



**The Harris County Children's Assessment  
Center**

**Psychology Internship Handbook  
2021-2022**

The aim of the HCCAC psychology internship program is to assist doctoral candidates in developing proficiency in the provision of a broad range of clinical and scholarly psychology functions in a manner consistent with APA Ethical Standards. Our ultimate goal is to assist interns in learning how to act competently, respectfully, ethically, and empathically in the delivery of mental health and psychological services while being ever cognizant of the cultural and individual diversity of the clients being served.

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**The mission of The CAC** is to provide a professional, compassionate and coordinated approach to the treatment of sexually abused children and their families and to serve as an advocate for all children in our community.

Our organization exists to protect children, heal families, and prevent abuse. There are over 900 child advocacy centers nationwide, including over 70 in Texas, that are dedicated to helping children and families who have been affected by child sexual abuse. The Children’s Assessment Center (The CAC) was established in 1991 in Houston, Texas. The CAC is the only children’s advocacy center serving Harris County and one of the largest in the nation. In 2000 The CAC was accredited by the National Children’s Alliance, becoming one of the very first accredited advocacy centers in the nation.

Sadly, before the implementation of children’s advocacy centers, there was not a streamlined process for children. Children were often interviewed multiple times by various law enforcement agencies, medical professionals, and mental health professionals. Here at The CAC, we know that having to recount abuse several times can be retraumatizing and sought to find a solution to make this process as trauma-informed as possible.

The goal of The CAC is to provide all of the services children need in one place. We provide space in our building for dozens of other agencies that we collaborate with to meet the needs of children. We provide trainings in the community to children, families, schools, medical professionals, and other organizations who strive to protect children from abuse. We train the partners within our building on how to work together for the most effective, collaborate multidisciplinary approach to child abuse cases. Within our building, we provide forensic interviewing, therapy and psychological services, and medical services free of charge to our clients. Our hope is that our process will provide children and families the tools necessary to help them on their journey to heal from abuse. We exist to help our community become a better, safer place for each child of Harris County.

*This handbook serves as a guide to the format and purpose of the psychology internship program and provides a formal description of its fundamental policies. It outlines the various elements of the training program for the benefit of the training committee, supervising staff and interns. This handbook incorporates policy and program documents, which guide the internship year and help facilitate the intern’s acclimation to this working environment.*

## Life as an HCCAC Intern

The Children's Assessment Center is located near Rice University in Houston's Rice Village District. There are over 100 restaurants and retailers within walking distance from The HCCAC, which provides a convenient opportunity for both staff and interns to take brief breaks throughout the workday. Given the sensitive nature of our clinical work, self-care is encouraged and emphasized as an integral part of our program. Likewise, interns are urged to take advantage of their accrued flex hours, vacation time, and yearly floating holiday to promote well-being and reduce the effects of vicarious trauma.

Houston is the fourth most populous city in the United States and is consistently ranked as the nation's most diverse city. Such diversity offers interns opportunities to be exposed to different cultures, languages, and (especially) foods. In fact, *The Washington Post* named Houston one of "America's Best Food Cities." In addition, the Museum District, Theater District, large city parks, and Downtown area contribute to Houston's vibrant culture by hosting events that showcase the art and music scene. Houston's signature event, the Livestock Show and Rodeo, features some of the world's biggest recording artists and hosts a championship Bar-B-Que contest. Finally, if you're a sports fan, Houston is home to the Texans football team, Rockets basketball team, Astros baseball team, and Dynamo and Dash soccer teams.

## The Department

The HCCAC is a multidisciplinary institution with a mission to promote the complete healing of child victims of sexual abuse, as well as their families. Once sexual abuse has been disclosed, children needing therapeutic treatment or psychological testing are referred to The HCCAC's Therapy and Psychological (T&P) Services Department. The T&P team consists of five licensed psychologists, two doctoral psychology interns, master's level mental health clinicians, and interns with backgrounds in Social Work. In addition, psychiatric services for evaluation, consultation, and ongoing medication management are available when necessary. We also have a Licensed Sex Offender Treatment Provider and two Affiliate-Sex Offender Treatment Providers (A-SOTP) who offer services to juveniles with sexually acting out behaviors through the BASE Program.

Common treatment modalities include Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), Eye Movement Desensitization and Reprocessing (EMDR), Child and Family Traumatic Stress Intervention (CFTSI), family systems, psychodynamic, and play therapy. Other approaches may incorporate experiential and expressive components, such as art, sand tray, and animal assisted therapies. Due to the diverse needs of our clientele, Spanish/English bilingual clinicians are available for psychological evaluation and all types of therapy. Supervision specifically related to each treatment modality and diverse populations, including bilingual intervention and psychological evaluation, is provided. In order to meet current standards issued by the National Children's Advocacy Center (NCAC), our program may request you to receive training in the evidence-based modalities approved by NCAC. Through the use of traditional and expressive therapies, clinicians are better able to provide services individually tailored to meet the needs of clients and their families within a culturally competent framework.

## Collaborating Organizations and Their Roles

The HCCAC collaborates with professionals from 57 Partner Agencies, which include law enforcement, medical and mental health clinicians, and governmental investigative entities, all with the common goal of protecting children. Listed below are some of the agencies with which The HCCAC collaborates:

- ☐ Baylor College of Medicine/Texas Children's Hospital – Provides specialized medical evaluations, medical treatment, and follow-up services.
- ☐ Child Advocates, Inc. /Court-Appointed Special Advocates – Provides court-appointed volunteers that regularly visit children in protective custody and advocate on their behalf in criminal and family court cases.
- ☐ Communities in Schools, Houston, Inc. – Provides on-campus student assistance services for at-risk students to empower them to remain in school.
- ☐ Crime Stoppers of Houston, Inc. – Provides a toll-free hotline where callers can report information leading to the arrest and conviction of child sexual abuse perpetrators.
- ☐ Federal Bureau of Investigation – Performs investigative interviews with children relating to Internet Child Pornography and Child Sexual Exploitation cases. Evidence collected is used in the prosecution of both local and traveler pedophiles in state and federal cases.
- ☐ Harris County Attorney's Office – Represents the State of Texas in all matters concerning the care, custody, and welfare of the children and provides legal consultation regarding the management of The HCCAC program.
- ☐ Harris County District Attorney's Office – Evaluates cases for prosecution and provides legal consultation for law enforcement personnel.
- ☐ Harris County Institute of Forensic Sciences – Provides medical examination and forensic laboratory services. These include forensic pathology and investigations from which clinical, historical, and circumstantial information crucial to each case is gathered.
- ☐ Harris County Protective Services for Children and Adults – Provides investigating and ongoing substitute care caseworkers and refers clients to The HCCAC.
- ☐ Harris County Public Health and Environmental Services – Provides information on both historical and current statistical trends in child fatalities occurring in Houston/Harris County.
- ☐ Houston Area Women's Center/Children's Court Services – Provides professional accompaniment to children on criminal court cases and assists families with Crime Victims Compensation Fund applications.
- ☐ Houston-Metro Internet Crimes Against Children (ICAC) – Provides assistance to state and local enforcement agencies to enhance their investigative response to offenders who use the internet, online communications systems, or other computer technology to sexually exploit children.
- ☐ Memorial Hermann Healthcare System – Contributes to the program through ongoing consultation and support.
- ☐ Texas Center for the Missing – Provides services to families with missing children.

- ❑ Texas Department of Family and Protective Services (TDFPS) – Exercises their statutory responsibilities of protecting children and investigating complaints of child abuse and neglect.
- ❑ U.S. Attorney’s Office – Provides assistance with cases involving internet crimes against children and human trafficking of children, as well as other violations against children which occur on federal property.

In some cases, extensive collaboration among agencies is warranted to clarify roles and facilitate the development of treatment goals for each agency involved. Interns can participate in this particular collaboration by attending the Child Sexual Abuse Review Team (CSART) meeting each month. This monthly meeting has proven to be exceptional in the socialization of interns with professionals in the community and in familiarizing them with the multidisciplinary process.

### Accreditation

The psychology doctoral internship program is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC) and is currently not accredited by the American Psychological Association (APA). Questions specifically related to the program’s accreditation status should be directed to the Commission on Accreditation:

#### Office of Program Consultation and Accreditation

American Psychological Association  
 750 1<sup>st</sup> Street, NE, Washington, DC 20002  
 Phone: (202) 336-5979  
 Email: [apaaccred@apa.org](mailto:apaaccred@apa.org)

The HCCAC is an accredited member of the National Children’s Alliance since 2000 and a member of the Children’s Advocacy Centers of Texas, Inc., a statewide association that promotes the efforts of local children’s advocacy centers.

Since its inception in 2009, the HCCAC doctoral psychology internship program provides trainees with an opportunity to develop core competencies and work with a diverse population. Despite the fact that the primary reason for referral is that clients and families have experienced sexual abuse, clients present with a complex array of behavioral issues and mental health needs as a sequelae of sexual abuse and other types of trauma. Approximately 75 percent of children and caregivers are diagnosed with Post Traumatic Stress Disorder and 100 percent exhibit one or more symptoms of trauma. Clients also present with comorbid disorders of substance abuse/dependence, eating disorders, bipolar and depressive mood impairments, elimination and sleep dysfunctions, dissociation, and disruptive, impulse control, and conduct disorders.

In 2021, 4,642 children and 2283 adults received services at The HCCAC. In the same year within the Therapy & Psychological Services Department, 9,062 clinical services (e.g. therapy, psychological evaluations, and psychiatric services) were provided to children who are victims of sexual abuse and their siblings and caregivers. The majority of the services were provided to child survivors and 2,376 clinical services were provided to adults.

According to 2021 data, the HCCAC's client demographics indicate that approximately 20% live below poverty and include the following breakdown of racial/ethnic categories: 16% Caucasian, 23% African-American, 57% Latino, 2% Asian, Native American or Alaskan descent and 2% Multi-racial. Of the children who received services at The HCCAC in 2021, 1,004 (15%) fell within the 0-5 age group, 3,013 (45%) fell within the 6-12 age group, and 2,611 (39%) fell within the 13-17 age group. Approximately 4,955 (74%) of the child client population were female and 1741 (26%) were male.

The overarching goal of the psychology internship program is to prepare professionals to successfully meet the unique challenges of a community mental health setting and advocacy center and to ensure clinical competency in working with clients from diverse backgrounds. The HCCAC psychology internship program has identified nine profession-wide competencies with specific objectives that are expected to be met at the end of the internship year and outlined within this manual. Each year, the psychology internship training program accepts two interns on a yearly basis who participate in varied training experiences. The HCCAC Internship program is currently not accredited by the American Psychological Association (APA) and is in the process of submitting a self-study as part of the multi-steps toward APA accreditation.

The Internship Program is a member of APPIC; the program code for HCCAC is 1103 (*see <http://www.natmatch.com/psychint/> for a full list of programs participating in the APPIC match*). Applicants must access and complete the AAPI online (available through APPIC.org) and submit the completed application along with three letters of recommendation, graduate transcripts, and two complete redacted psychological assessment reports. Prior experience in working with individuals who have experienced trauma is not a requirement of the program. Many successfully matched interns have not had experience within an advocacy center. Competitive



applicants have experience working in community mental health, with children and adolescents, have varied clinical training experiences with diverse populations and experience in test administration and scoring. Given the number of Spanish speaking clients served at The HCCAC, applicants who are bilingual in English and Spanish are particularly encouraged to apply. The HCCAC interns are provided an annual stipend of \$32,905. Interns also are provided with Harris County benefits for the training year, which include health, dental, sick leave, and vacation time.

## Training Experiences

### *Psychological Services*

Interns conduct all services on-site and collaborate with a multidisciplinary team including Department of Family and Protective Services (DFPS), the District Attorney's (DA) Office, law enforcement, forensic interviewers, physicians, and court-appointed volunteers. Interns provide psychotherapy to clients (child, adolescent, and adult) with a variety of disorders, particularly posttraumatic symptomatology due to child sexual abuse. In addition, interns complete an average of four trauma-informed psychological evaluations per year. During their 40-hour workweek schedule, interns maintain a weekly caseload of 10-15 individual and family therapy clients and 2-3 groups. One of the groups entails providing instruction for non-offending caregivers in a 1.5-hour, weekly psychoeducational course about child sexual abuse. Interns also conduct psychological assessments throughout the training year. They maintain one testing case at a time and are allotted approximately 2 hours each week for assessment administration and scoring. Doctoral interns gain a breadth of experiences that assist in further developing their clinical knowledge and skills. In addition, interns are part of a multidisciplinary team that is comprised of clinicians from diverse educational backgrounds and are afforded opportunities to staff and consult on cases with many different agencies, including Child Protective Services, law enforcement, forensic services, physicians, and statewide district attorneys. Interns gain multifaceted experiences by sharing office space with other interns from multiple disciplines. All interns have access to their own computer or work laptop and phone extension to complete their daily tasks. Interns work 40 hours per week on average. When hours exceed this amount, doctoral interns are compensated with additional time off.

*Psychological evaluations* are conducted by both English- and Spanish-speaking clinicians in the client's dominant language. Evaluations of children and adolescents assess intellectual ability, social/emotional functioning, posttraumatic symptomatology, and achievement using both objective and projective measures (e.g., Trauma Symptom checklists, Rorschach, drawings, Wechsler scales, etc.). In addition, for caregivers, personality and quality of parent-child relationship are also assessed. Interns are encouraged to enhance their knowledge and experience with the many instruments that are available to them and are expected to become proficient in diagnostic skills, writing evaluations, and generating pertinent recommendations. A licensed psychologist provides weekly supervision that is directly related to assessment.

### *Structured Learning Opportunities*

*Supervision:* Interns participate in 2 hours of individual supervision with a direct supervisor, who is a licensed psychologist, 1 hour of group assessment supervision with a licensed psychologist, and 1 hour of diversity supervision with a licensed psychologist.

*Didactics:* At least two hours per week are devoted specifically to didactics or case presentations. Didactics cover a variety of domains relevant to child sexual abuse, sexual exploitation, and other related topics. Examples of didactic topics include human trafficking, court testimony, internet crimes against children, and multicultural competence. Case presentations give interns the opportunity to consult with other clinicians on challenging cases and to provide constructive feedback during peer-review.

*Mutual Case Staffing:* One hour per week is set aside for interns to collaborate with other T&P team members regarding shared cases.

*Journal Hour:* Interns participate in bi-weekly journal hour meetings to present and discuss research relevant to child sexual abuse. Example topics include evidence-based treatment, human trafficking, court testimony, delayed disclosure, recantation, youth with problematic sexual behaviors, vicarious trauma, and compassion fatigue. In addition, during the last journal hour every other month, clinicians present on an article relevant to issues of diversity and multiculturalism.

*Treatment Consultation Groups:* Interns can also choose to participate in one or more of the monthly treatment consultation groups where clinicians participate in case presentations and provide/receive feedback from other clinicians on the implementation of TF-CBT, EMDR, and Play therapy in the treatment of survivors of child sexual abuse.

*Orientation:* The first few weeks of the internship involve orientation activities for the new interns, including at least one formal day of “New Employee Orientation” through Harris County. Interns spend a significant amount of time learning about the various HCCAC departments, visiting civil and criminal court hearings, observing forensic interviews, touring the medical clinic where sexual assault exams are conducted, and meeting with investigators and other agencies involved in crimes against children. In addition, new interns meet with the managers in the Therapy & Psychological Services Department and their primary supervisors in the first couple of weeks to learn policies and procedures at the agency and department level as well as specific ones related to the internship training program. The internship policies and procedures are included in this handbook to serve as a resource throughout the internship year and the intern binder includes the T&P New Employee Orientation Manual.

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### *Chapter 3 – Training Philosophy, Aims, and Expected Competencies*

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#### Profession-Wide Competencies

In accordance with the Commission on Accreditation (CoA), which requires that trainees develop certain competencies as part of their preparation for practice in psychology, the HCCAC doctoral internship training program adheres to the following training requirements:

- **Consistency in the professional value of individual and cultural diversity.** Individual and Cultural Diversity is a profession-wide competency and appropriate training and attention to diversity will be incorporated into each of the other profession-wide competencies.
- **Consistency with existing and evolving bodies of general knowledge and methods in the science and practice of psychology.** The CoA expects that profession-wide competencies will be grounded, to the extent possible, in empirical literature and in a scientific orientation toward the most current psychological knowledge and methods.
- **Level-appropriate training.** Training in profession-wide competencies at the doctoral and internship levels provide broad and general preparation for entry level independent practice and licensure.
- **Level-appropriate expectations.** According to CoA, programs require interns to demonstrate profession-wide competencies that differ according to the level of training provided. As such, interns are expected to demonstrate each profession-wide competency with increasing levels of independence and complexity as the internship year progresses.
- **Evaluation of trainee competence.** Evaluation of interns' competence in each profession-wide competence is an integral part of the training program, with evaluation methods and minimum levels of performance identified in each area.

The training curriculum emphasizes nine profession-wide competencies with specific objectives that are expected to be met by the end of the internship. Progress toward these goals is informally assessed throughout the year, and any concerns noted are discussed with the intern by his or her supervisor. Interns are formally assessed twice a year, using mid- and end-of-year evaluations. The primary supervisor, provided with feedback from other supervisors and clinicians who work with the intern, evaluates the intern twice yearly on his or her progress in each of the following areas:

**Goal 1: Interns will achieve competence appropriate to their professional developmental level in the area of individual and cultural diversity.**

**Objective A:** Demonstrate an understanding of how one's own personal/cultural history, attitudes, and biases, affect how one understands and interacts with others

**Objective B:** Demonstrate an understanding of how individual and cultural diversity affects psychological and personality development

**Objective C:** Demonstrate the ability to independently apply knowledge and approaches in working effectively with a range of diverse individuals and groups

**Goal 2: Interns will achieve competence appropriate to their professional developmental level in the area of professional values, attitudes, and behaviors.**

**Objective A:** Actively seek and demonstrate openness and responsiveness to feedback

**Objective B:** Respond professionally in increasingly complex situations with a greater degree of independence as the internship progresses

**Objective C:** Behave in ways that reflect the values and attitudes of psychology, including integrity, professionalism, accountability, and concern for the welfare of others

**Goal 3: Interns will achieve competence appropriate to their professional developmental level in the area of legal and ethical standards.**

**Objective A:** Demonstrate knowledge of APA Ethics Code and values as they relate to the profession of psychology

**Objective B:** Apply ethical decision-making processes

**Objective C:** Seeks supervision and consultation in order to resolve ethical dilemmas

**Objective D:** Demonstrate professional conduct

**Objective E:** Demonstrates knowledge of and acts in accordance with relevant laws, regulations, rules, and policies governing health service psychology at the organizational, local, state, regional, and federal levels

**Goal 4: Interns will achieve competence appropriate to their professional developmental level in the area of intervention.**

**Objective A:** Consider cultural issues in case conceptualization, diagnosis, and treatment modality

**Objective B:** Evaluate intervention effectiveness and adapt intervention goals and methods consistent with ongoing evaluation

**Objective C:** Develop evidence-based intervention plans specific to the service delivery goals

**Objective D:** Demonstrate self-awareness and impact of self on therapeutic relationship

**Objective E:** Demonstrate skill in multiple treatment modalities, e.g., individual, group, family

**Objective F:** Demonstrate capacity to manage high-risk clinical situations effectively and ethically

**Goal 5: Interns will achieve competence appropriate to their professional developmental level in the area of assessment.**

**Objective A:** Consider cultural issues in selection of assessment tools and diagnostic decisions

**Objective B:** Accurately administer and score assessment instruments

**Objective C:** Synthesize and interpret test data from multiple sources

**Objective D:** Appropriately communicate assessment results

**Objective E:** Demonstrate a thorough working knowledge of DSM-5 diagnoses

**Goal 6: Interns will achieve competence appropriate to their professional developmental level in the area of consultation and interpersonal/interdisciplinary collaboration.**

**Objective A:** Demonstrate knowledge and respect for the roles and perspectives of other professionals

**Objective B:** Demonstrate an understanding of using a team approach to provide clinical services

**Objective C:** Collaborate with supervisors and staff across disciplines

**Goal 7: Interns will achieve competence appropriate to their professional developmental level in the area of communication and interpersonal skills.**

**Objective A:** Develop and maintain effective relationships with a wide range of individuals, including coworkers and professionals from partner agencies

**Objective B:** Demonstrate the ability to manage difficult situations

**Objective C:** Uses clear and effective written communication

**Objective D:** Demonstrate clear and effective oral communication

**Goal 8: Interns will achieve competence appropriate to their professional developmental level in the area of supervision.**

**Objective A:** Seek supervision to address challenges and barriers in clinical work

**Objective B:** Demonstrate willingness and ability to integrate feedback to improve clinical skills and to further professional development

**Objective C:** Work with supervisor to set goals

**Objective D:** Demonstrate openness and non-defensiveness when tracking progress toward goals

**Objective E:** Apply knowledge of supervision models and practices in direct or simulated practice

**Goal 9: Interns will achieve competence appropriate to their professional developmental level in the area of research.**

**Objective A:** Participate in weekly journal hour through competently discussing relevant research

**Objective B:** Demonstrate the ability to critically evaluate research or other scholarly activities

**Objective C:** Use scholarly literature and other resources to inform practice

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## *Chapter 4 – Roles and Responsibilities of the Training Program*

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The Training Director, Anita Jaffer, Psy.D., holds primary responsibility for day to day functioning of the internship training program, which include planning, monitoring, and routine decision-making often in consultation with other training committee members. The Training Director reports to Nicole Dorsey, Ph.D., Clinical Director of Therapy & Psychological Services. Interns will meet with the Training Director periodically with a focus on meeting goals identified in training plan, professional development issues, and feedback related to the program and their current supervisor. Interns will also receive supervision from the following faculty who form a part of the Training Committee.

### **The Training Committee Members**

- **Nicole Dorsey, Ph.D.** (Clinical Director of Therapy & Psychological Services) received her Master's degree and Doctorate degrees in Clinical Psychology from Ohio University. She completed her doctoral internship at Baylor College of Medicine in Houston. Dr. Dorsey is a licensed psychologist in the State of Texas, and has extensive experience in working with youth involved in the child welfare and the juvenile justice systems. She enjoys working with at-risk youth, children and adults with complex trauma histories, conducting psychological evaluations, and providing supervision and mentorship to psychology trainees of all levels. She often conducts trainings and presentations for community and professional members related to a variety of mental health issues. Dr. Dorsey has served as an expert and fact witness in criminal cases related to physical abuse and neglect, sexual abuse, and juvenile justice issues. She is currently the editor of the Texas Psychologist, a publication of the Texas Psychological Association. She is also the APPIC Listserv manager and a member of the APPIC Communications Committee. **Dr. Dorsey oversees the day to day functioning of the Therapy & Psychological Services Department, serves as a support to supervisors and interns, and attends Training Committee Meetings.**
- **Anita Ali Jaffer, Psy.D.** (Manager of Psychological Services & Internship Training Director) received her Bachelor of Science degree in Psychology, Spanish, and Biology at University of Denver and completed her doctoral degree in Clinical Psychology in 2013. Dr. Jaffer is a Licensed Psychologist in the state of Texas and provides psychological assessments to English-speaking and Spanish-speaking children and adults at The HCCAC. She is also the primary supervisor for postdoctoral fellows and supervises doctoral interns in the area of multiculturalism. She conducts regular Clinical Training Committee meetings with primary supervisors to evaluate progress and support the growth of doctoral interns in the training program. Dr. Jaffer has previously provided individual, family, and group therapy to victims of trauma and their families in English and Spanish. She has also completed training in Trauma-Focused Cognitive Behavioral Therapy. Her area of expertise is in the provision of bilingual psychological assessment and therapy and training mental health professionals in assessing and treating Muslim clients. Dr. Jaffer serves as a consultant and liaison in the larger Muslim community and provides psychoeducation and informs on a variety of mental health topics. Dr. Jaffer has served as an expert and fact witness in civil and criminal cases related to child sexual abuse. **Dr. Jaffer provides Diversity Supervision to psychology interns,**

**reviews mid-year and final evaluations, and requests program and supervisor feedback informally and formally throughout the internship year.**

- **Rosa Macklin-Hinkle, Psy.D. (Staff Psychologist)** is a licensed clinical psychologist in the state of Texas. She earned her Doctorate in clinical psychology from Adler University in Chicago. She also obtained her master's degree in counseling with a specialization in forensic psychology from Adler. Dr. Hinkle has worked in inpatient psychiatric hospitals and community mental health settings with children, adolescents, adults and families. She has extensive psychological testing experience with individuals from age two years to 80 years. Dr. Hinkle's wide range of experiences also includes working with adults and juveniles in the justice system, as well as working with medical rehabilitation populations at area hospitals. Dr. Hinkle has worked to obtain a wide range of experiences across varying settings in order to better serve those in need. Her work at The Children's Assessment Center combines her passion for serving those at-risk and providing needed support to help families on their path to healing. As a staff psychologist at The Children's Assessment Center, Dr. Hinkle is certified in TF-CBT and provides individual and group psychotherapy to child sexual abuse survivors and their family members. She also conducts psychological evaluations and provides consultation to partner agencies and community members. **Dr. Hinkle serves as a primary supervisor and provides assessment supervision for psychology interns during the internship training year.**
- **Nneka Nnadozie, Psy.D. (Staff Psychologist)** received her Doctorate in Clinical Psychology at The California School of Professional Psychology-Sacramento in 2015, where she obtained specialized training in forensic psychology. She became passionate about working with sex trafficking victims and survivors while conducting her dissertation research on adult prostituted women. She continues her work with sex trafficking victims by providing individual and group psychotherapy to youth survivors and their caregivers. She also developed and implemented a versatile and interactive curriculum for preventing child sexual exploitation. The curriculum, Standing for and Achieving Youth Empowerment (S.A.Y.E.), is a fundamental prevention program for youth who are at-risk for being trafficked that can be taught to qualified mental health professionals in diverse settings. Her other responsibilities at The Children's Assessment Center include providing community trainings and presentations, participating in case consultations, providing crisis intervention, and conducting psychotherapy and psychological evaluations to child sexual abuse survivors. Dr. Nnadozie is certified in TF-CBT. **Dr. Nnadozie serves as a primary supervisor for psychology interns during the internship training year and oversees Journal Hours.**

Each intern works with their respective primary supervisor to establish an individualized training plan at the outset of the internship training year. As the year progresses, open communication and ongoing feedback is encouraged and emphasized between supervisors and interns. Interns provide feedback on the quality of their training experiences and supervision in a formalized way at the midpoint of the year as well as the conclusion of the internship. However, informal feedback about the program can be provided to supervisors and the Training Director at any time.

## Supervision

Supervision is a major emphasis of the internship program at The HCCAC, as it is a primary form of training and evaluation for the development of intern competencies. Supervision is intended to provide both depth and breadth in clinical application, research, assessment, and cultural competence. A minimum of two hours of individual supervision is provided each week by a licensed psychologist. In addition, interns receive two hours of group supervision each week: One hour per week specifically related to psychological assessment (i.e., administration, scoring, interpretation, and report writing) is supervised by a licensed psychologist and an hour of supervision that focuses on multiculturalism and working with diverse client populations is supervised by either a licensed psychologist or postdoctoral fellows.

The health and safety of staff and interns at The HCCAC at the onset and duration of the pandemic has necessitated the use of telesupervision to support the training of interns effectively. New telework policies and work schedules have been implemented by The CAC to meet clinical needs of clients and families while promoting health and safety in the workplace and flexibility in work and life balance, which may make in person supervision for all supervisory activities more difficult due to conflicts in work schedule rotations. In an attempt to promote interaction and socialization among interns and faculty with different approved work schedules, interns and supervisors may hold individual or group supervision using high-quality real-time transmission of simultaneous video and audio. Individual telesupervision with their primary supervisor may not exceed more than 1 hour each week at a regularly scheduled time. Group telesupervision for assessment and diversity also may not exceed more than 1 hour each week at a regularly scheduled time. See more information in *The HCCAC Telesupervision Policy*.

## The Rights of Interns

The training program provides a structured, enriching, and safe environment for interns to refine their skills and enhance their professional development. Interns can expect that the training program will ensure the following rights are met:

- The right to be informed of the goals and expectations of the training program along with general rights and responsibilities at the start of the training year.
- The right to clear statements of standards upon which the intern will be evaluated during the training year.
- The right to be trained by professionals who behave in accordance with the APA Ethics Code and other APA practice guidelines.
- The right and privilege to be treated with respect.



- The right to ongoing evaluation that is specific, relevant, and constructive.
- The right to take part in ongoing evaluation of the training experience.
- The right to initiate an informal resolution of problems that might arise in the training experience as well as the right to due process to deal with problems after informal resolution has failed.
- The right to privacy and respect of personal life.
- The right to experience training in an environment that is free of exploitation, sexual harassment, discriminatory treatment, unfair evaluation practices, and inappropriate or inadequate supervision.
- The right to expect that supervisors will attempt to make accommodations to meet any special training needs.

### Evaluation and Feedback

Throughout the internship year, the training program is responsible for assessing and providing both formal and informal feedback to interns. The aim of evaluations and feedbacks is to assist each intern in the development and demonstration of all expected competencies by addressing any areas of concern and supporting interns in refining skills. Interns are formally evaluated at two points during the internship year, with the first evaluation being at the mid-point and the last evaluation at the end of the internship year. Intern evaluations are conducted using a standard rating form, which includes comment spaces where supervisors include specific written feedback regarding the interns' performance and progress. The evaluation form includes information about interns' performance regarding all of the HCCAC's expected training competencies and the related learning elements. Supervisors review these evaluations with the interns and provide an opportunity for discussion if the intern has questions or concerns about the feedback. Interns must receive a rating of 3 or above on all individual learning elements and profession-wide competencies to successfully complete the program. If an intern receives a score less than 3 on any learning element, or if supervisors have reason to be concerned about the intern's performance or progress, the program's Due Process procedures will be initiated. The Due Process Guidelines can be found in The Harris County Children's Assessment Center Doctoral Internship Training Program Manual. The interns must also meet, in the judgment of the Training Committee and the Training Director, the requirements and expectations outlined in *Professional Behavior and Functioning*, which are taken into consideration in related sections of the evaluation.

Interns also have the opportunity to evaluate their supervisor at mid-year and at the conclusion of their internship. In addition, interns are asked to evaluate the program at the same evaluation points and to provide feedback regarding the program's strengths and areas in need of improvement. Interns also meet with the Training Director to review their progress toward training goals and provide verbal feedback related to the training program and their experiences in supervision at the mid-year and end of the training year.

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## Chapter 5 – Expectations of Interns at The HCCAC

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In addition to the skills and competencies identified in *Training Goals, Objectives and Expected Competencies*, psychology interns are expected to engage in professional behavior and functioning required of all staff and employees at The Harris County Children’s Assessment Center.

### Professional Behavior and Functioning

Interns form an important part of the MDT and need to meet general expectations of professional behavior at The HCCAC:

- Adhere to Harris County policies and procedures for all staff and employees.
- Practice within the bounds of federal and state laws and regulations including those of The Texas Board of Examiners of Psychologists, standards of The National Children’s Advocacy Center, and guidelines and procedures of The Harris County Children’s Assessment Center.
- Follow APA Ethical Principles of Psychologists and Code of Conduct.

Interns are also expected to function in a professional manner including but not limited to the following:

- Acting in an appropriate, professional manner that is consistent with the standards and expectations of the internship program and includes The HCCAC Dress Code.
- Meeting deadlines and accomplishing documentation and procedural tasks efficiently.
- Balancing department needs with personal needs.
- Managing personal stress adequately, recognizing the possible need for professional help, accepting feedback related to this, and seeking that help if necessary.
- Being aware of emotional responses that may interfere with professional functioning.
- Maintaining appropriate interactions with peers, colleagues, staff, and other trainees.
- Demonstrating appropriate use of supervision, seminars and other opportunities for learning by arriving on time, avoiding scheduling personal appointments, being prepared (i.e., having agenda/plan for supervision), and being open to learning and utilizing feedback.
- Actively participating in the training activities and providing a wide range of clinical services.
- Providing professionally appropriate feedback to peers, staff, and training committee regarding their training experiences.

These expectations for interns align with the standards of conduct mandated for all individuals who work at The HCCAC and within the department.

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## Chapter 6 – Stipend and Resources

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Compensation for the one-year, full-time internship (beginning September 1<sup>st</sup>) is \$32,905 plus benefits. As Harris County employees, interns and their dependents are eligible to receive health insurance after 75 days of continuous employment. A basic level health insurance plan is provided at no-cost to the intern at this time. All county employees, including interns, participate in contributing to a retirement plan and have the option to enroll in additional retirement plans. Interns accrue three hours of vacation time and four hours of sick time during each two-week pay period and are provided nine holidays and one floating holiday (to be used at the intern's discretion throughout the year). Any hours worked beyond 40 hours per week are converted to compensatory time and can be used in the future. Additional benefits information can be found at <https://hrrm.harriscountytexas.gov/Pages/Medical.aspx> or by calling the Harris County Benefits Staff (713-274-5500). Please see more about requesting anticipated leave in *The Stipend, Benefits and Resources Policy*.

The HCCAC interns have access to numerous resources. All interns are provided with desk space, work computer, office phone, voicemail, printers, software, business cards, ID badges, and basic office supplies. Assessment materials, other training materials and resources, and access to the DSM are available in the HCCAC library and may be checked out as needed. Some trainings are provided free of cost throughout the year to support and encourage trauma-informed clinical interventions. Additional materials that may be needed may be purchased using funding with the approval of the Training Director and/or Director of Therapy & Psychological Services. Each intern has access to administrative and IT support, including a referral specialist who schedules clients.

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## *Chapter 7 – Applicant Selection and Interview Process*

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Qualified applicants must currently be enrolled in a doctoral program in psychology and have completed all doctoral coursework. Preference is given to those who have completed their dissertation/clinical research project or are near completion by the start of the internship year. Additionally, prior practicum placements involving therapy, assessment (e.g., objective and projective measures), and integrative report writing with children and adolescents is preferred. Experience with child sexual abuse or other trauma populations may be helpful, but is not required. Due to the sensitive nature of child sexual abuse and human trafficking, it is not uncommon for novice and seasoned clinicians to experience vicarious trauma when working with this population. As such, it is especially important for potential applicants to be aware of any personal history that could impede their ability to maintain professional and personal boundaries with clients.

For applicants who determine that The HCCAC is an appropriate match given their interests, experiences, and skills, please submit your application materials by November 30<sup>th</sup>. You are encouraged to submit materials as early as possible; however, applications will not be reviewed until after the deadline. Applicants will not be notified that his or her application has been received. It is incumbent upon each applicant to ensure the receipt of their complete application by the deadline by contacting APPIC directly. Applicants will be notified by mid-December whether or not they have been selected for an interview. If selected, day-long interviews are conducted on two separate dates in mid- to late January. Applicants are interviewed by all members of the Training Committee and other members of T&P's Management Team. In addition, applicants will have the opportunity to eat lunch with the current doctoral interns and inquire about life as an intern at the HCCAC in a more informal setting.

To address the COVID restrictions that may have affected the training and ability of prospective applicants to acquire the prerequisite experience, the program asks that you include the effects of COVID on your training in your cover letter for consideration. Until safety risks are mitigated, we hold virtual interviews. During the internship year, interns are expected to follow the building's safety protocols, which may include the wearing of masks, daily temperature screenings, proof of vaccination status or weekly PCR testing for those who are unvaccinated.

This internship site agrees to abide by the APPIC policy that no person at this training facility will solicit, accept, or use any ranking-related information from any intern applicant. All doctoral interns will be determined through the APPIC match. Additionally, The HCCAC is an equal opportunity employer and encourages minorities and persons of diverse backgrounds of all types to apply to the psychology internship program. Harris County does not discriminate against employees with disabilities and provides appropriate reasonable accommodation(s) when requested. All HCCAC facilities and procedures are compliant with the American with Disabilities Act (ADA). Applicants who require accommodations for the application process, interview, or training year are encouraged to contact the Training Director in order to discuss our process for making special arrangements. The HCCAC is committed to making reasonable accommodations for individuals who request them.

Interns who successfully match to the program will be subject to a criminal background check through the Department of Family and Protective Services. Harris County does not employ individuals who have

had a felony within the past ten years or a misdemeanor within the past five years. In addition, Harris County is committed to providing a workplace free of drugs and alcohol. Therefore, interns must also pass a drug and alcohol screening prior to their employment with Harris County.

*Checklist of Required Application and Supporting Materials for Match Site #1103*

- \_\_\_ Complete APPIC application (AAPI) available at: <http://www.appic.org>
- \_\_\_ Cover Letter (part of the online AAPI)
- \_\_\_ Curriculum Vitae with current telephone number (part of the online AAPI)
- \_\_\_ Three Standardized Reference Forms (part of the online AAPI)
- \_\_\_ Official graduate transcript (part of the online AAPI)
- \_\_\_ Two complete redacted psychological assessment reports with interpretations (submitted through the online AAPI)
- \_\_\_ Receipt of application by November 30

The application and supplemental materials should be submitted through AAPI online. Documentation that is mailed directly to this department will not be accepted.

Contact Dr. Anita Jaffer with questions via email ([Anita.Jaffer@cac.hctx.net](mailto:Anita.Jaffer@cac.hctx.net)) or by phone at 713-986-3380.

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## *Chapter 8– Policies and Procedures for Internship*

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The policies and procedures for Harris County employees are applicable to The HCCAC interns. Please see <http://www.co.harris.tx.us/hrrm/> for additional information. Interns are provided with a detailed intern binder at orientation with policies and procedures specific to the department and agency. This includes, but is not limited to, information regarding documentation. Internship policies and procedures are included in this manual.

### *The HCCAC Diversity and Non-Discrimination Policy*

The Harris County Children’s Assessment Center (HCCAC) values and embraces diversity at the agency as a whole and within the internship training program. The HCCAC Doctoral Psychology Internship Training Program strives to increase awareness, provide education and information, create opportunities for reflection, and celebrate differences. The HCCAC training program strongly believes in creating an equitable, hospitable, appreciative, safe, and inclusive learning environment for its interns. The depth and overall quality of the training program is enhanced by having diverse faculty, staff and interns collaborate and coordinate services for clients and families. Diversity in the workplace enriches the training experience, promotes personal growth, and strengthens the workplace and community. The HCCAC is committed to creating a positive and supportive workplace environment for its staff and interns alike, one in which all feel safe, respected, included, valued and treated with equality. The HCCAC therefore welcomes applicants from diverse backgrounds. It provides equal opportunity to all intern applicants and does not discriminate based on a person’s age, disability status, ethnicity, gender identity, gender expression, language, national origin, race, religion, culture, sexual orientation, socioeconomic status, political affiliation or any other factor that is irrelevant to success as a psychology intern. Applicants are evaluated individually in terms of the quality of their previous training, practicum experiences, and whether their prior experiences equip them with the necessary skills and knowledge to ensure their success in the internship program. Prospective applicants are encouraged to contact the internship training director to request accommodations.

In keeping with APA’s guidelines, cultural and individual diversity is an expected competency for psychology interns, and multiple experiences are offered throughout the year to ensure that interns acquire and demonstrate the knowledge, awareness, and skills needed to work with diverse individuals. These experiences include but are not limited to provision of services with a diverse population, culturally competent supervision, didactic seminars dedicated to cultural competence, and opportunities to participate in agency-wide and department-organized activities and events that recognize diversity. Interns fluent in Spanish have the opportunity to provide services to bilingual or Spanish-speaking families, which are supervised by a bilingual supervisor. At various points during the year, interns are able to provide feedback about the program, supervisors/faculty and other staff in promoting and equitable, hospitable and inclusive training environment.

## HCCAC Intern Selection and Academic Preparation Requirements Policy

### *Application Process*

Students interested in applying for The HCCAC Doctoral Psychology Internship Program should submit an online application through the APPIC website ([www.appic.org](http://www.appic.org)).

A complete application consists of the following materials:

1. A completed online AAPI (APPIC's standard application)
2. Cover letter (as part of AAPI)
3. A current Curriculum Vitae with current telephone number (as part of AAPI)
4. Three standardized reference forms, two of which must be from persons who have directly supervised your clinical work (as part of AAPI). **Please submit no more than three letters.**
5. Official transcripts of **all** graduate coursework (as part of the AAPI)
6. Two complete redacted psychological assessment reports with interpretations (submitted through the online AAPI)

All application materials must be received by November 30<sup>th</sup> in order to be considered.

### *Application Screening and Interview Processes*

Qualified applicants must currently be enrolled in a doctoral program in psychology and have completed all doctoral coursework. The HCCAC Doctoral Internship Program bases its selection process on the entire application package noted above. Applicants are required to have the following:

1. A minimum of 400 intervention hours;
2. A minimum of 50 assessment hours;

Applicants who have met the following qualifications prior to beginning internship will be preferred:

1. Dissertation/Clinical Research Project proposal defended;
2. Some experience or special interest in working with diverse populations;
3. Practicum experience in psychological assessment of children or adolescents, including experience with writing integrated reports;
4. Experience with child sexual abuse or other trauma populations (This may be helpful, but is not required.)

All applications are screened by The HCCAC's Training Committee using a standard applicant rating form and evaluated for potential goodness of fit with the internship program. The Training Committee holds a selection meeting to determine which applicants to invite for interviews based upon the results of this screening process. Applicants are notified whether they are invited to interview by email by mid-December. Interviews are scheduled in mid- to late-January and occur in person or virtually with the entire Training Committee and managers within the department.

### HCCAC Stipend, Benefits, and Resources Policy

The annual stipend for all interns at The Harris County Children's Assessment Center is \$31,200, plus benefits. As Harris County employees, interns and their dependents are eligible to receive health insurance. A basic health insurance plan is provided at no-cost to the intern. Interns participate in contributing to a retirement plan and accrue two hours of vacation and three hours of sick time during each two-week pay period. They are also provided nine paid holidays and one floating holiday. Questions regarding specific health insurance options can be directed to The HCCAC Human Resources Coordinator. Additional benefits information can be found at <https://hrrm.harriscountytexas.gov/Pages/Medical.aspx> or by calling the Harris County Benefits Staff (713-274-5500).

Interns should submit requests for time off to their primary supervisor and Internship Training Director at least two weeks in advance of any anticipated leave date(s) using Outlook calendar. To best support sound clinical practice, continuity of care, and documentation needs, interns may not request vacation or other non-necessary leave time during the final two weeks of the internship contracted year. Interns are responsible for communicating anticipated absences to all supervisors with whom tasks and/or work obligations will be missed. Sick leave must be communicated to the intern's primary supervisor as soon as the intern is physically able to do so and arrangements for all client cancellations made as soon as feasible with support staff and/or supervisor.

The HCCAC interns have access to numerous resources. All interns are provided with desk space, work computer, office phone, voicemail, printers, software, business cards, ID badges, and basic office supplies. Assessment materials, other training materials and resources, and access to the DSM 5 are available in the HCCAC library and may be checked out as needed. Trainings are provided free of cost throughout the year to support and encourage trauma-informed clinical interventions. Additional materials that may be needed may be purchased using funding with the approval of the Training Director and/or Director of Therapy & Psychological Services. Each intern has access to administrative and IT support, including a referral specialist who schedules clients.



### The HCCAC Intern Evaluation, Retention and Termination Policy

For successful completion of the internship program, all HCCAC interns are expected to complete 2000 hours of training during the internship year. In addition to meeting the hours requirement, doctoral interns must obtain sufficient ratings on all evaluations in order to demonstrate that the intern has progressed satisfactorily through the program. Satisfactory completion of the HCCAC internship program occurs when interns demonstrate minimum levels of achievement across all training competencies. A minimum level of achievement on each evaluation is defined as a rating of “3” for each learning element. The rating scale for each evaluation is a 5-point Likert scale, with the following rating values: 1 = Significant Development Needed, 2 = Development Needed, 3 = Intermediate (functions adequately for level of training), 4 = Exceeds Expectations, 5 = Significantly Exceeds Expectations.

Interns are formally evaluated at two points during the internship year, with the first evaluation being at the mid-point and the last evaluation at the end of the internship year. Intern evaluations are conducted using a standard rating form, which includes comment spaces where supervisors include specific written feedback regarding the interns’ performance and progress. The evaluation form includes information about interns’ performance regarding all of the HCCAC’s expected training competencies and the related learning elements. Supervisors review these evaluations with the interns and provide an opportunity for discussion if the intern has questions or concerns about the feedback. Interns must receive a rating of 3 or above on all individual learning elements and profession-wide competencies to successfully complete the program. If an intern receives a score less than 3 on any learning element, or if supervisors have reason to be concerned about the intern’s performance or progress, the program’s Due Process procedures will be initiated. The Due Process Guidelines can be found in the The Harris County Children’s Assessment Center Doctoral Internship Training Program Manual.

Meeting the hours requirement and obtaining sufficient ratings on all evaluations demonstrates that the intern has progressed satisfactorily through and completed the internship program. Intern evaluations and certificates of completion are maintained indefinitely by the Training Director in a secure digital file. Feedback to the intern’s graduate program is provided at least twice a year, at the midpoint and at the end of the training year. In addition, the certificate of completion is sent to the intern’s graduate program’s Director of Clinical Training to confirm that the intern has successfully completed the internship year. If successful completion of the program comes into question at any point during the internship year, or if an intern enters into the formal review step of the Due Process procedures due to a grievance by a supervisor or an inadequate rating on an evaluation, the intern’s graduate program will also be contacted within 30 days. This contact is intended to ensure that the intern’s graduate program, which also has a vested interest in the intern’s progress, is kept engaged in order to support an intern who may be having difficulties during the internship year. The intern’s graduate program is notified of any further action that may be taken by The HCCAC as a result of the Due Process procedures, up to and including termination from the program.

In addition to the evaluations described above, interns must complete an evaluation of their supervisor and a program evaluation at the mid-point and end of the internship year, in order to provide feedback that will inform any changes or improvements in the training program. Blank copies of all evaluation forms are provided at the beginning of the year along with the The HCCAC Doctoral Internship Training Manual and T&P New Employee Manual and is located on the share drive in the Intern File folder.

## The HCCAC Telesupervision Policy

Telesupervision is defined as the supervision of psychological services through a synchronous audio and video platform where the supervisor is not in the same physical location as the trainee. The health and safety of staff and interns at The HCCAC at the onset and duration of the pandemic has necessitated the use of telesupervision to support the training of interns effectively. New telework policies and work schedules have been implemented by The CAC to meet clinical needs of clients and families while promoting health and safety in the workplace and flexibility in work and life balance, which may make in person supervision for all supervisory activities more difficult due to conflicts in work schedule rotations. In an attempt to promote interaction and socialization among interns and faculty with different approved work schedules, interns and supervisors may hold individual or group supervision using high-quality real-time transmission of simultaneous video and audio. Individual telesupervision with their primary supervisor may not exceed more than 1 hour each week at a regularly scheduled time. Group telesupervision for assessment and diversity also may not exceed more than 1 hour each week at a regularly scheduled time. In addition, the HCCAC values cohesion and socialization of intern cohorts but building restrictions may limit the number of interns that may occupy one physical location for in-person meetings. Videoconference technology is also utilized to continue to support the capacity for interns to socialize as a cohort and participate in journal hours, didactics, and treatment consultation groups. The use of videoconference technology is consistent with the mission of The HCCAC to provide professional, compassionate and coordinated approach to the treatment of sexually abused children and their families. The capacity to provide telehealth services ensures that all clients and families have access to quality mental health services.

The HCCAC Doctoral Internship Program values the importance of developing strong supervisory relationships. Group supervision is led by different members of the training committee in order to provide interns with the opportunity to experience a variety of supervision modalities and supervisory relationships. The foundation for these relationships is fostered initially during the internship program's orientation and training, which is completed on site and in person. Videoconference group supervision is introduced after preliminary introductions with supervisory and supervisory relationships have been established by the supervision contract. For all clinical cases discussed during group supervision, full professional responsibility remains with the intern's primary supervisor, and any crises or other time-sensitive issues are reported to the supervisor immediately. Interns are also provided contact information for all HCCAC supervisors including email and phone numbers in the event of crises or consultation is necessary to manage time-sensitive information.

All videoconferencing occurs over a secure network using site-administered videoconferencing technology. Supervision sessions using this technology are never recorded to protect the privacy and confidentiality of all interns. All interns are provided with instruction regarding the use of the videoconferencing equipment at the start of the internship year and receive the help of our Technical Services team and The HCCAC Help Desk for initial set up and ongoing questions or concerns.

## The HCCAC Due Process and Grievance Procedures

In accordance with the Harris County Grievance Procedures, employees should pursue an informal resolution of their complaints and “utilize all possible avenues within their department” before filing a formal, written grievance to the Grievance Resolution Committee with Harris County. As such, the below due process and grievance procedures, both informal and formal departmental procedures, are to be implemented first prior to the initiation of a grievance through the Harris County Grievance Procedures. Both departmental procedures and agency procedures are outlined below for ease of reference.

### *Due Process Procedures*

Due Process Procedures are implemented in situations in which a supervisor or other faculty member raises a concern about the functioning of a psychology intern. These procedures are a protection of intern rights and are implemented in order to afford the intern with every reasonable opportunity to remediate problems and to receive support and assistance. These procedures are not intended to be punitive.

### Definition of a Problem

For purposes of this document, a problem is defined broadly as an interference in professional functioning which is reflected in one or more of the following ways:

- 1) an inability and/or unwillingness to acquire and integrate professional standards and ethics into one's repertoire of professional behavior;
- 2) an inability to acquire professional skills in order to reach an acceptable level of competency;
- 3) an inability to control personal stress, psychological dysfunctions, and/or excessive emotional reactions which interfere with professional functioning, and/or
- 4) a health condition (or verified disability) which interferes with the delivery of clinical service, or leads to an extended work leave that jeopardizes the fulfillment of the minimum time requirements as stated in the internship contract. Usage of sick leave in excess to what is earned per Harris County Benefits (3 hours per 2-week pay period) is considered interfering with clinical service delivery and may jeopardize completion of internship. In the case of a verified disability, such interference must manifest after reasonable accommodations have been made by the training site to accommodate the disability.

It is a professional judgment as to when an issue becomes problematic rather than of concern. Intern trainees may exhibit behaviors, attitudes or characteristics that, while of concern and requiring attention, are not unexpected or excessive for professionals in training. Issues typically become identified as problems that require remediation when they include one or more of the following characteristics:

- 1) the intern does not acknowledge, understand, or address the problem when it is identified;
- 2) the problem is not merely a reflection of a skill deficit which can be rectified by the scheduled sequence of clinical or didactic training;
- 3) the quality of services delivered by the intern is sufficiently negatively affected;
- 4) the problem is not restricted to one area of professional functioning;
- 5) a disproportionate amount of attention by training personnel is required;
- 6) the trainee's behavior does not change as a function of feedback, and/or time;
- 7) the problematic behavior has potential for ethical or legal ramifications if not addressed;
- 8) the intern's behavior negatively impacts the public view of the agency;

- 9) the problematic behavior negatively impacts the intern cohort;
- 10) the problematic behavior potentially causes harm to a client; and/or,
- 11) the problematic behavior violates appropriate interpersonal communication with agency staff.

#### Administrative Hierarchy and Definitions

The HCCAC's Due Process procedure occurs in a step-wise fashion, involving greater levels of intervention as a problem increases in persistence, complexity, or level of disruption to the training program. Faculty roles included herein are defined as follows:

*Supervisor:* Any faculty member who provides direct supervision or teaching to an intern.

*Training Director (TD):* The supervisor who functions as the director of training. S/he leads the internship Training Committee and serves as a voting member.

#### Informal Review

When a supervisor believes that an intern's behavior is becoming problematic, the first step in addressing the issue should be to raise the issue with the intern directly and as soon as feasible in an attempt to informally resolve the problem. This may include increased supervision, didactic training, and/or structured readings. This process should be documented in writing in supervision notes and discussed with the Training Director and Training Committee, but will not become part of the intern's professional file.

#### Formal Review

If an intern's problem behavior persists following an attempt to resolve the issue informally, or if an intern receives a rating below a "3" on any learning element on a supervisory evaluation, the following process is initiated:

- A. The supervisor will meet with the Training Director (TD) and intern within 10 working days to discuss the problem and determine what action needs to be taken to address the issue. If the TD is the intern's direct supervisor, an additional supervisor and member of the Training Committee will be included in the meeting.
- B. The intern will have the opportunity to provide a written statement related to his/her response to the problem. This response must be provided within 5 working days of the formal review meeting.
- C. After discussing the problem and the intern's response, the supervisor and TD may:
  - 1) Issue an "Acknowledgement Notice" which formally acknowledges:
    - a) the faculty is aware of and concerned with the problem;
    - b) the problem has been brought to the attention of the intern;
    - c) the faculty will work with the intern to specify the steps necessary to rectify the problem or skill deficits addressed by the inadequate evaluation rating; and,
    - d) the problem is not significant enough to warrant further remedial action at this time.

This notice will be issued within 5 working days of receiving the intern's written response.

2) Place the intern on "Probation" which defines a relationship such that the faculty, through the supervisors and TD, actively and systematically monitor, for a specific length of time, the degree to which the intern addresses, changes and/or otherwise improves the problematic behavior or skill deficit. The length of the probation period will depend upon the nature of the problem and will be determined by the intern's supervisor and the TD. A written statement is shared with the intern and the Director of Clinical Training at the intern's home graduate institution and includes:

- a) the actual behaviors or skills associated with the problem;
- b) the specific recommendations for rectifying the problem;
- c) the time frame for the probation during which the problem is expected to be ameliorated; and,
- d) the procedures designed to ascertain whether the problem has been appropriately rectified.

This statement will be issued within 10 working days of the decision. At the end of this probation period, the TD will provide a written statement indicating whether or not the problem has been remediated. This statement will become part of the intern's permanent file and also will be shared with the intern and sent to the Director of Clinical Training at the intern's home graduate institution.

3) In special cases, the intern may be allowed to switch supervisors within The HCCAC. This option would be applicable in situations in which it is believed that the intern's difficulties are the result of a poor "fit" between the intern and supervisor and that the intern could be successful in a different supervisory relationship. This option would require a meeting of a review panel convened by the Training Director and consisting of him/herself, the intern's primary supervisor, and at least two other members of the Training Committee. Additional parties who are knowledgeable about the intern's abilities may be involved in order to inform decision making. This meeting, if deemed necessary by the Training Director, will be convened within 10 working days of the original meeting discussed in step A.

D. If the problem is not rectified through the above processes, or if the problem represents gross misconduct or ethical violations that have the potential to cause harm, the intern's placement within The HCCAC may be terminated. The decision to terminate an intern's placement would be made by the entire Training Committee and a representative of Human Resources and would represent a discontinuation of participation by the intern within every aspect of the training program. The Training Committee would make this determination during a meeting convened within 30 working days of the original meeting discussed in step A, or during the regularly-scheduled bi-monthly Training Committee meetings. The TD may decide to temporarily suspend an intern's clinical activities during this period prior to a final decision being made, if warranted. In the event of dismissal, APPIC and the intern's Director of Training at the intern's home graduate institution would be contacted within 5 working days.

### Appeals Process

If the intern wishes to challenge the decisions made, he or she may request an Appeals Hearing before the Training Committee. This request must be made in writing- an email will suffice- to the TD within 5 working days of notification regarding the decision made in step C or D above. If requested, the Appeals

Hearing will be conducted by a review panel convened by the TD and consisting of him/herself (or another supervisor, if appropriate), the intern's primary supervisor, and at least two other members of the Training Committee. The intern may request a specific member of the Training Committee to serve on the review panel. The Appeals Hearing will be held within 10 working days of the intern's request. The review panel will review all written materials and have an opportunity to interview the parties involved or any other individuals with relevant information. The review panel may uphold the decisions made previously or may modify them. The review panel has final discretion regarding outcome, and will inform the intern of this outcome in writing within 5 working days of the Appeals Hearing.

#### Notifying the Sponsoring Graduate Institution

If either the Acknowledgment Notice or the Probation action occurs, the TD will inform the intern's sponsoring university within 30 days, indicating the nature of the inadequate rating, the rationale for the action, and the action taken by the faculty. This notification will acknowledge any consideration of termination of the intern, if such consideration exists. The intern shall receive a copy of the letter to the sponsoring graduate institution.

Once the Acknowledgment Notice or Probation is issued by the TD, it is expected that the status of the problem or inadequate rating will be reviewed no later than the next formal evaluation period or, in the case of probation, no later than the time limits identified in the probation statement. If the problem has been rectified to the satisfaction of the faculty and the intern, the sponsoring university and other appropriate individuals will be informed and no further action will be taken.

#### Grievance Procedures

Grievance Procedures are implemented in situations in which a psychology intern raises a concern about a supervisor or other faculty member, trainee, or the internship training program. These guidelines are intended to provide the psychology intern with a means to resolve perceived conflicts. Interns who pursue grievances will not experience any adverse professional consequences. For situations in which an intern raises a grievance about a supervisor, staff member, trainee, or the internship program, the following procedures should be used.

#### Informal Review

First, the intern should raise the issue as soon as feasible with the involved supervisor, staff member, other trainee, or TD in an effort to resolve the problem informally as follows.

1. Make an attempt to work through the issue or conflict with the other party.
2. If the attempt is unsuccessful, bring the matter to your supervisor who will intervene as appropriate, unless the supervisor is the person with whom there is a conflict. In that case, the matter is brought to the Internship Training Director who will intervene as appropriate.
3. If the supervisor is unable to intervene effectively, the intern and supervisor bring the matter to the Training Director.
4. If the Training Director is unable to intervene effectively, the matter will be brought to the Director of Therapy & Psychological Services.
5. If the conflict is with the Director, the matter will be brought to the Program Director and the Human Resources Coordinator of the HCCAC. Consultation with another APA internship director may be sought to help resolve the conflict.
6. If all of the above fails to address the issue, the intern has the right to follow the grievance procedures of the Harris County.

### Formal Review

If the matter cannot be satisfactorily resolved using informal means, the intern may submit a formal grievance in writing- an email will suffice- to the TD. If the TD is the object of the grievance, the grievance should be submitted to the Director of Therapy & Psychological Services. The TD (or Training Committee member, if appropriate) will meet with the intern and the individual being grieved within 10 working days. In some cases, the TD or other Training Committee member may wish to meet with the intern and the individual being grieved separately first. The goal of the joint meeting is to develop a plan of action to resolve the matter. The plan of action will include:

- A. the behavior associated with the grievance;
- B. the specific steps to rectify the problem; and,
- C. procedures designed to ascertain whether the problem has been appropriately rectified.

The TD or other Training Committee member will document the process and outcome of the meeting. The intern and the individual being grieved will be asked to report back to the TD or other Training Committee member in writing within 10 working days regarding whether the issue has been adequately resolved.

If the plan of action fails, the TD or other Training Committee member will convene a review panel consisting of him/herself and at least two other members of the Training Committee within 10 working days. The intern may request a specific member of the Training Committee to serve on the review panel. The review panel will review all written materials and have an opportunity to interview the parties involved or any other individuals with relevant information. The review panel has final discretion regarding outcome.

If the review panel determines that the grievance against the staff member potentially can be resolved internally, the review panel will develop a second action plan that includes the same components as above. The process and outcome of the panel meeting will be documented by the TD or other Training Committee member. The intern and the individual being grieved will again be asked to report back in writing regarding whether the issue has been adequately resolved within 10 working days. The panel will reconvene within 10 working days to again review written documentation and determine whether the issue has been adequately resolved. If the issue is not resolved by the second meeting of the panel, the issue will be turned over to the Program Director and Human Resources Coordinator in order to initiate the due process procedures outlined in the employment contract. At any step in the formal review process, if the TD or review panel determines that a grievance against a staff member cannot be resolved internally or is not appropriate to be resolved internally, then the issue will be turned over to the employer agency in order to initiate the due process procedures outlined in the employment contract.

### Visual of Grievance Process

- 1<sup>st</sup> Tier of Grievance – immediate supervisor – Supervisor
- 2<sup>nd</sup> Tier of Grievance – next level supervisor – Training Director
- 3<sup>rd</sup> Tier of Grievance –next level supervisor –Director of Therapy & Psychological Services
- 4<sup>th</sup> Tier of Grievance –next level supervisor –Human Resources Coordinator/Program Director
- 5<sup>th</sup> Tier of Grievance –employer agency –Harris County Grievance Resolutions Committee



### *Harris County Formal Grievance Procedures*

When all attempts to address a grievance has failed using the informal and formal procedures outlined above at the departmental level, the intern has the right to submit a formal grievance with the employer agency, Harris County. For updated information on agency level grievance definitions, policies, procedure and appeals, please reference Human Resources website at

(<https://hrrm.harriscountytexas.gov/Pages/GrievanceProcedures.aspx>) or refer to the Grievance Procedure Packet provided at orientation.

### General Provisions for Formal Grievances

Interns are employees of Harris County and must use the Grievance Forms provided by the County.

- Form 100 – Employee Grievance
- Form 200 – Supervisor Response (Director of T&P or Internship Training Director)
- Form 300 – Appeal to Grievance Coordinator (Human Resources Coordinator)
- Form 400 – Appeal to Department Head (Program Director)
- Form 500 –Appeal to Grievance Resolution Committee)

Employees must follow the steps in the Grievance Procedure Packet in the order given. If a supervisor, Grievance Coordinator, Department Head, or Appropriate Authority fails to respond within the time limits set forth herein, the employee may take the next step in the procedure. Time limits begin on the first working day after the applicable occurrence, filing, appeal, response or recommendation. Working days do not include weekends or County Holidays. Employees may get the forms from their Grievance Coordinator (Human Resources Coordinator), from the Office of Human Resources & Risk Management or via the Human Resources and Risk Management (HRRM) website: (<https://hrrm.harriscountytexas.gov>).

### Procedure for Filing Employee Grievances

The employee retains a copy of the grievance and the supervisor places a copy in the employee's personnel file. All copies should note the date that the grievance was filed and the date and time that the supervisor received the grievance. The six steps identified in the Grievance Procedure Packet provided at orientation can also be located at the HRRM website: [https:// hrrm. harriscountytexas.gov](https://hrrm.harriscountytexas.gov)). If the grievance involves allegations of discrimination based on race, color, religion, sex, national origin, age, disability, or genetic information then the supervisor MUST: refer the grievance to the Director of the Office of Human Resources & Risk Management for handling as required under the law, and notify the employee in writing of the referral.



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## *Appendices*

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## Supervision Contract

Your clinical supervisor is an experienced person with advanced training who oversees your clinical work and who is responsible, with you, for the quality of your clinical work. Clinical supervision focuses on the services you provide to clients and includes such areas as client welfare, the therapeutic relationship, assessment, diagnosis, therapeutic interventions, prognosis, appropriate referral techniques, and advocating for your client with other agencies. This is accomplished through a set of supervisory activities including consultation, training and instruction, and evaluation.

### ***I. Purpose, Goals, and Objectives of Clinical Supervision***

- a. To monitor and ensure the welfare of your clients.
- b. To ensure that you function within your level of competence.
- c. To facilitate your personal and professional development.
- d. To promote accountability.
- e. To fulfill the doctoral internship requirement, as outlined by the American Psychological Association (APA).

### ***II. Context of Services***

- a. Supervision will revolve around clients seen at The Harris County Children's Assessment Center (HCCAC), Therapy and Psychological Services Department.
- b. Two hours of individual supervision, one hour of group assessment supervision, and one hour of group supervision focusing on multiculturalism and diversity will be provided weekly. Supervisor will also maintain an "open door policy" to allow you to stop by on an as-needed basis, when the supervisor is available, for additional supervisory support.
- c. If your primary supervisor is out of the office and/or unavailable, your alternative supervision will be provided by \_\_\_\_\_. If they are unavailable, your primary supervisor will arrange your supervision with another licensed psychologist.
- d. In the case of client emergency and/or unexpected leave, you will contact your primary supervisor at \_\_\_\_\_ during business hours.
- e. If your client requires crisis intervention and your primary supervisor is unavailable, you must contact \_\_\_\_\_. If they are also unavailable, then approach the administrative staff (i.e., Meli) to help in identifying another licensed clinician who can assist.
- f. After working with the clinician identified and implementing a crisis plan, it is your responsibility to inform your supervisor of the circumstances and plan implemented for your client within the next 24 hours.
- g. All supervision will be conducted at The HCCAC on mutually determined dates and times.

### ***III. Duties and Responsibilities of Supervisor and Supervisee***

Your clinical supervisor is legally and ethically responsible, with you, for the services you provide and the manner in which you conduct yourself. Professional boundaries are to be maintained with colleagues and supervising staff alike at all times. There is to be no fraternizing between interns and supervising psychologists. It is your responsibility to keep your supervisor well informed as to your activities. Openness with and trust in your supervisor will enhance your experience of

supervision and your professional growth. A supervisor has full responsibility for the supervised work of the supervisee, including assessment, diagnosis, and educational/treatment planning.

It is your **supervisor's role** to do the following:

1. Provide a location and atmosphere for supervision that is safe enough for you to lay out clinical issues in your own way.
2. Provide formative and summative evaluation/assessment of progress. The supervisor will conduct live observations of your sessions and provide feedback. The supervisor will provide oral feedback on all aspects of your clinical work. This will culminate in the final written evaluation for The HCCAC professional psychology doctoral internship. If you desire additional feedback, it is your responsibility to request it from your supervisor. You are referred to the Intern Handbook regarding due process rights and procedures for objecting to the content and recommendations of a summative evaluation.
3. Help you explore and clarify your thoughts and feelings, which underlie your practice.
4. Assist in anchoring assessment planning, diagnosis and interventions in a theoretical approach.
5. Identify and strengthen your personal and/or professional blind spots.
6. Bring to your attention those personal difficulties that directly affect your clinical work and recommend a course of action to address these difficulties.
7. Protect the confidentiality of the supervisory relationship. The nature of clinical competencies will be shared with other program faculty, including but not limited to, during the supervisor's supervision with the training director. However, the specific content of supervisory sessions will remain confidential, unless there is evidence of ethical breaches or personal problems that interfere with the supervisee's ability to work effectively with clients. Furthermore, if your supervisor requires additional training or guidance in providing supervision to you (e.g., due to case material which is outside the scope of supervisor's competence), the supervisor may discuss this case and elicit feedback from other clinicians or the multidisciplinary team to assure that you receive ethically sound supervision.
8. Present and model appropriate professional boundaries both during and after work hours.
9. Intervene if client welfare is at risk.
10. Ensure that ethical guidelines of APA are upheld.
11. Conduct activities in accordance with The HCCAC Policies and Procedures Manual/Handbook.
12. Sign off on all client documentation.
13. Maintain weekly supervision notes.
14. Provide any additional information about credentials and specialized training upon request.

The supervisor will discuss any concerns regarding your performance in a timely fashion and will develop, in collaboration with you, a remediation plan if deficits/problems are identified.

**Always remember:** your clinical supervisor is legally and ethically responsible, with you, for the services you provide and the manner in which you conduct yourself. It is therefore your responsibility to keep your supervisor well informed as to your activities. Openness with and trust in your supervisor will enhance your experience of supervision and your professional growth.

It is your **role as supervisee** to do the following:

1. Be punctual, both at sessions with clients as well as at supervision. In the event that you are delayed for or unable to attend a supervision session, it is your responsibility to notify your supervisor and make alternate arrangements. If the individual appointment cannot be kept due to scheduling conflicts, an effort will be made to reschedule an alternate date/time within the same week and will only be cancelled upon the mutual agreement of both the supervisee and supervisor. Another licensed psychologist will provide supervision if the supervisor is out of the office and/or is unable to reschedule supervision during the same week.
2. Share with the supervisor your learning goals for the internship experience. This will require self-reflection and self-evaluation regarding your current level of clinical skill.
3. Be prepared, both for sessions with clients as well as for supervision. You are expected to briefly outline presenting concerns, therapeutic progress, discharge plans (when applicable) and identify any issues that you need to have addressed.
4. If you believe that client issues/concerns have not been adequately addressed during the regularly scheduled supervisory session, you will bring this to your supervisor's attention and another session will be scheduled.
5. Be receptive to guidance and instruction from your supervisor, that is, be attentive to feedback and suggestions from your supervisor and follow through on such instruction promptly. It may be necessary to take notes during supervision in order to execute all instructions identified by your supervisor.
6. Inform your supervisor of any difficulties you are having in the areas of delivering services to clients, completing paperwork, or coordinating with other agencies or providers such as schools or independent practitioners.
7. As you establish a working relationship with your supervisor, it is hoped that you will become increasingly able to share issues and concerns you may have that impact your clinical work, be open to feedback from others, and monitor any resistance to this process.
8. Select theoretical model(s) from which you will work. Formulate client case conceptualizations from this approach. Be ready to discuss the theoretical reasons for your assessment approaches, interventions and techniques.
9. You will not engage in dual relationships with clients, that is, you will not socialize with clients or their families, nor will you provide services to individuals you know from other contexts, such as friends or acquaintances. In the event that someone you know is being seen at The HCCAC, you are expected to remove yourself from situations where that client's assessment, treatment and progress are being reviewed. It is your responsibility to alert your supervisor to such situations.
10. You are responsible for ensuring that the parents/guardians of all clients are informed of the supervised nature of your work as a supervisee, and of the ultimate professional responsibility of the supervisor. This will be established in each initial intake evaluation. Supervisor's contact information will be provided to all clients at this time.
11. You are responsible for ensuring that all evaluative letters and reports concerning clients are co-signed by your clinical supervisor *before* they are sent out from The HCCAC. It is also your responsibility to determine that an active Authorization for Release of Confidential Information form is present in the client's file before presenting the letter/report to the supervisor for signature.

12. You must advise your clinical supervisor of all important changes related to a case (e.g., client starting a new school, suspensions and other disciplinary actions, school progress, and/or client becoming involved in a legal case). The results of intake parent interviews must be reviewed with your supervisor to determine an assessment plan. Any changes to the assessment plan must be reviewed with and approved by your supervisor *before* they are presented to the client.
13. Keep your supervisor informed about clients who are suicidal, homicidal, or threatening to harm others. Notify your supervisor about clients who are involved in child custody disputes, Disability Determination assessments, or any other matter that affects the client's legal status. Notify your supervisor *immediately* if you receive any summons to testify or you are told that you will be subpoenaed to testify. Do not under any circumstances release client information to an attorney or court or anyone else without a proper Authorization for Release of Confidential Information signed by the client and with your supervisor's signature on the document being released.
14. Seek supervision whenever you are uncertain about a situation. Make every attempt to reach your clinical supervisor before taking action with that client. If your supervisor cannot be reached, contact your alternative supervisor. You may also consult informally with more experienced clinicians in The HCCAC, but your clinical supervisor *must* be kept abreast of any and all emergencies. In the event of emergency, the supervisee is to contact the Internship Training Director at her office at 713.986.3380. Follow the guidelines in The HCCAC Policy and Procedure Manual for emergency situations.
15. Uphold ethical APA principles in all client-related activities.
16. Be familiar with and follow The HCCAC Policy and Procedure Manual/Handbook. You agree to complete all required HCCAC forms in a timely fashion for all cases. The final written psychological report will also be completed in a timely fashion according to the agreed upon date.
17. Complete professional tasks (clinical documentation, reports, and contacting clients) within time frames specified by The HCCAC Policy and Procedure Manual.
18. In accordance with best clinical practice, continuity of care, and documentation needs, supervisees will not be allowed to take vacation or other non-necessary leave time during the final two weeks of the internship contracted year.

## ***V. Supervisee Training Goals***

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## ***VI. Terms of the Contract***

This contract serves as verification and a description of the clinical supervision provided by licensed psychologists to \_\_\_\_\_ (supervisee), enrolled in the Doctoral Psychology Internship Program at The HCCAC for the \_\_\_\_\_ – \_\_\_\_\_ academic year. Your signature indicates your understanding of the content within this document and that you agree to uphold the standards outlined in this contract.

Supervisee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
XXXX, Degree  
Primary Supervisor

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Anita Jaffer, Psy.D.  
Manager of Psychological Services &  
Training Director

This contract is effective from \_\_\_\_\_ to \_\_\_\_\_.

The HCCAC Evaluation of Intern

**The Harris County Children's Assessment Center (HCCAC) Doctoral Psychology Internship Program**

**Intern Evaluation**

*To be completed by primary supervisor(s)*

Intern: \_\_\_\_\_ Supervisor(s): \_\_\_\_\_

Evaluation Term Ending In: February August

Scoring Criteria:

1 Significant Development Needed--Significant improvement in functioning is needed to meet expectations	
2 Development Needed--Some improvement in functioning is needed to meet expectations	
3 Intermediate--Functions adequately for level of training	
4 Exceeds Expectations--Functions above average for level of training	
5 Significantly Exceeds Expectations--Functions exceptionally for level of training	
N/A--Not Applicable/Not Observed/Cannot Say	

NOTE: Interns must receive a rating of 3 or above on all elements and competencies to successfully complete the program. A rating of 3 indicates readiness for entry-level practice. Any score below a 3 on all elements and competencies will initiate the program's Due Process procedures.

**Competency 1: Research**

Demonstrates the substantially independent ability to critically evaluate research or other scholarly activities	_____
Integrates evidence-based theoretical/conceptual framework into practice	_____
Utilizes scholarly literature in determining treatment approach	_____
Utilizes scholarly literature and other resources to inform practice with diverse clients	_____
Demonstrates the ability to disseminate research	_____

<b>AVERAGE SCORE FOR COMPETENCY</b>	<b>#DIV/0!</b>
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Strengths & Training Goals related to Research Competency:

Comments:

**Competency 2: Ethical and Legal Standards**

Demonstrates knowledge of and acts in accordance with each of the following:	_____
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The current version of the APA Ethical Principles of Psychologists and Code of Conduct	
Relevant laws, regulations, rules, and policies governing health service psychology at the organizational, local, state, regional, and federal levels	
Relevant professional standards and guidelines	
Recognizes ethical dilemmas as they arise	
Applies ethical decision-making processes	
Seeks supervision and consultation in order to resolve ethical dilemmas	
Conducts self in an ethical manner in all professional activities	
Articulates professional values and takes steps to resolve situations that are in conflict with professional standards	
<b>AVERAGE SCORE FOR COMPETENCY</b>	<b>#DIV/0!</b>
Strengths & Training Goals related to Ethical and Legal Standards Competency:	
Comments:	
<b>Competency 3: Individual and Cultural Diversity</b>	
Demonstrates an understanding of how one's own personal/cultural history, attitudes, and biases affects how one understands and interacts with others	
Demonstrates knowledge of the current theoretical and empirical knowledge base as it relates to addressing diversity	
Articulates a framework for working effectively with areas of individual and cultural diversity not previously encountered in professional practice	
Demonstrates the ability to independently apply knowledge and approaches in working effectively with a range of diverse individuals and groups, including those whose group membership, demographic characteristics, or worldviews create conflict with one's own	
Demonstrates an understanding of how individual and cultural diversity affects psychological and personality development	

AVERAGE SCORE FOR COMPETENCY	#DIV/0!
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Strengths & Training Goals related to Individual and Cultural Diversity Competency:

Comments:

#### Competency 4: Professional Values, Attitudes, and Behaviors

Behaves in ways that reflect the values and attitudes of psychology, including integrity, deportment, professional identity, accountability, lifelong learning, and concern for the welfare of others

Engages in self-reflection regarding one's own personal and professional functioning

Engages in activities to maintain and improve performance, well-being, and professional effectiveness

Actively seeks and demonstrates openness and responsiveness to feedback

Responds professionally in increasingly complex situations with a greater degree of independence as s/he progresses through internship

Actively participates in scheduled appointments, training activities, and meetings consistently and on-time

Maintains appropriate boundaries in professional and clinical relationships

Writes case notes and other clinical documentation in a professional manner

Completes all required documentation in a timely manner

Follows proper procedure in protecting client information and case files

AVERAGE SCORE FOR COMPETENCY	#DIV/0!
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Strengths & Training Goals related to Professional Values, Attitudes, and Behaviors Competency:

Comments:

#### Competency 5: Communication and Interpersonal Skills

Develops and maintains effective relationships with a wide range of individuals, including colleagues, communities, organizations, supervisors, supervisees, and those receiving professional services

Demonstrates effective interpersonal skills and the ability to manage difficult situations

Uses clear and effective professional written communication

Uses clear and effective professional oral communication

AVERAGE SCORE FOR COMPETENCY

#DIV/0!

Strengths & Training Goals related to Communication and Interpersonal Skills Competency:

Comments:

#### Competency 6: Assessment

Demonstrates current knowledge of diagnostic classification systems, functional and dysfunctional behaviors, including consideration of client strengths and psychopathology

Demonstrates understanding of human behavior within its context (e.g., family, social, societal and cultural)

Demonstrates the ability to apply the knowledge of functional and dysfunctional behaviors including context to the assessment and/or diagnostic process

Demonstrates a thorough working knowledge of psychological diagnostic nomenclature

Demonstrates a thorough working knowledge of differential diagnoses

Demonstrates a thorough working knowledge of clinical interviewing techniques

Utilizes clinical interviews to collect relevant data leading to appropriate diagnoses

Selects appropriate assessment instruments	-----
Accurately administers and scores assessment instruments	-----
Appropriately interprets results of assessment instruments	-----
Identifies and synthesizes relevant data from multiple sources and methods into a holistic understanding of client, client's functioning, and client's treatment needs	-----
Communicates assessment findings clearly through written report	-----
Generates recommendations consistent with assessment questions and assessment findings	-----
Considers cultural issues in selection of assessment tools and diagnostic decisions	-----
<b>AVERAGE SCORE FOR COMPETENCY</b>	<b>#DIV/0!</b>
Strengths & Training Goals related to Assessment Competency:	
Comments:	
<b>Competency 7: Intervention</b>	
Establishes and maintains effective professional relationships with clients	-----
Develops evidence-based intervention plans specific to the service delivery goals	-----
Implements evidence-based interventions	-----
Demonstrates the ability to apply the relevant research literature to clinical decision making	-----
Modifies and adapts evidence-based approaches effectively when a clear evidence-base is lacking	-----
Evaluates intervention effectiveness, and adapts intervention goals and methods consistent with ongoing evaluation	-----
Appropriately conceptualizes and describes relevant presenting issues	-----

Appropriately discusses hypotheses and approaches to treatment in supervision	-----
Communicates short-term and/or long-term treatment goals with the client and in supervision	-----
Appropriately assesses and intervenes with clients who are at risk of harm to self or others	-----
Demonstrates capacity to manage high-risk clinical situations effectively and ethically	-----
Demonstrates effective listening skills with clients	-----
Demonstrates self-awareness and impact of self on therapeutic relationship	-----
Appropriately uses and responds to non-verbal communication	-----
Demonstrates skill in multiple treatment modalities, e.g., individual, group	-----
Considers cultural issues in case conceptualization, diagnosis, and treatment modality	-----
<b>AVERAGE SCORE FOR COMPETENCY</b>	<b>#DIV/0!</b>
Strengths & Training Goals related to Intervention Competency:	
Comments:	
<b>Competency 8: Supervision</b>	
Applies knowledge of supervision models and practices in direct or simulated practice	-----
Communicates supervision needs and preferences	-----
Seeks supervision to address challenges and barriers in clinical work	-----
Arrives adequately prepared for supervision	-----
Demonstrates openness and non-defensiveness in supervision	-----

Demonstrates willingness and ability to integrate feedback to improve clinical skills and to further professional development	-----
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Works with supervisor to set goals and tracks progress toward achieving goals	-----
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AVERAGE SCORE FOR COMPETENCY	#DIV/0!
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Strengths & Training Goals related to Supervision Competency:	
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Comments:	
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<b>Competency 9: Consultation and Interprofessional/Interdisciplinary Collaboration</b>	
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Demonstrates knowledge and respect for the roles and perspectives of other professions	-----
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Applies knowledge of consultation models and practices	-----
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Demonstrates an understanding of using a team approach to provide clinical services	-----
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Collaborates with supervisors and staff across disciplines	-----
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AVERAGE SCORE FOR COMPETENCY	#DIV/0!
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Strengths & Training Goals related to Consultation Competency:	
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Comments:	
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OVERALL RATING (average of all required broad competency scores)		#REF!
Comments on Intern's overall performance:		
Supervisor's Signature _____		Date _____
Intern's Signature _____		Date _____

## The HCCAC Evaluation of Supervisor

### The Harris County Children's Assessment Center (HCCAC) Doctoral Psychology Internship Program Supervisor Evaluation: *(To be completed by intern)*

Intern: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Evaluation Term Ending In: **February**    **August**

Scoring Criteria:

1 Significant Development Needed--Significant improvement is needed to meet expectations	
2 Development Needed-- Improvement is needed to meet expectations	
3 Intermediate	
4 Exceeds Expectations--Above average experience	
5 Significantly Exceeds Expectations--Exceptional experience	
N/A--Not Applicable/Not Observed/Cannot Say	

NOTE: Any score below a 3 on any item will result in corrective action as deemed appropriate by the Training Committee in order to improve the intern's supervisory experience.

#### General Characteristics of Supervisor

Is accessible for discussion, questions, etc	_____
Allots sufficient time for supervision and scheduled supervision meetings appropriately	_____
Keeps sufficiently informed of case(s)	_____
Is interested in and committed to supervision	_____
Sets clear objectives and responsibilities throughout supervised experience	_____
Is up-to-date in understanding of clinical populations and issues	_____
Presents as a positive role model	_____
Maintains appropriate interpersonal boundaries with patients and supervisees	_____
Provides constructive and timely feedback on supervisee's performance	_____
Encourages appropriate degree of independence	_____
Demonstrates concern for and interest in supervisee's progress, problems, and ideas	_____
Communicates effectively with supervisee	_____
Interacts respectfully with supervisee	_____
Maintains clear and reasonable expectations for supervisee	_____
Supports intern completion of the program	_____
Provides a level of case-based supervision appropriate to supervisee's training needs	_____

Comments:

#### Development of Clinical Skills

Assists in coherent conceptualization of clinical work	_____
Assists in translation of conceptualization into techniques and procedures	_____



Is effective in providing training in behavioral health intervention

Is effective in providing training in assessment and diagnosis

Is effective in providing training in systems collaboration and consultation

Is effective in helping to develop short-term and long-range goals for patients

Promotes the acquisition of knowledge, skills, and competencies

Promotes clinical practices in accordance with ethical and legal standards

Comments:

#### Summary

Overall rating of supervision with this supervisor

Describe how the supervisor contributed to your learning:

Describe how supervision or the training experience could be enhanced:

Any other suggestions/feedback for your supervisor?

Supervisor's Signature

Date

Intern's Signature

Date

## The HCCAC Program Evaluation

<b>The Harris County Children's Assessment Center (HCCAC) Doctoral Psychology Internship</b> <b>Program Evaluation: To be completed by intern</b>				
Intern: _____		Supervisor: _____		
Date: _____				
Evaluation Interval (Please Circle):    February    August				
<p>This Program Evaluation is utilized by HCCAC to continually improve and enhance the training program. All responses are reviewed by the Training Committee, and your feedback is carefully considered. Any ratings of "Poor" or "Fair" will result in action by the Training Committee to address the problematic item, so please include detailed explanatory comments wherever applicable in order to help us respond most effectively.</p>				
<b>Please answer the following questions regarding your experience at HCCAC:</b>				
Overall quality of training				
Poor	Fair	Good	Excellent	
Breadth of clinical intervention experience				
Poor	Fair	Good	Excellent	
Satisfaction with number of client contacts				
Poor	Fair	Good	Excellent	
Clarity of expectations and responsibilities for intern				
Poor	Fair	Good	Excellent	
Role of intern at site				
Poor	Fair	Good	Excellent	
Case load at HCCAC was appropriate to meet educational needs				
Yes		No		
Please provide additional comments/feedback about your experience at HCCAC:				
<b>Please rank your HCCAC weekly group training activities</b>				
Weekly Didactic Seminar				
Poor	Fair	Good	Excellent	
Journal Hour				
Poor	Fair	Good	Excellent	
Assessment Group Supervision				
Poor	Fair	Good	Excellent	
Diversity Group Supervision				
Poor	Fair	Good	Excellent	
Please provide additional comments/feedback about the group training activities:				
<b>Overall Quality of Training in Major Areas of Professional Functioning</b>				
For the following questions, please consider training you have received through didactic seminars and professional development opportunities, as well as experiential training.				
Evidence-Based Practice in Assessment				
Poor	Fair	Good	Excellent	
Comments:				
Evidence-Based Practice in Intervention				
Poor	Fair	Good	Excellent	
Comments:				
Ethical and Legal Standards				
Poor	Fair	Good	Excellent	
Comments:				