

<p align="center"><b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b></p>	<p align="center">Transmittal # 15-11</p>	<p align="center">Policy # 12.7</p>
<p>Applicability:  <input type="checkbox"/> All DJJ Staff  <input checked="" type="checkbox"/> Administration  <input type="checkbox"/> Community Services  <input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs)</p>	<p>Related Standards &amp; References:  DJJ 3.52, 8.22, 14.6</p>	
<p>Chapter 12: BEHAVIORAL HEALTH SERVICES</p>	<p>Effective Date: 9/21/15  Scheduled Review Date: 9/21/16</p>	
<p>Subject: CLINICAL FIELD PLACEMENTS</p>	<p>Replaces: 7/15/12  <u>Division of Support Services</u></p>	
<p>Attachments:  A – State of GA Employment Application  B – Authorization for Release of Records and Information  C – Educational Training Program Agreement  D – Field Placement Supervision Log  E – Exit Interview</p>	<p>APPROVED:</p>  <hr/> Avery D. Niles, Commissioner	

**I. POLICY:**

The Department of Juvenile Justice shall encourage partnerships with colleges and universities to offer clinical field placements for students from various clinically focused disciplines.

**II. DEFINITIONS:**

**Accredited College:** Officially recognized institution of higher learning that meets set standards. Officially recognized by the Council on Higher Education Accreditation.

**Clinical Field Placement Memorandum of Understanding:** A formal written agreement between DJJ and an academic institution that outlines mutual responsibilities and requirements for the field placement.

**Clinical Intern:** A graduate student in a clinically-focused academic program gaining supervised practical experience in a clinical setting.

**Clinically Focused Program:** A graduate course of study that meets the academic criteria of professional licensing boards.

**Designated Mental Health Authority (DMHA):** The individual responsible for the facility's behavioral health services, including ensuring the quality and accessibility of all behavioral health services provided to juveniles. The Designated Mental Health Authority must be a mental health professional with at least a master's degree in a mental health related field.

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**Director:** For the purposes of this policy, the staff member responsible for the overall operation of a Regional Youth Detention Center (RYDC), Youth Development Campus (YDC) and Community Service Office (CSO).

**Field Placement:** A student work experience (i.e. internship or practicum) that provides them with the required clinical experience necessary for graduation from their academic program.

**Field Placement Coordinator:** The individual designated by the Director of the Office of Behavioral Health Services to oversee the field placement process.

**Field Placement Memorandum of Understanding:** A formal written agreement between DJJ and an academic institution that outlines mutual responsibilities and requirements for the field placement.

**License-eligible:** Upon graduation, the student will have met the academic requirements for licensure in their respective clinical discipline.

**Qualified Mental Health Professional (QMHP):** Mental health staff with education, training and experience adequate to perform the duties required in accordance with professional standards. When the QMHP is required to complete assessments or provide individual counseling to youth with mental illness, the QMHP must have at least a master's degree in a mental health related field and training and experience in the provision of mental health assessment and counseling procedures. A mental health intern under the supervision of a QMHP may perform the functions of a QMHP.

**Regional Behavioral Health Services Administrator (RBHSA):** Mental health staff who provide support to facility behavioral health staff and oversight to ensure the quality and accessibility of all behavioral health services provided in the facility.

**Volunteer Coordinator:** The individual assigned to plan, coordinate and oversee the operations of Volunteer/Intern services in a given DJJ location.

- **Local Coordinator-** Represents the local facility/district in providing planning, coordination and oversight of volunteer/intern services within their assigned facility/district
- **Regional Coordinator-** Represents Central Office in providing planning, coordination, and oversight of volunteer/intern services and provides technical assistance to facilities/districts.

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### III. PROCEDURES:

#### A. Intern Eligibility and Placement Requirements

1. Any person of good character who meets the following criteria is eligible to apply as an intern.
  - a) At least 18 years of age;
  - b) Must have permission of the College, University, or other accredited institution to participate in the program;
  - c) He/she must be a student attending an accredited institution
    - i. There should be a Field Placement Memorandum of Understanding between the applicants learning institute and the department.
    - ii. DJJ and the accredited college or university shall sign a Memorandum of Understanding for the clinical intern program.
    - iii. The MOU shall outline the school, student, and DJJ Responsibilities
    - iv. The MOU shall specify that the department shall not assume liability for injury to students or Faculty Advisor.
  - d) Field Placement MOU's are valid for up to three years and apply to all students from the named college/university/program during this time frame.
  - e) If there is no MOU with the college/university, the Field Placement Coordinator will provide the college/university with a copy of the DJJ Field Placement MOU and an authorized representative of the college/university will sign the MOU and return to the Office of Behavioral Health where it will be reviewed and then forwarded to the Commissioner or designee for review and signature.
  - f) A student may begin an internship prior to Office of Behavioral Health receiving the MOU but may not continue for more than 90 days. At the end of the 90 days if the MOU has not been received the internship must be suspended pending receipt of the signed MOU.

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- g) The student must be in a clinically focused program.
  - h) For master's level field placements, the student must be license-eligible upon graduation.
  - i) If the college/university or student contacts the Office of Behavioral Health Services (OBHS) directly, the Field Placement Coordinator will complete a screening to obtain initial information including educational interest, program requirements, and student availability. Prospective students will be required to complete the State of Georgia Employment Application (Attachment A). The application will be submitted to the Field Placement Coordinator. They may also be required to submit a resume containing education, work experience and personal references in order to further clarify qualifications.
- B. If the Field Placement Coordinator determines that the student has the appropriate qualifications for placement, then they will match the student with available facility sites. The Field Placement Coordinator will notify the Regional Behavioral Health Services Administrator (RBHSA) and the Designated Mental Health Authority (DMHA) at the facility and they will contact the student to determine appropriateness for their facility through a telephone or personal interview. The clinical staff at the facility will make the final decision on acceptance for a Field Placement position.
- C. If a student of a college/university for a Field Placement position directly contacts the facility, the DMHA will notify their RBHSA and the Field Placement Coordinator no later than one week prior to scheduling an interview with the student. The Field Placement Coordinator will then complete the screening process in accordance with Section B of this policy.
- D. Once a student is offered and has accepted a Field Placement at a facility:
- 1. The Volunteer Coordinator(s) will be responsible for the gathering and submission of all required personnel items in accordance with DJJ 14.6, Internship.
  - 2. The student must complete and the facility must forward the following forms to OBHS prior to the student's start date:
    - a) Authorization for Release of Records and Information (Attachment B); and Educational Training Program Agreement (Attachment C).

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- E. Each facility will have final authority, responsibility, and accountability for providing orientation and on the job training, clinical supervision, documentation, and meeting the requirements of each student's education plan.
- F. Each student will have a designated clinical supervisor. The facility program plan will identify the designated clinical supervisor.
- G. The clinical supervisor will ensure that students receive training and supervision in the provision of all duties performed by a qualified mental health professional.
- H. At no time will students work in a facility unless a QMHP in their area of assignment is physically present. Students will not be assigned on-call duties at any time.
- I. DJJ employees may be permitted to intern within DJJ outside of working hours with any Department function or entity upon supervisory approval and authorization of the DJJ Office of Human Resources. If the Office of Human Resources determines that the employee's internship tasks are significantly similar to the employee's paid responsibilities, the employee will not be permitted to intern with DJJ.
- J. The student's clinical supervisor will assign the student a caseload. The clinical supervisor will consider the following when making a caseload assignment:
  - a) Caseload size should be appropriate to the student's skill level and experience;
  - b) The acuity, severity and level of risk of youth should be appropriate to the student's skill level and experience;
  - c) Students will review all Core Competency trainings;
  - d) Appropriate clinical training related to assignments will be completed prior to service delivery, particularly in areas of mental health assessment and suicide prevention; and
  - e) On-going clinical supervision and random review of documents entered into Juvenile Tracking System (JTS) will be provided weekly by the designated clinical supervisor.
- K. Students will be permitted to audio-record therapy sessions with youth when required by their academic program provided the following guidelines are met:
  - 1. In accordance with DJJ 8.22 Searches and Contraband Control, all recording devices are prohibited within all DJJ secure facilities with the

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exception of those devices owned by the Department. Therefore, students must use devices owned and provided by the Department.

2. The student has the responsibility for creating a consent that must be approved by the field supervisor as well as the statewide internship coordinator.
  3. The student has the responsibility of getting the consent signed by both the parent/guardian of the youth as well as the youth.
  4. No names or other identifying information can be used in the recorded session(s).
  5. No high-profile cases may be used for student recording.
- L. The clinical supervisor will document supervision and document reviews on the Field Placement Supervision Log (Attachment D). Each supervisor will maintain supervision documents for the students they supervise.
- M. The student's clinical supervisor, in consultation with the facility Director, will curtail, postpone or discontinue the services of an Intern when substantial reasons for doing so exist. Such reasons may include, but are not limited to:
1. Closed at intern's Request
  2. Closed at DJJ's Request
    - a) Intern breached security
    - b) Result from Annual Criminal History Check
    - c) Conflict of interest
    - d) Services no longer needed
    - e) Excessive tardiness and no shows
    - f) Failure to complete application process
    - g) Unethical behaviors
    - h) Unsatisfactory service delivery
    - i) Unprofessional behavior
    - j) Other

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- N. All related concerns and/or disciplinary actions involving a student should be immediately reported to the OBHS Field Placement Coordinator as well as the Regional Behavioral Health Services Administrator.
- O. At the completion of the field placement, the student will be asked to complete and submit an Exit Interview (Attachment E) for the purposes of program evaluation and continuous improvement.
- P. The Office of Behavioral Health Services will monitor the Field Placement Program through the Regional Behavioral Health Services Administrator.

**IV. LOCAL OPERATING PROCEDURES REQUIRED: NO**