

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**ADMINISTRATIVE
DIRECTIVE**

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SUPERSEDES: NA

SUBJECT: SUBSTANCE ABUSE PRACTICUM PROGRAM PROCESS

AUTHORITY: Texas Civil Statutes, Title 71, Part 5, Article 4512o; Texas Commission on Alcohol and Drug Abuse Rules, Chapter 150

PURPOSE: To establish structured and supervised field work programs in district parole offices that will afford staff and volunteers the opportunity to develop and refine their skills in substance abuse counseling while obtaining the required 300-hour Practicum requirements.

APPLICABILITY: This procedure applies to all Parole Division staff or volunteers participating in the Substance Abuse Practicum Program.

PROCEDURE:

I. ADMISSION CRITERIA

- A. Qualified employees and volunteers pursuing their license as a Licensed Chemical Dependency Counselor (LCDC) may be accepted into the program, upon approval of the Practicum Program Coordinator.
- B. Applicants shall have 270 clock hours of documented education requirements.
- C. Employees must be free of any disciplinary action and volunteers must be cleared by a criminal history background review by the agency.
- D. Applicants shall sign an Ethical Agreement Form (SP-9901) consistent with the Texas Commission on Alcohol and Drug Abuse (TCADA) Professional Code of Ethics for LCDC's.
- E. Applicants shall complete a Supervised Work Experience Application (SP-9900) that includes previous and current employment and a criminal history questionnaire.
 1. TDCJ employees shall request in writing and receive approval in writing from his or her direct supervisor prior to completing the SP-9900. The Case Manager

Supervisor (CMS) submit the following to the Practicum Program Coordinator for approval:

- a. Written approval from employee's direct supervisor and Regional Director.
 - b. Completed SP-9900.
 - c. Signed SP-9901.
2. Non-TDCJ employees shall utilize the process for the Volunteer Service Program (see PD/AD-3.12.1). The applicant shall complete the TDCJ Volunteer Application form and meet all stipulations of the Volunteer Service Program. The following shall be submitted through the case manager supervisor of the Practicum Program Coordinator.
- a. Written approval from Regional Director or designee of acceptance into the Volunteer Service Program.
 - b. Completed SP-9900.
 - c. Signed SP-9901.
 - d. Copy of the TCIC/NCIC report.
- F. Only the Practicum Program Coordinator has the authority to approve applicants for the Practicum Program.
- G. Applicants shall agree to complete the practicum requirements of a Qualified Credentialed Counselor (QCC). Only the direct supervisors approved by the Practicum Program Coordinator shall participate as supervisors for the students.

II. VALIDATION OF THE PRACTICUM PROGRAM

- A. All students shall be under the direct supervision of a Qualified Credentialed Counselor (QCC). Only the direct supervisors approved by the Practicum Program Coordinator shall participate as supervisors for the students.
- B. The case manager supervisor (CMS) is responsible for assigning the practicum supervisor to the student. The CMS shall make assignments based on the case managers' workload and/or number of students/interns that the case manager is currently supervising.
- C. The practicum student shall be given a copy of the Practicum Program Curriculum (SP-9910) prior to starting the practicum. The assigned practicum supervisor and the student shall work together to set goals and establish an expected completion date for the student.
- D. the assigned practicum supervisor shall maintain the TCADA Practicum Time Sheet. Both the supervisor and practicum student shall sign this form.
- E. The assigned practicum supervisor shall observe and document the student performing assigned activities at least once per week using the TCADA CTI/Practicum Direct Observation Documentation form.

- F. Copies of the Practicum Time Sheet, Weekly Supervision form and Direct Observation Documentation shall be sent to the Practicum Program Coordinator's each month by the 10th calendar day of the month for the previous month.
- G. The assigned practicum student's supervisor shall require the practicum student to complete and submit written assignments specified in the learning objectives as noted in Section III.A. and V.A. below.
- H. The supervisor to student ratio shall be no greater than 1:5.
- I. All QCC's supervising students shall obtain three hours of continuing education in clinical supervision every two years.
- J. TCADA rules governing practicum sites shall be followed at all times.

III. LEARNING OBJECTIVES

- A. Each of the learning objectives and activities associated with the objectives shall be completed by the practicum student. The specified hours for each core function are required, and there should be no deviation.
 - 1. Screening (20 hours);
 - 2. Intake (20 hours);
 - 3. Orientation (20 hours);
 - 4. Assessment (20 hours);
 - 5. Treatment Planning (25 hours);
 - 6. Counseling (20 hours);
 - 7. Case Management (60 hours);
 - 8. Crisis Intervention (20 hours);
 - 9. Client Education (15 hours);
 - 10. Referral (30 hours);
 - 11. Report and Record Keeping (25 hours);
 - 12. Consultation (30 hours);
 - 13. Legal and Administrative (5 hours);
 - 14. Professional Enhancement (5 hours).
- B. Practicum students shall supervise clients and/or conduct groups as approved by the practicum supervisor. The practicum supervisor shall directly supervise and document the activities conducted by the practicum student. These activities shall be documented using the TCADA Direct Observation form and in the student's chronological record (PSV-24).

IV. TESTING

- A. The practicum is expected to be completed within one year. Extensions in time frames may occur depending upon the student's individual situation.
- B. Core functions need not be done in the order listed above; however, each core function must be completed.

V. TESTING

- A. After the required hours have been completed in a given core function, the practicum student shall be tested on the learning objective.
 - 1. The test shall consist of a 250-300 word essay that demonstrates understanding of the core function.
 - 2. The essay shall be submitted to the practicum supervisor, who shall review the essay for understanding of specified core functions. The practicum supervisor shall meet with the student to discuss and give written feedback to the student.
 - 3. If it is apparent that the student does not have an understanding of the core function after reviewing the essay, the practicum supervisor shall assign additional work experience in core function as well as additional readings and/or written assignments to improve the student's understanding of the core function. The student shall complete another 250-300 word essay in relation to the specified core function. The supervisor shall review the essay using guidelines specified above in section V.A.2-3.
 - 4. A copy of the essay and other written assignments shall be maintained in the practicum student's file.
- B. The assigned practicum supervisor shall inform the student of testing requirements and changes in testing procedures and update the student as necessary on testing information and testing schedules.

VI. PERFORMANCE EVALUATION

- A. The assigned practicum supervisor shall have weekly documented supervision meetings with each student. These meetings shall focus on assisting the student to perform at his or her optimum level by providing the student with a support system and feedback on his or her overall performance. The practicum supervisor shall review all work the student has completed during the preceding week and sign off on all clinical assessments, service plans and discharge summaries. The practicum supervisor shall ensure that the student designate their status by using "intern" or "CI" when signing offender record entries. This weekly

meeting shall be documented using the TCADA Practicum Weekly Supervision form and in the student's chronological record (PSV-24).

- B. Written evaluations of the practicum student's progress shall be conducted on a quarterly basis utilizing the TDCJ Quarterly Practicum and Evaluation Form (SP-9904). The assigned practicum supervisor and student shall jointly complete and sign this form. This evaluation shall be completed within ten (10) calendar days of the student's completion of each three (3) month period of the Practicum Program.
 - 1. The completed SP-9904 shall be submitted to the Practicum program coordinator's office within ten (10) calendar days of its completion.
 - 2. The Practicum Program Coordinator shall review, sign, and return the evaluation form to the assigned supervisor.
 - 3. The practicum student shall receive a copy of the SP-9904, and the original shall be kept in the student's file.
- C. Prior to the student's completion of the program, the assigned supervisor and student shall jointly complete and sign the TCADA Supervised Field Work Practicum Documentation of Hours form, which includes an evaluation of the student. The direct supervisor will solicit input from other QCC's who have provided direct supervision for the student before completing this form. These completed forms shall be submitted to the Practicum Program Coordinator's office within five (5) business days of the student's completion of the Practicum Program. The Practicum Program Coordinator shall review, sign when appropriate, and return the TCADA forms to the assigned supervisor. The student shall receive a copy of these forms, and the original shall be kept in the student's file.
- D. Upon completion of the practicum, the student shall be given the TCADA Practicum Student Evaluation form, with instructions to complete the evaluation and mail it directly to the commission's licensure department.
- E. The student shall send TCADA the practicum documentation of hours.

VII. RECORDS

- A. An individual record shall be maintained on each practicum student. The records of active practicum students shall be kept in the respective practicum supervisor's office.
- B. Within ten (10) calendar days of completion of the practicum, the supervisor shall submit a copy of the student's file to the Practicum Program Coordinator's office. The direct supervisor shall use the Practicum Student checklist (SP-9906) to ensure all forms are included in the student's file. The following required information and forms shall be included in the files:
 - 1. Supervised Field Work Application (SP-9900);

2. Signed Ethics Agreement (SP-9901);
 3. TCADA Practicum Time Sheet;
 4. TCADA Direct Observation Documentation forms;
 5. TCADA CTI/Practicum Weekly Supervision forms;
 6. Practicum Quarterly Evaluation forms (SP-9904);
 7. Practicum File Checklist (SP-9906);
 8. Practicum Program Curriculum (SP-9910) and expected date of completion;
 9. TCADA Supervised Field Work Practicum Documentation of Hours;
 10. TCADA Practicum Student Evaluation;
 11. Essays and other assignments; and
 12. Chronological Record (PSV-24).
- C. The Practicum Program Coordinator shall maintain all practicum student's records for four (4) years).

VIII. PRACTICUM QUALITY REVIEWS

- A. The CMS shall be the direct supervisor for the case managers who have been approved by the Practicum Program Coordinator as practicum supervisors.
- B. The CMS shall be responsible for reviewing the practicum supervisors for compliance to the Practicum Program components listed in this PD/AD.
- C. The CMS shall conduct Practicum Quality Reviews every six (6) months on practicum supervisors who are supervising practicum students.
 1. The CMS shall utilize the TCADA CTI/Practicum Quality Review Form (SP-9909) when reviewing compliance in practicum supervisor's student files. The CMS shall follow instructions provided on the form relation to review guidelines.
 2. Upon completion of the SP-9909, the CMS shall discuss the Quality Review outcome with the practicum supervisor and require corrective action in non-compliance areas.
 3. Both CMS and practicum supervisor shall sign the SP-9909 acknowledging review completion, understanding of outcomes discussed, and corrective actions needed.
 4. The CMS shall submit a copy of the signed SP-9909 to the Practicum Program Coordinator's offices within ten (10) calendar days of review completion.
 5. The Practicum Program Coordinator shall review the SP-9909 and make comments as needed. The Practicum Program Coordinator shall sign and return to the SP-9909 to the CMS. The SP-9909 shall be kept in the practicum supervisor's employee file.
- D. Special Practicum Quality Reviews may be held at any time. The CMS shall conduct a Special Practicum Quality Review if:

1. Review is requested by the Practicum Program Coordinator.
 2. Complaints have been filed regarding the supervision of practicum program students.
 3. CMS has questions/concerns regarding practicum program compliance.
- E. The Practicum Program Coordinator is responsible for overseeing all training activities and ensuring compliance with TCADA's requirements and rules. The Practicum Program Coordinator has the authority to replace any practicum supervisor who consistently does not meet standards and requirements of the Practicum program as evidenced by unsatisfactory Quality Reviews.

Victor Rodriguez
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