



COVENANT
THEOLOGICAL SEMINARY

Master of Arts in Counseling

Practicum & Internship Handbook

2022 - 2023

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Section 1

Department Information

- Takeaways:
- CTS Mission & Focus
 - Important Contact Information

Counseling Program Mission Statement

The Master of Arts in Counseling program at Covenant Theological Seminary exists to equip counselors with the foundations and skills to help people thrive in a complex world. To effectively navigate multi-faceted issues and life challenges, individuals require maturity in self-understanding and personal development; positive adjustment to social, cultural, familial, and personal relationships; and proficiency in the cognitive, behavioral, emotional, and spiritual dynamics that permeate human experience. For this reason, the counseling program's primary mission is the preparation of counselors committed to person-to-person collaborative work with clients. Our mission is to train counselors who can competently and ethically implement spiritual awareness, psychological principles, developmental understanding, and counseling techniques, all within a biblical framework, to provide clients with the best opportunity to achieve maturation and growth in the areas of personal, relational, educational, and spiritual development.

Counseling individuals in pain demands professionals to be aware of self and others, as well as superbly trained in the fields of biblical anthropology and psychology. For this reason, the Master of Arts in Counseling program offers department and program initiatives, as well as intensive faculty mentoring, to help challenge each student to develop professionally, personally, spiritually, and socially, and thus into a wholly-integrated person. Graduates of the Covenant counseling program are prepared to deliver effective clinical services in a variety of professional, people-helping contexts and are eligible to pursue counseling licensure in Missouri and many other states.

Counseling Program Objectives

Students can expect upon successful completion of Covenant Theological Seminary's graduate program in counseling to have gained knowledge and experience in skills, functions, and characteristics of effective counseling. The following broad goals have been developed to assist students in gaining an overview of expected accomplishments:

1. **Professional Orientation and Ethics** – Demonstrate an understanding of the counseling profession, develop an identity as a professional counselor, and demonstrate the ability to provide counseling services within the legal and ethical guidelines of the counseling profession.
2. **Counseling Theory** – Gain significant knowledge of major counseling theories in the context of individual, couples, families, and group counseling, and synthesize selected theories into a personal theoretical framework to guide the counseling process.
3. **Helping Relationships** – Demonstrate effective individual, couple, family, and group counseling skills that facilitate client growth and exhibit appropriate use of self in therapeutic relationships.
4. **Social and Cultural Diversity** – Develop an understanding of social and cultural influences on human behavior, as well as dispositions and competencies to implement culturally sensitive interventions and advocacy.
5. **Human Growth and Development** – Develop an understanding of the essential aspects of human growth and development and demonstrate the ability to counsel people at different life stages.
6. **Career Development** – Develop an understanding of career development and related life factors on mental health and demonstrate knowledge of career assessment skills within counseling.
7. **Group Dynamics** – Develop theoretical and experiential understanding of group development, dynamics, counseling theories, methods, and skills for group counseling.
8. **Assessment** – Gain knowledge and skills in assessment techniques and apply concepts to individuals, couples, families, and groups.
9. **Psychodiagnosis** – Develop a working knowledge and ethical application of psychodiagnosis and its effect on treatment and counseling practice.
10. **Research and Program Evaluation** – Develop competencies to evaluate, apply, and contribute to professional research literature in order to inform counseling practice.
11. **Spiritual Foundation** – Demonstrate a theological understanding, disposition, and commitment to spiritual formation as shaped by the Biblical story.
12. **Biblical Anthropology** – Demonstrate character and commitment to the overall God-given purpose, value, and dignity of all individuals and cultural groups and to the responsibility for dynamic connection with one another.

2022-2023 INTERNSHIP CTS FACULTY SUPERVISORS

Name	Title/License	Phone	E-mail: @covenantseminary.edu
Suzanne Bates	Assistant Professor of Counseling (LPC)	CTS Office: (314) 392-4242 Cell: (314) 448-0893	Suzanne.Bates
Paul Loosemore	Assistant Professor of Counseling and Clinical Director (LPC)	CTS Office: (314) 392-4131 Cell: (314) 484-6568	Paul.Loosemore
Mark Pfuetze	Interim Co-Director and Associate Professor of Counseling (LPC)	CTS Office: (314) 392-4241 Cell: (314) 322-5568	Mark.Pfuetze
Linda Hermann	Marriage and Family Institute (LPC)	Office: (314) 504 -6015	Linda.Hermann.lpc@gmail.com
Christina Basham	Revision Christian Counseling (LPC)		christina@ revisionchristiancounseling.com

SUMMER 2022 PRACTICUM SUPERVISORS

Contracted with Covenant to provide supervision and support.

Name	Title/License	Phone #	E-mail
Lindsey DeJong	Lindsey De Jong Counseling (LPC)	Cell: (314) 717-1265	Lindsey.DeJong
Randy McLaren	Generations Counseling (LPC)	Cell: (314)529-1713	rmclaren@generations- counseling.com
Mark Pfuetze	Interim Co-Director and Associate Professor of Counseling (LPC)	CTS Office: (314) 392-4241 Cell: (314) 322-5568	Mark.Pfuetze
Jeremy Ruckstaetter	Interim Co-Director and Associate Professor of Counseling (LPC)	CTS Office: (314) 392-4246 Cell: (615) 491-7132	Jeremy.Ruckstaetter
Ashley Wilkinson	Internship Coordinator (LPC)	CTS Office: (314) 392-4208 Cell: (314) 607-0825	Ashley.Wilkinson

ADMINISTRATIVE SUPPORT

Name	Phone #	E-mail : @covenantseminary.edu
Dre Atkins – SU 22 Intake Coordinator	CTS Office: (314)392-4241	Dre.Atkins
Ayla McNeely – FA 22 – SP 23 Intake Coordinator	CTS Office: (314)392-4241	Ayla.McNeely
Mary Miller – Administrative Assistant	CTS Office: (314)392 –4240	Mary.Miller
Administrative Support Assistant	CTS Office: (314)392 –4240	TBD

SECURITY NUMBERS

See Appendix B for details of Covenant Department Security Measures.

- Campus wide primary designated-security charge person:
 - **Public Safety** (campus dispatcher): (314) 581-7212
- Emergency numbers:
 - **911**
 - **Creve Coeur Police Department** Information line: (314) 432-8000
 - **West County Police Dispatch:** (314) 737-4600 (to request a car to come to campus)

IMPORTANT COUNSELING RESOURCE NUMBERS

The numbers below are resources for you and your clients. More detailed information and suggestions are listed in Section 4 “CTS Practices & Ethics” of this Handbook. Please do not call any of these numbers without 1) referencing the additional material in that section and 2) talking to your supervisor first.

- **Reporting Child Abuse and Neglect (Children’s Division):** 1-800-392-3738
- **Women’s Abuse Hotline (A.L.I.V.E):** (314) 993-2777 OR (314) 531-2003: provides individual counseling, group counseling, protection, and court advocacy.
- **Sexual Issues (FirstLight):** (314) 749-4937: Ministry providing support groups for those struggling with homosexuality and pornography.
- **Life Crisis Hotline (Behavioral Health Response):** (314) 647-4357 OR 314-469-6644 in case someone is suicidal and needs immediate assistance.

PLEASE take the time to enter these numbers in your phone now so that you have them if you find yourself in a situation where they are needed.

Section 2

Practicum & Internship Overview

Takeaways:

- Difference between Practicum & Internship
 - Practicum & Internship Budget
 - Schedule & Important Dates

DIFFERENCES BETWEEN PRACTICUM AND INTERNSHIP

	Practicum	Internship
Purpose	Exposure to the field of counseling and start to do work of a counselor	Work like a full-fledged counselor, under supervision
Hours	100 total hours, 40 client hours	600 total hours, 240 client hours
Clients	2-4 clients	10-12 clients
Expectation	15 hours a week, time built in for intake, billing, & office work	25-30 hours a week, not including billing & office work

WEEKLY EXPECTATIONS FOR PRACTICUM AND INTERNSHIP

	Practicum	Internship
Clients	2-4 hours weekly	7-12 hours weekly
Client Notes	1 hour weekly	2 hours weekly
Supervision at Site	1 hour weekly	1 hour weekly
Supervision at CTS	1 hour weekly (triadic)	1 hour weekly*
Group Time	1.5 hours weekly	3 hours weekly
Homework/Prep	3 hour weekly	4 hours weekly
Admin work	2 hours weekly	1 hour weekly

* Individual or Triadic Supervision will be scheduled between you and your supervisor for 45 minutes to one hour every week.

SITE AGREEMENT

We have included the Practicum Site Agreement (Appendix E) so that you have a clear understanding of what your site has agreed to. We are confident that each site will provide you with an opportunity to grow and learn.

EVALUATION OF STUDENT COUNSELOR

Faculty supervisors conduct a formal evaluation of every student counselor at the end of each term to facilitate a conversation about student progress. Our hope is this is a process where we get to focus on your strengths and understand ways in which you desire to grow. You will receive two copies of this evaluation form approximately six weeks before the end of each semester with details on how and when to complete the form. Both you and your site supervisor will complete an evaluation form. You should submit your completed copy to him/her prior to meeting with him/her. Differences and similarities between your evaluation of yourself and his/her evaluation of you often create important opportunities for communication on both your strengths and areas where growth is needed. After reviewing both evaluations with your site supervisor, your site supervisor will submit both copies to your CTS faculty supervisor. We have included a copy in Appendix E if you are interested in looking at it now.

A few of you, depending on your sites, will not have supervisors who need to complete evaluations. If you are not sure, please talk to your CTS faculty supervisor or the Internship Coordinator.

As a part of your Practicum evaluation, both your CTS faculty supervisor and your site supervisor will be asked by the end of the term to make a recommendation of whether or not you are ready to move forward into Internship

EVALUATION OF SUPERVISOR

Site Supervisor

Toward the end of your Practicum and Internship you will receive a site supervisor evaluation form for you to fill out about your site supervisor. These forms should be turned into the Internship Coordinator who will compile the responses and share the feedback with the Program Directors. These are confidential within CTS.

CTS Faculty Supervisor

You will have an opportunity to give feedback and fill out a formal evaluation of your CTS Faculty Supervisor as a part of your semester end evaluations via the Portal.

SPECIAL NOTE ABOUT YOUR EXPERIENCE AT YOUR SITE

Students MUST keep us informed about any problems that develop with their practicum or internship site(s). If there are difficulties, please be in touch with your CTS faculty supervisor and the Internship Coordinator weekly until things are resolved.

BUDGETING FOR STUDENT-PAID EXPENSES

Required Item for Practicum & Internship	May or June '22	Jan '23	Spring '23	Summer '23
Professional Association Membership Requirement	\$30-100			
Practicum/Internship Liability Insurance <i>(normally purchased for 12 months)</i>	\$100			
Possible Extra Confidential Phone or Device for client communication	Varies	Varies	Varies	Varies
Internship Site Lab Jan-term Fee (0 credits)		\$90		
Background Check	\$25-30			
CPCE Exam Fee			\$150	
Internship Site Summer Lab Fee (0 credits) *				Sect. I: 1-25 client hrs <ul style="list-style-type: none"> ▪ \$150 dept. fee ▪ \$190 tech fee
				Sect. II: 26+ client hrs <ul style="list-style-type: none"> ▪ \$300 dept. fee ▪ \$190 tech fee
TOTALS (excludes tuition)	\$150-\$230	\$90	\$150	Varies depending on student needs

**If needed and approved after regular internship*

Schedule and Important Dates

DEPARTMENT HOURS FOR SEEING CLIENTS

- The Department is open according to the following schedule:*
- Monday 9:00a – 5:00p
- Tuesday 9:00a – 9:00p
- Wednesday 9:00a – 5:00p
- Thursday 9:00a – 9:00p
- Friday 9:00a – 5:00p, closed 10a-11a for chapel

*Department hours subject to change as room availability/usage is assessed.

KEY PRACTICUM AND INTERNSHIP DATES TO PLAN FOR:

*Please note that the Counseling Department follows the general CTS Calendar, but is open over many of the breaks to provide continuous care for our clients.

	Practicum Summer 2022	Internship Fall 2022-Spring 2023
Practicum Orientation	June 4 th , 2022	
Summer CTS classes begin	June 6 th , 2022	
Eligible to see Site and CTS clients	June 6 th , 2022	
Austin Harrington Lectures – Dept. Closed	June 9 th -10 th , 2022	
Independence Day – Dept. Closed	July 4 th , 2022	
Last day of Practicum	August 26 th , 2022	
Fall CTS classes begin		August 29 th , 2022
Labor Day – Dept. Closed		September 5 th , 2022
Day of Prayer – Dept. open at 2pm		Tuesday, September 27 th , 2022
Fall Break		October 17 th – October 22 nd ,
Thanksgiving Break – Dept. Closed		November 23 rd – November 25 th
Last day to see clients		December 22 nd , 2022
Christmas Break – Dept. Closed		December 23 rd – January 2 nd
Jan term classes		January 3 rd – 20 th , 2023
Spring CTS classes begin		Jan 23, 2023
Austin Harrington Lectures –Dept. Closed		February 17 th , 2023
Spring Break		March 20 th – March 24 th
Easter Break		April 13 th – April 20 th
Last Day to see clients		May 10 th , 2023
Graduation		May 12, 2023

Documenting Hours

HOURLY REQUIREMENTS FOR PRACTICUM AND INTERNSHIP

Practicum

100 Total Hours: 40 of which are Client Hours
Recommend 2-4 dients per week

Internship

600 Total Hours: 240 of which are Client Hours
Recommend 10-12 dients per week

WHAT COUNTS AS HOURS?

Anything counseling related, as outlined below, counts toward total required hours. Travel does not count as hours.

Client Contact Hours

When you have face-to-face contact with your dient either in-person or via Zoom. Hours are calculated by time, not number of participants in the session. All dient contact must be face-to-face. Talking to dients without visually being able to see each other does not count as dient contact.

Non-Client Contact Hours

- **Supervision**
 - **Covenant Supervision:** Meeting with your CTS Faculty Supervisor, individually or in triadic (1 hour/week)
 - **Class:** Attending Practicum or Internship Group (1.5 hours/week during Practicum; 4 hours/week during Internship)
 - **Site Supervisor:** Meeting with your Site Supervisor
- **Miscellaneous**
 - **Class Reading/Other Reading:** You may record hours for books you read for Practicum or Internship class or books you read on your own that will benefit you as a counselor (outside of required reading for another class).
 - Example #1. You want to learn more about boundaries in relationships, so you read “Boundaries” by Henry Cloud. This DOES count as hours.
 - Example #2. You read a book for Theories and Techniques. DOES NOT count as hours.
 - **Observation:** When you observe someone else counseling.
 - **Notes/Preparation and Office/Phone calls:** Aside from your own activities in this category, this may include “Exposure” hours provided by your site (i.e., dient intake calls and/or scheduling, greeting dients at site, insurance paperwork, other functions of running an agency or clinic).
 - **Tapes, Field Trips, Lectures, Other:** Anytime you listen to, watch or attend a counseling related resource may be counted as hours. This includes any conference you attend, any DVD you watch or anytime you listen to a podcast or audio resource.

TIMESHEETS

Recording your Hours

The Department provides an Excel Timesheet workbook for your use at the beginning of Practicum and Internship. See samples on following pages of this section.

- Assign Each Client a Case Number
 - We use case numbers on files to better ensure confidentiality,
 - Case numbers should be assigned with your initials and a two-digit number. (i.e., MSP-01, MSP-02, etc).
- Clients must occupy the same line throughout every month for the formulas to calculate properly.
- Do not delete terminated clients.
- You must designate Site clients from CTS clients. You may choose to do this with an asterisk, a combination of letters, or numbers.
- Round up/down to the nearest $\frac{1}{4}$ hour. Fifteen minutes equals .25 hours on the timesheet.

Turning in your Timesheets

- **Monthly**
 - Monthly hours are due the first Monday of each month, for the previous month. For example, Monday Dec 2, 2022 you will turn in our hours for Nov 2022.
 - Bring TWO signed copies every month to Supervision with your CTS Faculty Supervisor. Your CTS Faculty Supervisor will also sign both copies. One copy is for the Department to keep (leave with your Supervisor), and the other is for your personal records.
- **Semester and Yearend**
 - A Summary Timesheet is due at the end of every semester and at the yearend of Internship.
 - The sheets are provided in the Excel Timesheet workbook and will auto generate based on previous monthly totals.

When Practicum Hours End and Internship Hours Begin

- **Practicum hours may be logged June 4th – Aug. 26th, 2022**
- **Internship hours may be logged Aug 29th, 2022 – May 10th, 2023**

Keep Personal Professional Records

All student counselors must keep copies of your own signed timesheets for future licensure requirements. Signatures should be in blue or red ink to prove original copy. Do not assume the Department can provide you with your timesheet information in the future.

SAMPLE MONTHLY TIMESHEET

Client No.	Hours of Client Contact This Month					Other Information	
	Individual	Couple/ Family	Group	# of hrs in session THIS MONTH	# of hrs in session CUMM- ULATIVE	Date of 1st session	Date of Term- ination
KT-001 GC	4.00			4.00	4.00	2/5/2020	
KT-002 GC		4.25		4.25	4.25	1/25/2020	
KT-003 CTS	5.00			5.00	5.00	2/1/2020	
KT-004 CTS			4.00	4.00	4.00	4/23/2020	

9.00	4.25	4.00	17.25	17.25
Client Contact Total for Month				17.25

Dates	Supervision Hours				Miscellaneous Hours				
	Covenant Supervision	Class Supervision	Site Supervision	Class Reading/ Other Reading	Observation	Notes/ Prep.	Office/ Phone Calls	Podcasts/ Lectures/ Field Trips/ Other	
July 1 - 4	1.00	1.50	1.00			1.25	0.50		
July 5 - 11	1.00	1.50	1.00	2.00		2.25	0.50	2.00	
July 12 - 18	1.00	1.50	1.00	3.00		1.50	0.75		
July 19 - 25	1.00	1.50	1.00	1.50		1.00	0.50		
July 26 - 31	1.00	1.50	1.00			1.25	0.25		
Totals	5.00	7.50	5.00	6.50		7.25	2.50	2.00	
Supervision Total				17.50	Miscellaneous Total				18.25

Grand total for Month (sum of all columns)	53.00
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Supervisor Signature: _____ Date: _____
 Intern Signature: _____ Date: _____

Section 3

Program Requirements

- Takeaways:
- Practicum & Internship Requirements
 - Graduation checklist

PROFESSIONAL ASSOCIATION MEMBERSHIP REQUIREMENT

When enrolled in Practicum and Internship all counseling students must hold membership in either the American Counseling Association (ACA) or Missouri Mental Health Counselors Association (MMHCA). Students are required to turn-in a proof of membership to the Internship Coordinator before beginning with clients.

- **American Counseling Association (ACA):**
 - Student membership - \$105; includes liability insurance
<https://www.counseling.org/membership/join-reinstate-to-day/>
- **Missouri Mental Health Counselors Association (MMHCA)**
 - Student Membership - \$30
<http://www.mmhca.com/join-mmhca.html>

PERSONAL LIABILITY INSURANCE

You are REQUIRED to hold your own liability insurance during Practicum and Internship. You will not be allowed to start with clients until you have it, and we have proof that you have it. We have done some preliminary research for you (see below).

If you chose to join ACA for your required membership, please note that this membership includes liability insurance. If you chose MMHCA, then you will need to purchase insurance on the side. If you have your own insurance agent, you can contact him/her for their recommendation.

- **HPSO - HEALTHCARE PROVIDERS SERVICE ORGANIZATION** <http://www.hpso.com>
\$40 per year. When asked during application to select a quote classification given the options: Individual, Business or Practice, Current HPSO policy holder, or Schools, choose [INDIVIDUAL]. When asked to “Select your profession or area of study”, choose [Clinical Counselor] When asked to “Select your status as a healthcare professional”, choose [Student].
- **LOCKTON MEDICAL** <http://locktonmedicalliabilityinsurance.com/nbcc>
\$32 per year. Covers you, up to \$1,000,000 each claim. Covers you, up to \$3,000,000 annual aggregate. *When asked during application to “select your status as an allied healthcare professional”, choose [STUDENT]. When asked to “please select your area of study”, choose [Clinical Mental Health]*

AUSTIN HARRINGTON COUNSELING LECTURE REQUIREMENT

During each year enrolled in the MAC agree, all students must attend the Austin Harrington Counseling Lecture hosted by Covenant Seminary. Students may be required to turn in a participation assignment to the Internship Coordinator after the event. More information will be provided in your practicum and internship syllabi.

PERSONAL COUNSELING REQUIREMENT

Your own personal counseling is a vital part of the learning process. You are required to receive at least twelve (12) counseling sessions during your time in the program. You will not be allowed to graduate without record of this. Please turn in your signed form to the Internship Coordinator. These are kept confidential in the Department.

GROUP COUNSELING REQUIREMENT

All MAC students enrolled in the 75-credit degree, beginning in the fall of 2019, are required to lead or co-lead a counseling or psychoeducational group during either Practicum or Internship. This is a graduation requirement. Requirements to fulfill this group counseling requirement include: A) Lead or co-lead a group that meets for a minimum of 4 weeks and includes a minimum of 4 group members (in addition to leaders); and B) complete and turn in the signed verification form to the Internship Coordinator. Below is a list of approved group types. The verification form is in Appendix E.

APPROVED GROUP TYPES

Students can fulfill their Group Counseling Requirement by leading or co-leading a counseling or psychoeducational group at the following approved locations and/or types:

Off-site Options

- At approved off-campus practicum or internship sites.
- At an approved off-campus supplemental site with a registered and approved supervisor (Example: a 2nd practicum or internship site where they only lead a group; the site and supervisor must still register with the Counseling Department).

On-Campus Ideas

If you are interested in one of these ideas, or have alternative group ideas, you must **discuss and submit your proposal to your CTS supervisor for approval.**

- A women's story work cohort group. If interested, also contact Lindsey DeJong, Associate Dean of Student Life.
- An online psychoeducational support group for distance students
- A stress reduction psychoeducational group for 1st year MAC students
- An active co-leading TA for Group Counseling class or Practicum class. If interested, contact the current Group Counselor or Practicum professor.

BACKGROUND CHECK REQUIREMENT

Purpose

1. Align with the process of the Missouri Committee for Professional Counselors
2. Assist the on-campus CTS Counseling Center with the ethical duty (shared by all counselors) to protect vulnerable client types including minors, elderly, or the cognitively impaired; and

Types & time frame

The CTS Counseling Department will use the following background checks in order to review the same information the Missouri Committee for Professional Counselors reviews:

1. County Criminal Record (CRI)
2. Federal Criminal Record Search (FED)
3. National Criminal Database (CIA Super Search)
4. National Sex Offender Registry (NSO)
5. State Criminal Record (CRI)
6. International Criminal Record (INT) (for international students)
7. Social Security Trace (SSN Verification & address history report)

National and state compliance laws only allow background checks over the previous 7 years for felonies or misdemeanors; there is no time limit for sex offense crimes. Reports will be run in any state or county where the student has previously worked, and where their social security number was registered at a known address.

Voluntary participation

This background check is voluntary. Students do *not* have to consent to this background check to continue in Internship. Specifically, if a student does decline to participate in the background check:

1. The student *will be* allowed to continue in Internship.
2. The student *will be* allowed to see clients 18 years old or over at the CTS Counseling Center
3. The student *will NOT be* allowed to see clients under the age of 18 at the CTS Counseling Center.
4. The students' site will be informed that the student has declined a background check.

Use of results

Results returned to CTS will only be reviewed by Dr. Mark Pfuetze and Ashley Wilkinson, Internship Coordinator. Depending on reported information, a student may be restricted from seeing certain types of clients at the CTS Counseling Center. Sites will not be given any results. In the unlikely event this is necessary, a student's site may be informed of any changes to client types the student counselor is able to see at the CTS Counseling Center.

Payment

The cost of the background check is \$25-30 and is covered by the student counselor.

Next steps

The Department will need written consent from each student intern to perform this check. In order to give you time to ask questions and consider this request, students are asked to complete the form prior to Practicum Orientation. Students who do not submit a form will be considered as "declining" and the Internship Coordinator will work with each student to implement the steps above.

GRADUATION CHECKLIST

This form will be emailed to you in Spring 2023, but is included here as a reference.

	Action / item for submission	Due Date	Turn in to:
	1) Attend your Exit Interview Participate in assigned 1-hr interview.		CTS Administrator
	2) Counseling Internship Evaluation of Intern by <u>Intern</u> You share this first with your Site Supervisor, they review and sign it, and then you take this to your CTS Supervisor they ALSO sign it.		CTS Supervisor
	3) Counseling Internship Evaluation of Intern by <u>SITE Sup</u> Your Site Supervisor will do this, share it with you, then your Site Supervisor will take this to your CTS Supervisor they ALSO sign it.		CTS Supervisor
	4) Counseling Internship Evaluation of Intern by <u>CTS Sup</u> Your CTS Supervisor will share this with you after they have reviewed the first two evaluations with you then turn it in to the front desk.		CTS Supervisor
	5) CPCE Results Copy of Exam scores and Reimbursement Request if elected.		CTS Administrator
	6) Turn in the two Counseling Requirements <ul style="list-style-type: none"> • Personal Counseling Requirement form • Group Counseling Requirement form 		Department Front Desk
	7) Site & Site Supervisor Evaluation You evaluate your Site and Site Supervisor		Google doc ONLINE
	8) Final Client Report The purpose of this form is to differentiate and record your CTS client sessions in comparison to your Site client sessions.		Google doc ONLINE
	9) Final Spring Semester time sheet Signed by you and your CTS Supervisor.		Department Front Desk
	10) Year End Total time sheet Signed by you and your CTS Supervisor.		Department Front Desk
	11) Continuing CTS clients Make sure you have notified the Intake Coordinator about all clients wanting to continue being seen at Covenant.		Google doc ONLINE
	12) Complete Processing of CTS TherapyNotes Files <ul style="list-style-type: none"> • Ensure all client files have appropriate client forms, clinical notes are signed by CTS Supervisor, Termination notes completed. • Shred Psychotherapy notes. 		Department Front Desk

Section 4

CTS Policies & Ethics

Takeaways:

- Checklist: before seeing a client
 - Key Aspects of Counseling
- Guides for handling abuse, self-harm, & suicidality

Before Seeing a Client Checklist

	Read this Practicum & Internship Handbook in its entirety
	Tour the CTS Counseling Department & your site
	Buy Liability Insurance (Section 3) <ul style="list-style-type: none"> Give proof to Counseling Department – You do not need to print your entire policy, just the cover page or summary page that includes your name and proof of purchase
	Join a Professional Organization (Section 3) <ul style="list-style-type: none"> Give proof to Counseling Department – You do not need to print your entire policy, just the cover page or summary page that includes your name and proof of purchase
	Turn in Background Check form to Counseling Department
	Request access to Resource Scheduler in myCTS (Appendix C)
	Set up your TherapyNotes & Zoom accounts and get acclimated with software (Appendix E)
	Set your schedule and hours of availability <ul style="list-style-type: none"> You will need to have some idea of when you are able to see clients because you will lead the conversation with clients when scheduling. You will suggest times based on your availability
	Choose and prepare your contact information to interact with clients <ul style="list-style-type: none"> Email address (Appendix C) Phone number and voicemail (Appendix C)
	Read Privacy & Confidentiality Procedures (Appendix A)
	Read Notice of Privacy Practices (TherapyNotes)
	Read Consent to Treat Minors (TherapyNotes)
	Review the essential emergency documents pertaining to client care (Section 4)
	Put supervisor and emergency numbers in an easily accessible place (Section 1)
	Sign and turn in Acknowledgement of Receipt form to Counseling Department

First Session with a Client

OVERVIEW OF A FIRST SESSION

Arrive Early

- **When In-Person:**
 - Check what room you are assigned to (the schedule is printed and placed on the workroom counter).
 - Ensure that the room is open and prepared – DO NOT take a client back to a room that is not open and available to you.
 - If the person who is scheduled in the room before you is still using that room, give them a “courtesy knock” to let them know they need to wrap up their session and vacate the room.
- **When online:** Sign in and launch the zoom meeting early to make sure you have time to address any technical issues.

Greet Client

- **When In-Person:** Check the lobby area around session time to greet client and then you lead them back to the room. Do not rely only on the desk attendant to come and get you when it is time for a session.
- **When online:** Be present and undistracted when the client signs in.

Intake Fee

- Prior to greeting client, ensure the “Intake Fee Acknowledgement” Form on TherapyNotes has been filled out by client.
- If client has agreed to pay the full Intake Fee, have client stop by the front desk to complete payment prior to first session.
- If client has not agreed, prioritize discussing barriers to clients’ ability to pay and work together to find an alternative. Inform your supervisor of the decision in your next supervision.
- Inform the front desk of that decision so the front desk can keep track of client payments.

Session

- Review all necessary paperwork and allow client to ask questions.
- Expand on confidentiality and how it will be utilized to benefit the relationship.
- Explain the exceptions to confidentiality (harm to self or others).

End on time

- **When In-Person:** It is critical to the flow of the department that you manage your session time. Please consider the client and counselor who are expecting to be in the room right after you.
- **When online:** Consider those who may be waiting to see you next.
- **Under all conditions:** It is good client care to be a good manager of the time. Consider scheduling your next appointment time before the client leaves the department to minimize back and forth scheduling conversations.

Walk with your client

- When In-Person at CTS, escort your client out to the lobby.

Write your notes

- Notes must be written the same day as the session. See Appendix D for more information about notes.

REVIEWING PAPERWORK WITH CLIENTS

There are very few people who love reviewing paperwork, but this is an important first step to meeting with a client. There are important differences to acknowledge about a counseling relationship that ought to be clearly defined from the start. This is also an important time to ask if the client has any questions for you. Please familiarize yourself with the forms on TherapyNotes.

DISCUSSING CONFIDENTIALITY

You should tell your client that any information he/she tells you will be confidential **EXCEPT** under the following situations:

- If your client is suicidal.
- If your client is homicidal.
- If there is suspicion of child abuse.
- If there is a court order.
- If your client is a minor (use some discretion here since not everything your client says needs to be reported to his/her parents).

Make certain that your client knows that you will be disclosing information to your CTS Faculty supervisor and your small practicum/internship group to help you become a better counselor, and that their identities will be protected by you in the group. The **exception** to this rule is clients who are also students on campus—then you will disclose information only to your supervisor.

Regarding other people finding out who your clients are, it is a delicate process. When we say we offer client confidentiality, we are letting clients know that what they share with us will go no further than the supervisory relationship. While we will not publicize that a person is our client, we cannot promise that in no way will other people find out that the client is seeing us as a counselor. For example, people may see a client coming or going from a counseling room. This sometimes will happen.

DUAL RELATIONSHIPS

When seeing Covenant students or people you will likely run into in other venues, you need to talk to the client about these situations.

- Tell your clients that you will follow the client's lead in those interactions. If a client simply nods and walks on, then you will do the same. If they say your name and stop to chat, you will do the same.
- Process the interaction together - this can happen ahead of time if you know you will be seeing them somewhere; sometimes it will happen after the fact. Discuss what it was like for the client to interact with you in public.

CLIENT FILES

- **Client Medical Files** are the official clinical notes taken by the student counselor and kept securely by the Covenant Counseling Center on TherapyNotes. TherapyNotes is a HIPAA compliant EMR (Electronic Medical Records) platform. The student counselor will create a client profile for each client. For more information about client files, see Appendix D.
- All client Medical Records are securely stored for seven (7) years or up to one year after a client's 18th birthday. At which ever date comes last, the records are shredded/deleted by Department Administrative Staff.
- **Psychotherapy Records** (handwritten notes) are to be kept in a secure location in the student counselor's home or the Counseling Center until the end of internship. They should never include personal or identifying information; they should only be marked with the client number if necessary. Psychotherapy notes are to be destroyed at the end of the internship year.

TERMINATION SESSIONS

If possible, termination sessions should be planned ahead of time if possible. Termination sessions should include elements of:

- Celebrate – invite client to reflect on their progress in therapy, and offering your own insights on client's growth and strengths.
- Grieve – Allow a client to grieve the end of the counseling relationship.
- Dream – Invite clients to dream and hope for future growth – next steps that they want to take.

Reporting abuse

Before You Report

- First, complete the Mandated Reporter Training as directed by the Clinical Director (see below).
- Second, remember when reporting abuse: DO NOT PANIC.
- Third, contact your CTS Faculty Supervisor (and Site Supervisor if is a site dient) before making any decisions or reporting. **DO NOT MAKE DECISIONS ALONE.**
- Fourth, after the student counselor informs the CTS Faculty Supervisor of the serious threats of harm, information should be included in the case medical file.
- In situations where there is concern about a site dient and the student counselor has been unable to contact the site supervisor, the student counselor is to contact the CTS Faculty Supervisor.
 - If neither Supervisor can be reached, the student counselor should contact the Clinical Director.

When You and Your Supervisor Agree to Report

- You are obligated to report a reasonable suspicion of child abuse for any dient who is a minor. (This is also mandatory for elderly dients as well.)
- You are also obligated to report if your dient has admitted abusing a minor (or elderly person) and given you the name of the minor (or elderly person).

Abuse includes

- Physical injury
- Sexual abuse
- Emotional abuse
- Neglect

Where to Call to Report

- Hotline for **child abuse** is 1-800-392-3738 (Missouri Department of Social Services)
- Hotline for **elderly abuse** is 1-800-392-0210 (Missouri Department of Health and Senior Services)

MANDATED REPORTER TRAINING

This training, which deals specifically with the questions of what, how, and when to report, is required of all CTS student counselors per the Practicum and Internship syllabi. Link for the training: <http://protectmokids.com/>

In addition to that training, students should familiarize themselves with the documents on the website for the state of Missouri department of social services: <https://dss.mo.gov/cd/cn.htm?index.php>.

Clients who threaten harm to self or others

Suicidal Ideation

When a student counselor suspects that a client is considering suicide, the student counselor is to:

- **Assess** the client for low, medium, or high risk of suicidal ideation using the SSF-4 assessment (located in hard copy in the print room of the counseling department, and included in Appendix E). Students may also use the non-suicide contract in Appendix E. Students will document (in client notes) and review all assessments conducted with their supervisor as soon as possible. Supervisors may also utilize alternative assessments to students at their discretion.
- **Inform** the client of any possible action the student counselor must take to protect the client (ex: calling emergency contact). The student counselor should not ask the client permission, but should of course discuss this action with empathy, openness and understanding. If the client is a minor, it is almost always the case that the parent/ guardian must be notified.
- **Consider** if it is therapeutically beneficial to use the Non-Suicide Agreement (Appendix E). As a reminder:
 - The expiration date should be no later than the next scheduled session.
 - If the client feels he/she cannot agree to the full time period of the next session (i.e.: “I can only commit to this for 1 day or 36 hours, but not a whole week.”), the client needs immediate help. The counselor should contact a supervisor right away, taking care not to physically leave the client unless it is in the care of the client’s emergency contact.
 - The Anti-Suicide Agreement form is to be used not just to gain a commitment, but also to highlight the seriousness of the situation, emphasize the personal care of the counselor for the client, and to set the groundwork for revisiting the conversation in subsequent sessions.
- **Contact** CTS Faculty Supervisor:
 - **If high risk = immediately during the session if counselor is unsure of steps to take (note: do not leave client unattended)** or immediately after the session
 - If medium or low risk = immediately after the session
- **Immediately document** the situation in session notes:
 - When a client threatens suicide, everything observed and stated in this regard must be clearly documented.
 - The notes should include:
 - A report of client’s answers to questions of: intensity of ideation; means; plan; personal history; family history; and supportive resources.
 - Assessment by student counselor of risk factors for a non-lethal attempt and/or a lethal attempt.
 - Specific plan set with client (such as hospitalization, connection to hotline resources, or use of internal or external protective factors)
 - The details and names of supervisor and/or consultation conversation following session with client.

Threat of Harm to Others

When a student counselor suspects that a client is dangerous to another person, the student counselor is to:

- gently, but firmly, **direct the client** not to engage in violent behavior and supply the appropriate logic
- **inform the client** of any possible action that they student counselor must take to protect the client and potential victim. This most likely will include calling authorities and warning the potential victim.
- **inform the CTS Faculty Supervisor** right away via phone or in person
- **document** (immediately in the session notes) all the details observed or stated of serious threats of harm.
- **Other important notes:**
 - The potential victim, police and/or other proper authorities must be alerted in cases of imminent danger.
 - If the client is a minor, the parent/guardian must be notified.

Appendix A: Guides for the CTS Counseling Center

- Takeaways:**
- Overview of CTS policies & practices
 - Policies on counseling minors, families, and groups
 - Communication with clients

The Covenant Counseling Center offers free counseling to anyone in St. Louis, with therapeutic needs appropriate to being helped by graduate counseling students, for the educational benefit of the students in the CTS Master of Arts in Counseling Program. The following policies are for the benefit of the student counselors, the supervisors and ultimately the clients seen by the student counselors. As this document is primarily for training purposes, a separate “Notice of Privacy Practices” policy is given to clients as a part of their new client paperwork. Student counselors are also expected to follow all the policies and directions in the Student Counselor Handbook provided to them at Practicum Orientation and utilized through the duration of Internship.

ADMINISTRATIVE FEE

- There is a one-time (i.e.: one time per academic year) counseling intake fee of \$50 for the free counseling services provided by the Covenant Counseling Center at Covenant Seminary. This fee can be reducible to \$20 if necessary.
- If this is a financial hardship, the client can speak to his/her counselor at the first session about waiving this fee.
- Additional information is available on the client form: “Counseling Intake Fee Acknowledgment”, found on TherapyNotes.
- *For Clients that will be Online only and not able to attend sessions in-person you can share the Square Counseling Intake-Fee link prior to your first session
 - Counseling Services Intake Fee (\$50): <https://square.link/u/8rcjflDM>
 - Counseling Services Intake Fee Reduced(\$20): <https://square.link/u/WbZuBnG2>

INTAKE QUESTIONS FOR THE COUNSELING CENTER

- When clients contact the Covenant Counseling Center, they are assessed through the Intake Process by the Intake Coordinator.
- A minimum of 10 questions are asked in the assessment including:
 - Contact information (phone and/or email)
 - Date of birth? How old are you?
 - What is your relationship status? Do you have any children?
 - Have you had professional counseling in the past?
 - Do you have any previous mental health diagnosis from a professional health provider?
 - What would you like to work on / process / talk through now?
 - Are you willing for your sessions to be recorded?
 - Are you related to anyone who attends or works at Covenant?
 - Are there any student-counselors in the program that you know, or we should not match you with?
 - What is your availability for sessions during the week?
 - Do you have a preference for a male or female counselor?
- Clients who report a diagnosis or life circumstances beyond the scope of a graduate student are given referrals to local counseling centers and community mental health agencies.

COUNSELING MINORS AND FAMILIES AT THE COUNSELING CENTER

- The Covenant Counseling Center provides family counseling when supervisors approve this modality for their specific interns, otherwise, whole families seeking counseling will be offered individual counseling for family members.
- Covenant Theological Seminary, its agents, servants and counselors do not involve themselves in child custody, loss of visitation, or court ordered cases, and they will not involve themselves in analysis or offering testimony to a court in these areas.
- Clients must be a minimum of 5 years old to be seen at the Counseling Center by a student counselor.
- Children are considered minors if they are age 17 and younger. Even with a child client able to drive themselves, the parents need

to come to the first session.

- In addition to all the normal new client forms, the parent/guardian must sign “Consent to Treat a Minor.”
- At the first session with the parent or guardian present, student counselors will address confidentiality between the counselor, the client and the parent(s). Discussed in detail in Appendix C.
- When multiple members of a family are being seen at the department:
 - An email is sent to all relevant student counselors and their supervisors so everyone is aware of everyone involved in treating the family system. This group will be considered the “core team” for that family.
 - An attempt will be made to assign family members to counselors in the same supervision group.
 - In the case of multiple supervisors, one supervisor will be appointed as the “Supervisor of Record.” This supervisor must be present at any group consultations of the student counselors about care for each client and the family system.
- Due to the complexity of providing individual care for multiple members of the same family unit, and to ensure adequate supervision of their care, families with multiple members wanting individual counseling will, except with rare exception, only be placed in the fall and spring semesters with interns.

COUNSELING GROUPS AT THE COUNSELING CENTER

- Any counseling groups run by or hosted at the Counseling Center must be approved by the Clinical Director and Internship Coordinator.
- Any counseling groups run by or hosted at the Counseling center must involve at least one student counselor as a leader or co-leader. If space is an issue, groups with the most student counselor involvement will be given preference.
- Any counseling groups run by or hosted at the Counseling Center must always have both a leader and a co-leader. Emergency contact information for both leaders must be on file with the front desk.
- Any counseling groups run by the Counseling Center that are completely run by student counselors (under the supervision of their CTS Faculty supervisor) may only charge participants for the cost of the materials. Participants will pay the one-time \$50 administrative fee to be seen at the Center, but there will be no payment for the groups.
- Any counseling groups hosted at the Counseling Center by a Missouri-licensed LPC must use a non-disclosure form (provided by CTS) explaining that the responsibility for the care of the group and its members lies solely with the LPC and that LPC’s private practice. The non-disclosure form will explain Covenant is not responsible for the client care, only providing the space. A fee for the group may be charged by the LPC, but all money transactions must be handled by the LPC and the LPC’s private practice.

CONFIDENTIALITY FOR CLIENTS

- A client seen at the Counseling Department can expect that any information he/she tells his/her therapist will be confidential EXCEPT:
 - If the client is suicidal;
 - If the client is homicidal;
 - If there is suspicion of abuse;
 - If there is a court order; or
 - If the client is a minor.
- Any clients between the age of 5 and under the age of 18 are considered minors by the Counseling Department. Parents and/or legal guardians are entitled to access the minor’s written medical records or information verbally shared in counseling sessions. However, all counselors work with each client and his or her parent/legal guardian to establish a working relationship that can best foster trust between client and intern counselor.
- Clients are not required to agree to be recorded to be seen at the Counseling Center. Clients will only be recorded if they have voluntarily signed the “Video and Audio Consent for Recording of Counseling Sessions” form.
 - All recordings are kept on a HIPAA compliant server.
 - Zoom recordings are stored on the Covenant Seminary cloud. Student counselors may store a maximum of 5 recordings at a time.
- All clients are informed, in writing, through the Counseling Agreement that student counselors will be disclosing information from client sessions (including the sharing of audio or video recordings) to their supervisor and/or supervision group for the purpose of helping the student become a better counselor. Case information about Covenant Seminary students is not discussed in supervision groups.
- When student counselors offer clients confidentiality, the information they learn from clients will go no further than the supervisory relationship. However, we cannot promise that no other people find out that the client is seeing a counselor.
- Due to the nature of dual relationships and the power differences between students and faculty and staff, the Counseling

Department has a two-part policy:

- Neither Faculty, staff, nor their family members may receive free counseling from student counselors at the Counseling Center.
- If faculty, staff or their family members are inadvertently connected to student counselors at off-campus sites, CTS Faculty supervisors will not participate in the supervision of those clients.
- All of these procedures are communicated to clients in the Client Agreement Form. A copy will be made for the client at the client's request.

EMAIL / TEXT COMMUNICATION

- All department email communication regarding clients includes the following confidentiality notice:
 - **CONFIDENTIALITY NOTICE:** This email and any attachments are for the exclusive and confidential use of the intended recipient. If you are not the intended recipient, please do not read, distribute, or take action in reliance upon this message. If you received this message in error, please notify us immediately by return email and promptly delete this message and its attachments from your computer system. We do not waive any privilege by the transmission of this message.
- Even with the above statement, email communications are not secure, a student counselor cannot guarantee the confidentiality of information shared. Student counselors are only to use email communication with clients for scheduling appointments. Email is not to be used for therapy.
- As text messages are also not a secure form of communication, text messages are only to be used for scheduling appointments.

COMMUNICATION OF CLIENT INFORMATION

- No client information will be shared with persons of any kind outside the supervisory relationship unless the client has signed a "Release of Information" form, provided in TherapyNotes, with specific notations as to what information may be shared with specific individuals. A copy may be made upon request.
- More information about how the Counseling Department discloses health information about clients seen by a student counselor is available in the Notice of Privacy Practices.

CLIENT ASSESSMENTS

- The counseling center has a list of approved assessment measures (Appendix C) for student counselors to use, if necessary, with their clients. You should discuss the use of these assessments with your supervisor before giving them to your clients.

CLIENT FILES

- The Covenant Counseling Center uses TherapyNotes to store all **client medical files**. TherapyNotes is a HIPAA compliant EMR (Electronic Medical Records) platform.
- The student counselor will create a client profile for each client. Once a client profile has been created, the client is given access to the client portal through the TherapyNotes software. For more information, look at Appendix D.
- The student counselor will send intake paperwork to client through the confidential portal. The client will use the confidential portal to sign all intake paperwork at the start of therapy and throughout the course of treatment.
- After terminating with a client, counselor and CTS supervisor will complete a termination form and inform the Intake Coordinator of the termination so the client profile can be modified to Terminated (T) mode.
- All client Medical Records are securely stored for seven (7) years or up to one year after a client's 18th birthday. At which ever date comes last, the records are shredded/deleted by Department Administrative Staff.
- **Psychotherapy records** (handwritten notes) are to be kept in a secure location in the student counselor's home or the Counseling Center until the end of internship. They should never include personal or identifying information; they should only be marked with the client number if necessary. Psychotherapy notes are to be destroyed at the end of the internship year.
- A secure and locked shred box is kept on the floor of the Counseling Department. The contents are picked up and shredded once a month by a confidential shredding service.

GIFTS FROM CLIENTS

- Gifts from clients are most often given by the clients out of thanks and appreciation, and/or for cultural reasons. Sometimes clients bring gifts related to maladaptive styles of relating or to manipulate or earn special status. It is important for a student counselor to always be gracious when receiving a gift, but always consider if anything about the gift needs to be addressed therapeutically. Generally, it is appropriate to accept a gift of \$25 or less.

QUESTIONS

For questions about the information in this section, please contact the Clinical Director or Internship Coordinator.

Appendix B: Counseling Department Security Policies

- { Takeaways: }
- CTS Security Measures
 - Important phone numbers
 - Panic Buttons

COUNSELING CENTER SECURITY MEASURES

In the rare possibility of a serious client-counselor interaction, these measures exist for the care of staff, faculty, student counselors and clients who come to the Counseling Center.

- During hours of operation, a paid staff member will be stationed at the reception area of the Counseling Center to welcome guests, aid student counselors and provide a presence of help in the building.
- Paid front desk staff will walk the counseling hallway on the 15 and 45 minute marks each hour to listen and assess for any concerning behavior.
- When paid front desk staff hear (or are informed of) loud audible voices (such as yelling; angry, agitated, threatening language or otherwise concerning behavior) in the department lobby or in counseling rooms:
 - He or she will look in the room's window to assess the situation.
 - If he or she cannot see the counselor's expression and/or feels an interruption is needed, he or she will knock on the door and open the door.
 - He or she will follow the counselor's lead as to whether any further care or help is needed.
 - In the event that the situation escalates, content of the language becomes attacking or there is movement toward the counselor, the paid front desk staff will determine if another door knock or entry into the room is needed., the paid front desk staff will determine if Public Safety and/or the Police (911) are needed.
 - As soon as reasonable, the paid front desk staff will notify the Clinical Director and Internship Director of any event relating to these steps.
- In the rare event that the **paid front desk staff feels anyone's physical safety is in immediate jeopardy**, he or she will use the panic button to call Public Safety and/or the police.

PANIC BUTTON DETAILS

Out of an abundance of precaution and due to the nature of the CTS Counseling Center being a community mental health facility, each faculty office and student counseling room is equipped with a panic button "Fob." This black "Fob" sits in a designated business card holder on each coffee table in each room. Staff place and remove the Fobs each morning and evening. The Fobs should be positioned on the coffee table or a bookshelf near where the counselor sits (i.e.: a convenient, but not overly obvious or distracting place). The buttons on the Fob are live at all times. There is no way to stop a call from a Fob; appropriate safety personnel will be dispatched immediately to the room where the Fob was pushed. Fobs are equipped with two buttons that call directly to one of two places:

- campus security (yellow button labeled "panic")
- police/fire/EMS (labeled with a symbol)

In the 20+ year history of the CTS Counseling Center, there has never been a past need for such a button, nor an incident that warranted the calling of the police, fire or EMS. Fobs are precautionary and are to be used as follows:

YELLOW “PANIC” BUTTON

- Times to use this button:
 - Client is standing, yelling and trying to intimidate.
 - Client is threatening to or is damaging the room
- Times NOT to use this button:
 - See below.
 - Concern over Suicidal Ideation (call a supervisor)



POLICE/FIRE/EMS BUTTON

- The time to use this button is:
 - Client is having a medical emergency such as a heart attack, seizure or stroke
 - Client is threatening to hurt you or someone currently in the department
 - Client displays and/or displays and threatens to use a lethal weapon
- Times NOT to use this button:
 - See above.
 - Concern over Suicidal Ideation (call a supervisor)

Appendix C: How To's

- Takeaways:
- Guides on how to's with clients
 - First contact & first session scripts
 - Client assessments

HOW TO: PREPARE YOUR CONTACT INFORMATION

Email

- Students must use their covenant email to correspond with clients.
- Add the confidentiality notice seen below to ALL OF YOUR CLIENT EMAILS:

CONFIDENTIALITY NOTICE: This email and any attachments are for the exclusive and confidential use of the intended recipient. If you are not the intended recipient, please do not read, distribute, or take action in reliance upon this message. If you received this message in error, please notify us immediately by return email and promptly delete this message and its attachments from your computer system. We do not waive any privilege by the transmission of this message.

Phone Number and Voicemail

You need a phone number where clients can call you.

- CTS Clients – you provide
- Site Clients – sometimes the sites provide, sometimes you provide

We recommend using Google Voice to setup a new phone number and voicemail that can be linked to your current device. You DO NOT have to use Google Voice but remember that a client will not “forget” the number once your practicum or internship ends. We know that Google Voice is not HIPPA-compliant. Very few phone systems are. Please always remember— and remind your clients— to use discretion on the phone or in VMs.

- To setup Google Voice
 - On your computer, go to <https://www.voice.google.com>
 - On your phone, download Google Voice app and follow instructions to link.
- Voicemail Script
 - The following is a sample of how your voicemail for clients might sound. This is designed to help you, but do not feel you have to follow it exactly. Your voicemail message should reflect your personality, while being professional. Remember this is the beginning of how you build a relationship and provide a caring environment with potential clients.
 - SAMPLE: “*You have reached the confidential voice mail of Ashley Wilkinson, counselor with Covenant Seminary. Please leave me your name and phone number and let me know if it is okay to leave a message when I call back. If this is an emergency, please dial 911 or call the Life Crisis Hotline at (314) 647-HELP (4357). Thank you and I look forward to talking with you.*”

LEAVING A VOICEMAIL FOR A CLIENT

When you leave a voicemail asking someone to call you back, please be sure to give them YOUR contact number and not the Counseling Department.

HOW TO: REQUEST A CTS CLIENT

REQUESTING A CLIENT AT CTS

After completing the Checklist (Sec. 5) and turning in your Acknowledgement of Receipt from the end of this Handbook, you may request to be assigned a client at CTS by following these steps:

- Email the Intake Coordinator with the following information:
 - The number of clients you would like to be assigned.
 - A broad idea of your availability.
 - Particular requests, as approved by your Supervisor, such as age, gender, marital status...
- The Intake Coordinator will respond with the name, contact information, and the client's responses to basic intake questions.
- Call or Email the client (or parent of the client if a minor) within 24 hours of receiving the email. Consider:
 - The script available if interested (see below).
 - Offer them a few time slots to meet.
 - Confirm the agreed upon appointment time (because often you play phone tag a bit).
 - Tell them how to get here and where to park. (See map at the end of this section)
 - E-mail the Intake Coordinator to let her know the appointment has been set.
- Reserve a room by following the instructions below.

HOW TO: REACH OUT TO A NEW CLIENT

- The CTS Counseling Department's policy is to reach out via phone to a client 3 times over two weeks.
- If you do not hear back from a client after three contacts, talk with your supervisor, and then let the Department Administrator know and she will change their status to 'inactive' on our wait list.

HOW TO: MAKE THE FIRST CONTACT WITH A CLIENT

The following is a sample of an introductory call to a client. Obviously, the details will differ with each client. This "call" is longer than most in order to answer some of the questions that have come up for student counselors on initial calls.

First contact: sample script

COUNSELOR: Hello, this is Ashley Wilkinson from Covenant Seminary. I am looking for Jane Doe.

CLIENT: This is Jane.

COUNSELOR: Jane, I received your name and number from our intake coordinator. She said that you called because you were interested in some individual counseling. Is this a good time and place for you to talk?

Note: Try and be aware that clients are often nervous when talking to a counselor. The calmer you are and the more you help set a few boundaries for the call, the better it will be for you both.

(Client will answer accordingly. If it is not a good place or time for them to talk, arrange a time to call them back.)

CLIENT: Oh, yes, it is a good time. You see, I am really struggling with anxiety, my husband left me and he is such a jerk. Plus, I am having issues at work...

COUNSELOR: Jane, I know I am interrupting. I know you shared a bit of your story with our intake coordinator, and I am looking forward to hearing it too. Let's set an appointment so that you can share your story with me in person, and so that we can talk about what counseling might look like for you. I have counseling hours on Mondays from 1pm until 8pm or on Thursday evenings from 5pm until 8pm. Would this Thursday at 5pm work for you?

CLIENT: Well, weeknights are best for me and any time after 4:30 pm is good. Yes, this Thursday will work.

COUNSELOR: Great. Our counseling takes place at the Seminary in the Covenant Counseling Center. Are you familiar with where our campus is? Ok, let me give you directions.... when you get to the building, you'll come in the front door in the reception area. There are some chairs there where you can sit, and I will come and greet you. [When necessary, make appropriate modifications for online sessions. Discuss use of Zoom.] I have some intake paperwork for you to fill out before we meet. We use an online system to send paperwork, so you will get an email from TherapyNotes with a notification that I've set up a client portal for you. When you get that email, I will need you to fill out the paperwork and send it back before we meet. Does that make sense?... ok great, what's a good email address for you?

Note: It is important to remember that you are not in a counseling session and the phone is not the right place to begin counseling. However, it is totally appropriate to pay attention to information and behaviors the client displays and to talk about them in the counseling room. Following up on something you heard in the calls may be important.

CLIENT: Oh, OK. Well, I guess I'll see you Thursday.

COUNSELOR: Thursday at 5pm it is. If something comes up on your end and you need to reschedule, you can leave me a voicemail at (INSERT YOUR CALL BACK NUMBER HERE).

Note: As with any professional meeting, be sure to clarify two or three times on the call (if it is natural) to make sure you both heard and wrote down the same time.

CLIENT: Can I reach you any time at this number in case of an emergency?

COUNSELOR: Well, the number I gave you is my voicemail. Because I cannot be available to my clients 24x7, I give them a number for the Life Crisis Hotline where there are counselors always available. The number is (314) 647- HELP (4357). Jane, we are not in a counseling session right now but are you feeling like you are in an emergency situation?

Note: If during the call you pick up on some concerning issues regarding the client or someone else's safety, you are ethically bound to pursue that question and care well for them. Even though you have not yet met this person, you are now in a counseling role in their life and it is your professional responsibility to inquire if you hear something that sounds like they might harm themselves or others.

CLIENT: No, I just wondered. What I have to talk about can wait until Thursday.

COUNSELOR: Ok, well then, I will see you on Thursday, Jane. I look forward to meeting with you. Goodbye. (scene)

HOW TO: RESERVE A COUNSELING ROOM

Room Availability

Counseling rooms are available Monday through Friday (see Sec. 4 for hours of operation).

Process for Reserving a Room

- **Step One.** Resource Scheduler is the Counseling Department's room reservation calendar tool. From this website you are able to VIEW the Department calendar. To complete the room reservation, you must go through the process outlined below. By logging in to the platform, you will be able to see which rooms are available when.
 - Why check? Just because you and your client are available at 10am on a Thursday does not mean the Counseling Department has an open room for you at that time.
 - To navigate Resource Scheduler:
 - Log in to, <https://mycts.covenantseminary.edu> (Links to an external site.), using your seminary email address and password.
 - Click on My CTS.
 - Click on General > Asure Resource Scheduler
 - The first time you access the site you will have to pause here and send email request for setup completion to: shawn.summers@covenantseminary.edu
 - Once granted access, this will take you right into the Resource Scheduler default page
 - For Training Resources (Video & Document) go to Canvas Training: <https://covenantseminary.instructure.com/courses/843>

- **Step Two.** Send a room request to Administrative Support.
 - Email: CounselingReservations@covenantseminary.edu
- Include the following information in your email:
 - Your name
 - The day of the week and time of the appointment you are requesting
 - Whether the request is for a “one-time” or “recurring” appointment
 - Any special needs/details (i.e. client in wheelchair, need play therapy room, recording room request)
- You will receive a brief email reply stating that you are “confirmed” once Administrative Support has made the reservation in the system. Please do not notify client until you have received confirmation.
- **Take Note.** You are not guaranteed the same office every week – you must check the printed schedule the day of your appointment to verify which room your session is in. You must reserve rooms at least 24 hours in advance. Any appointment changes for Mondays must be in by Friday afternoon.
 - Reservations cannot be made by leaving a voicemail on the department number.
 - Never counsel without paid staff in the counseling department.
- Never counsel outside of the Counseling Department floor. For all Covenant-assigned clients, you must see them in the Counseling Department.

HOW TO: WORK WITH A “CONTINUING CLIENT”

- You must obtain a new set of intake paperwork for every client. Your supervisory information must be disclosed to the client, and the client must agree to be treated by you in particular.
- You will not have automatic access to the previous counselor’s medical notes on the client. Wait until session three or four to determine the benefit of reading the earlier notes. If the client and you decide it would be beneficial to your therapeutic work, ask the client to complete a Release of Information form and present it to the Department Staff for access.

HOW TO: RESPOND WHEN A CLIENT CONSISTENTLY CANCELS OR NO-SHOWS

- If you have a client that does not show up for 3 or more appointments, you need to discuss the situation with your CTS Faculty Supervisor. Together, the two of you will determine how to best care for the client while also respecting boundaries around your time.
- If you and your supervisor agree to put the client back on the waitlist as “inactive,” contact the Intake Coordinator and inform them of the scenario. Inactive status on the waitlist means that we have not deleted them, and if they are interested in the possibility of being placed with a counselor again in the future, they can contact the Intake Coordinator.

HOW TO: COUNSEL MINORS

“The best interest of the child.” - Those words are the guiding principle for student counselors when they are counseling minors. This is the premise behind the following guidelines for student counselors to use when working with minor clients assigned at CTS.

First Session and Forms

- **Invite the Parent(s)**
 - If both parents are involved in the home and with the child, it is best practice to invite both parents to the first session to:
 - Assess if individual minor counseling is most appropriate or if recommendation/referral for family or marital counseling would be more fitting;
 - hear the family context and perspective on this issue;
 - observe family dynamics; and have both parents sign the “Consent to Treat a Minor” form (TherapyNotes)
 - If both parents are not involved with the child (one is out of the country, estranged, etc), having one parent present is enough BUT be sure to consult with your supervisor in supervision.
- **Minors**
 - Children are considered minors if they are age 17 and younger. Even with a child client able to drive themselves, the parents need to come to the first session.
- **Forms**

- In addition to all the normal new client forms, there is an additional form (for CTS-assigned clients) that the parent/guardian needs to sign (See TherapyNotes - Consent to Treat a Minor).
- For those seeing children off-site, please follow the site's requirements for counseling minors.

- **Address Confidentiality at First Session**

- At the first session with the parent or guardian, student counselors should address confidentiality between the counselor, the client and the parent(s). Parents have the right to know everything said in the session, but the client will likely not progress if they do not feel what they say remains in the room.
- You may ask the parent(s) to waive the "right to know" everything and "to trust me that I will tell them what is necessary." You are not obligated to give a list of what is necessary, or what you plan to share with the parents, but if they ask what falls into the necessary category, ask them what they would want to know.
- Make sure this conversation happens with all parties in the room: you, the client and parent(s). Everyone needs to hear the same thing, so that everyone feels safe.

List of Approved Assessment Measures for CTS Student Counselors

USING ASSESSMENT MEASURES

Assessment and diagnosis of clients is an important step in creating a treatment plan to help clients meet their goals and fully function in all aspects of life.

Student counselors should administer these measurements in the first few sessions, as well as to monitor treatment progress. These will provide student counselors and their supervisors with initial symptomatic status as well as client reported progress.

These measures should be used to enhance clinical decision-making and not as the sole basis for making a clinical diagnosis. Student counselors should share the outcomes and hypothesis with their supervisors, and determine the next steps on if or how to share the results with the client

LIST OF APPROVED ASSESSMENTS

The following is a list of assessments approved by the CTS faculty for use by the graduate student counselors of the MAC program who have completed the Assessments class (CO353). If you are unsure about the appropriate usage of assessments discuss with your supervisor.

The CTS MAC Faculty anticipates that students will use these four assessments the **most frequently**:

- **Severity Measure for Depression, Adult** (Patient Health Questionnaire [PHQ-9])
- **Severity Measure for Social Anxiety Disorder** (Social Phobia), Adult
- **Severity Measure for Generalized Anxiety Disorder**, Adult
- **Severity of Posttraumatic Stress Symptoms**, Adult (National Stressful Events Survey PTSD Short Scale [NSESS])

The following additional assessments are free and available to use through this website, under the tab “Disorder-Specific Severity Measures”: <https://www.psychiatry.org/psychiatrists/practice/dsm/educational-resources/assessment-measures>

For Adults

- Severity Measure for Depression, Adult (Patient Health Questionnaire [PHQ-9])
- Severity Measure for Separation Anxiety Disorder, Adult
- Severity Measure for Specific Phobia, Adult
- Severity Measure for Social Anxiety Disorder (Social Phobia), Adult
- Severity Measure for Panic Disorder, Adult
- Severity Measure for Agoraphobia, Adult
- Severity Measure for Generalized Anxiety Disorder, Adult
- Severity of Posttraumatic Stress Symptoms, Adult (National Stressful Events Survey PTSD Short Scale [NSESS])
- Severity of Acute Stress Symptoms, Adult (National Stressful Events Survey Acute Stress Disorder Short Scale [NSESS])
- Severity of Dissociative Symptoms, Adult (Brief Dissociative Experiences Scale [DES-B])

For Children Ages 11 to 17

- Severity Measure for Depression, Child Age 11 to 17 (PHQ-9 modified for Adolescents [PHQ-A], Adapted)
- Severity Measure for Separation Anxiety Disorder, Child Age 11 to 17
- Severity Measure for Specific Phobia, Child Age 11 to 17
- Severity Measure for Social Anxiety Disorder (Social Phobia), Child Age 11 to 17
- Severity Measure for Agoraphobia, Child Age 11 to 17
- Severity Measure for Generalized Anxiety Disorder, Child Age 11 to 17
- Severity of Posttraumatic Stress Symptoms, Child Age 11 to 17 (National Stressful Events Survey PTSD Short Scale [NSESS])
- Severity of Acute Stress Symptoms, Child Age 11 to 17 (National Stressful Events Survey Acute Stress Disorder Short Scale [NSESS])
- Severity of Dissociative Symptoms, Child Age 11 to 17 (Brief Dissociative Experiences Scale [DES-B])*

Appendix D: TherapyNotes, Files, & Zoom

Takeaways:

- This only applies to Covenant clients.
- Information on how to access TherapyNotes
 - In-depth client file instructions
- Information on how to access Zoom

TherapyNotes

Overview

- Student Counselor:
 - Counseling Departments Administrators will input student counselors as users into Therapy Notes. Student will receive an email with a temporary password.
 - After login in for the first time, please update your password and your profile to finish registering.
 - Student counselors will be linked to assigned CTS Faculty Supervisor.
 - Once registered, students need to get familiar with the program.
 - Students may research and read about the software at <https://www.therapynotes.com/education/>
- New Clients:
 - Student counselors will enter contact information on new clients into TherapyNotes.
 - Through TherapyNotes students will then send a welcome email and enable client portal access to new clients where they will be able to electronically fill out all CTS Intake forms and return electronically to the student counselor.
- Supervisor Approval:
 - The CTS Faculty Supervisor will get notifications automatically when there are notes to be signed.

Help Center

You can access the TherapyNotes Help Center by clicking on this link -> <https://support.therapynotes.com/category/4-category>

During the semester, you will also have access to the TherapyNotes How-To Guide PDF on your Practicum & Internship Canvas course page.

Department Assistance

- If a client doesn't have access to a computer or the internet, paper copies of intake paperwork will be available for clients to fill out in person in the Counseling Department.
- If at any time you get locked out or need extra assistance with the TherapyNotes software, you may reach out to any of the Department Administrators.

Client Files

MEDICAL RECORDS

For Adult Clients

- Client Registration Form
- Client Agreement & Informed Consent
- Consent for Recording of Counseling Sessions
- Consent for Telehealth
- Counseling Intake Fee Acknowledgement
- Acknowledgement of Receipt of Privacy Practices Counseling
- Client History and Assessment
- Consent for Release of Information*
- Treatment Plan*
- Termination Form+

*Documents not sent in original intake packet, but only used if applicable.

+Document used internally, not sent to client.

For Minor Clients

All the above forms, with the addition of:

- Consent to Treat a Minor
- Notice of Minor Disclosure Information

Medical Records are kept electronically on TherapyNotes.

****FOR ALL CLIENTS****

You must create a Contact Note BEFORE your first session confirming that your client has signed and submitted all the Intake Registration Paperwork shared on the Client portal. Here is a helpful Script if you want to copy and paste:

“I affirm that my client has uploaded and signed their registration pack documents.”

Until this is done you ARE NOT able to start seeing your client. Your CTS supervisor will look for this note before they start approving session notes.

Clinical/Session Notes

In addition to the registration paperwork above, **Clinical Notes** are also considered medical records. After each session student counselor must submit a clinical note to record the session. The client is entitled to his/her Medical Record Profile if he/she requests, including Clinical Session Notes. **These notes belong to the client.**

The purpose of Clinical Session Notes is to provide a brief, factual record of what occurred in counseling session. The CTS Counseling Center requires student counselors to use the “Miscellaneous” session note on Therapynotes to record their session notes. Note will be reviewed and signed by their CTS supervisor.

Includes:

- Date and time of session
- Affect presented in session
- Clinical session summary (see attached “Common Mental Status Terminology”)
- Signature of Student Counselor
- Signature of Supervisor

This type of note should:

- Be brief.
- Be written with professional language.
- Be factual.
- Be void of names.
- Include quotation marks if including quotes.
- Include any discussion about suicidal or homicidal intent.
- NOT include: your personal reactions or reflection.

Helpful Tip:

If you're having trouble knowing what to write, here is a suggestion given by Dr. Jeremy Ruckstaetter: **One** thing you observed (such as client affect, dress, and speech patterns), **Three** things the client reported, and **two** things that you did in the sessions (such as . . . Counselor used a person centered approach and facilitated emotional expression).

Common Intervention Terminology in Documentation

- Acknowledged attempts to
- Actively listened to ct as
- Addressed ct's concerns
- Addressed worries/fears
- Aided in developing insight
- Allowed ct to ventilate
- Amplified
- Affirmed
- Asked about
- Assigned task
- Assisted ct in/with
- Attempted to normalize
- Built rapport by
- Built trust through
- Challenged beliefs/thoughts
- Clarified/Sought clarification
- Commended
- Connect comments about
- Confronted
- Contracted for
- Cued
- Deescalated
- Developed a contingency plan
- Developed behavioral program
- Developed positive affirmations
- Discussed
- Directed/Redirected
- Educated
- Elicited
- Encouraged
- Encouraged verbalization
- Engaged client in play
- Empathetically responded
- Established boundaries
- Established connections between
- Examined benefits/consequences
- Explained
- Explored
- Explored self-defeating life patterns and beliefs
- Explored options
- Evaluated
- Facilitated
- Focused on
- Gave feedback
- Guided
- Helped ct develop
- Helped ct to express anger constructively
- Helped ct to redefine
- Highlighted consequences
- Identified
- Identified themes
- Identified triggers
- Increased awareness
- Inquired about
- Informed
- Interpreted
- Investigated
- Led ct in practicing
- Listed ct's
- Modeled
- Monitored
- Normalized ct's feelings
- Praised
- Probed
- Processed
- Problem solved
- Provided feedback
- Provided a corrective social experience
- Provided ct with unconditional positive regard
- Questioned
- Reassured
- Redefined
- Reflected
- Reflected (ND Play Therapy)
- Refocused
- Reframed
- Reinforced
- Responded to
- Resisted
- Reviewed
- Reviewed limits
- Recommended
- Role played
- Set limits
- Summarized
- Supported
- Taught coping skills
- Tracked (ND Play Therapy)
- Used directive comments to
- Utilized desensitization
- Utilized imagery/visualization
- Utilized assertiveness training
- Utilized relaxation training
- Utilized humor
- Utilized empathic understanding
- Utilized silence
- Validated ct's point
- Verbalized
- Worked on behavioral program

* Ct = client

Common Mental Status Terminology in Documentation

GENERAL OBSERVATIONS

Appearance

- Hygiene: clean, body odor, shaven, grooming
- Dress: clean, dirty, neat, ragged, climate appropriate — anything unusual?
- Jewelry: rings, earrings — anything unusual?
- Makeup: lipstick, nail polish, eye makeup — anything unusual?
- Other: prominent scars, tattoos

Speech

- General: accent, clarity, stuttering, lisp
- Rate: fast (push of speech) or slow
- Latency (pauses between questions and

answers): increased or decreased

- Volume: whispered, soft, normal, loud
- Intonations: decreased (monotone), normal

Behavior

- General: increased activity (restlessness, agitation), decreased activity
- Eye Contact: decreased, normal, excessive, intrusive
- Mannerisms, stereotypies, posturing

Cooperativeness

- Cooperative, friendly, reluctant, hostile

THINKING

Thought Processes

- Tight, logical, goal directed, loosened, circumstantial, tangential, flight of ideas, word salad

Thought Content

- Future oriented, suicidal ideation, homicidal ideation, fears, ruminative ideas

Perceptions

- Hallucinations (auditory, visual, olfactory)
- Delusions (paranoid, grandiose, bizarre)

EMOTION

Mood

- Patient describes in own words and rates on a scale 1-10

Affect

- (You describe)
- Type: depressed/sad, anxious, euphoric (i.e.: normal), angry
- Range: full range, labile, restricted, blunted/flattened
- Appropriateness to content and congruence with stated mood

COGNITION

Memory

- Immediate recall, three and five minute delayed recall of three unrelated words

Orientation/Attention

- Day, date, month, year, place, president; Serial 7's (or 3's), WORLD — DLROW, digit span

Insight/Judgment

Good, limited or poor (based on actions, awareness of illness, plans for the future)

PSYCHOTHERAPY RECORDS

- Genogram
- Recordings
- Art work, collages, etc

Psychotherapy records (handwritten notes) are to be kept in a secure location in the student counselor's home or the Counseling Center until the end of internship. They should never include personal or identifying information; they should only be marked with the client number if necessary. Psychotherapy notes are to be destroyed at the end of the internship year. A secure and locked shred box is kept on the floor of the Counseling Department. The contents are picked up and shredded once a month by a confidential shredding service.

Psychotherapy notes

Psychotherapy (aka "Reflection") Notes go in the Psychotherapy Record.

Purpose of Psychotherapy Notes is to provide a place for the student counselor to "reflect" on themes, categories, transference, countertransference, etc in the session. Client do NOT have access to these notes. You and your supervisors are the only ones to have access to Psychotherapy Notes (with a few exceptions) as long as they are NOT stored in the Medical Record. **These notes belong to the student counselor for their educational development.**

Keep in Mind

- Psychotherapy Notes will be shredded at the end of your internship.
- The American Psychiatric Association (in "Psychotherapy Notes Provision of the HIPAA Privacy Rule Reference No. 200201") says that these notes may include: "intimate personal content or facts, details of fantasies and dreams, process interactions, sensitive information about other individuals in patient's life, the therapist's formulations, hypotheses, or speculations, topics/themes discussed in therapy sessions."
- The Child Welfare Manual (Section 5, Chapter 2, pg. 50) says that these notes are for: "documenting or analyzing the contents of conversation during a private counseling – separated from the rest of the individual's medical record."

TERMINATION, TERMINATION FORMS AND FILE STORAGE

- Termination with a client, when possible, should be planned and should ALWAYS including a conversation with your supervisor.
 - TherapyNotes has a "termination note" already in their system that you will use with each client.
 - Completed Termination Notes must be submitted on TherapyNotes for each client.
 - Termination Notes should be completed at either:
 - The end of the year, or
 - When counseling with a client has been terminated for over four (4) weeks.
- After terminating with a client, counselor and CTS supervisor will complete a termination note and inform the Intake Coordinator of the termination so the client profile can be modified to Terminated (T) mode.
- Active client folders for current counseling clients are kept separately from all terminated files
- All client records are securely stored for seven (7) years or up to one year after a client's 18th birthday. At whichever date comes last, the records are deleted from the TherapyNotes by Department Administrator

SESSION RECORDINGS

Recordings of client sessions should be treated as a **confidential client document**. Recordings are for the sole purpose of your educational growth as a counselor and should only be shared with your CTS Faculty Supervisor, Site Supervisor, or under the guidelines of assignments with your Practicum/Internship group.

In-Person Recordings

- The Counseling Department is able to record a video of your session. The Counseling Department uses a recording software called Valt. More information will be shared on this at your Practicum Orientation.
- Students will receive and login information and will be able to set up a Valt profile.

- You are responsible for letting the Front Desk Staff know you want to record your session, PRIOR to session. You will need to provide the specific time and room number you desire to record.

Virtual Recordings

- Zoom provides an option to record a session. Sessions should ONLY be stored on the CTS cloud through Zoom, and NEVER on personal computers. Student counselors can store up to 3 hours of recordings at a time for use in supervision or class assignments.

Zoom

VIRTUAL VIDEO FOR TELEHEALTH SESSIONS

Zoom is a cloud-based video communications app that allows users to set up virtual video. For the duration of the COVID-19 pandemic, Covenant Seminary will provide student counselors, in Practicum or Internship, an active account with Zoom.

To access Zoom:

- Go to <https://mycts.covenantseminary.edu> and log in using your student email address and password.
- If you do not know the password to this account, you can reset it by visiting <https://password.covenantseminary.edu>
- Once you've successfully logged in, go to **My CTS > Counseling > Zoom**
- This should take you to your account profile.
- If this is your first time accessing Zoom, you may be prompted to verify your user account.

Recording Sessions on Zoom

For educational purposes, it may be necessary for you to record a session with your client. You must get the client's written permission to record beforehand (cf "Consent for Recording Counseling Sessions" document in Section 12).

You must store the recordings to the **CLOUD**, not your personal computer. You are allowed to store up to three (3) recordings at a time on the cloud. Be aware that recordings **automatically delete after 30 days**, so plan your class assignments accordingly.

Help Desk

For technical assistance with your Zoom account, please contact the Seminary's IT Department at 314-392 4136

Appendix E: Forms

Takeaways:
▪ Form examples used in Practicum & Internship

Non-suicide Agreement

As part of my counseling, I _____, agree that at any time I should feel
(CLIENT NAME)
unable to resist suicidal thoughts or impulses I will:

- Call the Life Crisis Hotline at (314) 647-4357, or
- Call 911, or
- Call my friend, _____ at this number _____; or
- Go directly to _____ hospital at _____ address.

My counselor, _____, agrees to work with me in scheduled sessions to help
(STUDENT COUNSELOR NAME)
me learn alternatives to suicide. I agree to abide by this agreement either until it expires or until it is

openly renegotiated with my counselor. I understand that it is renewable at the expiration date of _____.
(MM/DD/YYYY)

SIGNATURES

Client Signature: _____ DATE: _____

Student Counselor Signature: _____ DATE: _____

Covenant Supervisor Signature: _____ DATE: _____

CAMS SUICIDE STATUS FORM-4 (SSF-4) INITIAL SESSION

Patient: _____ Clinician: _____ Date: _____ Time: _____

Section A (Patient)

Rate and fill out each item according to how you feel right now. Then rank in order of importance 1 to 5

Rank (1 = most important to 5 = least important)

_____	1) RATE PSYCHOLOGICAL PAIN (<i>hurt, anguish, or misery in your mind, not stress, not physical pain</i>): <p style="text-align: center;">Low pain: 1 2 3 4 5 :High pain</p> What I find most painful is: _____
_____	2) RATE STRESS (<i>your general feeling of being pressured or overwhelmed</i>): <p style="text-align: center;">Low stress: 1 2 3 4 5 :High stress</p> What I find most stressful is: _____
_____	3) RATE AGITATION (<i>emotional urgency; feeling that you need to take action; not irritation; not annoyance</i>): <p style="text-align: center;">Low agitation: 1 2 3 4 5 :High agitation</p> I most need to take action when: _____
_____	4) RATE HOPELESSNESS (<i>your expectation that things will not get better no matter what you do</i>): <p style="text-align: center;">Low hopelessness: 1 2 3 4 5 :High hopelessness</p> I am most hopeless about: _____
_____	5) RATE SELF-HATE (<i>your general feeling of disliking yourself; having no self-esteem; having no self-respect</i>): <p style="text-align: center;">Low self-hate: 1 2 3 4 5 :High self-hate</p> What I hate most about myself is: _____
N/A	6) RATE OVERALL RISK OF SUICIDE: Extremely low risk: 1 2 3 4 5 :Extremely high risk (will <i>not</i> kill self) (will kill self)

1) How much is being suicidal related to thoughts and feelings about yourself? **Not at all:** 1 2 3 4 5 : **completely**

2) How much is being suicidal related to thoughts and feeling about others? **Not at all:** 1 2 3 4 5 : **completely**

Please list your reasons for wanting to live and your reasons for wanting to die. Then rank in order of importance 1 to 5.

Rank	REASONS FOR LIVING	Rank	REASONS FOR DYING

I wish to live to the following extent: **Not at all:** 0 1 2 3 4 5 6 7 8 **: Very much**

I wish to die to the following extent: **Not at all:** 0 1 2 3 4 5 6 7 8 **: Very much**

The one thing that would help me no longer feel suicidal would be: _____

Section B (Clinician):

Y N Suicide ideation Describe: _____
 • Frequency _____per day _____per week _____per month
 • Duration _____seconds _____minutes _____hours

Y N Suicide plan When: _____
 Where: _____
 How: _____ Access to means Y N How: _____
 _____ Access to means Y N

Y N Suicide preparation Describe: _____

Y N Suicide rehearsal Describe: _____

Y N History of suicidal behaviors
 • Single attempt Describe: _____
 • Multiple attempts Describe: _____

Y N Impulsivity Describe: _____

Y N Substance abuse Describe: _____

Y N Significant loss Describe: _____

Y N Relationship problems Describe: _____

Y N Burden to others Describe: _____

Y N Health/pain problems Describe: _____

Y N Sleep problems Describe: _____

Y N Legal/financial issues Describe: _____

Y N Shame Describe: _____

Section C (Clinician):

TREATMENT PLAN

Problem #	Problem Description	Goals and Objectives	Interventions	Duration
1	<i>Self-Harm Potential</i>	<i>Safety and Stability</i>	<i>Stabilization Plan Completed</i> <input type="checkbox"/>	
2				
3				

YES _____ NO _____ Patient understands and concurs with treatment plan?

YES _____ NO _____ Patient at imminent danger of suicide (hospitalization indicated)?

Patient Signature

Date

Clinician Signature

Date

From *Managing Suicidal Risk: A Collaborative Approach, Second Edition*, by David A. Jobes. Copyright © 2016 The Guilford Press. Permission to photocopy this material is granted to purchasers of this book for personal use or use with individual clients (see copyright page for details).

Group Counseling Requirement

All MAC students are required to lead or co-lead a counseling or psychoeducational group during either Practicum or Internship. This is a graduation requirement.

REQUIREMENTS TO FULFILL THIS GROUP COUNSELING REQUIREMENT:

1. Lead or co-lead a group that:
 - a. is listed on the Approved Group Type list
 - b. meets for a minimum of 4 weeks, and
 - c. includes a minimum of 4 group members (in addition to leaders).
 2. Complete and turn in this verification form to the Internship Coordinator with a signature from the licensed supervisor overseeing the group.
-

Upon completion of this requirement, students should complete this form and submit to the Internship Coordinator:

Student Counselor Name: _____

Name of Group: _____

Location of Group: _____

Description of Group: _____
(must also attach group curriculum, outline or schedule)

Timeline: Dates: _____ Number of weeks _____

Group Type: Counseling Group _____ Psychoeducational Group _____

Leadership: Led _____ Co-led _____

SIGNATURES

Student Counselor Signature: _____ Date: _____

Overseeing Supervisor Signature: _____ Date: _____

Practicum and Internship Site Agreement

Master of Arts in Counseling Program

Covenant Theological Seminary (CTS) Master of Arts in Counseling (MAC) program desires to establish practicum and/or intern placements at local mental health agencies, community health clinics, and counseling private practices for the professional development of the students in the CTS MAC program.

The CTS MAC program desires to cooperate with _____ (called the “Site”) in establishing a clinical Practicum and/or Internship experience for the mutual benefit of CTS MAC students and the Site. This working agreement delineates the following expectations and responsibilities of the CTS MAC program and the Site:

PERSONNEL AND SUPERVISION

- Qualified full-time faculty member(s) and/or qualified non-full-time faculty members of the CTS MAC program shall work with the Site to establish a Practicum or Internship experience for CTS MAC student counselors. Currently, Ashley Wilkinson, Intern Coordinator, on behalf of CTS, and _____, on behalf of the Site, shall coordinate all practicum and internship activities, facilitate the effective administration of the educational experience, and assist in resolving any problems or other matters that may arise. CTS and/or the Site may change the individuals designated above upon notice of the other party.
- The CTS MAC program provides weekly supervision to students during Practicum and Internship. Student counselors are assigned to one CTS faculty supervisor for each of Practicum and Internship. Practicum students receive 2.5 hours weekly of group and triadic supervision with their CTS faculty supervisor. Interns during the fall and spring semester receive between 4-6 hours weekly of group, triadic and individual supervision with their CTS faculty supervisor. Current CTS faculty supervisors include Randy McLaren (LPC), Lindsey De Jong (LPC), Ashley Wilkinson (LPC), Christina Basham (LPC), Linda Hermann (LPC), Dr. Mark Pfuetze (PhD, LPC, NCC), Dr. Jeremy Ruckstaetter (PhD, LPC, NCC), Suzanne Bates (LPC), and Dr. Paul Loosemore (LPC, NCC). Additional counseling professors and visiting instructors may also provide additional supervision during class discussions. This includes Counseling Professor Dr. Dan Zink and Visiting Instructors David Koch (LPC), William Haynes (LPC), DeAnn Yount (LCSW), and Mark Powers (LPC).
- The CTS MAC program will inform the Site of the CTS faculty supervisor(s) to whom each student counselor working at the Site is assigned for Practicum and Internship.
- The Site shall appoint one of its employees to provide 1 (ONE) hour of weekly supervision for each Practicum or Internship student. Weekly supervision should be individual or in a group with no more than 3 supervisees. The Site will inform the CTS MAC program of the name of the one person has been appointed to provide supervision to each student counselor at their site. Occasional guest supervisors (such as a site director or person with specialty training) may substitute as the weekly supervisor. Site Supervisors will receive a link to the online “Supervisor Registration” form to complete and demonstrate how they meet the following requirements to be eligible to be a Site Supervisor:
 - hold a masters degree in counseling or social work;
 - have been a Licensed Psychiatrist, Licensed Professional Counselor or Licensed Clinical Social Worker in Missouri for at least 2 years;
 - be actively practicing as a counselor either in a private practice, community health agency or mental health related setting;

- either 1) attend the annual Site Supervisors “Lunch and Learn” training or 2) provide email confirmation of reading the Site Supervisors Manual provided by the Counseling program; and
 - have counseling supervision training and experience such as: a) prior supervision; b) prior supervision of PLPCs as registered with the state of Missouri; c) professional development CEs in the area of supervision; or d) completed a counselor’s supervision workshop as offered by the Missouri Division of Professionals or the Missouri Mental Health Counselors Association (MMHCA).
- The Site is responsible for the care of all site clients assigned to its student counselors, and the Site supervisor will approve and sign all notes for site clients. While student counselors may discuss their site clients with the CTS Faculty Supervisor, the Site Supervisor oversees, and is responsible for, the care of all Site clients.

COMMUNICATION DETAILS

- The MAC program will consistently communicate with the Site throughout the academic school year, through either the CTS Internship Coordinator or a CTS Faculty member. At a minimum, the contacts between CTS and the site will include:
 - **Internship Coordinator with Active Sites:** The Internship Coordinator contacts each Site Supervisor on the following schedule:
 - Practicum Supervisor Agreement, Registration and MAC Supervisor Handbook (May)
 - Practicum Supervisor Introductions (June)
 - Practicum Check-in (July)
 - Internship Supervisor Agreement, Registration and MAC Supervisor Handbook (early August)
 - Internship Supervisor Introductions (late August)
 - Fall Internship Check-in (October)
 - Spring Internship Check-in (February)
 - The purpose of these communications is three-fold: to provide information; to check-in on the current student counselor’s experience and performance; and to assess the Site’s interest in continuing to have student counselors for Practicum and/or Internship. Feedback on student counselors is communicated by the Internship Coordinator to the appropriate CTS Faculty Supervisor, who follows up in areas where evaluation or remediation are needed.
- **Supervisor to Supervisor:** The Site Supervisor and CTS Faculty Supervisor have a minimum of 4 points of contact during the Practicum and Internship experience including:
 - Meeting at the annual Site Supervisor Lunch and Learn (early August)
 - Exchange of written evaluation at the end of Practicum (late August)
 - Exchange of written evaluation at the end of fall Internship (December)
 - Exchange of written evaluation at the end of spring Internship (May)
- **Site Visits with Active and Potential Sites:** The Internship Coordinator attempts to visit active and potential sites once every two years for the purpose of maintaining an understanding of the site’s needs and requirements, assess interest in future students, and provide a “first-hand account” of the facility, supervision expectations, and client needs to future student counselors. Virtual visits are also used if in-person visits are unavailable.

PROFESSIONAL ACTIVITIES

- The Site will provide direct, face-to-face, in-person client counseling experiences for CTS student counselors. CTS student counselors have not had the training course the Missouri Division of Professional Registration is recommending counselors have on the ethical, legal, and best practices for counseling clients online. Student counselors should not see clients online through their site unless approved by the Intern Coordinator, or the case of national emergencies, health pandemics or natural disasters. Student counselors should not counsel clients online who do not reside in the state of Missouri.
- During Practicum, it is anticipated that student counselors will have direct client contact with no more than four (4) clients per week. During Internship, it is anticipated that student counselors will have direct client contact with no more than twelve (12) clients per week.
- Practicum experiences may include other non-client professional counseling activities such as: observing, case consultation, staff meetings, intake, and professional trainings.

- It is expected that student counselors for Practicum and Internship will be included in all Site training conferences and programs related to professional counseling.

SITE ORIENTATION

- The Site agrees to conduct the necessary orientation for each CTS student counselor with respect to policies and the facilities of the Site, as well as the necessary administrative and organizational instruction. CTS student counselors are expected to adhere to the policies and procedures and follow all the directives explained at the Site's orientation and during supervision.

EVALUATIONS

- The CTS MAC program will provide evaluation forms to the Site Supervisor to be used in rating student counselor performance. The Site agrees to complete evaluations at times designated by the CTS MAC program (generally the end of each semester). It is expected that the written evaluation is a continuous part of an ongoing process in which strengths and areas of growth are communicated to the student(s).

CONFIDENTIALITY

- CTS student counselors and CTS faculty supervisors will treat as confidential all client information gained during the supervision experience.
- In further relation to confidentiality in the context of an academic institution, and due to the nature of dual relationships and the power differences between students and faculty and staff, the Counseling Department has a two-part policy:
 - Neither CTS Faculty, staff, nor their family members may receive free counseling from student counselors at the Counseling Center.
 - If CTS Faculty, staff, or their family members are inadvertently connected at off-campus sites, CTS Faculty Supervisors will not participate in supervision of those clients.

LIABILITY INSURANCE

- Counseling performed by CTS student counselors is covered by the liability insurance of CTS. As an educational organization, insurance coverage is designed to meet the unique needs of an instructional program. This insurance covers students for all periods enrolled in CTS's required Practicum and Internship classes. All client interactions that students have during the Practicum or Internship experience, either at the CTS Counseling Department or at off-site locations, are covered under this insurance. This coverage does not extend to cover the liability of the Site for any action of a student while at the Site. Upon request, the CTS MAC program will provide the Site with proof of insurance within one month of the start of the semester of Practicum or Internship. CTS student counselors are also required to carry limited liability coverage throughout the term of their Practicum and/or Internship and provide copies to the CTS MAC program.

BACKGROUND CHECKS

- CTS asks its student counselors to consent to a state and federal background check at the beginning of their Practicum semester. Student counselors have the right to withhold permission from CTS to run this background check. This decision will not hinder a student from participating in either Practicum or Internship, but may limit the client populations that CTS will allow the student to counsel. CTS will inform the Site if either:
 - Their Practicum or Internship student counselor withholds permission for a background check;

- The report creates safety concerns for the certain client populations that the student should not be allowed to counsel.

TERMINATION

- The Site may request a student counselor be withdrawn from its Site when performance is unsatisfactory or whose characteristics and activities are detrimental to the Site. Except in extraordinary circumstances, the Site will discuss the situation with the designated CTS individuals prior to exercising its right of dismissal. CTS may withdraw a student counselor from the Site if the characteristics or activities are detrimental to a student’s educational experience.

SIGNATURES

The term of this Agreement will be from: June 2022 to August 2022 for the Practicum or Internship with student: _____.

This Agreement shall be considered in effect with the dates and signatures of appropriate representatives of the CTS MAC program and the Site.

CTS MAC Representative

Site Representative

Title

Title

Effective Dates

Effective Dates

Student Counselor Evaluation

Check one:

Evaluation by: _____ Student _____ CTS Faculty Supervisor _____ Site Supervisor

Student Counselor: _____

Date: _____

CTS Supervisor: _____

Site Supervisor: _____

Site: _____

INSTRUCTIONS

Supervisors: Please rate the counseling student for each of the following characteristics using the scale below. If doing digitally, please be sure to add your digital signature. A copy of the email (when sent back electronically) will also serve as proof of signature.

Student Counselors: Please rate yourself for each of the following characteristics using the scale below. If doing digitally, please be sure to add your digital signature. A copy of the email (when sent back electronically) will also serve as proof of signature.

General Scale Descriptors

1 = Not meeting expectations

2 = Beginning

(Note: this is where we look for students to be at the end of Practicum)

3 = Developing

(Note: this is where we look for students to be at the end of fall semester internship)

4 = Equipped

(Note: this is where we look for students to be at the end of Internship).

5 = Accomplished

N = Not observed or not relevant to site

THERAPIST ENGAGEMENT

Use of Self, Empathy and Joining

Demonstrates warmth	1	2	3	4	5	N
Engenders hope	1	2	3	4	5	N
Demonstrates patience	1	2	3	4	5	N
Shows sensitivity and gentleness	1	2	3	4	5	N
Demonstrates empathy	1	2	3	4	5	N
Offers genuineness in responses and comments	1	2	3	4	5	N
Acknowledges and validates clients' experiences	1	2	3	4	5	N
Listens reflectively	1	2	3	4	5	N
Communicates trust and safety	1	2	3	4	5	N
Offers appropriate self-disclosure	1	2	3	4	5	N
Considers feedback from clients in a non-defensive manner	1	2	3	4	5	N

Therapeutic Sensitivity

Demonstrates cultural sensitivity, including using language that shows sensitivity to cultural, gender and sexual orientation issues	1	2	3	4	5	N
Demonstrates spiritual and religious sensitivity	1	2	3	4	5	N
Demonstrates comfort in raising issues of difference in session	1	2	3	4	5	N

Therapeutic Stance

Maintains appropriate boundaries	1	2	3	4	5	N
Open to a variety of therapy outcomes	1	2	3	4	5	N
Collaborates with client	1	2	3	4	5	N
Responsibility for change stays with client	1	2	3	4	5	N
Maintains focus on goal	1	2	3	4	5	N
Engages interpersonal process within sessions	1	2	3	4	5	N
Student demonstrates developmentally appropriate ownership and autonomy in client care	1	2	3	4	5	N

Therapist Actions

Reframes	1	2	3	4	5	N
Makes the covert, overt	1	2	3	4	5	N
Uses speculative language	1	2	3	4	5	N
Language anticipates positive outcome as appropriate	1	2	3	4	5	N
Stops unproductive interactions	1	2	3	4	5	N
Assigns tasks/ "homework" appropriately and engages client in task design	1	2	3	4	5	N
Facilitates generation of client options	1	2	3	4	5	N
Identifies and amplifies exceptions	1	2	3	4	5	N
Builds on clients' strengths	1	2	3	4	5	N
Demonstrates personal expression and creativity in counseling	1	2	3	4	5	N
Offers client reliability and predictability	1	2	3	4	5	N

CLIENT ASSESSMENT AND TREATMENT PLANNING

Analysis of Presenting Problem

Elicits present problem and history (beginning, duration, people involved, intensity)	1	2	3	4	5	N
Explores relational systems and supports	1	2	3	4	5	N
Explores impact of problem on clients' daily functioning	1	2	3	4	5	N
Explores impact of problem on clients' family or support system	1	2	3	4	5	N

Case Conceptualization

Demonstrates insight/understanding into problem (including difference between symptoms and core conflicts)	1	2	3	4	5	N
Obtains information on family history (such as three generational genogram)	1	2	3	4	5	N
Articulates conceptualization concisely	1	2	3	4	5	N
Identifies reportable or suicidal issues and takes appropriate action	1	2	3	4	5	N
Demonstrates an understanding of trauma pertaining to the stages of human development	1	2	3	4	5	N

Treatment Planning

Clarifies realistic and reachable goal(s)	1	2	3	4	5	N
Completes DSM (current version) diagnosis	1	2	3	4	5	N
Ability to write a treatment plan with client specificity	1	2	3	4	5	N
Ability to execute a treatment plan	1	2	3	4	5	N
Maintains an updated treatment plan for each client	1	2	3	4	5	N
Reviews goals and treatment options regularly with clients	1	2	3	4	5	N

Personal Attributes and Professionalism

Understands and demonstrates ability to work with a professional team	1	2	3	4	5	N
Shows initiative	1	2	3	4	5	N
Shows enthusiasm for learning	1	2	3	4	5	N
Is punctual to client appointments	1	2	3	4	5	N
Follows agency/organization/seminary procedures	1	2	3	4	5	N
Takes feedback from others in a non-defensive manner	1	2	3	4	5	N
Maintains clear and consistent client records	1	2	3	4	5	N
Relates to clients in a professional manner	1	2	3	4	5	N
Demonstrates prompt return of phone calls	1	2	3	4	5	N

USE OF SUPERVISION

Comes prepared with clear and focused questions	1	2	3	4	5	N
Demonstrates ability and willingness to incorporate supervisor's ideas and utilize their own voice in working with clients	1	2	3	4	5	N
Can articulate choices among suggestions	1	2	3	4	5	N
Demonstrates willingness to try new ideas	1	2	3	4	5	N
Seeks additional supervision when necessary	1	2	3	4	5	N
Evidence of reading/application of reading	1	2	3	4	5	N
Brings session recordings to review with supervisor	1	2	3	4	5	N
Punctuality in supervision	1	2	3	4	5	N
Active attendance in individual or group supervision	1	2	3	4	5	N

DEMONSTRATION OF MAC PROGRAM EDUCATIONAL OBJECTIVES

Ethics

Demonstrates the skillful application of ethical decision making	1	2	3	4	5	N
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Helping Relationship

Demonstrates appropriate relational stance, counseling skills, and interventions to facilitate client growth and wellness	1	2	3	4	5	N
Demonstrates the appropriate use of self within counseling relationships	1	2	3	4	5	N

Counseling Theory

Skillfully applies counseling theories in case conceptualization, treatment planning, and interventions	1	2	3	4	5	N
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Social and Cultural Diversity

Seeks to understand clients in their context, including various social and cultural influences affecting client well-being	1	2	3	4	5	N
Student demonstrates knowledge and understanding of cultural identity development, social advocacy, and justice issues relevant to client care	1	2	3	4	5	N
Demonstrates appropriate cultural competency, skills, and interventions	1	2	3	4	5	N
Demonstrates reflection on personal values and appropriate humility toward worldview differences	1	2	3	4	5	N

Human Growth and Development

Demonstrates the ability to build counseling relationship with people in various life stages	1	2	3	4	5	N
Includes appropriate understanding of human growth and development (including experiences of trauma) in assessment, case conceptualization, interventions, and treatment planning	1	2	3	4	5	N

Career Development

Demonstrates an appreciation and exploration of the intersection of clients' career issues, relationships, life roles, and mental well-being	1	2	3	4	5	N
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Group Dynamics

Demonstrates skill in assessing group dynamics and cultural influences relevant to group counseling	1	2	3	4	5	N
Demonstrates characteristics and functions required for effective group leadership	1	2	3	4	5	N

Assessment

Demonstrates the use of formal and informal assessments for diagnostic and intervention planning purposes	1	2	3	4	5	N
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Psychodiagnosis

Demonstrates skills in diagnosis and its influence on case conceptualization and treatment planning	1	2	3	4	5	N
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DEMONSTRATION OF MAC PROGRAM EDUCATIONAL OBJECTIVES continued...

Research and Program Evaluation

Demonstrates the application of research in counseling practice	1	2	3	4	5	N
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Spiritual Foundation

Demonstrates skill in ethically addressing spiritual issues and concepts within the counseling relationship that are consistent with the clients' spiritual perspectives and are acceptable to clients	1	2	3	4	5	N
Demonstrates skill in continuously evaluating the influence of his or her own faith, beliefs, and values on clients and the counseling process	1	2	3	4	5	N

Biblical Anthropology

Demonstrates skill in promoting dignity and agency through a demonstration of advocacy from a spiritually integrative and relational perspective	1	2	3	4	5	N
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WRITTEN FEEDBACK

Supervisors: Please share additional comments about the student counselor, the counselor's skills, and your experience as the student's supervisor. Remember: your written comments are more important to the CTS Faculty Supervisor than the numbered items.

Student Counselors: Please share additional comments about yourself, your skills, and your experience in the supervisory relationship. Remember: your written comments are more important to the CTS Faculty Supervisor than the numbered items.

a. Strengths student shows with clients and as a professional:

b. Areas where student lacks confidence, needs to grow, and/or areas where remediation is needed:

c. Things student may need to continue to develop:

d. Theoretical models student may want to examine or understand to grow:

e. Any additional comments or feedback:

Students Only:

f. Any feedback you want to give your supervisor about your supervision experience and what you need going forward:

SIGNATURES

Student Counselor: _____ Date: _____

Site Supervisor: _____ Date: _____

CTS Faculty Supervisor: _____ Date: _____