanish for Substance Abuse Counseling Personnel: Initial Screening and Admissions (Abuse Counseling)* is published by Command Spanish®, Inc. and consists of a 47 page manual and accompanying audio files. In addition to a special section devoted to pronunciation, *Abuse Counseling* contains the following work-specific language sections: Greetings and Goodbyes; Etiquette and Social Niceties; Communication Strategies; Numbers; Front Desk and Paying for Services; Identification and Personal Data regarding living arrangements, census information, medical and criminal history, employment information, substance and tobacco use; and Administering a Urinalysis. *Abuse Counseling* also contains the following appendices: Glossary; Drug and Alcohol Tables; Making Appointments; Countries and Nationalities; Money Issues; and the Spanish Name System.

**Program Description:** This program is designed to provide non-Spanish-speaking substance abuse counselors, intake personnel, their assistants, and their front office staff with functional skills in Spanish. The program utilizes phonetic encoding to address the most important Spanish commands, questions, and phrases critical to working with counseling clients. **No prior knowledge of Spanish is necessary.**

**Goal:** To prepare non-Spanish-speaking substance abuse counselors and others involved in substance abuse counseling services to use Spanish language skills to enhance their ability to professionally conduct initial screening and admissions interviews for their Spanish-speaking clients.

**Objectives:** Upon completion, participants will be able to use Spanish to do some or all of the following: welcome and receive patients; collect personal, medical, and payment information; conduct an initial admissions screening; administer a urinalysis; and set appointments.

**Intended Audience:** This program is intended for substance abuse counselors, their assistants and front office staff.