COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT

Psychological Services

PSYCHOLOGY INTERNSHIP PROGRAM HANDBOOK

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OVERVIEW

The Community Action and Human Services Department has a long-standing, committed belief that the training of interns and students of psychology, social work, marriage and family therapy, mental health counseling, and other disciplines is one of our professional responsibilities. The aim of the Psychology Internship Program is “to provide an organized training experience in clinical psychology to pre-doctoral level interns and equip them with the necessary clinical skills and competencies to successfully perform the role of Health Service Psychologist at the entry level.” The Department’s Psychology Internship Program is dedicated to providing outstanding preparation for Health Service Psychologists embarking upon professional careers. These initiatives demonstrate the Department’s commitment to a results oriented and evidence-based social service delivery model to its consumers. The internship program utilizes a Mentor-Practitioner model designed to provide close affiliation between the intern and supervisor via the development of a mentoring relationship as a vehicle to focus on strengthening the intern’s skills in clinical practice. The CAHSD training provides a variety of clinical experiences within the multi-cultural community of Miami-Dade County and fosters the same diverse staff and interns.
INTRODUCTION

The Miami-Dade County Community Action and Human Services Department (CAHSD) is a government department in Miami-Dade County and has a long tradition and commitment to caring for the social and human service needs of this community. CAHSD empowers disadvantaged families and communities through advocacy, education, resource mobilization and service delivery. The Department also provides comprehensive social services to assist children, adults and families to attain self-sufficiency, function independently and lead productive lives.

The Department provides services in a variety of areas: children and youth services; counseling and rehabilitation; elderly and disabled adult services; housing assistance; job skills; domestic violence and other special services. In FY 16-17, CAHSD provided mental health and social services to more than 100,000 residents. Approximately, 505 employees provided these services with an operating budget of $120,337,000.

In 2003, the Department was accredited by the Council on Accreditation (COA), in recognition of best practices for social services delivery, and subsequently re-accredited in 2007, 2011, 2016 and 2017. Accredited services include case management; substance abuse treatment; in-home support services; outreach services; supported community living; adult day care; residential treatment; employment and vocational services; domestic violence safe space shelters, advocacy and transitional housing to adult and child victims of domestic violence; and mental health for children, adolescents, and adults. The Department is also a member of the Child Welfare League of America and the National Association of Counties. The Psychology Internship Program has been accredited by the American Psychological Association (APA) since 2002.

CAHSD Description

CAHSD is the largest provider of comprehensive social services to individuals and families over the course of the full lifetime spectrum, from before birth to the elderly in Miami-Dade County. Services are designed and coordinated to address and relieve hardships associated with poverty. The service delivery model is strongly client centered and is comprised of multiple direct service components (listed below) to meet the needs of the entire family.

1. **Head Start/Early Head Start** includes the oversight of seventeen (17) delegate agencies in the provision of high-quality early childhood education. The program focuses on the development of positive social, physical and emotional development of children ages 0 to 5, ensuring that children are school-ready, and provides supportive services for their families. In the 2015-2016 program years, CAHSD expanded its Early Head Start program through partnerships with privately owned childcare centers. CAHSD is working collaboratively with these small businesses to help build their organizational capacity to better serve low-income families.

2. **Family and Community Services Division** encompasses services for targeted populations, including low-income families, individuals and communities, veterans, children, youth
and immigrants. Services include emergency assistance, utility and rent assistance, citizen participation, afterschool programs, employability skills training, job placement, access to public benefits, legal assistance, information and referral and psychological services. Services are available at CAHSD Community Resource Centers, as well as at specialized service sites located throughout the County.

3. **Elderly and Disability Services Division** provides comprehensive case management and access to a continuum of support services designed to promote independent living for seniors and persons with disabilities. Services include the provision of nutritious meals, home care, respite care, volunteer opportunities, psychological services and specialized services for youth and adults living with disabilities. Eligible seniors and persons with disabilities can also participate in activities provided in adult day centers and senior centers, as well as meal sites operated by CAHSD.

4. **The Violence Prevention and Intervention Division** offers victims of varying forms of domestic and sexual violence supportive and protective services. A comprehensive and coordinated response is the focal aspect of the division. Victims and their dependents receive services such as legal assistance, counseling, advocacy and employability skills training, and can also be placed in safe emergency or transitional housing.

5. **The Rehabilitative Services Division** includes both out-patient and residential treatment services for individuals struggling with substance abuse and addiction. Residential treatment is provided 24-hours 7-days per week and includes a variety of supportive services, such as individual, group and family therapy, employability skills training, and educational and vocational instruction. CAHSD also provides out-patient case management, counseling and care for individuals referred to treatment by the Miami-Dade Drug Court, in addition to walk-in clients.

6. **The Energy, Facilities and Transportation Division** provides numerous services designed to improve homes and communities. Services include weatherization, beautification, hurricane shutter installation and home rehabilitation for Miami-Dade County residents. Additionally, transportation services are provided to clients participating in Elderly and Disability Services and children enrolled in Head Start/Early Head Start.

7. **The Farmworker Career Development Program** assists migrant farmworkers in finding employment through employability skills training and job placement services.

8. **The Greater Miami Service Corps** is a program designed to improve the knowledge, skills and abilities of youth to enable them to achieve their educational and employment goals.

9. **Psychological Services** are provided to clients participating in various CAHSD programs, including: Head Start/Early Head Start, Family and Community Services, Elderly and Disability Services, Violence Prevention and Intervention, Rehabilitative Services and the Greater Miami Service Corps.

**Psychology Internship Program**

The Psychology Internship Program is housed within the Psychological Services Unit. The program is accredited by the American Psychological Association (APA) since 2002 and is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC) as of 1987. Questions related to
the program’s accredited status should be directed to the: Commission on Accreditation: Office of Program Consultation and Accreditation American Psychological Association, 750 1st Street, NE, Washington, D.C. 20002, Phone: (202) 336-5979, Email apaccrred@apa.org, Web: www.apa.org/ed/accreditation.

TRAINING PHILOSOPHY

The mission of CAHSD is “to empower individuals, families and communities through the provision of comprehensive social services” to address the needs of families, adults, adolescents and children residing in Miami-Dade County within the context of a collaborative, community-based outreach model. It is among the goals of the Department to promote training opportunities for students and interns in the areas of community outreach, intervention, consultation, and assessment. The Department has encouraged practicum and field placements of students in psychology, social work, marriage and family therapy, mental health counseling, and education since its early beginnings in 1967; the Psychology Internship Program was initially established in 1981. Training arrangements have existed with a variety of the educational institutions and treatment facilities in Miami-Dade and Broward counties for over 30 years. Some of Florida’s prominent universities are also located in the area and student placements have been typically received from Nova Southeastern University, Albizu University, the University of Miami, Barry University, Florida Atlantic University, Florida Institute of Technology and Florida International University. However, we welcome qualified and diverse interns from all accredited universities across the country.

The Department mission statement as stated above (see APPENDIX 1) supports the Psychology Training Mission Statement “to provide an organized training experience in clinical psychology to pre-doctoral level interns and equip them with the necessary clinical skills and competencies to successfully perform the role of health service psychologists at the entry level.” The Psychology Internship Program provides a generalist clinical training by exposing the interns to an array of different clinical/program areas serving a very diverse clientele. The interns are fully integrated into CAHSD programs, working with all levels of staff within each individual treatment modality. The general training philosophy of the Psychology Internship Program is enacted via a Mentor/Practitioner Model. The implementation of this model is achieved by pairing senior mentor supervisors with interns in preparation for professional careers in psychology working with children, adolescents, adults and their families.

A supervising psychologist is available to support the sequential and graded complexity of the internship experience, which tailored to the training needs of each intern. Mentoring is further achieved by the intern’s participation with her/his supervisor in co-consultative relationships and in-vivo supervision. The practitioner aspect of the training model emphasizes clinical practice and service delivery, which evolves over the internship year into an emphasis on empirical based models and individually tailored approaches to intervention, assessment and consultation. The in-vivo supervision is
further enhanced by other staff/task supervisors throughout the Department who have expertise in the various programs in which the interns are placed. Interns are team members of each program, thus being exposed to different professional perspectives, as well as opportunities for other collaborative efforts within a multi-disciplinary team approach.

Professional development, training, networking and multi-agency collaboration also occur with other public and private mental health facilities. Interns, graduate students and staff benefit from diverse opportunities to attend lectures and workshops in these and other facilities. These opportunities have been in the areas of family and marital therapy; assessment and management of family violence; sexual, physical, and drug abuse; suicide; bullying; youth gangs; teenage domestic violence prevention; alcohol misuse; mental health with the elderly population; challenging adolescents; cultural diversity; and individual differences in mental health.

As a training program nested in a multi-racial, multi-ethnic and multi-lingual community, special opportunities are afforded to the student that cross-stem from cultural interchange given the diverse generations of African-Americans, Hispanics, Haitians and other ethnic groups in the community.

Miami-Dade County, with urban and inner-city challenges, serves as a fertile landscape for the creative application of psychology, social work and other mental health professions. Interns also receive cultural diversity training, "Diversity Matters", from Miami Dade County, as well as other didactics on this topic scheduled throughout the year. They are provided with the necessary tools to handle their responsibilities such as a personal computer, a laptop, flash drive, Internet and County e-mail access. Interns have the availability of testing resources and assessment scoring software. Additionally, a wide array of therapy materials is provided for clinical interventions.

There are varying levels of master level psychology students in training within the Department. The students range from first and second year practicum students to elective practicum placements and pre-doctoral interns. Interns are provided with the opportunity to supervise practicum students as part of their internship training. The implementation of intern-practicum student supervision is enacted through the pairing of the intern with the practicum student assigned to the same rotation. The placement of intern and practicum students at specific sites increases the chances to co-lead groups, jointly handle crisis interventions and participation of consultation meetings with the rest of the team.

**TRAINING IN PSYCHOLOGY**

The CAHSD Psychology Internship Program was established in 1981. The Psychology Internship Program has been accredited by the American Psychological Association (APA) since 2002 and obtained re-accreditation in 2007, 2011 and 2017. The next site visit is scheduled to be held in 2027. The program has been a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC) since 1987. Training has been provided for graduate psychology practicum students since the late 1960's.

Training is administered by the Director of Training, along with departmental licensed mental
health professionals. The Psychology Internship Training Committee meets regularly to review students' progress, requests for placement, assist with the administrative aspects of the program, identification of training needs and active participation in the Continuous Quality Improvement (CQI) process of the program. Doctoral level psychologists, licensed in the State of Florida, provide the supervisory base for student training in psychology.

The staff adheres to the American Psychological Association's 2010 Ethical Principles of Psychologists and Code of Conduct, is abreast of policy statements relevant to standards for professional services as issued by the Association, and conforms to relevant statutes established by federal, state and local governments.

The internship program is one year (12 months) and interns must accrue a total of 2,000 hours. All interns provide clinical services simultaneously at two different programs/rotations throughout the year. Core supervisors are represented at each program area, sharing their expertise and providing clinical supervision to the interns through the mentor-practitioner model. Training consists of implementation of evidence based models and best practices through ongoing supervised clinical experience. All rotations include two programs which consist of a primary emphasis on either child or adult services. The assignment of the intern's child/adult placements are flexible and can vary based upon the training needs of the intern and specific program requirements. Interns are assigned to varying combinations of rotations at the start of the internship year. The interns' caseloads are divided as follows:

1. Child/Adolescent Programs (33% of Intern's Caseload Required):
   - Violence Prevention and Intervention Services (Domestic Violence): CAHSD provides various services for domestic violence survivors and their dependents, including counseling, treatment and early intervention services. There are also opportunities to engage with various human trafficking and domestic violence boards and taskforces. Programs include an outpatient site and 4 residential facilities.
   - Head Start/Early Head Start Program: CAHSD provides early learning to more than 7,000 children ages 0-5 at 82 locations. Mental health/psychological services delivered in centers consist of: individual/group/family therapy, assessments, psychological evaluations, case management, staff and parent consultations, crisis intervention and parent and staff trainings.

2. Adult Programs (33% of Intern's Caseload Required):
   - Substance Abuse Program: The CAHSD substance abuse residential program delivers mental health services which include: assessments, medical and state-mandated evaluations, referral for detoxification, medical clearance and placement into numerous treatment milieus. Among the psychological services delivered are individual, group and family therapy; psychological evaluations; staff and client trainings; and consultation.
• *Elderly and Disability Services Program*: Adult Day Centers are community-based facilities designed to meet the needs of functionally impaired elders and young adults. The division provides comprehensive case management and access to a continuum of support services designed to promote independent living for seniors and persons with disabilities. Mental health services are comprised of individual/group/family therapy, assessment, psychological evaluations, staff and client’s trainings.

• *Violence Prevention and Intervention (Domestic Violence)*: CAHSD provides various services for domestic violence survivors, including counseling and early intervention services. It also administers two domestic violence shelters, two transitional housing facilities and a coordinated victims assistance center, which protects and empowers victims of domestic violence and their dependents. Psychological services include: assessment, group/individual/family therapy, consultation, advocacy and staff training.

3. **Area of Interest (33% of Intern's Caseload Required)**: Interns may select from any of the program areas described above for the additional clinical experience within the assigned children or adult rotation.

Interns are provided with a wide exposure to work with clients across the lifespan, including preschool children up to elderly clients. We have identified five training activities that we believe help interns achieve competency in the nine 9 profession-wide competencies. They are as follow: supervisory activities (individual, group, peer and task supervision); professional development (formal didactics, trainings, presentations from interns, etc.); clinical experience (therapy and testing cases within the adult and child rotations); mentoring/professional collaboration (intern supervision of practicum student, consultation with other professionals, etc.); community involvement opportunities (attendance to board meetings, health fairs, community advocacy, etc.)

Interns receive individual supervision at their assigned site; however, professional development, didactics and staff training occur in other educational and mental health facilities. Interns are based at CAHSD Headquarters. Interns also have other professional activities such as group supervision, trainings, peer supervision and professional development groups for further peer socialization and professional identity as a group. Furthermore, interns have the opportunity to supervise master level practicum students under the supervision of their main supervisor. This supervision usually takes place at the adult rotation where interns have the opportunity to jointly co-lead groups, participate in consultation meetings and provide in-vivo supervision as well as model clinical skills to the practicum students.

Interns receive advanced training designed to address a range of mental health problems. Responsibility is assumed by the psychologists within the department for the daily clinical and administrative supervision of the interns in their work and professional development. Intern training is designed to produce competent health service psychologists who can demonstrate competency in the
nine professional areas. Therapeutically, emphasis is mainly eclectic, applying family systems, behavioral, existential, trauma focus therapy (client centered), cognitive and other principles of psychology. Multifaceted aspects of the program allow for training in evidence based interventions; assessment; legal and ethical standards, professional values and attitudes; cultural diversity, communication and interpersonal skills; research, consultation; and supervision.

The training program affords the intern the flexibility to experiment with and learn to apply a variety of modalities and approaches.

Because of the characteristics of the client population, there are many opportunities to impact the clients significantly in critical areas of the social fabric of our society by working with all populations. Interns utilize a variety of interventions including scheduled individual, group, and family therapy; classroom observations; psychological assessment; crisis intervention; consultation with parents, teachers, social workers, program administrators and other professionals; case staffing; supervision; and participation in the development of treatment plans.

Since the intern comes to the program after practica/externships are completed, the internship training ultimately prepares the intern within the generalist track to treat children, adolescents, adults, and families. Additionally, interns conduct consultation and training with program staff in community based settings. The intern will also be versed in the application of APA ethical standards, which is the framework and foundation through which the internship training program provides instruction.

The parent university/school and the Psychology Internship Program share the responsibility of maintaining an ongoing dialogue regarding the intern's development. A comprehensive intern evaluation is provided for each intern at least every six months. The training facilities are always available for visits from university/school-based advisors or program coordinators.

**RESEARCH AND PROGRAM DEVELOPMENT**

The internship provides the opportunity for interns to conduct research related to client service provision, as well as perform a program evaluation of any aspect of the Psychology Internship Program. The program evaluation encompasses the literature review and dissemination relevant to the particular area/rotation. Among the purposes of the program evaluation are the enhancement and improvement of the quality aspect of the program/site. This fulfills the APA research competency.

The following are examples of some of interns' research and program evaluation endeavors undertaken at the agency:

2. Burnout and Compassion Fatigue.
3. Patient Rounds to Increase Person-Centered Care at the Adult Day Centers.
4. Review of Program Activities and Client Diagnosis.
5. Rehabilitative Gender Equity Model.
6. Reconfiguration of program design to incorporate the inclusion of families in the treatment model to meet federal Head Start program standards.

7. Caregiver Support and Involvement.

All interns meet with the Director of Training for a research meeting monthly. During this meeting, the Director of Training and interns critically evaluate and disseminate research articles. The assigned intern selects a topic applicable to the training experience, reviews the updated research on that topic and presents findings to the Director of Training and the other interns during the monthly research meeting. Additionally, supervisors email updated articles and information to the interns on an on-going basis.

TRAINING AIM AND COMPETENCIES

The Psychology Internship Program exposes interns with models of evidence based clinical and ethical standards of professional practice. The Psychology Training aim is "to provide an organized training experience in clinical psychology to pre-doctoral level interns and equip them with the necessary clinical skills and competencies to successfully perform the role of health service psychologists at the entry level."

CAHSD Psychology Internship Program focuses on nine profession-wide competencies. These are:

I. Demonstrates competency in communication and interpersonal skills
II. Develops Competence in evidence based assessment
III. Demonstrates competence in evidence based interventions
IV. Displays competence in research
V. Develops competence in supervision
VI. Develops competence in consultation and inter-professional/interdisciplinary skills.
VII. Demonstrates competence in ethical and legal standards
VIII. Demonstrates competence in professional values, attitudes, and behaviors
IX. Demonstrates competency in individual and cultural diversity

The Psychology Internship Program applies principles, methods and procedures for understanding, predicting and alleviating intellectual, emotional, psychological and behavioral disabilities and discomfort. Further, training includes psychological assessment for pre-school children, elderly clients and adults within the residential substance abuse program. Interns sharpen their skills in applying psychological tests for diagnosing and evaluating social, developmental, intellectual, personality and adaptive skills of pre-school children, elderly and adults within the residential substance abuse program. The general training model of the Psychology Internship Program is the Mentor/Practitioner model. All internship experiences pair senior mentor supervisors with interns in preparation for professional careers as health service practitioners of psychology. Additionally, this model further permeates the relationship between the interns and graduate psychology practicum students in providing the intern with the opportunity to experience a supervisory role.
PSYCHOLOGY INTERNSHIP PROGRAM STRUCTURE

Admission Requirements

Applicants are required to have completed three years of graduate study from a Clinical, Counseling or School Psychology APA accredited program to be considered for admission into the Psychology Internship Program. Applicants must have completed a minimum of 600 hours, which consists of supervised clinical experience with children/adolescents and adults. Additionally, 50 assessment hours are required, as well as three years of practica.

Admission Process

Applications for the Psychology Internship Program are screened and rated by review teams consisting of a Training Committee member and a current intern. The teams consider the applicants' goals, essays, graduate training, references and graduate school performance. The selected top candidates will be invited for an individual structured interview with the Director of Training, a current intern and at least one member of the Training Committee, if available. Interviews are structured to ensure ample time for the applicant to present questions. Miami-Dade County employment responsibilities are reviewed with all applicants, including Level II background screening. After the intern applicant is matched with our program, an e-mail will be sent to the selected intern, followed by a formal letter of placement. An Affiliation Agreement will be sent to the Internship Training Coordinator of the intern's graduate program, which must be signed prior to the placement of the intern in our Department.

Fair Selection Practices

Miami-Dade County, the parent entity of the CAHSD, provides equal access opportunity in employment and services, which reflects respect for and understanding of "cultural and individual diversity." Nondiscriminatory policies and operating conditions are enforced to avoid restriction to program access, and unfair practices in recruitment, retention and staff/intern development that may occur due to, but not limited to, age, color, disabilities, ethnicity, gender, language, national origin, race, religion, sexual orientation, sexual identification and social economic status. Miami-Dade County is an equal opportunity employer for minorities and women, maintains an alcohol and drug-free workplace and does not discriminate on the basis of disability. Selection/ranked applicants, as well as hiring decisions are contingent upon satisfactory results of a physical examination, including a drug and alcohol use and misuse screening, and a review of the results of a pre-employment fingerprint-based national criminal background check. Satisfaction is determined at the sole discretion of the County. All hiring decisions are based solely at the discretion of the Department Director and/or designee.

Hiring Process

As a large governmental entity, Miami-Dade County has a number of necessary elements in the hiring process. All accepted interns are required to apply online with Miami-Dade County for the Psychology Internship position. All County employees including Psychology Interns must complete all
Miami-Dade County hiring requirements including a Miami-Dade County administered pre-hiring physical exam, drug screening, fingerprinting, and background check. More information on this process is available for review at the following website: http://www.miamidade.gov/jobs/pre-employment.asp. All efforts are made to arrange the pre-hiring requirements well in advance of the internship start date; however, it is our experience that interns must allocate ample time to complete the hiring process, which can entail several trips to Miami-Dade County or relocation up to one month in advance of the internship start date.

Orientation

Interns initially participate in a 2 weeks orientation with the Psychology Training Committee at the onset of the internship. This group orientation includes familiarization with the Miami-Dade County policies and procedures, department history, structure and personnel; a review of expectations and due process procedures (see APPENDIX 13); rights and responsibilities of the agency and intern (see APPENDIX 14); and general discussion. If available, the interns also meet with the outgoing class of interns for an additional orientation, which provides a socialization/training experience covering other important orientation elements, i.e., a typical day, documentation and perspectives from an intern’s point of view. Additionally, the orientation program unfolds during the first several weeks of the internship, consisting of a gradual orientation and acclimation to the intern’s assigned sites and responsibilities. Furthermore, as part of the orientation, interns participate in trainings of different evidence-based models implemented in various programs.

At the beginning of the internship year, interns complete a Psychology Intern Self-Assessment Form of their perceived strengths and weaknesses, as these pertain to the nine profession-wide competencies. Early in the internship, supervising psychologists critically evaluate the intern’s performance, noting areas needing strengthening. Specific objectives also emerge from the training needs identified by the intern and relate to experience and career goals.

This Psychology Intern Self-Assessment Form is a useful tool to assess each intern’s skill level and establish individualized training goals. At the onset of the internship, the emphasis on supervision is likely to highlight the nature of the population and their clinical issues, as well as procedural details and required documentation. As the year progresses and upon mutual agreement, the supervisor will allow the intern to be more independent in their clinical work wherein the intern may operate with a greater degree of autonomy with subsequent supervisory discussion. Finally, as clinical skills are further strengthened, there is a shift toward professional role definition, greater autonomy, the honing of clinical skills and opportunities for pursuit of individual professional development. As part of our Mentor-Practitioner Model, as the intern gains more autonomy, s/he is given the opportunity to provide a more active supervisory role with a psychology practicum student.

Placements

Interns are assigned to two program areas within CAHSD. The rotations include programs wherein
the primary emphasis is either (1) children or (2) adult services. As previously described, the Head Start and Violence Prevention and Intervention comprises the child rotation, while Rehabilitative Services, Elderly and Disability Services, and Violence Prevention and Intervention are the programs in which adult clients are served. All interns will be assigned to both an adult and a child program where services will be delivered simultaneously. More information about these placements is available on the CAHSD website, www.miamidade.gov/socialservices.

Interns are assigned to the respective placements according to a variety of factors, including intern’s training experiences, exposure to cultural diversity, personal strengths, the programs’ needs, on-site task supervisors, area of needed training, intern’s preference and “goodness of fit.” Graduate psychology practicum students may also be participants in training at these sites.

**Stipend, Leave Time, and Benefits**

The internship stipend is $19,000. All interns are hired as Temporary Employees of Miami-Dade County government and are eligible for paid time off. They are permitted to take up to 20 days of personal leave (i.e., vacation, sick, educational, etc.) and 13 County paid days. Interns are paid for these holidays provided they are in pay status the full day before and the day after the holiday.

Personal transportation is essential and there is substantial driving required between sites. Interns are eligible for on-the-job mileage reimbursement at the established Miami-Dade County reimbursement rate (currently @ $0.53/mile) as well as reimbursement for on-the-job tolls and parking. Prior to reimbursement, the intern will provide a copy of her/his driver’s license, proof of auto insurance and agree to follow established Miami-Dade County driving rules, which may be found at http://www.miamidade.gov/aopdfdoc/aopdf/pdffiles/A06-3.pdf.

**Internship Requirements**

There are nine profession-wide competencies emphasized in the Psychology Internship Program (please refer to the information on page 17). During the internship year, interns are expected to complete a minimum of six psychological evaluations. Testing opportunities are available only within the pre-school children, residential substance abuse adult and the elderly populations. The main supervisor is responsible for the assignments of the testing cases. Psychological evaluations require intensive supervision, followed by feedback meetings/presentations to the parents/guardians, clients and possibly other members of the treatment team. Additionally, interns are provided with the opportunity to supervise psychological evaluations conducted by graduate psychology practicum students, under the supervision of the licensed psychologists.

Coordinating services to families and engaging their involvement in treatment is emphasized as a general intervention philosophy in all rotation areas. Interns are required to devote 40% of their time to direct clinical service. The number of cases assigned is determined by the individualized professional
development needs of the intern as well as client needs. Interns usually have 16 hours/week of direct clinical experience at the beginning of the year and 18 hours/week during the second half of the year. A variety of client ages and levels of pathology are ensured to provide the intern with varied treatment opportunities.

Consultation with teachers, social workers, paraprofessionals, administrators, occupational therapists, speech therapists and other professionals occurs throughout the internship year. Assessment on how the intern establishes and maintains working relationships, and provides competent, professional information/consultation/direction provides data for feedback on an ongoing basis. The intern becomes integrated into her/his assigned program as a contributing professional in all aspects of program functioning.

Because of the nature of the client population, all program psychologists and psychology interns provide services beyond the realm of the traditional outpatient office visit. Such services may include occasional home visits and other flexible assignments. The typical work schedule is 8:00am to 5:00pm with a one-hour lunch break (40 work hours), although there is the expectation of availability for infrequent evening participation based on client’s needs. Interns may have a flexible schedule if the assigned placement requires regular evening work. Naturally, interns are never expected to provide any client services that would not be expected of their supervisor. However, interns' weekly hours may vary based on the expectation of the accrual of the required 2,000 hours during the one year program.

Interns are expected to attend and actively participate in clinical meetings, individual and group supervision, relevant professional development activities, didactics, peer consultation and local workshops (See APPENDICES 5-7). Each intern is expected to conduct at least one presentation at a local conference on a professional topic, psycho-educational trainings and at least two department professional workshops.

Our training program is sequential and builds upon the previously developed competencies acquired throughout the internship year and the evaluative criterion become more demanding as the year progresses. It is expected that the intern should require progressively less intensive supervisory oversight for the satisfactory completion of assigned responsibilities. The interns are evaluated at the six month mark and at the end of the internship year utilizing the Psychology Intern Evaluation Form (See APPENDIX 15). Additionally, interns receive informal feedback at the three and nine month mark of internship (see APPENDIX 16). These evaluations cover the nine professional-wide competencies. Whenever deficiencies in any areas are noted, supervisors address these with the interns in a timely manner to provide the intern an opportunity to correct the deficiency. The Training Committee also routinely discusses each intern’s progress at the Training Committee meetings. If the intern is failing to meet the established minimum criteria, a Corrective Action Plan is developed and implemented. The Intern must have an overall
minimum average rating of "meets" expectations on the nine professional competencies on the final intern evaluation form.

Supervisory staff is committed to provide continued opportunities to improve any deficient areas. Interns are provided with the opportunity to provide program feedback through the evaluation completed at mid-point and at the end of the year. Interns are asked to complete questionnaires evaluating their internship experience (see APPENDIX 17). Feedback gleaned from this process has been very helpful in shaping the direction of the internship program. Additionally, interns actively participate in the internship program continued quality improvement (PQI) process by revising policies and procedures, training schedule, clinical documents, etc.

**Supervision**

Each intern and her/his supervisor meet for a minimum of two hours per week for scheduled, face-to-face individual supervision, in addition to ongoing daily support and availability of all supervisors. Interns may have more than one supervisor, depending on the assigned rotation and the supervisors' expertise in the area. While the supervisor may not be present with the intern at times at the various sites, on those occasions, the intern can always contact the supervisor by cell phone, and the Center Director or Program Administrator at the site is available for any needed immediate consultation. All interns meet weekly with the Director of Training for two hours of group supervision. Group supervision provides an opportunity to strengthen professional development as well as promoting peer relationship building and information sharing. Interns are asked to complete Weekly Documentation of Supervision and Related Activities (see APPENDIX 9). Feedback is provided via supervision, and when necessary, adjustments may be made to the interns' work assignments. Once a month all interns meet as a group to provide peer supervision to each other. The Training Committee reviews the progress of each intern at regular meetings and the supervisors formally evaluate the intern's overall competence two times during the year (see APPENDIX 15). Input is also received from Task Supervisors, and other administrative and professional staff who work with the interns in their assigned sites. The Task Supervisor documents the intern's supervision in the Weekly Documentation of Supervision and Related Activities form.

**APPLICATION PROCEDURES**

A major focus of our screening and selection process is to identify individuals who have demonstrated a general training and clinical experience in working with children, adolescents, adults and families. Additionally, because of the profound importance of protecting the welfare of minors and elderly we look closely at the Professional Conduct section of Part I of the APPIC Application for Psychology Internship (AAPI) and the Evaluation of Applicant section of Part II of the AAPI, which is completed by the graduate program’s Training Director. Interns must abide by Miami-Dade County personnel requirement meets, policies and procedures, which include Level II background check as well as a drug screening and physical examination. All hiring decisions and continued employment is at the sole discretion the
Department Director. CAHSD values diversity and encourages diverse applicants to apply. During the applicant interviews, we consider interpersonal variables that would support the close Mentor aspect of our program. In person, Skype, or phone interviews are required to give both the applicant and the Training Committee a chance to mutually assess their matching potential. The deadline for receipt of the completed application and paperwork is in December. Specific deadline date for each year is outlined in program information on APPIC website (under Applicants and Application Process). Applicants must follow the online Application for Psychology Internships (AAPI) instructions available at www.appic.org.

OFFERS AND ACCEPTANCES POLICIES

There is strict adherence to the standards of internship offers and acceptances to an internship, as stipulated by the Association of Psychology Postdoctoral and Internship Centers (APPIC) Match Policies. This internship site agrees to abide by the APPIC policy that no person at this training facility will solicit, accept, or use any ranking-related information from any intern applicant. The APPIC policies can be accessed on their website at: http://www.appic.org.
## MIAMI-DADE COUNTY

### COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT

**MISSION STATEMENTS**

<table>
<thead>
<tr>
<th>DEPARTMENTAL MISSION STATEMENT</th>
<th>“The mission of the Miami-Dade Community Action and Human Services Department is to empower individuals, families and communities through the provision of comprehensive social services.”</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCHOLOGY INTERNSHIP PROGRAM MISSION STATEMENT</td>
<td></td>
</tr>
<tr>
<td>“To provide an organized training experience in clinical psychology to pre-doctoral level interns and equip them with the necessary clinical skills and competencies to successfully perform the role of health service psychologists at the entry level.”</td>
<td></td>
</tr>
<tr>
<td><em>(See Values and Principles)</em></td>
<td></td>
</tr>
<tr>
<td>PSYCHOLOGICAL SERVICES DIVISION MISSION STATEMENT</td>
<td></td>
</tr>
<tr>
<td>“Identification, assessment, and early intervention to maximize the optimal functioning of clients through the application of psychological principles informed through science and through training of students for professional careers.”</td>
<td></td>
</tr>
</tbody>
</table>

Revised 12/2016
INTERNSHIP TRAINING AIM, COMPETENCIES, AND METHODS TO ACHIEVEMENTS

At the conclusion of the one-year training program, interns will be able to demonstrate an increased level of knowledge and competence with children, adolescents, adults, and their families within the nine profession wide competencies. These competencies include:

I. Demonstrates competency in communication and interpersonal skills
II. Develops Competence in evidence based assessment
III. Demonstrates competence in evidence based interventions
IV. Displays competence in research
V. Develops competence in supervision
VI. Develops competence in consultation and inter-professional/interdisciplinary skills.
VII. Demonstrates competence in ethical and legal standards
VIII. Demonstrates competence in professional values, attitudes, and behaviors
IX. Demonstrates competency in individual and cultural diversity

METHODS TO ACHIEVE COMPETENCIES

The five identified training activities serve as a common denominator for the achievement of the nine professional competencies. While some might be more aligned to some competencies, others may help the interns increase their knowledge base on that area.

A. Supervision- Interns receive two hours of scheduled individual supervision per week from a licensed psychologist within the adult rotation.

B. Professional development- activities include formal didactics presented by various professionals/speakers and interns' presentations. Other examples of professional development include:

   a. Didactics: The two/three hour formal didactic sessions taking place approximately two-three times a month (see APPENDIX 6).
   b. Webinars: There are various webinars during the year.
   c. Workshops: The interns are provided with the opportunity to attend full-day workshops covering a range of areas relevant to our internship training experience.
   d. Training In-Service: Interns are required to provide two professional presentations during the internship year.
C. Clinical experience- clinical experience is operationalized through the assigned child rotation at Head Start and/or Domestic Violence Prevention and Intervention, and the assigned adult rotation at Rehabilitative Services, Domestic Violence Prevention and Intervention, or Elderly and Disability Services.

The program's educational plan offers a broad range of clinical experiences, where interns are required to gain further knowledge in the following competencies:

1. Communication and interpersonal skills- interns are required to develop and maintain effective relationships with varied professionals across all rotations.

2. Evidence based assessment- interns must conduct individual child and adult assessments for treatment planning and case disposition. Each intern must complete a minimum of 6 evaluations during the year; in keeping with the generalist track it is suggested that there is a combination of adult and child evaluations. Interns are expected to administer, score, interpret, submit a comprehensive report, and provide useful feedback to clients and other professionals.

3. Evidence based interventions- assigned rotations require for interns to work with different modalities, i.e. individual, group, and family. Interns will implement evidence based models across the various populations. They are responsible to develop treatment plans taking into consideration cultural and individual variables.

4. Research- interns are expected to critically review and discuss relevant research related to case planning, trainings, program evaluation, and psycho-educational presentations.

5. Supervision- all interns has the opportunity to supervise a practicum student during the year.

6. Consultation, inter-professional/interdisciplinary skills- Interns have ample opportunities to participate in consultation/clinical activities based on the assigned sites.

7. Ethical and legal standards- interns must familiarize themselves with state regulations, especially at some of the rotations such as Domestic Violence Intervention and Prevention.

8. Professional values, attitudes and behaviors- interns face challenges across the rotations; supervisors join the interns at that site as they discuss these in supervision.
9. Individual and cultural diversity- Case assignments are carefully considered to ensure interns have a wide variety of clients; even within the specific rotations supervisors ensure diversity.

D. Mentoring/professional collaboration activities are embedded throughout the rotations. Each individual program establishes collaborative relations with other professionals. Some examples of mentoring/collaboration are:

   a. **Case Staffing's:** Interns may have the opportunity to attend clinical case staffing to review the status of their clients.
   b. **Multi-disciplinary team meetings:** All rotations schedule multi-disciplinary team meetings where different professionals consult on the status of their clients.
   c. **Peer Consultation:** Interns attend and participate in monthly peer consultation groups.

E. Community involvement opportunities- Each rotation offers different avenues where interns can participate in board meetings, task force groups, community fairs, etc. Samples of community involvement can include:

   a. **AA Community Meetings** - interns can attend these meetings to observe the network and support process AA/NA has in place for the individual experiencing substance use problems.
   b. **Recovery Oriented Systems of Care (ROSC) Summit** - this group is sponsored by community providers to focus on evidence based models for recovery.
   c. **CAA Board Meeting** - monthly CAA Board meeting where local government representatives, faith based organizations, city representatives, etc. discuss Head Start and other block grant projects.
   d. **Miami Dade County Age Friendly Initiative** - lead agencies in the community are identifying various domains, i.e. housing and transportation or Human Trafficking.
   e. **Miami Dade County Domestic Violence Board and Human Trafficking Board** - these boards meet on a quarterly basis with community partners, such as Police Department, Department of Families and Children, State Attorney Office, etc. to develop and implement policies within Miami Dade County.

**Interns Expectations**

Interns provide direct intervention services that may include individual, group, family, adult, and couples therapy. Interns are required to be familiar with relevant literature, updated research, techniques of rapport building, and strategies of evidence based interventions. Interns are evaluated on their ability to demonstrate an organized conceptual understanding of the client’s problems and ability to apply such in treatment. Additionally, the interns needs to differentiate among various intervention strategies to facilitate treatment, identify therapeutic needs and work toward their resolution, identify cultural client’s cultural factors, maintain appropriate therapeutic boundaries, and utilize a variety of intervention
techniques. Interns are also expected to be aware of their own cultural influence on the treatment process, and to keep adequate and relevant progress notes. Empirically validated treatment approaches are reviewed in individual and group supervision as well as covered during clinical training at the beginning of internship during orientation. Additionally, other treatment approaches and issues (e.g., treatment planning) are the main subject of focus of the Training Seminars (see APPENDIX 6).

Interns gain extensive experience in methods of conducting consultation. Due to the multi-disciplinary staffing of the various programs, interns may engage in daily consultative experiences with social workers, speech pathologists, teachers, occupational therapists, teacher aides, and practicum students in psychology. They also consult regularly with representatives from community agencies and other professionals involved in their clients' cases to provide direction and to obtain useful diagnostic information. The diversity of the clients and staff provides the interns with the opportunity to develop culturally sensitive awareness when dealing with consultative issues. Methods of consultation, the role of the consultant, and approaches to engaging resistant individuals are discussed at length during the intern's individual and group supervision.

Interns have various opportunities for exposure to program evaluation in our internship program. In each of the bi-monthly training seminars, interns are asked to evaluate the usefulness of the seminar via the Professional Development Evaluation Survey (see APPENDIX 10). These training seminar evaluations have helped shape the didactic experience for the internship program. Interns also evaluate the internship program as a whole twice annually with the Psychology Internship Evaluation Form (see APPENDIX 15), which has been instrumental to the Training Committee in making improvements for the internship program. Additionally, all of the interns participate in the interviews of prospective interns for the upcoming year and provide the applicants with their appraisal of the internship program in meeting their training needs.

Interns have the opportunity to learn about the process and methods of supervision. The Department typically has practicum students from APA-accredited clinical or school psychology doctoral programs, under the supervision of the licensed psychologist. The interns will be assigned one or two
practicum students during the year to supervise. This experience is aligned with the program’s mentor–practitioner model where main supervisors mentor interns and interns mentor practicum students. Interns schedule weekly supervision with the assigned practicum and document supervision in the “Weekly Documentation of Supervision” form. The intern is given a consultative, supervisory role with the practicum student and may be involved in co-therapy. Parenthetically, within our Mentor-Practitioner model of training, the practicum students look to the interns as mentors, and will often seek input from the interns as role models for their own development. Interns are provided with the opportunity to explore this relationship in individual and group supervision. Furthermore, supervisors frequently invite interns to join them for supervision of practicum students, thus providing in vivo supervision of supervisions as well as role modeling. Interns actively participate and provide their feedback for the practicum students’ evaluations. Interns are expected to become familiar with the empirical and scientific bases of assessment and treatment approaches. During supervision with the practicum students, interns provide assignments to read relevant research and applied clinical practice articles relevant to assessment and treatment interventions.

As part of research and scholarly inquiry, interns are responsible for evaluating an intervention, program, or policy to demonstrate understanding of performance quality improvement practices. In the past, interns have used the Logic Model in order to review such programming; they will receive a didactic training on the model in order to fulfill this requirement. Additionally, the model’s training can be found at the website:

http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html.

All interns are asked to complete an assessment/evaluation of a program, preferably a program assigned in one of their rotations, within the scope of the clinical internship training. Interns will complete a logic model flow chart and present their program evaluation project to the program administrator, supervisor and program staff at the end of the year. The immediate supervisor will fill out the PROGRAM EVALUATION/PROFESSIONAL DEVELOPMENT FORM and provide the intern with feedback during individual supervision.
Interns are actively involved in research scholarly inquiry throughout the internship year, including presenting at one local conference, as well as prepare two departmental clinical trainings. Additionally, interns put together parent and staff psycho-educational presentations at different programs/rotations based on specific needs. When the call for submission becomes available, the interns complete and submit the request to the supervisor for approval. Interns coordinate not to duplicate topics; this be discussed during peer/group supervision. Interns invite practicum students to co-author presentations. Once the proposal is accepted, the interns prepare the presentation. Prior to the conference/presentation, the interns submit a draft of the PowerPoint for approval to the immediate supervisor. The supervisor provide interns with feedback; interns will incorporate recommendations provided by the supervisor. The supervisor discusses with the intern the evaluation of the written portion of the presentation. The day of the conference, the intern will be responsible to have copies of the presentation for the audience. At the workshop, both the supervisor and audience will evaluate the interns.

Interns are provided with a laptop, flash drive, and a PC as well as high speed internet access for resources. Supervisors, interns and practicum students have access to Drop Box. These are student's individual files, resources, samples, and other files with additional tools. Interns are also assigned a Miami-Dade County e-mail address. Interns have access to the supervisor’s resource materials. When learning a new assessment or therapy skill or technique, interns are encouraged to collect research information to facilitate their interventions. Although interns are provided with a curriculum at the beginning of the year, the training supervisors as well as other supervisors e-mail the students with relevant literature throughout the entire year. In addition, the content of seminars and workshops typically consider empirical bases for the information being presented. Interns gain extensive experience in working with a broad range of clients from different racial, cultural, and ethnic minorities. Case assignments are made across a spectrum of client’s individual differences in order to ensure diversity. Some of the training seminars (see APPENDIX 6) specifically address the importance of cultural background and individual diversity in our work as psychologists, and diversity issues are regularly discussed in supervision as they relate to the intern's work. The staff of the various placement sites also
represents a wide array of minority populations, providing interns with an opportunity for additional exposure in their consultative experiences. Efforts are made by the internship program to create an internship class of diversity, further enhancing the interns' appreciation for individual differences.
PSYCHOLOGY INTERNSHIP TRAINING PROGRAM
VALUES AND PRINCIPLES

- Professional and personal conduct of the psychology staff and interns are expected to reflect the APA Code of Ethics and the Office's Code of Behavior.
- Training of psychology interns for professional practice must be in a service providing setting.
- Responsibilities assigned to the intern should be graduated, non-exploitative, and varied across a wide range of psychological functions.
- Training experience should be of adequate length to assure competence in the nine professional wide competencies.
- Clients with whom an intern works should represent a diverse clientele, with a variety of ages, cultures, ethnicity, sexual orientation, religion, and functioning levels.
- Guiding policies and procedures of the training program should be public.
- Intern performance expectations should be clear and verifiable.
- Practice of psychology in the training site and the bases of training must rest upon the science of psychology.
- Training methodology should emphasize direct service contact across the areas of competency focus.
- Training environment must encourage learning and inquiry through professionalism and mutual respect.
- Training is enriched through multi-disciplinary interaction and co-participation.
- Training should have adequate oversight and self-correcting mechanisms including planning, implementation, and evaluation by multiple levels (supervisors, interns, external input).
- Training supervisors should be adequately credentialed for psychology practice and directly responsible for the cases supervised.
- Interns should have adequate opportunities to socialize and have peer interactions.
- Interns should be adequately prepared and be personally “ready” to assume the responsibilities associated with internship training.
- Resources should be adequate to support training.
- Diversity should be sought in staff and interns.
- Training supervisors should be readily available and accessible.
- Progress through training should be documented with sequential feedback.
- Interns should have ready access to avenues to resolve any concerns or grievances.
- Serious impairments in upholding these values and principles should result in examination and repair, or cessation of training endeavors.
COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT
PSYCHOLOGICAL SERVICES
PSYCHOLOGY INTERN SELF-ASSESSMENT FORM

Intern: ___________________________ Date ________________

Supervisor(s): __________________________

This information is to be shared with the assigned supervisor to familiarize her/him with the intern’s self-assessment of clinical strengths, areas in need of improvement and goals to be worked on during this year of training.

Competency Rating Scale

1—Poor
Limited skills/proficiency, needs additional training to be able to implement independently

3—Average
Developing skill/still acquiring this proficiency, need additional experience to be able to teach the material to others

5—Excels
Vast knowledge, special strength, area of expertise, comfortable with implementation across different settings and able to teach or model this skill to others

1: Current competence in communication and inter-professional skills
Rate your ability to communicate and interact with other professionals in the system of health service psychology and application of this knowledge from other professionals through consultation.

1—Poor

3—Average

5—Excels
2: Current competence in psychological assessment
Rate your level of proficiency in the administration, scoring, and interpretation of empirically-validated testing tools.
1—Poor
3—Average
5—Excels

List tests you believe you have expertise in below:

- 
- 
- 
- 
- 
- 

Additional comments:

3: Current competence in empirically-validated therapeutic interventions
Rate your level of familiarity with empirically validated therapeutic models for diverse populations (i.e., children, adults, domestic violence, substance abuse, and families).
1—Poor
3—Average
5—Excels
4: Current knowledge of current research
Rate your level of competency to be in the area of research—how familiar are you with the most updated research, the dissemination of research, and the critical review of research?
1—Poor
3—Average
5—Excels

Additional comments:

5: Competence in supervision
Rate your level of supervisory skills with psychology trainees.
1—Poor
3—Average
5—Excels

Additional comments:

6: Consultation and Interpersonal/Interdisciplinary competence
Rate your efficacy in establishing and maintaining effective relationships and working within a multidisciplinary team, i.e., how well do you produce and comprehend oral and written communication that is well-integrated and informative?
1—Poor
3—Average
5—Excels
7: Competence in ethical and legal standards
Rate your knowledge of APA’s Ethical Principles, local/state/regional/federal laws, adherence to APA’s Ethical Guidelines, recognition of ethical dilemmas, and ability to respond in an ethical manner at all times.
1—Poor
3—Average
5—Excels

Additional comments:

8: Individual and cultural diversity competence
Rate your ability to independently apply knowledge and work effectively with a diverse range of individuals.
1—Poor
3—Average
5—Excels

Additional comments:
9: Competence in professional values, attitudes, and behaviors.
Rate your level of professional identity, responsiveness to supervisory feedback, and level of self-reflection regarding professional activities.
1—Poor
3—Average
5—Excels

Additional comments:


Supervisor's Name (Print)        Supervisor's Signature        Date

Intern's Name (Print)            Intern's Signature          Date

Revised 07/2016
Policies and Procedures for Research

Interns will present at one local conference and perform two departmental trainings. When the call for submission becomes available, the interns will complete and submit the request to the supervisor for approval. Interns will coordinate not to duplicate topics. This will be discussed during peer/group supervision. Interns will invite practicum students to co-author presentation. Interns will review examine current articles, book chapters, and other research materials to prepare the presentation. Once the proposal is accepted, the intern will prepare the presentation. Additionally, interns will prepare psycho-educational trainings for staff and clients based on the needs of the particular site/rotation.

Prior to the conference/presentation, the interns will submit a draft of the PowerPoint for approval to the immediate supervisor. The supervisor will provide interns with feedback. Interns will need to incorporate recommendations provided by the supervisor. The supervisor will provide the interns with an evaluation of the written portion of the presentation. The day of the conference, the interns will need to have copies of the presentation for the audience. At the workshop, the supervisor and will evaluate the intern by filling out the Professional Development Form.

Program Evaluation Procedure

During the course of the year, interns will be responsible for evaluating an intervention, program, or policy to demonstrate understanding of performance quality improvement practices. Interns will implement the Logic Model in order to review such programming. A Webinar about the Logic Model can be accessed at: http://www.uwex.edu/ces/lmcourse/interface/coop_M1_Overview.htm

Helpful Worksheets can be found at: http://www.uwex.edu/ces/pdande/evaluation/evallogicmodelworksheets.html

Templates and Examples can be found at: http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html

Interns will receive a couple of didactic trainings on the Logic Model. Interns will then be asked to complete a programmatic assessment of a program of their choosing within the scope of clinical internship training. As part of this project, interns are expected to examine current research and disseminate the information as part of their program evaluation report. A proposal will be submitted for approval prior to starting the program evaluation. A meeting will be scheduled at the program site for the intern to formally present the program evaluation. Program staff and administrators will be invited to attend. The intern’s main supervisor will discuss and review the Program Evaluation Form with the intern to evaluate this project after the presentation.
<table>
<thead>
<tr>
<th>Date and Location</th>
<th>Title</th>
<th>Presenters</th>
<th>Abstract</th>
<th>Learning Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/10/18</td>
<td>Completion of application package for screening and new hire documents</td>
<td>Rosetta Meeks-Staten</td>
<td>Completion of required paperwork to get background check and fingerprinting and completion of new hire paperwork</td>
<td>- Incoming interns will complete paperwork to enable them to go through the background check and fingerprinting and new hire paperwork</td>
</tr>
<tr>
<td>08/13/18</td>
<td>Physical Exam</td>
<td>Miami-Dade County doctor</td>
<td>Completion of physical exam to ensure you are able to start working at CAHSD</td>
<td>- Completion of physical exam to ensure you are able to start working at CAHSD</td>
</tr>
<tr>
<td>08/13/18</td>
<td>Background and Finger Printing</td>
<td>To be provided from HR</td>
<td>Completion of background check and fingerprinting to ensure you are able to start working at CAHSD</td>
<td>- Completion of background check and fingerprinting to enable interns to start working at CAHSD</td>
</tr>
<tr>
<td>08/16/18</td>
<td>TB Test Reading</td>
<td>Miami Dade County Doctor</td>
<td>Completion of physical exam to ensure you are able to start working at CAHSD</td>
<td>- Incoming interns will complete their physical exam required by Miami-Dade County</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Event Description</td>
<td>Details</td>
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<tr>
<td>08/20/18</td>
<td>9:00am-10:00am</td>
<td>Introduction &amp; Meet-&amp;-Greet</td>
<td>The outgoing interns will introduce themselves to the incoming interns. This time will serve as a brief introduction and time to get to know one another.</td>
<td></td>
</tr>
</tbody>
</table>
|            |               | OTV 701 NW 1 Court 9th Floor Conference Room Miami, FL 33136                      | • Incoming interns will be given a brief introduction to the internship and the expectations for the upcoming weeks  
• This is an opportunity for outgoing and incoming interns to meet one another |
| 08/20/18   | 10:00am-12:00pm| Battelle Developmental Inventory, Second Edition (BDI-2): Theoretical Information and Practical Use | The Battelle Developmental Inventory, Second Edition (BDI-2) is an early childhood instrument based on the concepts of developmental milestones. This workshop provides key information on the administration, scoring, and interpretations of the BDI-2. |
|            |               | OTV 701 NW 1 Court 9th Floor Conference Room Miami, FL 33136                      | • Incoming interns will gain an understanding of the various domains of child development  
• Incoming interns will gain an understanding of how to administer and score the BDI-2  
• Incoming interns will learn how to interpret evaluation results  
• Incoming interns will learn how to link recommendations to evaluation results  
• Incoming interns will learn how to communicate findings clearly and sensitively |
| 08/20/18   | 1:00pm-3:00pm | Leiter 3– Theoretical Information and Practical Use                               | The Leiter-3 is a nonverbal intelligence test that can be used to identify children with cognitive disabilities, to monitor small increments of improvements in cognitive abilities, and to develop intervention strategies that address the identified disabilities. This workshop provides key information on the administration, scoring, and interpretations of the Leiter-3. |
|            |               | OTV 701 NW 1 Court 9th Floor Conference Room Miami, FL 33136                      | • Incoming interns will learn how to determine when the Leiter-3 is an appropriate choice for student’s evaluation  
• Incoming interns will gain proficiency in administering and scoring the Leiter-3  
• Incoming interns will learn how to interpret evaluation results  
• Incoming interns will learn how to link recommendations to evaluation results  
• Incoming interns will learn how to communicate |
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Activity</th>
<th>Presenter</th>
<th>Overview</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/20/18</td>
<td>3:00pm-4:00pm</td>
<td>OTV</td>
<td>Q&amp;A</td>
<td>Outgoing Interns</td>
<td>Outgoing interns will answer any questions or provide any requested further information regarding the internship, expectations for the upcoming weeks, the BDI-2, and/or the Leiter-3.</td>
<td>• Incoming interns will gain clarity on any remaining questions or be provided with any requested information regarding the internship, expectations for the upcoming weeks, the BDI-2, and/or the Leiter-3.</td>
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<tr>
<td></td>
<td></td>
<td>701 NW 1 Court</td>
<td>9th Floor</td>
<td>Conference Room</td>
<td>Miami, FL 33136</td>
<td></td>
</tr>
<tr>
<td>08/21/18</td>
<td>9:00am-10:00am</td>
<td>CVAC</td>
<td>Trauma-Informed Care</td>
<td>Maria Sosa</td>
<td>Maria Sosa will provide a training on Trauma-Informed Care. According to the Substance Abuse and Mental Health Services Administration, trauma-informed care organizations, programs, and services are based on an understanding of the vulnerabilities or triggers of trauma survivors that traditional service delivery approaches may exacerbate, so that these services and programs can be more supportive and avoid re-traumatization.</td>
<td>• Incoming interns will be able to identify the core principles of Trauma Informed Care • Incoming interns will be able to define trauma and understand its impact on the brain • Incoming interns will be able to express the basic tenants of Trauma Informed Care and its importance in practice • Incoming interns will be able to demonstrate an understanding of both risk and protective factors</td>
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<tr>
<td></td>
<td></td>
<td>2400 South Dixie Hwy</td>
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<td></td>
<td>Miami, FL 33133</td>
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</tr>
<tr>
<td>08/21/18</td>
<td>10:00am-12:00pm</td>
<td>CVAC</td>
<td>Orientation/Site Tour: Coordinated Victim Assistance Center</td>
<td>Maria Sosa</td>
<td>Maria Sosa will provide a tour and overview of the selected site, including discussion of policies and procedures, forms/documents, activities taking place at the site, and contact personnel on-site.</td>
<td>• Incoming interns will familiarize themselves with CVAC</td>
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<td></td>
<td></td>
<td>2400 South Dixie Hwy</td>
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<td></td>
<td>Miami, FL 33133</td>
<td></td>
</tr>
<tr>
<td>08/21/18</td>
<td>1:00pm-3:00pm</td>
<td>New Direction</td>
<td>Cognitive Behavioral Therapy (CBT)</td>
<td>Jessica Block</td>
<td>Jessica Block will provide a training discussing the CBT model. In the presentation she will discuss the relationship between thoughts feelings &amp; behaviors and explain the use of CBT in clinical settings.</td>
<td>• Incoming interns will increase their understanding of CBT origins • Incoming interns will learn about effectiveness of CBT for various disorders • Incoming interns will learn the CBT framework</td>
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<tr>
<td></td>
<td></td>
<td>3140 NW 76th Street Miami, Florida 33147</td>
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<td>08/21/18</td>
<td>3:00pm-4:00pm</td>
<td>New Direction</td>
<td>Site Tour: New Direction</td>
<td>Jessica Block &amp; Shana Cox will provide a tour and overview of the selected site, including discussion of policies and procedures, forms/documents, activities taking place at the site, and contact personnel on-site.</td>
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<td>08/23/18</td>
<td>9:00am-11:00am</td>
<td>Frankie Shannon Rolle Neighborhood Center</td>
<td>Neurocognitive Disorders</td>
<td>Ellen Durham and Maria Sosa will provide a presentation on Neurocognitive Disorders, highlighting the updates from DSM-IV to DSM-5 and explains diagnostic criteria for certain disorders (i.e.: delirium, minor NCD, and major NCD). Additionally, the presentation will highlight the appropriate assessment of such disorders, and use of evidence-based interventions to treat NCD’s.</td>
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<td>08/23/18</td>
<td>1:00pm-2:00pm</td>
<td>Frankie Shannon Rolle Neighborhood Center</td>
<td>Group Counseling</td>
<td>Jessica Block and Shana Cox will provide a training on group counseling. Group counseling can be a powerful intervention for helping members achieve needed change. The benefits of utilizing the group modality will be discussed. The training will discuss effective group leaders, basic</td>
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<td>08/23/18</td>
<td>Motivational Interviewing (MI)</td>
<td>Shana Cox</td>
<td>Shana Cox will provide a training on Motivational Interviewing. MI is a communication and counseling style that can be used to engage a client in treatment or throughout the counseling process. It is an evidence-based intervention for substance use disorders that helps clients to overcome the ambivalence that is a natural part of the change process.</td>
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<td>• Incoming interns will gain knowledge and understanding of the key concepts and clinical uses of MI</td>
<td>• Incoming interns will watch specific strategies and techniques used in MI</td>
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<td>• Incoming interns will have the opportunity to practice strategies and techniques that will be useful when working with the substance abuse population</td>
<td>• Incoming interns will have the opportunity to practice strategies and techniques that will be useful when working with the substance abuse population</td>
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<tr>
<td>08/24/18</td>
<td>Trauma-Focused Cognitive Behavioral Therapy (TF-CBT)</td>
<td>Ellen Durham</td>
<td>TF-CBT is an evidence-based model designed to treat children and adolescents who have experienced trauma. TF-CBT has been used for the past 25 years and has been shown to be beneficial in decreasing trauma related symptomatology. TF-CBT has also been shown effective in decreasing other presenting problems and can be applied in different modalities. Research suggests that TF-CBT is effective at treating trauma related symptoms when compared to other models. This</td>
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<td>• Incoming interns will increase knowledge and understanding of Trauma-Focused Cognitive Behavioral Therapy</td>
<td>• Incoming interns will increase understanding of specific interventions utilized in TF-CBT and application in CSA cases</td>
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<td>• Incoming interns will increase familiarity with current research on TF-CBT.</td>
<td>• Incoming interns will increase familiarity with current research on TF-CBT.</td>
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<td>08/27/18</td>
<td>8:00am-10:00am</td>
<td>OTV 701 NW 1 Court</td>
<td>Welcome Departmental Orientation</td>
<td>This brief orientation session will welcome new interns, introduce them to the program, and discuss the schedule for the orientation week.</td>
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<td>08/27/18</td>
<td>10:00am-12:00pm</td>
<td>OTV 701 NW 1 Court</td>
<td>Intern Orientation/Site Tour: OTV</td>
<td>Outgoing interns will provide an overall overview of the internship program from the intern's perspective. Topics discussed may include: Intern job assignments, testing/therapy materials, rotations, transfer cases, flash drives, ASE, etc.</td>
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<td>- Interns will gain a better understanding of the rotations offered through CAHSD and become acquainted with staff and procedures.</td>
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<td>- Interns will be able to discuss the case transfers and to inquire pertinent clinical issues related to these cases. Interns will understand all training expectations and know how to document their compliance with program.</td>
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<td>08/27/18</td>
<td>1:00pm-3:00pm</td>
<td>Q&amp;A</td>
<td>Outgoing Interns will answer questions and provide their perspective of the internship.</td>
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<td>Interns will be able to ask questions and gain perspectives of outgoing interns.</td>
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<td>08/27/18</td>
<td>3:00pm-5:00pm</td>
<td>Organizing cubicles</td>
<td>Outgoing Interns will become familiar with their personal cubicles and the materials in them.</td>
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<td>Interns increase their familiarity with their cubicles. Interns will begin organizing their cubicles.</td>
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<td>08/28/18</td>
<td>8:00am-11:00am</td>
<td>Internship Orientation</td>
<td>Dr. Tiffany Amrich: The CAHSD Internship Orientation will provide an overview of the internship program's training model, goals and objectives, training activities and supervision requirements, and details about all relevant policies and procedures. In particular, the following will be covered:</td>
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<td>Interns will be able to discuss the internship's program's training model and goals and objectives, and articulate a plan to meet these by the end of the training year. Interns will understand all training expectations and</td>
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<td>08/28/18</td>
<td>IT Orientation</td>
<td>Interns will be oriented to Miami-Dade County IT procedures</td>
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<td>IT Personnel</td>
<td>Interns will familiarize themselves with County policies for IT &amp; security</td>
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- Interns will understand the steps to take should they have a complaint against the program and/or require performance improvement planning.
- Interns will know how to access resources available to them during the training year.

Attendance and performance expectations (including a review of the Intern performance evaluations); direct service, report writing, supervision of practicum students; grievance and due process procedures. Interns will also be provided with contact information for the Internship DOT and other core supervisors, IT, mileage submission, relevant CAHSD employment policies and procedures (e.g., leave, benefits, etc.), internship paper work requirements, including: Monthly Supervision, Intern Quarterly Brief Evaluations, Intern Comprehensive Evaluations. In addition, this session will cover professional comportment and "socialization to the profession," including discussion about the trainee - employee duality of the internship year. Interns will also be provided with departmental executive staff as well as overall Miami-Dade County government structure.
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<th>Event Description</th>
<th>Additional Information</th>
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<tbody>
<tr>
<td>08/28/17</td>
<td>1:00pm-5:00pm</td>
<td>OTV 701 NW 1st Court 9th Floor</td>
<td>Miami-Dade County webinars: HIPPAA and Security Awareness Training</td>
<td>Interns will learn about HIPAA HITECH Privacy for Business Associates</td>
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<td>Miami, FL 33136</td>
<td>Josephine Casillas has the webinar info if any help is needed accessing the webinars</td>
<td>Interns will learn about HIPAA HITECH Security Awareness</td>
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<td>Online Training Link:</td>
<td>These trainings are geared toward understanding HIPAA regulations and security</td>
<td>Interns will learn about Payment Card Industry Data Security</td>
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<td>miamidade.inspire.dims.com</td>
<td>awareness while employed by Miami Dade County.</td>
<td>Interns will become familiar with how to Recognize Identity Theft Red Flags</td>
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<tr>
<td>08/29/18</td>
<td>8:00am-12:30pm</td>
<td>OTV 701 NW 1st Court 9th Floor</td>
<td>Miami Dade County Cultural Diversity webinar</td>
<td>Increase knowledge of harassment at work</td>
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<td>Miami, FL 33136</td>
<td>Miami Dade County</td>
<td>Increase knowledge of cultural diversity issues that arise in the work place</td>
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<td>Online Webinar Link:</td>
<td>This webinar aims to improve employees' sensitivity to cultural diversity issues.</td>
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<tr>
<td>08/29/18</td>
<td>1:00pm-3:00pm</td>
<td>OTV 701 NW 1st Court 9th Floor</td>
<td>Human Resources, Ethics webinar</td>
<td>Interns will gain a better understanding of personal policies and procedures and other information relevant to Human Resources. Interns will gain knowledge about ethical practices</td>
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<td>Conference Room Miami, FL 33136</td>
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<td>08/29/18</td>
<td>3:00pm-4:00pm</td>
<td>OTV 701 NW 1st Court 9th Floor</td>
<td>Mileage</td>
<td>Interns will familiarize themselves with the process of getting reimbursement for</td>
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<td>Conference Room Miami, FL 33136</td>
<td>Maurice McIntyre</td>
<td>parking/mileage</td>
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<td>Interns will be oriented to personnel, policies and procedures, and other</td>
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<td>information relevant to Mileage reimbursement.</td>
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| 08/29/18   | 4:00pm-5:00pm   | OTV 701 NW 1st Court 9th Floor   | Dr. Tiffany Amrich       | This training will provide an overview of the department ASE (Active Strategy Enterprise) Scorecard, the role of interns and students have in reporting their productivity, and how it contributed to the department PQI process. Students will also be introduced to the survey form in Survey Monkey and receive their ID numbers. | - Interns will be able to Log into the ASE web link  
- Interns will be able to collect service activities data  
- Interns will be able to keep track of their service delivery activities |
| 08/30/18   | 8:00am-5:00pm   | OTV 701 NW 1st Court 9th Floor   | Medical University of South Carolina | Cognitive Processing Therapy (CPT) Training  
Based on principles of cognitive therapy, Cognitive Processing Therapy for Veteran/Military Populations—or CPT—was developed by Drs. Patricia Resick, Candice Monson, and Kathleen Chard. This site is based very closely on their treatment manual, which is provided for those who complete this course and the course evaluation. We encourage you to refer to this manual as part of your learning experience. References and links to other resources related to CPT, including how to implement CPT in group format, can also be found under the Resources tab section of this site. | - Increase knowledge on educating patients about PTSD and explaining the nature of their symptoms  
- Increase ability to help clients explore how traumatic events have affected their lives  
- Learning about connections between trauma-related thoughts, feelings, and behaviors  
- Increase ability to help clients remember a traumatic event and experiencing the emotions associated with it  
- Increasing clients' ability to challenge maladaptive thoughts about the trauma  
- Gain skills in helping clients increase their understanding of unhelpful thinking patterns and learn new, healthier ways of thinking; and  
- Facilitate patients' exploration of how each |
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| 08/31/18   | 8:30am-5:00pm | Mental Health First Aid (MHFA) Training and Miami Dade College                      | Miami Dade College Wolfson Campus: 300 NE 2nd Avenue Miami, Florida 33132 | • Participants will learn to identify signs of mental distress and to recognize when someone is in a crisis.  
• Participants will learn action plans to help those experiencing a mental health concern, an emotional crisis, or a substance use disorder. |
| 09/04/18   | 8:00am-12:30pm| Orientation/Site Tour: Elderly & Disabilities Services at North Dade Adult Day Care Center | North Dade Adult Day Care, 60 NE 167 St. Miami, FL 33162 | • Interns will become acquainted with the Elderly rotation.  
• Interns will become acquainted with North Dade Adult Day Care Center.                                                                                   |
| 09/04/18   | 1:00pm-3:00pm | Didactic Training: Evidence Based Treatment Model for Adult Day Care Centers        | North Dade Adult Day Care, 60 NE 167 St. Miami, FL 33162 | • Interns will be able to identify important elements of Person-Centered Care as it relates to practice in an elder care facility  
• Interns will learn different types of engagement  
• Interns will be able to identify design principles that are more conducive to |
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<tr>
<td>09/05/18</td>
<td>8:00am-11:00am</td>
<td>New Direction 3140 NW 76th St. Miami, FL 33147</td>
<td>Orientation/Site Tour: Substance Abuse Rotation at New Direction</td>
<td>Dr. Argelio Cabrera &amp; Dr. Vanessa Feliciano</td>
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<tr>
<td>09/05/18</td>
<td>1:00pm-5:00pm</td>
<td>New Direction 3140 NW 76th St. Miami, FL 33147</td>
<td>Seeking Safety Training DVDs</td>
<td>Dr. Cabrera</td>
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- Interns will become acquainted with the Substance Abuse rotation at New Direction
- Increase understanding of protocols and procedures followed at ORS
- Interns will watch the Seeking Safety DVDs and learn about the Seeking Safety Treatment Model, how to administer Seeking Safety individually and in groups, and understand the theory of Seeking Safety
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<tr>
<td>09/06/18</td>
<td>8:00am-9:30am</td>
<td>CVAC 2400 South Dixie Highway Miami, FL 33133</td>
<td>Orientation &amp; Tour: Domestic Violence Rotation at Coordinated Victims Assistance Center</td>
<td>Ana Lorenzo  The Orientation will provide an overview of the internship program partner site-CVAC, goals and objectives, training activities and supervision requirements, and details about all relevant policies and procedures. In particular, the following will be covered: client's intake process, treatment modality, issues of confidentiality, establishment of a treatment plan, therapeutic sessions, client's attendance and performance expectations (including a review of their treatment progress); direct service, report writing, supervision of practicum students.</td>
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<td>09/06/18</td>
<td>10:00am-11:30pm</td>
<td>Confidential address</td>
<td>Orientation/Site Tour: Safe Space North</td>
<td>Cassandra Armstrong  This orientation will provide an overview of internship program within Safe Space North site, which will include site specific goals and objectives, the role of the intern and policies and procedures within Safe Space. Interns will tour the facility to gain awareness of direct services and needs within Safe Space.</td>
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<td>09/06/18</td>
<td>1:00pm-2:30pm</td>
<td>11930 SW 202 St., Miami</td>
<td>Orientation/Site Tour: In-Transition South</td>
<td>Yvette Vidal  Ms. Vidal will provide a tour and overview of the selected site, including discussion of policies and procedures, forms/documents, activities taking place at the site, and contact personnel on-site.</td>
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- Interns will become acquainted with the Domestic Violence rotation
- Increase understanding of protocols and procedures followed at CVAC
- Interns will become acquainted with Safe Space
- Interns will increase their understanding of protocols and procedures followed at Safe Space
- Interns will become acquainted with In-Transition
- Interns will increase their understanding of protocols and procedures followed at In-Transition
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<th>Orientation</th>
<th>Speaker</th>
<th>Description</th>
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<tr>
<td>9/07/18</td>
<td>8:00am-9:30am</td>
<td>Wynwood 2902 NW 2nd Avenue, Miami, FL 33127</td>
<td>Orientation: Community Neighborhood Centers</td>
<td>Ulysses Arteaga</td>
<td>Overview of the Departmental Neighborhood Centers. Service delivery plans will be shared, including specific services, catchment area, partnerships, and staff.</td>
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<td>09/07/18</td>
<td>10:30am-12:00pm</td>
<td>970 SW 1 ST 4th Floor, Miami, FL 33130</td>
<td>Orientation: Accion Neighborhood Center</td>
<td>Teresita Figueroa</td>
<td>Overview of the Departmental Neighborhood Centers. Service delivery plans will be shared, including specific services, catchment area, partnerships, and staff.</td>
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<td>9/7/18</td>
<td>1:00pm-2:00pm</td>
<td>Edison Neighborhood Center 150 NW 79th St. Miami, FL 33150</td>
<td>Site Tour: Edison Community Neighborhood Center &amp; Adult Day Care</td>
<td>Terrance Carey</td>
<td>An overview of the Elderly rotation will be provided; including discussion of policies and procedures, forms/documents, activities taking place at the site and contact personnel on-site</td>
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- Interns will become acquainted with the Community Neighborhood Centers
- Increase understanding of protocols and procedures followed at Community Neighborhood Centers
- Participants will become familiar with services provided, partners, resources, etc.
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<th>Orientation/Site Tour:</th>
<th>Instructor</th>
<th>Description</th>
<th>Key Points</th>
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| 09/07/18 | 3:00pm-5:00pm | Greater Miami Service Corps 810 NW 28 St. Miami, FL 331327 | Greater Miami Service Corps | Lillian Alamo | This training will provide interns with an overview of the services provided by the Greater Miami Service Corps; including its mission, vision and core values. Intern will be exposed to the various components of the program; including a tour of the facility. | - Interns will become acquainted with Greater Miami Service Corps  
- Increase understanding of protocols and procedures followed at Greater Miami Service Corps  
- Increase familiarity with services provided, partners, resources, etc.  
- Gain exposure to the daily schedule of a Corps member will be explored and discussed |
| 09/10/18 | 8:00am-10:00am | JRE Lee School 6521 SW 62nd Ave. South Miami, FL 33143 | Orientation: Miami-Dade County Public Schools and Pre-K Diagnostics | Ana Hernandez | The orientation will provide an overview of MDCPS and the Head Start program throughout Miami Dade county. The types of mental health services provided will be discussed and the program categories will be identified and explored. Various components of the Head Start services will be explored; including the steps that are necessary to obtain appropriate services for each child. | - Interns will become acquainted with MDCPS system and Pre-K Diagnostics  
- Increase knowledge about Head Start mental health procedures as well as MDCPS procedures |
<p>| 09/10/18 | 11:00am-12:00pm | O'Farrill 6741 Coral Way#31 Miami, FL 33155 | Head Start Orientation/Site Tour: O'Farrill | Aileen Diez | Former intern will provide a tour and overview of the selected site, including discussion of policies and procedures, forms/documents, activities taking place at the site, and contact personnel on-site. | Participants will become oriented to a Head Start Center |</p>
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<th>Contact Person</th>
<th>Details</th>
<th>Objectives</th>
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| 09/10/18   | 1:00pm-2:00pm | Head Start Orientation/Site Tour: St. Albans | Dr. Tassy-Lewis | The orientation will provide an overview of the Head Start program throughout Miami Dade county. The types of mental health services provided will be discussed and the program categories will be identified and explored. Various components of the Head Start services will be explored; including the steps that are necessary to obtain appropriate services for each child. | - Interns will become acquainted with St. Albans Head Start  
- Increase understanding of protocols and procedures followed at St. Albans Head Start  
- Identify Mental Health Consultant for St. Albans  
- Increase understanding of the mental health consultant role  
- Identify community resources  
- Learn about DECA and the development of treatment plans  
- Increase understanding of CSEFEL and the Pyramid models |
| 09/11/18   | 8:00am-9:30am | Head Start Orientation/Site Tour: Kidco | Diane Breslow  | The orientation will provide an overview of the Head Start program throughout Miami Dade county. The types of mental health services provided will be discussed and the program categories will be identified and explored. Various components of the Head Start services will be explored; including the steps that are necessary to obtain appropriate services for each child. | - Interns will become acquainted with KIDCO Head Start  
- Increase understanding of protocols and procedures followed at KIDCO Head Start  
- Identify Mental Health Consultant for KIDCO  
- Increase understanding of the mental health consultant role  
- Identify community resources  
- Learn about DECA and the development of treatment plans |
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Orientation/Site Tour</th>
<th>Presenter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/11/18</td>
<td>10:00am-11:30am</td>
<td>Centro Mater West 8420 NW 103 St Miami, FL 331 and Walker Park 800 West 29 St</td>
<td>Head Start Orientation/Site Tour: Centro Mater</td>
<td>Manuel Pozzoli</td>
<td>The orientation will provide an overview of the Head Start program throughout Miami Dade County. The types of mental health services provided will be discussed and the program categories will be identified and explored. Various components of the Head Start services will be explored; including the steps that are necessary to obtain appropriate services for each child.</td>
</tr>
<tr>
<td>09/11/18</td>
<td>1:00pm-2:00pm</td>
<td>Centro Hispano 125 NW 25th St. Miami, FL 33127</td>
<td>Head Start Orientation/Site Tour: Catholic Charities</td>
<td>Raquel Valdivia</td>
<td>The orientation will provide an overview of the Head Start program throughout Miami Dade County. The types of mental health services provided will be discussed and the program categories will be identified and explored. Various components of the Head Start services will be explored; including the steps that are necessary to obtain appropriate services for each child.</td>
</tr>
</tbody>
</table>

- Interns will become acquainted with Centro Mater Head Start
- Increase understanding of protocols and procedures followed at Centro Mater Head Start
- Identify Mental Health Consultant for Centro Mater
- Increase understanding of the mental health consultant role
- Identify community resources
- Learn about DECA and the development of treatment plans
- Increase understanding of CSEFEL and the Pyramid models
- Interns will become acquainted with Catholic Charities Head Start
- Increase understanding of protocols and procedures followed at Catholic Charities Head Start
- Identify Mental Health Consultant for Catholic Charities
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Objective</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/12/18</td>
<td>Head Start Orientation/Site Tour: Easter Seals</td>
<td>To obtain appropriate services for each child.</td>
<td>To be determined A tour and overview of the selected site, including discussion of policies and procedures, forms/documents, activities taking place at the site, and contact personnel on-site.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Increase understanding of the mental health consultant role</td>
<td>• Interns will become acquainted with Easter Seals Head Start</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Identify community resources</td>
<td>• Increase understanding of protocols and procedures followed at Easter Seals Head Start</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Learn about DECA and the development of treatment plans</td>
<td>• Identify Mental Health Consultant for Easter Seals</td>
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<td></td>
<td></td>
<td>• Increase understanding of the mental health consultant role</td>
<td>• Increase understanding of the mental health consultant role</td>
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<td></td>
<td></td>
<td>• Identify community resources</td>
<td>• Identify community resources</td>
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<tr>
<td></td>
<td></td>
<td>• Learn about DECA and the development of treatment plans</td>
<td>• Learn about DECA and the development of treatment plans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Increase understanding of CSEFEL and the Pyramid models</td>
<td>• Increase understanding of CSEFEL and the Pyramid models</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
<td>Event Description</td>
<td>Location</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>09/12/18</td>
<td>8:00am-10:00am</td>
<td>Head Start curriculum review and readings</td>
<td>OTV 701 NW 1* Court 9th Floor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Miami, FL 33136</td>
</tr>
<tr>
<td>09/12/18</td>
<td>10:00am-12:00pm</td>
<td>Meeting with the Training Committee Rotation Assignments</td>
<td>OTV 701 NW 1st Ct 9th Floor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Conference Room Miami, FL 33136</td>
</tr>
<tr>
<td>09/12/18</td>
<td>12:30pm-3:30pm</td>
<td>Baker Act Basics Online Training</td>
<td>Florida Department of Children</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and Families</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Online Training</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Link: <a href="http://www.dcf.state.fl.us">www.dcf.state.fl.us</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>/programs/samh/mentalhealth/training/bacourses.shtml</td>
</tr>
</tbody>
</table>

Steps:
- Go to website above
- Select "Begin Course" under Baker Act Basics
- Select "Baker Act Training"
- Select course "Baker Act Basics"
| 09/12/18 | Minors and the Baker Act Online Training | Florida Department of Children and Families | The Florida Legislature established guiding principles for the development and implementation of publicly funded mental health services for children and adolescents. |
| 3:30pm-5:00pm | | | • Interns will increase their knowledge on the rights of minors and youth in custody |
| OTV | | | • Interns will increase their knowledge on mental health admission treatment |
| 701 NW 1st Ct | | | • Interns will increase their knowledge on minors, substance abuse and Baker Act |
| 9th Floor Miami, FL 33163 | | | • Interns will increase their knowledge on consent for admission and treatment |
| Online Training Link: www.dcf.state.fl.us/programs/samh/mentalhealth/training/bacourses.shtml | | | |
| Steps: | | | • Go to website above |
| • Select “Begin Course” under Baker Act Basics | | | • Select “Baker Act Training” |
| • Select course “Minors and the Baker Act” | | | • Select course “Minors and the Baker Act” |
COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT

FY 2018-19
PSYCHOLOGY INTERNSHIP
CONFERENCE SCHEDULE

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>SPONSOR</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Start / Early Head Start Pre-Service Training Conference</td>
<td>Community Action and Human Services</td>
<td>To Be Announced August 2019</td>
</tr>
</tbody>
</table>

Revised 8/2018
**APPENDIX 8**

**MIAMI-DADE COUNTY**

**COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT**

**PSYCHOLOGY INTERNSHIP PROGRAM**

**FY 2018-19**

**INTERN PEER SUPERVISION**

**MONDAY - 4:00-5:00 PM**

**GROUP AND PEER SUPERVISION SCHEDULE**

**MONDAY - 2:00-4:00 PM**

*Peer supervision will occur one time per month*

Group Supervision with Dr. Amrich on Mondays 2:00-4:00 PM at
The Edison/Little River Community Resource Center (150 NW 79 Street) unless otherwise notified:

<table>
<thead>
<tr>
<th>DATE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 3, 2018 NO SUPERVISION</td>
<td>March 11, 2019</td>
</tr>
<tr>
<td>September 10, 2018</td>
<td>March 18, 2019</td>
</tr>
<tr>
<td>September 17, 2018</td>
<td>March 25, 2019</td>
</tr>
<tr>
<td>September 24, 2018</td>
<td>April 1, 2019</td>
</tr>
<tr>
<td>October 1, 2018</td>
<td>April 8, 2019</td>
</tr>
<tr>
<td><strong>October 8, 2018 NO SUPERVISION</strong></td>
<td>April 15, 2019</td>
</tr>
<tr>
<td>October 15, 2018</td>
<td>April 22, 2019</td>
</tr>
<tr>
<td>October 22, 2018</td>
<td>April 29, 2019</td>
</tr>
<tr>
<td>October 39, 2018</td>
<td>May 6, 2019</td>
</tr>
<tr>
<td>November 5, 2018</td>
<td>May 13, 2019</td>
</tr>
<tr>
<td>November 12, 2018</td>
<td>May 20, 2019</td>
</tr>
<tr>
<td>November 19, 2018</td>
<td><strong>May 27, 2019 NO SUPERVISION</strong></td>
</tr>
<tr>
<td>November 26, 2018</td>
<td>June 3, 2019</td>
</tr>
<tr>
<td>December 3, 2018</td>
<td>June 10, 2019</td>
</tr>
<tr>
<td>December 10, 2018</td>
<td>June 17, 2019</td>
</tr>
<tr>
<td>December 17, 2018</td>
<td>June 24, 2019</td>
</tr>
<tr>
<td><strong>December 24, 2018 NO SUPERVISION</strong></td>
<td>July 1, 2019</td>
</tr>
<tr>
<td><strong>December 31, 2018 NO SUPERVISION</strong></td>
<td>July 8, 2019</td>
</tr>
<tr>
<td>January 4, 2018</td>
<td>July 15, 2019</td>
</tr>
<tr>
<td>January 14, 2018</td>
<td>July 22, 2019</td>
</tr>
<tr>
<td><strong>January 21, 2019 NO SUPERVISION</strong></td>
<td>July 29, 2019</td>
</tr>
<tr>
<td>January 28, 2019</td>
<td>August 5, 2019</td>
</tr>
<tr>
<td>February 4, 2019</td>
<td><strong>August 12, 2019 (LAST GROUP)</strong></td>
</tr>
<tr>
<td>February 11, 2019</td>
<td></td>
</tr>
<tr>
<td><strong>February 18, 2019 NO SUPERVISION</strong></td>
<td></td>
</tr>
<tr>
<td>February 25, 2019</td>
<td></td>
</tr>
<tr>
<td>March 4, 2019</td>
<td></td>
</tr>
</tbody>
</table>

Revised 8/2018
MIAMI-DADE COUNTY
COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT
Psychology Internship Training Program

WEEKLY DOCUMENTATION OF SUPERVISION AND RELATED ACTIVITIES

**SUPERVISION ACTIVITIES**

(Check all that apply):

<table>
<thead>
<tr>
<th>Supervision Activity</th>
<th>Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual supervision</td>
<td>Research (R)</td>
</tr>
<tr>
<td>Group supervision</td>
<td>Ethical &amp; Legal Standards (EL)</td>
</tr>
<tr>
<td>Practicum student supervision</td>
<td>Individual Cultural Diversity (D)</td>
</tr>
<tr>
<td>Supervision of Supervision</td>
<td>Professional Values &amp; Attitudes (VA)</td>
</tr>
<tr>
<td>In vivo supervision</td>
<td>Communication and Interpersonal Skills (Ci)</td>
</tr>
<tr>
<td>Consultation with staff</td>
<td>Assessment (A)</td>
</tr>
<tr>
<td>Task supervision</td>
<td>Intervention (I)</td>
</tr>
<tr>
<td>Clinical meeting/staffing</td>
<td>Supervision (S)</td>
</tr>
<tr>
<td>Peer consultation</td>
<td>Consultation (C)</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

**TOPICS COVERED:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Intern/Student: ____________________________________________________________

Supervisor: ________________________________________________________________

Date: ____________________________________________________________________  Revised 12/2016
Title of Presentation: _________________________________

Date: _____________________  Presenter(s): _________________________________

Please use the following scale to rate this presentation:

1=Poor  2=Fair  3=Good  4=Very Good  5=Excellent

OBJECTIVES: Objectives for this presentation were met

1  2  3  4  5

SPEAKERS
1. Knowledge in content area
   1  2  3  4  5
2. Content consistent with objectives
   1  2  3  4  5
3. Responded to questions regarding content
   1  2  3  4  5
4. Preparation
   1  2  3  4  5

CONTENT
1. Appropriate for intended audience
   1  2  3  4  5
2. Consistent with presentation objectives
   1  2  3  4  5

METHODS
1. Visual aids, handouts, and oral presentation were useful
   1  2  3  4  5
2. Teaching methods appropriate for the topic
   1  2  3  4  5

PROFESSION WIDE COMPETENCIES
1. Information addressed at least one competency
   1  2  3  4  5
2. Information enhanced knowledge in competency area
   1  2  3  4  5
3. Overall rating of the presentation
   1  2  3  4  5

COMMENTS/PRESENTATION IMPROVEMENTS:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please return form to Tiffany Amrich, Psy.D.

Revised 12/2016

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COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT
CLINICAL PSYCHOLOGY TRAINING COMMITTEE
FY 2017 - 2018

Tiffany Amrich, Psy.D  Interim Director of Psychology Training
Supervisor/Trainer
B.S. 1988, Stetson University; M.S. 1991, Nova Southeastern University; Psy.D. (Clinical) 1997, Nova Southeastern University. Florida licensed. Interests: (Professional) Child and Adolescent (emotional and behavioral disorders); Domestic Violence; Substance Abuse; (Personal) Sports, Photography, Boating; Home Decorating; Spending time with family; Reading.

Argelio Cabrera, Psy.D  Supervisor/Trainer

Vanessa Feliciano, Psy.D, LMHC  Supervisor/Trainer

Ulysses Arteaga, LCSW  Task Supervisor
B.A. 1988 Florida International University; MSW 1990, Barry University; 1992 Florida Licensed Clinical Social Worker. Interests: (Professional) Refugee and immigrant population; (Personal) Travel, Opera, Skiing, and spending time with family.

Armando Garcia-Acosta, LCSW  Task Supervisor

Lilliam Alamo, MSW  Task Supervisor
Master in Social Work, 2003, Florida International University. Interests (Professional) Substance abuse; (Personal) traveling and sports.

Lillian Pino, LMHC  Task Supervisor
B.A. Tufts University; M.A. 1984, Lesley University. Licensed in Florida as a LMHC since 1990. Professional interests: disorders characterized by underlying trauma, including trauma, mood, personality, substance abuse and dissociative disorders.

Revised 8/2018
COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT

2018-2019 INTERNSHIP CLASS AND UNIVERSITY

Carmen Cedeno, M.S. - Psy.D. Candidate in Clinical Psychology, Albizu University.

Tiera Hanks - Psy.D. Candidate in Clinical Psychology, Nova Southeastern University.

Carolina Montalvo - Psy.D Candidate in Clinical Psychology, Nova Southeastern University.

Revised 8/2018
COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT
DUE PROCESS PROCEDURES

DUE PROCESS PROCEDURES

It is the objective of the Community Action and Human Services Department that the psychology pre-doctoral internship training program in psychology will be of the highest professional quality and will assist in preparing the intern to competently discharge the responsibilities of a health service psychologist. The training context in which services occur are programs within a large county, governmental, children, adult, and family services agency.

Training occurs in nine areas of professional competencies: research, ethical and legal standards, individual and cultural diversity; professional values, attitudes, and behaviors; communication and interpersonal skills; evidence based assessments; evidence based interventions; supervision; consultation and inter-professional/interdisciplinary skills. Interns are expected to adhere to the American Psychological Association’s Code of Ethics in their conduct, to be adequately prepared through didactic and practica experiences, to assume the supervised responsibilities of an intern in psychology, and to demonstrate personal maturity characterized by an ability to productively participate in supervision and interact with colleagues of various disciplines in the best interest of the client population being served.

It is the policy of the Community Action and Human Services Department that interns are assured due process regarding concerns, which might arise over their performance, and functioning. As an employee of Miami-Dade County, all existing personnel policies and procedures are extended to interns, including the County’s Grievance Procedure: http://intra.miamidade.gov/aopdf/doc/aopdf/pdf/ pdffiles/A07-18.pdf.

Evaluation of and supervisory feedback regarding an intern's performance is an ongoing process throughout the internship. If at any time there are deficiencies, it is the responsibility of the site supervisor to put in writing the discussions held in any supervisory conference related to these problem areas. If, as a result of these deficiencies, there is a necessity to develop a corrective plan, both the supervisor and the intern will work together to formulate the plan. Both will sign the document and forward to the Internship Training Director and the Director of Training from the parent university. The corrective plan may include independent readings, increased supervision, increased practice opportunities, etc. In the case of the supervisor and intern not being able to come to an agreement on the corrective plan, the Director of Training would be brought in to mediate the situation. If the Director of Training were unable to resolve the conflicts, consultation would be requested with the Director of Clinical Training of the parent university to assist in the resolution.

Potential organizational/system problems are prevented through clear descriptions of responsibilities, quantitative expectations, and lines of authority. Miami-Dade County policies and procedures govern all employees, and the official rules and behaviors, which may be causes for reprimand, suspension, or termination, are specified in the County procedures document, available online. The
Director of Training investigates any such specified behaviors and the Director of Clinical Training of the parent university is advised and consulted prior to the recommendation of any corrective or disciplinary action, which might include probation or termination.

The Director of Training would present the results of the investigation and make a recommendation to other Community Action and Human Services Department Administrators who would be brought in to the process as appropriate. The intern would be invited to meet with the Director of Training, including a representative of her/his choosing if desired. A recommendation is made to the Department Director, with whom the intern could also meet, and a decision would be made. The Director of Clinical Training of the parent university would be kept advised of the progress of the process, which would be completed as expeditiously as possible. Interns could appeal any disciplinary action to the Director of Employee Relations.

If an intern had difficulties with a supervisor or other grievances about her/his training, the intern would be encouraged to work with her/his primary supervisor to resolve the issue. If a resolution were not achieved or if the intern had an issue, which s/he felt could not comfortably be, addressed with the supervisor, the intern would advise the Director of Training, who would attempt to facilitate the resolution. If this process were unsuccessful, the Director of Training and the Director of Clinical Training of the parent university would consult to determine further action. If problem is not resolved, intern is informed about submitting a Community Action and Human Services Department formal grievance. Additionally, intern can place a formal grievance with the American Psychological Association (APA) (http://apa.org/monitor/oct02/grievances.aspx). Within the context of our training model, the Director of Training is also a supervisor.

Possible issues for interns might include unavailability of the supervisor, unreasonable workload demands, ethical dilemmas, personality conflicts, poor technical supervision, or evaluations perceived as unfair.
# Community Action and Human Services Department

## Psychological Internship Program

### Due Process Rights and Responsibilities

<table>
<thead>
<tr>
<th>Program’s Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>To assure due process and clearly articulated due process procedures.</td>
</tr>
<tr>
<td>To provide on-going feedback regarding performance.</td>
</tr>
<tr>
<td>To provide early identification of deficiencies.</td>
</tr>
<tr>
<td>To work with the intern to develop a Corrective Action Plan if one were needed.</td>
</tr>
<tr>
<td>To advise the intern regarding consultation with the Clinical Training Director of the parent university.</td>
</tr>
<tr>
<td>To ensure availability of the supervisors and Psychology Training Coordinator.</td>
</tr>
<tr>
<td>To provide clear descriptions of responsibilities, quantitative expectations, and lines of authority.</td>
</tr>
<tr>
<td>To identify program, Department and County rules and regulations.</td>
</tr>
<tr>
<td>To conduct an impartial investigation of any reports of rules violation.</td>
</tr>
<tr>
<td>To provide levels of review regarding deliberations on disciplinary action.</td>
</tr>
<tr>
<td>To expeditiously attend to intern grievances regarding training or supervision.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program’s Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>To expect the intern to abide by the APA Code of Ethics.</td>
</tr>
<tr>
<td>To expect the intern to demonstrate personal maturity.</td>
</tr>
<tr>
<td>To expect intern participation in the development of a Corrective Action Plan if one were needed.</td>
</tr>
<tr>
<td>To expect compliance with a Corrective Action Plan if one were implemented.</td>
</tr>
<tr>
<td>To consult with the Clinical Training Director of the parent university.</td>
</tr>
<tr>
<td>To conduct an investigation of any reports of rules violation.</td>
</tr>
<tr>
<td>To implement corrective or disciplinary action if warranted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intern’s Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>To abide by the APA Code of Ethics</td>
</tr>
<tr>
<td>To demonstrate personal maturity</td>
</tr>
<tr>
<td>To become conversant with governing rules, policies and procedures</td>
</tr>
<tr>
<td>To become conversant with due process procedures</td>
</tr>
<tr>
<td>To participate in the development of a Corrective Action Plan if one were needed</td>
</tr>
<tr>
<td>To abide by lawful program, Office, Department, and County rules and regulations</td>
</tr>
<tr>
<td>To follow grievance procedures, if initiated</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Intern’s Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>To expect due process.</td>
</tr>
<tr>
<td>To expect on-going feedback regarding performance.</td>
</tr>
<tr>
<td>To expect early identification of deficiencies.</td>
</tr>
<tr>
<td>To expect cooperative efforts to develop a Corrective Action Plan if one were needed.</td>
</tr>
<tr>
<td>To consult with the Clinical Training Director of the parent university.</td>
</tr>
<tr>
<td>To expect availability of supervisors and the Psychology Training Coordinator.</td>
</tr>
<tr>
<td>To expect clear description of responsibilities, quantitative expectations of performance, and lines of authority.</td>
</tr>
<tr>
<td>To expect clear identification of possible reasons for disciplinary action.</td>
</tr>
<tr>
<td>To bring a representative of his/her choosing to a meeting with Departmental Administration.</td>
</tr>
<tr>
<td>To expect an impartial investigation of any reports of rules violation.</td>
</tr>
<tr>
<td>To have the option to participate at any deliberative forum regarding possible disciplinary action.</td>
</tr>
<tr>
<td>To expect clear policy regarding grievance procedures.</td>
</tr>
<tr>
<td>To initiate grievances about training or supervision.</td>
</tr>
<tr>
<td>To bring a representative of her/his choosing to a grievance meeting.</td>
</tr>
<tr>
<td>To expect expeditious efforts at resolution of grievances.</td>
</tr>
</tbody>
</table>
COMMUNITY ACTION AND HUMAN SERVICES DEPARTMENT
PSYCHOLOGICAL SERVICES
PSYCHOLOGY INTERNSHIP EVALUATION FORM

Intern: ____________________________ Date ________________

Evaluation Period: Mid-year ________________ End of year ________________

Supervisor(s): ____________________________

The overall aim of Miami-Dade County Psychology Internship Program is to prepare students to become health service psychologists at the entry level.

Based on the overall rating of each competency area interns and supervisors will be able to determine progress across each competency during the training year. The overall rating will be based on the average of the ratings of each benchmark. The competencies below have specific benchmarks, where interns are expected to obtain a rating of a minimum of 2 by the mid-year evaluation and a minimum of 3 at the end of the year evaluation.

I. Demonstrates competency in communication and interpersonal skills

1. Develops and maintains effective relationships with staff, supervisors, peers, and other professionals.

   _____ Exceeds Expectations (4): Establishes and maintains respectful interactions. Identifies professionals/staff who present different perspectives or challenges, making adjustments to continue working effectively with them.

   _____ Meets Expectations (3): Engages with staff and clients, identifying possible conflicts, seeking resources to resolve these.

   _____ Needs On-Going Supervision (2): Demonstrates interest in others and receptive to supervisory feedback.

   _____ Needs Remedial Work (1): Displays difficulties establishing rapport with professionals, colleagues, and staff.

2. Demonstrates ability to effectively negotiate conflict and receptive to providing and receiving feedback.

   _____ Exceeds Expectations (4): Actively collaborates with others, demonstrating good problem solving skills. Provides meaningful feedback to others and receives feedback in a non-defensive manner.

   _____ Meets Expectations (3): Good working relationships with others; receptive to supervisory feedback to effectively deal with conflict.
Needs On-Going Supervision (2): Demonstrates limited skills in negotiating conflictual situations, as well as limited responsiveness and provision of feedback.

Needs Remedial Work (1): Inability to accept feedback and provide meaningful feedback to others. Cannot maintain collaborative relationships with other professionals.

3. Demonstrates ability to work effectively with other professionals, and supervisors of diverse ethnic backgrounds. Demonstrates interest to learn about individuals from diverse cultural and socio-economic backgrounds through reading materials, discussing related issues in supervision, and attending training on cultural and ethnic diversity.

Exceeds Expectations (4): Intern independently identifies individual differences and displays sensitivity to others’ diverse cultural backgrounds. Accurately displays self-monitoring pertaining to own responses to individual differences.

Meets Expectations (3): Openly seeks supervisory feedback regarding limited experience with other professionals’ diversity.

Needs On-Going Supervision (2): Displays lack of comfort level working with specific diverse professionals and readily discusses challenging relationships in supervision.

Needs Remedial Work (1): Inability to work with some diverse professionals; difficulties recognizing prejudgmental beliefs and/or limited awareness and understanding of diversity.

4. Demonstrates proficiency in the command of language, i.e. oral and written communication.

Exceeds Expectations (4): Demonstrates ability to command the professional language, both verbal and written. His/her communication is descriptive and effective with clients and professionals.

Meets Expectations (3): Occasionally needs reassurance in his/her oral presentations. Minor revisions in the written communication, which are quickly corrected.

Needs On-Going Supervision (2): Requires correcting a number of deficiencies in his/her written documentation. Most of the time, intern requires to rehearse the oral communication on many occasions to clearly articulate the information.

Needs Remedial Work (1): Intern procrastinates and continues to submit documentation with numerous grammatical/spelling/syntax mistakes. Oral communication is fragmented and lacks flow.

II Develops Competence in evidence based assessment

1. Plans, schedules, select tests, and complete interviews and testing in an appropriate timeframe to complete required evaluations over the internship year.

Exceeds Expectations (4): Independently selects the appropriate tests to address the referral question. Carefully plans and schedules testing sessions within the required timelines.
Meets Expectations (3): Intern will sporadically seek supervisory input for the selected tests. Overall, the required evaluations will be submitted on time.

Needs On-Going Supervision (2): On-going supervision for test selection and planning skills to meet required timeframes. Utilizes supervision effectively.

Needs Remedial Work (1): Poor test selection; additional testing sessions required due to poor test choice.

2. Demonstrates knowledge and competence in administering, scoring, and interpreting psychological tests.

Exceeds Expectations (4): Demonstrates proficiency in test administration, scoring, and interpretation. Awareness of culturally sensitive instruments. Data collected is coherent with the formulation of diagnosis for treatment planning. Displays ability to make adjustments according to the client's needs.

Meets Expectations (3): Occasional consultation for specific details regarding test administration, scoring, and interpretation of psychological tests. Supervisory input is minimal, displaying overall ability to complete psychological testing.

Needs On-Going Supervision (2): Needs on-going supervision for the tests administered. Seeks consultation to effectively use the scored data for interpretation purposes. Intern receptive to supervisory feedback and implementation of recommendations.

Needs Remedial Work (1): Inaccurate use of the test data, reaching to erroneous interpretation. Often needs to schedule additional testing sessions for mistakes in administration; limited adaptations for client's needs.

3. Demonstrates knowledge and competence in report writing. Intern writes evaluative reports in a well-organized manner with language appropriate for the intended reader. Intern provides feedback of the results with clarity to clients, staff, and other team members.

Exceeds Expectations (4): Report is clear and comprehensive. Test data is incorporated in the report, formulating an accurate diagnosis. Intern presents a well-integrated report, including concise recommendations related to the referral question. Demonstrates ability to effectively communicate the findings, making necessary adaptation to the client's needs.

Meets Expectations (3): Report covers the essential elements, without serious mistakes. Supervisor's input consists of minimal report revisions.

Needs On-Going Supervision (2): Report has limited cohesiveness, requiring assistance with articulation of theoretical material. Verbal communication of the findings limited for the intended audience. Intern utilizes supervision effectively.

III Demonstrates competence in evidence based interventions

1. Demonstrates knowledge and skill in selecting appropriate empirically validated psychotherapeutic interventions with children, adults, and their families.

   ____ Exceeds Expectations (4): Intern demonstrates knowledge of evidence base practices; reviews relevant literature and selects interventions for different populations and presenting problems. Independently formulates case conceptualizations and incorporates theoretical orientation into comprehensive treatment plans.

   ____ Meets Expectations (3): Overall adequate case conceptualization but limited literature review for case conceptualization. Supervisory input is required to refine treatment goals and to incorporate these into comprehensive treatment plans.

   ____ Needs On-Going Supervision (2): Intern requires on-going supervision to select evidence base interventions adequate to client’s individual differences. Treatment planning does not align with case conceptualization.

   ____ Needs Remedial Work (1): Difficulties with identification of treatment plan goals and lack of specific theoretical model to guide the service delivery plan.

2. Demonstrates knowledge and sensitivity of cultural and individual differences.

   ____ Exceeds Expectations (4): Independently implements knowledge of cultural and individual differences in the selection of evidence base interventions. Regularly monitors own cultural diversity and its impact on working with diverse clients.

   ____ Meets Expectations (3): Inquisitive of cultural diversity issues during supervision. Overall feels comfortable when delivering psychotherapeutic services to culturally diverse populations.

   ____ Needs On-Going Supervision (2): Exhibits limited skills with certain clients and able to implement evidence base practices with those with previous experience. Limited awareness of self-diversity and how it impacts clients.


3. Demonstrates ability in formulating treatment plans, establishment of goals/objectives, and discharge plans.

   ____ Exceeds Expectations (4): Jointly develops a treatment plan with the client, identifying realistic treatment goals and objectives. Therapeutic modality and theoretical model is mutually agreed upon, displaying flexibility to make adaptations when necessary. Adequately develops the discharge plan with the client ensuring specific outcomes to successfully completing treatment.

   ____ Meets Expectations (3): Overall adequate treatment plan; occasionally requires supervisory feedback to refine goals and objectives, as well as detailed discharge planning.
____ Needs On-Going Supervision (2): Requires guidance to develop treatment plans along with the identification of goals and measurable objectives. Supervisory feedback needed when developing and implementing treatment plan.

____ Needs Remedial Work (1): Unable to identify goals and objectives. Difficulties with developing a discharge plan coherent with the treatment plan.

IV Displays competence in research

1. Develops skills in applying research knowledge to the treatment of cases.

____ Exceeds Expectations (4): Independently seeks out professional writings to increase knowledge of cases. Displays motivation to research topics relevant to the clinical case, resulting in a wider range of interventions.

____ Meets Expectations (3): Intern demonstrates interest in finding out more information pertaining to a case. Supervisor provides the recommended readings/resources.

____ Needs On-Going Supervision (2): Supervisor assigns research articles/professional readings. Intern readily follows through with the assignment.

____ Needs Remedial Work (1): Intern does not follow supervisor’s assignments.

2. Displays research activity to increase knowledge of specific professional topics through trainings/presentations.

____ Exceeds Expectations (4): Demonstrates ability to identify and verbalize central issues, using the latest research findings, with ease and clarity and in a language appropriate to the audience.

____ Meets Expectations (3): Intern recognizes areas for improvement and requests supervisory feedback to develop the training/presentation.

____ Needs On-Going Supervision (2): Supervisor assigns the professional readings to assist the intern with the development of training/presentation.

____ Needs Remedial Work (1): Intern does not follow through with assigned readings. Presentation/training lack organization, coherent information, and not submitted on time.

3. Intern will participate in program evaluation activities.

____ Exceeds Expectations (4): Intern critically evaluates a component of the internship program to enhance its outcomes. Works cooperatively with staff to gather information and schedules a program staff meeting to discuss the results and recommendations of the evaluation report.

____ Meets Expectations (3): Intern engages with program staff to assess program’s outcomes. Shares feedback of the findings included in the evaluation report.

____ Needs On-Going Supervision (2): Intern needs guidance to identify program outcomes and to produce a comprehensive report with appropriate recommendations.

____ Needs Remedial Work (1): Intern fails to gather program information in an objective manner. Unable to provide useful feedback to the staff to enhance program outcomes
V. Develops competence in supervision.

1. Ability to provide adequate level of supervision to psychology practicum trainees, including knowledge and awareness of factors affecting quality of supervision.

   _____ Exceeds Expectations (4): Displays knowledge of supervisory process, identifies supervisory model, and tracks factors which might impact quality of supervision, i.e. ethical/legal/diversity issues. Takes into consideration supervisee’s developmental level.

   _____ Meets Expectations (3): Understands supervision elements, requiring at times supervisory input regarding supervisee’s developmental level and issues that can affect roles and processes of supervision.

   _____ Needs On-Going Supervision (2): Supervisory work must be closely monitored. Displays difficulties with articulating expectations and roles of supervision. Limited understanding of supervisees’ skill development.

   _____ Needs Remedial Work (1): Unable to provide supervision; lacks knowledge of supervisee’s developmental level and skills.

2. Demonstrates self-awareness and makes necessary adjustments to enhance the supervisory process.

   _____ Exceeds Expectations (4): Displays self-reflection of own cultural diversity, adjusting supervisory skills to enhance supervisory process. Identifies areas of further development, i.e. cultural biases; limited knowledge and awareness of possible ethical/legal dilemmas.

   _____ Meets Expectations (3): Ability to articulate factors of own individual diversity and makes necessary adjustments to enhance quality of supervisory relationships and process.


   _____ Needs Remedial Work (1): Unable to engage in self-reflection and does not demonstrate an understanding of how it affects the supervision of psychology trainees.

3. Demonstrates knowledge of the purpose and roles in supervision.

   _____ Exceeds Expectations (4): Clearly articulates the roles of the supervisor and the supervisee. Identifies a supervision model and engages in self-reflection of how this model is implemented.

   _____ Meets Expectations (3): Overall understanding of the supervisory process and occasionally requires supervisory input for implementation.

   _____ Needs On-Going Supervision (2): Intern displays basic knowledge of supervision. Requires on-going supervisory feedback to identify model and roles of supervisory process.

   _____ Needs Remedial Work (1): Inability to provide supervision to psychology trainees and lacks reflection on supervisory process.

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VI  Develops competence in consultation and inter-professional/interdisciplinary skills

1. Demonstrates competence in providing psychological consultation to colleagues, members of other disciplines and consumers.
   
   — Exceeds Expectations (4): The intern applies knowledge and provides the information to appropriately address the referral question/case. Redefines referral question based on the analysis of the question.

   — Meets Expectations (3): Occasionally the intern requires supervisory input pertaining to feedback provided to consultees. Reports occasionally need edits to refine recommendations.

   — Needs On-Going Supervision (2): Intern has difficulties relating to other professionals, as well as providing adequate feedback.

   — Needs Remedial Work (1): Inability to implement consultation interventions that meet consultee goals.

2. Demonstrates ongoing and consistent integrity and honesty in his/her communication and behaviors with clients, colleagues, and multi-disciplinary teams.

   — Exceeds Expectations (4): Establishes and maintains respectful relations with clients, colleagues, and staff. Works cooperatively in a team, developing positive alliances with supervisors, peers, and other professionals. Acknowledges his/her role in challenging relations.

   — Meets Expectations (3): Works cooperatively with others and participates in team meetings. Requires supervision to resolve complex inter-professional relationships.

   — Needs On-Going Supervision (2): Displays basic understanding of relationships. Needs assistance to effectively cope with interpersonal conflicts with others. Limited understanding of multiple roles within a team.

   — Needs Remedial Work (1): Intern demonstrates hostility, lack of sensitivity, confrontational attitude, and other characteristics which impedes working effectively with other professionals within a multi-disciplinary team.

3. Demonstrates knowledge of consultation models and practices

   — Exceeds Expectations (4): Independently identifies situations where consultation is appropriate. Effectively gathers pertinent information to answer the referral question. Reports are clear, along with concise recommendations. Verbal feedback is thorough, incorporating useful information included in the report.

   — Meets Expectations (3): Regularly displays knowledge of own role within consultation. Information gathered is appropriate to answer the referral question. Report and recommendations need to be refining at times.

   — Needs On-Going Supervision (2): Limited capability to shift functions/roles during situations requiring consultation. At times cannot identify consultation interventions that meet consultee goals. Verbal feedback does not clearly address referral question.

   — Needs Remedial Work (1): Lacks knowledge of consultation models; inability to collect the information necessary to meet the referral needs.
VII. Demonstrates competence in ethical and legal standards

1. Demonstrates knowledge of and adherence to current APA Ethical Principles of Psychologists and Code of Conduct.

_____ Exceeds Expectations (4): Consistently conducts self in a professional manner and resolves ethical conflicts independently. Spontaneously accepts responsibility in the work setting.

_____ Meets Expectations (3): Displays awareness of ethical principles and requires occasional supervisory input to resolve ethical issues.

_____ Needs On-Going Supervision (2): Overall understanding of ethical issues. Intern frequently seeks supervisory feedback to effectively deal with ethical issues.

_____ Needs Remedial Work (1): Lacks awareness and knowledge of ethical principles.

2. Demonstrates professional responsibility in areas of confidentiality, knowledge of relevant state and federal statutes, and duty to protect.

_____ Exceeds Expectations (4): Intern autonomously demonstrates knowledge of confidentiality, privacy, federal and state laws. Always utilizes this knowledge in his/her professional practice.

_____ Meets Expectations (3): Intern demonstrates awareness of these areas. Needs reassurance from the supervisor for prompt implementation in the therapeutic process.

_____ Needs On-Going Supervision (2): Occasional supervisory feedback to ensure confidentiality is properly addressed. Guidance provided to review key elements of legal statues/laws.

_____ Needs Remedial Work (1): Lack of responsibility regarding communicating confidentiality and legal issues with the clients early in the therapeutic process.

3. Intern will integrate ethical and legal standards across all competencies.

_____ Exceeds Expectations (4): Spontaneously and reliably identifies ethical and legal issues, analyzes them appropriately and proactively addresses them. Applies ethical principles in written reports, trainings, other professional activities, and when performing all functional competencies.

_____ Meets Expectations (3): Demonstrates overall knowledge of ethical and legal standards. Benefits from supervision in the identification of potential conflicts in complex ethical and legal issues.


_____ Needs Remedial Work (1): Does not apply ethical standards across professional activities and unable to proactively deal with conflict.
VIII. Demonstrates competence in professional values, attitudes, and behaviors.

1. Intern is open to supervisory feedback and seeks supervision and/or consultation to effectively deal with challenging professional situations

_____ Exceeds Expectations (4): Spontaneously seeks supervision and/or consultation when facing difficult cases. Consistently exhibits self-awareness regarding own limitations and adjusts his/her performance accordingly. Consistently open to supervisory feedback.

_____ Meets Expectations (3): Overall knowledge of own strengths and limitations; receptive to feedback and readily consults with others.

_____ Needs On-Going Supervision (2): Lack of critical thinking and limited curiosity to expand clinical skills. Positive responsiveness to supervision.

_____ Needs Remedial Work (1): Limited problem solving skills; displays defensiveness when supervisory feedback is provided. Cannot articulate organized thoughts.

2. Intern conducts himself/herself in a professional manner to maintain professional integrity and values.

_____ Exceeds Expectations (4): Continuously monitors and independently resolves challenging situations that could affect integrity and values by displaying professional and accountable behaviors.

_____ Meets Expectations (3): Overall conducts himself/herself in a professional demeanor, even in challenging situations. Responds positively to supervisory feedback and takes responsibility of own actions.

_____ Needs On-Going Supervision (2): Demonstrates behaviors that compromise professional integrity and values. Tends to externalize blame to others. Positive responsiveness to supervision.

_____ Needs Remedial Work (1): Lacks awareness of in congruency between own behaviors and professional values and integrity. Displays defensiveness when supervisory feedback is provided.

3. Intern demonstrates strong professional identity, advancing the welfare of others.

_____ Exceeds Expectations (4): Demonstration of knowledge, central to the field of psychology and continuous advancements in the field. Displays a genuine concern for the welfare of others through identification of advocacy efforts.

_____ Meets Expectations (3): Overall integration of science and practice. Displays respect for the beliefs and values of others.

_____ Needs On-Going Supervision (2): Does not display a strong professional identity and demonstrates limited concern for others.

_____ Needs Remedial Work (1): Lacks professional identity and disregards others’ individual diversity.
IX  Demonstrates competency in individual and cultural diversity

1. Ability to apply knowledge of self as cultural being in assessment, treatment, and consultation.

   ____ Exceeds Expectations (4): Independently monitors and applies knowledge of self as a cultural being in assessment, treatment, and consultation. Utilizes knowledge to improve professional effectiveness. Initiates supervision regularly to discuss diversity issues.

   ____ Meets Expectations (3): Demonstrates knowledge of own cultural identity and overall implementation in assessment, treatment, and consultation. Benefits from supervision in critically evaluating feedback.


   ____ Needs Remedial Work (1): Lacks self-knowledge as a cultural being, thus impacting professional effectiveness.

2. Ability to apply knowledge of others in assessment, treatment, and consultation.


   ____ Meets Expectations (3): Demonstrates knowledge of others cultural identity and overall implementation in assessment, treatment, and consultation. Benefits from supervision in critically evaluating feedback.

   ____ Needs On-Going Supervision (2): Limited knowledge of individuals’ cultural diversity and how it impacts effectiveness as a professional.

   ____ Needs Remedial Work (1): Lacks understanding of how culture impacts the behavior of others. Does not seek supervision to discuss diversity issues.

3. Monitors the interaction of self and others and how it is impacted by individual and cultural diversity.

   ____ Exceeds Expectations (4): Independently implements knowledge of cultural and individual diversity in assessment, treatment, and consultation. Utilizes knowledge to improve professional effectiveness. Initiates supervision regularly to discuss diversity issues.

   ____ Meets Expectations (3): Regularly utilizes knowledge of the role of culture in interactions to improve effectiveness as a professional. Initiates consultation when in doubt of diversity issues with others.

   ____ Needs On-Going Supervision (2): Limited awareness and understanding of how cultural diversity factors affect interactions of self and diverse others. Displays difficulties in adapting own professional behaviors in a culturally sensitive manner to improve client outcomes.
___ Needs Remedial Work (1): Lacks knowledge of self and others as cultural beings, thus impacting professional effectiveness. Does not seek supervision to discuss diversity issues.

COMMENTS (OPTIONAL):

____________________________________________________

____________________________________________________

____________________________________________________

 Supervisor’s Name (Print)  Supervisor’s Signature  Date

I have read and discussed this evaluation with my supervisor(s)

____________________________________________________

Intern’s Name (Print)  Intern’s Signature  Date

(For final evaluation only)

Pass  Fail

Revised 12/2016
COMMUNITY ACTION & HUMAN SERVICES DEPARTMENT
PSYCHOLOGICAL SERVICES
INTERN 3/9 MONTHS EVALUATION CHECKLIST

Name of Intern: ______________________  Date: ______

Please rate overall intern's competencies.

X.  **Demonstrates competency in communication and interpersonal skills**

_____ Exceeds Expectations (4)

_____ Meets Expectations (3)

_____ Needs on-going supervision (2)

_____ Needs Remedial Work (1)

XI.  **Develops competence in evidence based assessment**

_____ Exceeds Expectations (4)

_____ Meets Expectations (3)

_____ Needs on-going supervision (2)

_____ Needs Remedial Work (1)

XII. **Demonstrates competence in evidence based interventions**

_____ Exceeds Expectations (4)

_____ Meets Expectations (3)

_____ Needs on-going supervision (2)

_____ Needs Remedial Work (1)

IV.  **Displays competence in research**

_____ Exceeds Expectations (4)

_____ Meets Expectations (3)

_____ Needs on-going supervision (2)

_____ Needs Remedial Work (1)

V.  **Develops competence in supervision.**

_____ Exceeds Expectations (4)
VI. **Demonstrates competence in consultation and inter-professional/interdisciplinary skills.**

- ___ Meets Expectations (3)
- ___ Needs on-going supervision (2)
- ___ Needs Remedial Work (1)

VII. **Demonstrates competence in ethical and legal standards**

- ___ Exceeds Expectations (4)
- ___ Meets Expectations (3)
- ___ Needs on-going supervision (2)
- ___ Needs Remedial Work (1)

VIII. **Demonstrates competence in professional values, attitudes, and behaviors.**

- ___ Exceeds Expectations (4)
- ___ Meets Expectations (3)
- ___ Needs on-going supervision (2)
- ___ Needs Remedial Work (1)

IX. **Demonstrates competency in individual and cultural diversity**

- ___ Exceeds Expectations (4)
- ___ Meets Expectations (3)
- ___ Needs on-going supervision (2)
- ___ Needs Remedial Work (1)

**COMMENTS (OPTIONAL):**

____________________________________________________

Supervisor Signature  
Date

____________________________________________________

Supervisor Signature  
Date

____________________________________________________

Intern Signature  
Date
EVALUATION OF TRAINING PROGRAM

Training Year: _______  Mid-Year: _______  End of Year: _______

Use the five-point scale to rate the quality of each area of the psychology internship program. Return the form to the Director of Training.

Rating: 5=Excellent  4=Strong  3=Adequate  2=Weak  1=Deficient

I ______ Communication and interpersonal skills
II ______ Evidence based assessment experience
III ______ Evidence based interventions experience
IV ______ Program evaluation/research opportunities
V. ______ Experience in supervision
VI. ______ Consultation and inter-professional/interdisciplinary opportunities
VII ______ Ethical and legal issues
VIII. _____ Professional values, attitudes, and behaviors
IX. _____ Individual and cultural diversity

Please use the five point scale to rate other program components:

____ Individual Supervision

____ Group Supervision

____ Usefulness of training and other didactic experiences (program meetings, attendance to board meetings, staffing, workshops, community events, etc.)
Overall quality of the internship program

Please provide us with feedback on the following areas:

What are the strengths of this training program?

What are the limitations of this training program?

Recommendations:

Intern Signature: ___________________________  Date: ___________________________