Appendix a:

Social Work Internship Operating Guide

Table of Contents

[Project Overview 2](#_Toc319065792)

[Activity Tracking Log for Interns 2](#_Toc319065793)

[Administrative 2](#_Toc319065794)

[Field Supervisor 2](#_Toc319065795)

[Task Supervisor 2](#_Toc319065796)

[Participating Academic Partners 3](#_Toc319065797)

[Scope of work 3](#_Toc319065798)

[Assigned Tasks 3](#_Toc319065799)

[Social Work Internship Requirements 3](#_Toc319065800)

[Goals 3](#_Toc319065801)

[Objectives 4](#_Toc319065802)

[Stipend and Expenses 5](#_Toc319065803)

[Social Worker Internship Agreement 6](#_Toc319065804)

[Student Evaluation Form for Attorney 9](#_Toc319065805)

[Attorney Evaluation Form for Student 9](#_Toc319065806)

[FAQs by Social Work Interns 9](#_Toc319065807)

[Who will I work with every day? 9](#_Toc319065808)

[What will I be doing? 9](#_Toc319065809)

[How long has this program been in place? 10](#_Toc319065810)

[What type of client will I be working with? 10](#_Toc319065811)

[Request for Proposal for Internships 10](#_Toc319065812)

[Interlocal Agency Agreement for Internships 10](#_Toc319065813)

[Schedule 10](#_Toc319065814)

[Additional operation instructions 10](#_Toc319065815)

[I.D. Badge Background Check & TB test for the Bell County Jail Visiting clients in the Bell County Jail 10](#_Toc319065816)

[General safety 11](#_Toc319065817)

[Technology Use Policy 11](#_Toc319065818)

[Screening a case Opening a case Closing a case Attorney / Intern Evaluations Professionalism 11](#_Toc319065819)

[Making referrals Releases of Information (a.k.a. ROIs) 11](#_Toc319065820)

[Meeting the needs of clients with disabilities 12](#_Toc319065821)

[Assessments 12](#_Toc319065822)

# Project Overview

Bell County would like to partner social workers and students of accredited social work programs with attorneys appointed by the court to represent indigent defendants. The social worker and social work interns will assess a defendant’s needs then provide information to the court-appointed counsel on available resources, community programs and treatments and information on how to best handle specific diagnoses.

For defendants placed on community supervision, the social worker, with the guidance and approval of defense counsel, would transition the defendant to supervision by the probation officer.

# Activity Tracking Log for Interns

Case Tracking

# Administrative

## Field Supervisor

## Task Supervisor

## Participating Academic Partners

# Scope of work

## Assigned Tasks

At the direction of and with the consent of defense counsel:

a.      review criminal histories and/or mental health histories,
b.     interview defendants at Bell County Jail, or elsewhere
c.     interview/consult with supportive family members of defendant,
d.    develop plan for placement and/or use of community resources,
e.     contact community agencies regarding appropriateness of services and availability of services for defendant
f.     evaluate appropriateness of services available for a particular defendant
g.    recommend placement/treatment alternatives to defense counsel
h.     assist in pre-trial release and/or placements with Pre-Trial Services
i.      testify in court
j.      assist in transition of defendant from court services to Community Services and Corrections Department

Document time and work performed

Consult with and report to educational supervisors

Draft program manual for Mental Health Initiative in Bell Coun

Other tasks as may be determined

# Social Work Internship Requirements

## Goals

|  |  |
| --- | --- |
| 1. | Prepare generalist social workers who are able to integrate the knowledge, values, and skills of the social work profession for competent practice in settings with individuals, families, groups, organizations, institutions, and   communities. |
| 2. | Prepare students to become competent and effective professionals, to develop social work knowledge, and to provide leadership in the development of service delivery systems. |
| 3. | Prepare students who will demonstrate a commitment to continue their own professional growth and development which may include graduate education in social work and other disciplines. |
| 4. | Acculturate students to the profession of social work through the study of the history, purposes, and philosophy, including practice without discrimination. |
| 5. | Emphasize preparation for providing direct services to diverse populations, particularly African Americans, children, women, elderly, and those in rural areas, to alleviate poverty and oppression and to provide social and economic justice for all citizens. |
| 6. | Provide students with content about social, political, and global contexts of social work practice, the changing nature of those contexts, the behavior found in systems, and the dynamics of change. |
| 7. | Prepare social workers to engage in prevention activities that promote well being. |

## Objectives

|  |  |
| --- | --- |
| 1. | Practice within the values of the social work profession with an understanding of and respect for the positive value of diversity. |
| 2. | Identify and assess problems in the relationship between people and social institutions (including service gaps), plan for their resolution, and evaluate their outcomes. |
| 3. | Understand the forms and mechanisms of oppression and discrimination and the strategies of change that advance social and economic justice. |
| 4. | Communicate effectively with others in a purposeful way, encouraging open and trusting relationships. |
| 5. | Understand the history, purposes, and philosophy of the social work profession and its contemporary structures and issues. |
| 6. | Practice without discrimination and with respect, knowledge, and skills related to clients’ age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, and sexual orientation. |
| 7. | Apply the knowledge and skills of generalist social work practice with systems of all sizes, including rural systems. |
| 8. | Demonstrate the professional use of self. |
| 9. | Use communication skills differentially with a variety of client populations, colleagues, and communities. |
| 10. | Apply critical thinking skills within the context of professional social work practice. |
| 11. | Analyze, formulate, and influence social policies and how they impact client systems, workers, and agencies. |
| 12. | Understand agency structure, allocation of role performance, and the impact of organizational power and policies on client systems and, under supervision seek necessary organizational change. |
| 13. | Evaluate research studies and apply findings to practice, evaluate their own practice interventions and those of relevant systems. |
| 14. | Use supervision and consultation appropriate to social work practice. |
| 15. | Use theoretical frameworks supported by empirical evidence to understand individual development and behavior across the life span and the interactions among individuals and between individuals and families, groups, organizations, and communities. |

#

# Stipend and Expenses

A stipend for expenses will be authorized for each student according to the type of program and experience for each student. Stipends will be paid at near completion of the internship program after successfully completing the internship requirements.

|  |  |  |
| --- | --- | --- |
| BSW |  |  |
|  | Level | Bachelors |
| Stipend | $1,000 |
| Year | 4th |
| Concentration | N/A |
| MSSW |  |  |
|  | Level | Masters |
| Stipend | $4,500 |
| Year | 1st |
| Concentration | N/A |
|  | Level | Masters |
| Stipend | $4,500 |
| Year | 2nd |
| Concentration | Clinical |
|  | Level | Masters |
| Stipend | $4,500 |
| Year | 2nd |
| Concentration | Community & Admin Leadership |
| Additional Travel Award |  |  |
|  | If the university/college is outside the boundaries of Bell County, Texas, an additional $500 will be added to the total amount of stipend the student will receive. |

# Social Worker Internship Agreement

In order to enroll in this internship, the social work intern must enter into a contractual agreement with Bell County. …[See Appendix #]

|  |  |
| --- | --- |
|  | Internship Agreement and Stipend Voucher |

|  |  |
| --- | --- |
| **Student Information** |  |
| Student Name: | SMITH, JOHN |
| Address: |  |
| Phone: |  |
| Internship Period: | January 1, 2011 – May 31, 2011 |
| Internship Level: |

|  |
| --- |
| Please select only one: |
|  | BSW Fourth Year Practicum |  | MSSW 1st Year Practicum |  | MSSW 2nd Year Practicum |

 |
|  |  |
| **Student’s Academic Institution:****(Please select one)** |  | **University of Mary Hardin-Baylor**Dept of Social Work, Sociology, & Criminal Justice900 College StreetBelton, Texas 76513 |  | **The University of Texas at Austin**School of Social WorkOffice of Field Education1 University Station, D3500Austin, Texas 78712-0358 |
|  |

|  |  |
| --- | --- |
| **Program Information** |  |
|  |  |
| **Program Name:** | Mental Health Indigent Defense |
| **Field Instructor Name:** | Isaac V. Gusukuma, PhD, LMSW-IPR, ACSW |
| **Address:** | 900 College Street, College of Sciences, Dept of Social Work, Belton, Texas 76513 |
| **Phone No.:** | 254-295-5017 |
| **Local Supervisor Name:** | Ms. Rita Kelley |
| **Address:** | PO Box 880, Killeen, Texas 76540 |
| **Phone No.:** | 254-519-1229 |
| **Authorized Official Name:** | Honorable Jon H. Burrows |
| **Address:** | 101 East Central Ave, Belton, Texas 76513 |
| **Phone No.:** | 254-939-3521 |

This agreement is between Bell County, Texas and the student identified herein.

The following is agreed to:

* The student will abide by the Texas State Board of Social Worker’s Code of Conduct as published on the site (or its successor) <http://www.dshs.state.tx.us/socialwork>.
* The student will abide by the National Association of Social Workers (NASW) Code of Ethics as published on the site (or its successor) <http://www.socialworkers.org/pubs/code/default.asp>.
* The student will abide by the following sections of the Bell County Employee Handbook:
	+ 200 – Ethics
	+ 201 – General Work Rules and Expectations for Work
	+ 203 – Harassing Behavior
	+ 204 – Sexual Harassment
	+ 205 – Reporting Harassment
	+ 208 – Violence in the Workplace
	+ 209 – Contraband in the Workplace
	+ 210 – Tobacco Use in Bell County Buildings
	+ 211 – Maintaining Confidentiality
	+ 212 – Searches of Personal Property
	+ 213 – Dress Code and Grooming
	+ 605 – Drugs and Alcohol
* The student understands and will comply with all mandated guidelines and policies that ensure attorney client privilege. The student understands that attorney client privilege is paramount and must supersede all other obligations.
* The student will consent to a criminal history check.
* The student is a candidate for a degree at an accredited institution and this internship fulfills part of the requirements for receiving the degree.
* The student should consult with their tax professional to determine their income tax reporting applicability.
* The student agrees that, under the terms of this agreement, they will not receive any of the rights, benefits, and privileges of an employee.
* A onetime stipend will be paid by the County for this assignment at the conclusion of the assigned time period. The sum of the stipend is determined by the internship level documented in this agreement.
* Failure of the student to abide by all terms of this agreement may result in an intern’s immediate expulsion from the program. In the event of a premature voluntary or involuntary separation from the program, the intern’s stipend will be prorated based on a pre-determined formula and dispensed to the intern upon the end of the semester.

The stipend amount is as follows:

|  |
| --- |
| Please select one of the following: |
|  | Students currently enrolled in the Bachelor’s in Social Work program and in their last year of the academic program are entitled to a $1,000 stipend. The student must be under the supervision of their university/college faculty member or their designee. |
|  | Students currently enrolled in the Master’s Social Work program and in their first year of the academic program are entitled to a $4,500 stipend. The student must be under the supervision of their university/college faculty member or their designee. |
|  | Students currently enrolled in the Master’s Social Work program with a Clinical Social Work concentration and in their last year of the academic program are entitled to a $4,500 stipend. The student must be under the supervision of their university/college faculty member or their designee. |
|  | Students currently enrolled in the Master’s Social Work program with a Community and Administrative Leadership Concentration and in their last year of the academic program are entitled to a $4,500 stipend. The student must be under the supervision of their university/college faculty member or their designee. |
|  |
| Additional Travel Award (please select if applicable): |
|  | If the university/college is outside the boundaries of Bell County, Texas, an additional $500 will be added to the total amount of stipend the student will receive. |
|  |  |
| **Signatures** |  |
| **Student Name:** *(print)* | **Student Signature:** *(signature)* | **Date:**  |
|  |  |  |
| **Student Supervisor:** *(print)* | **Student Supervisor:** *(Signature)* | **Date:** |
|  |  |  |
| **Authorized Elected Official:** *(print)* | **Authorized Elected Official:** *(Signature)* | **Date:** |
|  |  |  |

|  |
| --- |
| **Payment Request Voucher for Expenditure from the Mental Health Grant**Department # 872 |
|  |
|  | Instructions for Payment: |  |
|  | * Payment request must be submitted on the Internship Agreement and be signed by all parties identified herein.
 |
|  | * Payment cannot be made before 30 days of the end date of the internship period.
 |
|  |
| $ | 5,000 | Amount Requested Based on Approved Policy |  |
|  |  |
| ***Submit for payment to:*** |  |
|  |  |
| Bell County Auditor’s Office |  |
| 101 E. Central Avenue | P. O. Box 454 |
| Belton, Texas 76513 | Belton, Texas 76513 |
|  |  |
| Phone: (254) 933-5115 |  |
| Fax: (254) 933-5918 |  |

# Student Evaluation Form for Attorney

Upon closing a case, each social work intern will fill out an evaluation form about the attorney with whom they were working. The purpose of these evaluations will be to…[See Appendix #]

# Attorney Evaluation Form for Student

Upon closing a case, the attorney will fill out an evaluation form about the social work intern who joined their defense team. The purpose of these evaluations is to…[See Appendix #]

# FAQs by Social Work Interns

## Who will I work with every day?

You will be working with many community based agencies, attorneys, defendants, and county staff as the client’s specific need is identified. You must be comfortable in many settings as your work may take you to community meetings, court, meetings with attorneys, client interviews, and/or the jail.

## What will I be doing?

## You will be working with defendants charged with a criminal act and his/her court appointed attorney. You will provide information on specific mental diagnosis performed by a licensed clinician, assist in observing and interacting with the defendant, provide support in finding and qualifying for available treatment programs, housing resources, and/or medical benefits. The student may also assist in other areas as approved by the Bell County Criminal Courts and the appointed defense counsel. How long has this program been in place?

This is a new program that has been authorized by the Bell County Criminal Courts and Bell County Commissioner’s Court. Bell County was awarded a Grant from the Texas Indigent Defense Commission to implement and design this program. This opportunity is a new approach and program for the criminal justice system.

## What type of client will I be working with?

All of the client’s that you will be working with will be persons charged with a criminal charge in the Bell County Criminal Courts. Most client interaction will occur before finalization of the case and most defendants will be incarcerated in the Bell County Jail. Programs or treatment identified and available may be terms of the defendant’s probation and/or bond if ordered by the Judge in that particular court.

# Request for Proposal for Internships

# Interlocal Agency Agreement for Internships

# Schedule

# Additional operation instructions

I.D. Badge
Background Check & TB test for the Bell County Jail
Visiting clients in the Bell County Jail
 Safety in the BCJ
 Contact visits:

Authorizations from defense attorney [Include sample letter from defense attorney]

Where / how to meet

 -Contact rooms only:

Best time to visit the jail:

 -There is less traffic in the morning hours before 11 am when general visitation opens to the public

Safety in contact visits:

 -Do not give anything to the client to keep

 -If you need an ROI signed, assess for safety in passing pen and paper over to client

 -What to do in emergency situations (e.g. client acting out in contact visitation room, threatening harm to self or others; placing self in imminent danger)

General safety
 Dr. G’s Safety Manual
--Handling Confidential Information

Storage

 Password protected flash drives and files

 Locked filing cabinets

Disposal

 Shredder

 Place pertinent information on CD
Writing effective / appropriate case notes

Technology Use Policy

E-Mail

E-mail address assignments

Purposes / Usage

Confidentiality

Upon termination of internship

Cell Phone

Purposes / Usage

Storing Contact Information

## Screening a caseOpening a caseClosing a caseAttorney / Intern EvaluationsProfessionalism

Dress code

Day to day

In court (testifying)

Home visits

Communication

With staff of the court (e.g. judges, clerks, etc.)

With defense attorneys

With defense attorneys’ clients

With family members of clients

With area agencies

Introducing yourself as a social work intern

[Insert Kazuyoshi’s opening]

Business Cards

## Making referrals Releases of Information (a.k.a. ROIs)

General guidelines

Agency Specific

MHMR

Procedures for this agency \*(Pre-authorized list through Keith Morris with names of current interns, fax numbers, etc.)

[Include completed example of an MHMR ROI]

## Meeting the needs of clients with disabilities

Deaf / hard of hearing

Court interpreters

Assistive technology

Assessments
 Intake
 Activities of Daily Living (ADL) and Instrumental Activities of Daily Living (IADL)
 [Include IADL scale]