



ADMINISTRATIVE/FISCAL/CLINICAL/PHF POLICY AND PROCEDURES

COUNTY OF SANTA BARBARA
ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

Section - QUALITY ASSURANCE	Effective: 6/4/08
Policy - #39 SERVICES PROVIDED BY GRADUATE STUDENTS	Revised:
Director's Approval (see Signature Sheet) _____	Date 6/4/08
Assistant Director's Approval _____	Date _____
Form Ref. -	Reviewed:
Author(s) - Ned Wilson, MFT, Quality Assurance Coordinator	

POLICY:

It is the policy of Santa Barbara County Mental Health Plan (SBCMHP) to comply with all legal and ethical requirements and to provide the most appropriate possible services to individuals and families who receive services from this department. Specifically, it is the policy of this department to fully comply with all applicable laws and regulations governing provision of mental health services to beneficiaries of SBCMHP by Graduate Students.

PROCEDURE:

1. A "Graduate Student" is an individual participating in a field intern/trainee placement while enrolled in an accredited Masters or Doctoral degree program which will prepare the student for California licensure as a Psychologist, Licensed Clinical Social Worker, or Marriage and Family Therapist.
2. A Graduate Student may provide services to SBCMHP beneficiaries only when the conditions specified below are met. The services provided may include comprehensive assessments and client plans, individual and/or group therapy, and other services within the scope of practice of the discipline of his/her graduate program. Progress notes and other documentation must be produced as required by relevant laws, regulations, policies, and procedures.
 - a. Prior to providing services, the student must provide ADMHS QA copies of:
 - i. A signed agreement with a clinical supervisor who practices at the same site where the Graduate Student provides services. If a student is supervised by more than one clinical supervisor, copies of all signed agreements which pertain to services to SBCMHP beneficiaries must be provided.

- ii. Proof of enrollment in a graduate program approved by the State of California to prepare students for licensure as a Psychologist, LCSW, or MFT. Proof of enrollment must be provided within 10 business days of the start of each academic period (quarter, semester, trimester, or other) at the student's graduate school.
- b. All services provided by the Graduate Student must be approved and supervised by a licensed LPHA who meets all requirements for clinical supervision in the discipline of the student's graduate program.
- c. All progress notes, assessments, and treatment plans must be co-signed by the student's clinical supervisor. Signatures may be physical or electronic, subject to the policies and procedures of SBCMHP.
- d. Any individual or group therapy provided by the student requires oversight of the clinical supervisor.
- e. The student must notify his/her clinical supervisor as well as ADMHS Quality Assurance immediately of any change in enrollment or clinical supervision. If such changes make the student ineligible to provide services under the terms of this P&P, the student must immediately stop providing services until SBCMHP approves further services.
- f. The student's clinical supervisor must notify ADMHS Quality Assurance immediately of any change in clinical supervision.
- g. If a Graduate Student who is not employed by ADMHS is to provide services at or under the auspices of any ADMHS clinic or other program, the student's services must be approved in advance by the manager of the clinic or program.
- h. In addition to the requirements above, a Graduate Student may provide services as an employee of, or under the supervision of, a Community-Based Organization (CBO) contracted with SBCMHP only as specified by the contract.

Assistance:

Reference:

Replaces: