# *ASU COUNSELING SERVICES*

***Contract and Training Plan: 16-hour Advanced Care Coordination Practicum***

**Introduction**

The *Advanced Care Coordination Practicum* at Arizona State University Counseling Services (ASU CS) provides trainees supervised clinical experience and training. The agency places a strong commitment on training and actively works to provide trainees with experiences that will prepare them to work competently and ethically in counseling centers and other mental health settings. The *Advanced Care Coordination Practicum* consists primarily of brief assessments, safety planning, crisis intervention, case management, care coordination and outreach activities.

Specific clinical and training activities completed by trainees are determined by the Advanced Care Coordination Practicum Lead, Practicum Coordinator, Primary Clinical Supervisor, and Director of Training, along with Training Committee input. These activities are based on assessment of the trainee’s developmental needs and capacities, client needs, agency demands, and supervisor availability.

**Trainee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Training Years/Semesters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time allotment**

Commitment to ASU CS is an average of 16 hours per week. The following is a description of time allotment for various components of the *Advanced Care Coordination Practicum*:

1) **Direct Services:** An average of 10 hours per week for(62.5%). At the discretion of ASU CS, hours may be allocated as follows: Initial Consultations (3 hours/week), Safety Checks/Wellness Checks (1-2 hours/week), Case management (3 hours/week), and Care coordination (3 hours/week)

 2) **Individual Supervision**: 1 hour per week of clinical supervision (about 6.25%).

 3) **Group Supervision/Practicum Seminar**: 1 hour per week (about 6.25%).

4) **Outreach:** Up to 1 hour per week (about 6.25%). Trainees assist with various outreach events per semester.

 5) **Non-Direct Service Activities**: Approximately 3 hours per week (about 18.8%). Activities include completing clinical documentation, reviewing digital recordings, preparing case presentations, engaging in self-study to address growth areas.

Optional training opportunities and professional activity involvement, which are contingent on trainee availability and agency needs, include: Staff Meetings and Continuing Education.

**Training goals**

The goal of ASU CS *Advanced Care Coordination Practicum* is to foster the development of clinical social workers. By the end of the training year, trainees will demonstrate knowledge, skills, and attitudes/values that facilitate movement to the next stage of professional development prior to entry into independent practice with their respective employers. The following are competencies that need to be attained by the end of the practicum in order to successfully complete it.

**Competencies**

A. Reflective Practice & Self-Assessment

B. Scientific Knowledge and Methods

C. Interpersonal Relationships (client, supervisory, professional)

D. Ethical and Legal Standards

E. Individual and Cultural Diversity

F. Assessment, Diagnosis, and Case Conceptualization

G. Intervention

H. Documentation

I. Management and Administration

**Methods of Evaluation**

In accordance with ASU CS’s training philosophy, supervisors provide ongoing feedback to trainees regarding strengths, areas of growth, and more general progress towards successful completion of the training program. Feedback is based on evaluation of the trainee’s clinical work, review of clinical documentation, and direct observation of the trainee in various professional contexts. Supervisors document feedback on the Weekly Supervision Form.

ASU CS clinical staff meets regularly and as needed to share observations regarding all trainees' development. Areas discussed include supervisor evaluations of assessment and interventions identified for students, clinical staff assessment of informal case consultations, seminar facilitator observations, and staff experiences in interpersonal contexts. The purpose of this process is to ensure an integrated approach towards trainee development. Contribution to the training experience by all members of ASU CS staff is a priority.

Formal written evaluations are conducted by the primary supervisor. Supervisors collaboratively review evaluations with trainees. Both supervisor and trainee sign evaluations to indicate that they have been reviewed and discussed. Feedback to the trainee’s academic program is provided at the end of each semester and on an as needed basis.

ASU CS training staff also seeks information from trainees to assess effectiveness of the training program. The Advanced Care Coordination Practicum Lead, Practicum Training Coordinator, Director of Training, and supervisors seek ongoing verbal feedback from trainees throughout the year. In addition, trainees complete formal written evaluations of each component of training, including individual supervision, group supervision/practicum seminar, overall training program, and agency culture. Supervisor evaluations are completed by the trainee and discussed with the supervisor after the evaluation of the trainee has been completed. The Advanced Care Coordination Practicum Lead, Practicum Coordinator, Director of Training, and relevant trainers review evaluations. Feedback is used to assist in program development.

**I have read and agree to all aspects of the Advanced Care Coordination Practicum training program.**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_** Advanced Care Coordination Practicum Trainee Date

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Advanced Care Coordination Practicum Lead Date