

# PRACTICUM AGENCY INFORMATION SHEET

(Please return along with any other application materials)

2019-2020 Academic Year

Agency Site Name	The Help Group
Contact Person	Lidia Michel, Psy. D. / Priscilla Barajas, Ph. D.
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Contact's Phone Number	818-267-2649 / 818-779-5201
Director of Clinical Training	Priscilla Barajas, Ph. D.
Agency Phone Number	818-781-0360
Agency Fax Number	
Agency Address	13130 Burbank Blvd, Sherman Oaks, Ca 91401

## Student Requirements

How many positions will you have for the fall?	5
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Beginning and ending dates of the practicum:	Approx. 2nd week of August 2020 to 2nd week of June 2021
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Specific days and times you prefer students to be available (also indicate hours that are available for students to provide services):

Monday	Required (9am-5pm)
Tuesday	
Wednesday	Preferred for 2 <sup>nd</sup> day on site
Thursday	Preferred for 2 <sup>nd</sup> day on site
Friday	

Specific days and times that it is **mandatory** that students be available for staff meetings, training seminars, supervision, etc.

Monday	Required (9am-5pm)
Tuesday	
Wednesday	Preferred for 2 <sup>nd</sup> day on site
Thursday	Preferred for 2 <sup>nd</sup> day on site
Friday	
Total hours expected to be worked per week:	16-20 hours; any hours beyond 20 per week must be approved by DCT/Help Group Training Director
Number of direct client hours per week:	8-10, more with testing rotation and group
How many clients would the practicum student have at one time?	4-5 individuals clients (plus family therapy with at least 1) throughout the training year; Trainees may also participate in two different rotations (Comprehensive Psychodiagnostic Testing, Group Therapy, and/or Program Development), 4.5 months in length each. Trainees have some choice among the rotations and, for example, may choose to engage in Psychodiagnostic Testing for both rotations. Depending on the rotation requested, practicum students may have 1-2 groups and/or complete 3-6 testing batteries over the course of the training year. Participation in psychodiagnostic rotation will be based on a good match between level of experience and cases available, the trainee's competence, demonstration of adequate competency/ability to complete assigned clinical duties prior to adding rotation, and the discretion of the Practicum Training Coordinator. All trainees who participate in this rotation are required to have completed all assessment coursework at their universities, and to submit a de-identified report as part of their application.
What cultural groups typically receive services at your site?	All groups, we are a community mental health agency and we serve a full range of cultural groups in our community
Please describe seasonal variations or vacation opportunities, if applicable:	Students take one week off for Thanksgiving, 2 weeks off during winter break, and one week off during spring break. We understand the need for students

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to take time off to interview for internship in the winter.

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What is the timeline that you expect a practicum student to commit to (e.g. a full year including holidays; academic year; semester)? Given this timeline, what exceptions will be allowable?

Approximately 10 months (with one week off in November, 2 weeks off in December and one week in March or April)

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## Description of Site

Type of Setting (please circle all that apply):

<input checked="" type="checkbox"/> Community Mental Health Center	<input type="checkbox"/> Private Psychiatric Hospital
<input type="checkbox"/> Health Maintenance Organization	<input type="checkbox"/> State/County Hospital
<input type="checkbox"/> Medical Center	<input type="checkbox"/> Correctional Facility
<input type="checkbox"/> Military Medical Center	<input checked="" type="checkbox"/> School District/System
<input type="checkbox"/> Private General Hospital	<input type="checkbox"/> University Counseling Center
<input type="checkbox"/> General Hospital	<input type="checkbox"/> Independent Practice
<input type="checkbox"/> Veteran Affairs Medical Center	<input checked="" type="checkbox"/> Other (please specify): Field based; Client Home

Students will provide services for (please circle all that apply):

<input checked="" type="checkbox"/> Individuals	<input checked="" type="checkbox"/> Children	<input type="checkbox"/> Community outreach activities	<input type="checkbox"/> Consultation/Liaison
<input type="checkbox"/> Couples	<input checked="" type="checkbox"/> Adolescents	<input type="checkbox"/> Psychoeducational groups (Example: Parenting groups)	
<input checked="" type="checkbox"/> Families	<input type="checkbox"/> Adults	<input checked="" type="checkbox"/> Groups	<input type="checkbox"/> Seniors/Elderly
<input type="checkbox"/> Court Referred		<input type="checkbox"/> Probation Referred	

Students will provide (please circle all that apply):

<input checked="" type="checkbox"/> Brief therapy	<input checked="" type="checkbox"/> General Psychological testing	<input checked="" type="checkbox"/> Art therapy
<input checked="" type="checkbox"/> Long-term therapy	<input type="checkbox"/> Neuro-psychological testing	

Educational therapy

Academic/Education/Cognitive testing

What is the ratio of services students are expected to provide between assessment and treatment?

Psychological testing  
percentage

May spend up to  
50%

Treatment percentage

50-100 %

What are the most frequent diagnostic categories of your client population?

Trauma, Depression, Anxiety, Behavior-Related Disorders,

Autism Spectrum Disorder, ADHD, other Developmental Disabilities

What specific (perhaps unique) training opportunities do students have as a practicum student at your agency?

The Help Group is one of the largest providers of mental health services to children and families in LA County. Practicum students can see clients in outpatient, after-school day treatment (REACH), or school-based (if they have obtained a master's degree and are eligible to be registered as a psychological assistant with the Board of Psychology) settings. The specificity of each school-based program allows students to concentrate on specific diagnoses and problem presentation (i.e., autism, learning disabilities, emotional disturbance), or they can have a fuller range of diagnoses through the outpatient department. It should be noted that students providing treatment in the outpatient department will be expected to deliver some field-based services (i.e. in-home or community-based services). In the school-based and after-school day treatment program, there is a very strong emphasis on milieu treatment and a strong team approach to treatment. The Help Group also uniquely offers opportunities for practicum students to engage in elective rotations, including psychological assessment, group therapy, and/or program development. As the practicum training program is modeled after the APA accredited internship at The Help Group, students are also exposed to a variety of training which includes co-leading groups with interns and participating in agency-wide trainings.

What theoretical orientations or specific treatment modalities will students be exposed to at this site?

We conceptualize from cognitive-behavioral, behavioral, psychodynamic, and systems perspectives, with a strong emphasis on diversity and socio-cultural aspects of the client and family.

Do students have the opportunity to work in a multidisciplinary team environment? If so, please list the non-psychology professionals/paraprofessionals who work as a part of your staff.

Psychologists, Psychiatrists, social workers, MFT's, speech therapists, occupational

therapists, teachers, teacher's assistants, and school principals are all part of our team. The practicum students who work in the school and/or after-school day treatment programs will gain extensive experience in those milieu settings.

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List locations where students will be providing services.

Either Van Nuys Outpatient (also North Hills Prep School Campus), Sherman Oaks (also Village Glenn School Campus), or Summit View School Campus

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Does your agency allow students to videotape and/or audiotape clients for the purpose of presenting cases in their academic classes?

Yes [ ☐ ]      No [ ☒ ] \*But students do utilize video/audio with on-site supervisors.

If yes, what procedure must students follow in order to do this?

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## Supervision

What types of supervision will you provide for the students and what is the expected licensure and discipline status of the supervisor? Please specify.

Type	Hours Per Week	Supervisor Degree	Supervisor License #
Individual	1	PhD/PsyD	3 supervisors available (PSY 29878, PSY 22289, PSY19671)
Group	2	PhD/PsyD	3 supervisors available (PSY 29878, PSY 22289, PSY11671)

If providing group supervision, what is the maximum number of students in group supervision?

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Do you have one or more psychologists on staff (Contracted Site Affiliates or FT Site Employees), at least one of whom is licensed/certified by the State Board of Psychology?

Yes [ X ]      No [   ]

Do you have a staff psychologist who is designated as the coordinator of training and is responsible for the training experiences of students?

Yes [ X ]      No [   ]

**Does your agency provide the student with the following minimum training experiences?**

a. At least one hour of direct individual experience with an on-site licensed psychologist per ten hours of direct service?

Yes [ X ]      No [   ]

If yes, please specify: mandatory weekly for 1 hour  
Indicate days/times: Times are set according to the  
supervisor's and students' schedule,  
but it is the same time every week.

b. In-service training experiences, e.g. reading, didactic training seminars, professional presentations and case conferences?

Yes [ X ]      No [   ]

If yes, please specify: Didactic trainings, case  
discussion, readings, THG  
professional conferences free  
of charge, play therapy,  
ethical/legal issues in  
treatment, expressive  
therapies, EBPs (Seeking  
Safety, The Incredible Years,  
TF-CBT)

Indicate days/times: Mondays, time TBD

Students will be evaluated through (please check all that apply):

Review of student's written clinical notes/assessments [ X ]

Report of clinical work in supervision [ X ]

Co-facilitation of groups/sessions with clinical staff [ X ]

Review of audio or video recording of student's sessions [ X ]

Direct observation by clinical staff of student's clinical work [ X ]

## Selection of Students

Method for selection of students:

After Director of Clinical Training approval, are all students free to submit their application materials to you?

Yes [X ]      No [   ]

Do you require that the school's Director of Clinical Training select the candidate(s) your site will interview from our student body?

Yes [ X ]      No [   ]

Do you require the school's Director of Clinical Training to select a designated number of practicum students for your agency from among our clinical program's student body?

Yes [ X ] 5 students      No [   ]

Does your agency prefer the student to work from a particular theoretical orientation?

Yes [   ]      No [X ]      If yes, please specify: \_\_\_\_\_

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Does your agency require a particular range of previous experience or specific prerequisite coursework? If so please explain.

Students applying to this practicum placement must have already completed at least one previous practicum placement. If a student wishes to participate in the testing rotation, they must have completed all psychological testing coursework.

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# Agency Application Process

Does your agency have any formal application process required of practicum students beyond what is listed above?

Yes ☒ No ☐

If yes, please specify:

Students must complete the following:

1) A statement regarding how you see a practicum at The Help Group fitting into your overall learning plan for graduate school (250-300 words). Please note that you do not need to attach a separate cover letter.

2) Have two letters of recommendation emailed directly from your references to Dr. Michel and Dr. Barajas at [lmichel@thehelpgroup.org](mailto:lmichel@thehelpgroup.org) and [pbarajas@thehelpgroup.org](mailto:pbarajas@thehelpgroup.org)

3) Complete The Help Group Practicum Application and indicate program and elective rotation interest as instructed on the form.

4) Email CV, statement of interest, and Help Group Practicum Application together in one email to Dr. Michel and Dr. Barajas at [lmichel@thehelpgroup.org](mailto:lmichel@thehelpgroup.org) and [pbarajas@thehelpgroup.org](mailto:pbarajas@thehelpgroup.org)

\*\*If students are interested in assessment elective, they must submit a de-identified report (can be one written for a class) via email with the other application materials.

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Does your agency have a formalized arrangement with this program to provide services for a particular number of their students (this is what is known as a captive relationship between program and site)?

Yes ☐ No ☒

If yes, please specify:

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If 'No', the site and program must abide by the procedures and dates of acceptance which have been determined by the *Southern California Association of Psychology Training Programs (SCAPTP)* available here: <http://www.scaptp.org/#!/documents/cgoz>

For any of the questions on this form for which you wish to expand upon your response, please provide your comments:

After gaining approval from DCT to apply; Interviews & final selection of students will follow SCAPT Uniform Notification Day procedures. Also, please note that applicant acceptance is pending fingerprint clearance from the Department of Justice and the FBI, pre-employment physical, and verification of your legal right to work in the United States. Additionally, trainees are required to have a car for transport to the varying Help Group sites and home-based services.