

The Help Group

APA Accredited Doctoral Internship Program in Health Service Psychology

Intern Manual 2017-2018

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The Help Group

Overview of the Agency

Founded in 1975, The Help Group is the largest, most innovative and comprehensive nonprofit of its kind in the United States serving children with special needs related to autism spectrum disorder, learning disabilities, ADHD, developmental delays, abuse and emotional problems.

The Help Group's ten specialized day schools offer pre-K through high school programs for more than 1,500 students. Its broad range of mental health and therapy services, child abuse and residential programs extends its reach to more than 6,000 children and their families each year. With more than 950 staff members, The Help Group's state-of-the-art schools and programs are located on seven campuses in the Los Angeles area.

Recognizing that the problems of our community are complex and multifaceted, The Help Group offers a continuum of services, ranging from outpatient therapy to 24-hour residential care. In addition, the programs within The Help Group are offered individually or may be combined to address the unique needs of each child or family. This range of services affords the thousands of children, adolescents, young adults and families served by The Help Group a tremendous opportunity for continuity of care, as clients can move fluidly from one level of care to another as needed.

The programs of The Help Group receive funding from the Los Angeles County Department of Mental Health, the Los Angeles County Department of Children and Family Services, the Los Angeles Unified School District, and other governmental agencies.

The programs of The Help Group serve a broad spectrum of children, adolescents, and families of varied ethnicities, cultural backgrounds and socioeconomic levels. Many of the clients in each of The Help Group programs live below the poverty level. All of The Help Group's services are designed to be sensitive to cultural differences and bilingual needs. Over 60% of The Help Group's clients are from minority populations. Bilingual staff are employed across all disciplines; current staff includes Spanish-speaking psychologists, social workers, in-home counselors and paraprofessionals. All services are offered in both Spanish and English. Our professional and paraprofessional staff is given ongoing in-service training in cultural complexity.

The Help Group is located in the suburban San Fernando Valley as well as in Culver City, both half an hour from downtown Los Angeles. All seven Help Group campuses are located in the culturally and ethnically diverse metropolis of Los Angeles where cultural, professional and recreational opportunities abound. Numerous major universities, professional schools and training institutes are in close proximity.

The Help Group Child and Family Center (formerly Los Angeles Center for Therapy and Education) is the founding agency of The Help Group, initially established in 1953 as an outpatient treatment program for children with communicative disorders. At that point in our community's history, there were few services available to children and families with special needs. Recognizing this gap in services, The Help Group dedicated itself to creating innovative programs for those in need, including children with emotional and developmental difficulties, as well as those who have been victims of abuse or neglect or who are at risk of being abused. As the community has grown, so have its social problems, and so have The Help Group's efforts to respond to these issues. Over the years, as other and greater needs have arisen, The Help Group has been a pioneering agency, recognizing these special needs and creating programs to fill them.

All children, adolescents and families served by The Help Group's school and residential programs (see below for description of these programs) receive therapeutic services through The Child and Family Center, including but not limited to psychotherapy, psychiatry, crisis intervention, speech and language therapy, and parent education.

The Child and Family Center's outpatient department offers numerous community-based and in-home treatment programs. Programs currently offered include the following:

FAMILY-CENTERED SUPPORT PROGRAMS

- **Full Service Partnership (FSP)** is a community-based program that provides intensive mental health services.
- **Wraparound** is an innovative program designed to maintain at-risk children in their homes and avoid placement in institutions or other restrictive settings.

MENTAL HEALTH & CLINICAL PROGRAMS

- **Outpatient Services**
The Help Group provides assistance to children and families within their communities through its Child and Family Center therapeutic and educational programs.
- **REACH After-School Day Rehabilitation**
The REACH program (Recreation, Enrichment, Athletics, Counseling and Health) is a unique after-school mental health program funded by L.A. County Department of Mental Health and designed specifically for children ages 5-12 with social, emotional and/or behavioral challenges.
- **Stepping Stones Therapeutic Preschool Program**
Stepping Stones Intensive Day Treatment Program for Preschool Children provides a therapeutic, nurturing and enriching environment for children, ages 2.5 to 5, who need early intervention for social, emotional, behavioral, neurological and/or psychological challenges.

SPECIAL EDUCATION DAY SCHOOL PROGRAMS

The Help Group began its work in special education day schools in 1975. Ten special education day school programs now exist, each with its own unique focus. Together, these schools constitute the largest state-certified special education day school serving students who have serious emotional and behavioral disturbance, serious communication and socialization disturbance, and serious learning disabilities. Students are referred to these programs by school districts throughout Los Angeles County, the Department of Mental Health, local Regional Centers, and mental health and other service professionals in the greater Los Angeles community. The programs offer individualized and varied curricula in well-integrated, structured and therapeutic environments. Our schools serve preschool, elementary, middle, and high school students.

Therapeutic Schools

- **Parkhill School** is an intensive therapeutic day program serving children and adolescents with emotional and behavioral challenges.

- **The Help Group’s North Hills Prep (NHP)**, fully accredited by the Western Association of Schools and Colleges (WASC), offers a traditional college preparatory curriculum while supporting and challenging creative learners with socioemotional difficulties in a nurturing and inclusive community.

Autism Spectrum Disorder Schools

- **Young Learners Preschool for Autism** is designed for children with autism spectrum disorders and other developmental delays. This program assesses the nature and degree of the challenges each child is confronting and fosters development in all essential areas through an interdisciplinary approach.
- **Village Glen School** for students with social and communicative disorders, including high-functioning autism and nonverbal learning disabilities. The Pace Program is available for gifted students. The Beacon Program educates students with behavioral challenges.
- **The Bridgeport Vocational Education Center** provides young adults with independent living skills training and vocational opportunities.
- **Bridgeport School** integrates an academic curriculum with hands-on life skills training and vocational services for students with mild cognitive delays and challenges in the areas of social communication and/or language development.
- **Sunrise School** is dedicated to promoting communicative, behavioral, social, academic, motor, adaptive, and independent living skills. These comprehensive programs enable each student to maximize their potential.
- **STEM³** (or STEM Cubed) is the first high school of its kind. STEM³ Academy’s mission is to connect the particular strengths of students with social and learning differences, including autism, with an innovative and rigorous curriculum that positions students for future success. The school is unique in providing a rich and varied curriculum designed to develop the natural skills and abilities of its students in Science, Technology, Engineering and Mathematics (STEM)-related disciplines.

Learning Disabilities Schools

- **Summit View School** fosters the fullest potential of students with specific learning disabilities. In this dynamic environment, students build their academic skills and, experience the educational process as positive and rewarding.

RESIDENTIAL PROGRAMS

- **Live. Advance. LA. Transitional Living Program**
Live. Advance. LA. is an exciting program of Advance LA for young adults facing unique challenges as they prepare for their transition to independence.
- **Project Six / The Commons**
The mission of Project Six/The Commons is to assist young people in gaining the comprehensive skills necessary to successfully reintegrate into their local school, community, and family home.

- **Project Six Adult Residential Program**

Project Six is dedicated to improving the quality of life of adults with developmental disabilities through endorsing choices and protecting rights. Anchored by the belief that every individual is entitled to the supports and structure necessary to help maximize potential, Project Six is committed to a person-centered team approach which supports each resident in the achievement of self-worth and happiness.

The programs of The Help Group continue to grow to meet the ever-changing needs of the community. To accommodate this growth, the agency has expanded in the past ten years from one site to seven: six in the San Fernando Valley and one in Culver City. Over 6,000 clients are served through our mental health programs each year. The Help Group is deeply committed to addressing the needs of the community. The number of children and adolescents who require our services continues to grow each year, and the need for new and innovative programs is dramatically increasing.

The Help Group

Clinical Psychology Doctoral Internship Program

I. Introduction to the Program

The Psychology Doctoral Internship Program at The Help Group is designed to facilitate the professional growth of interns who are in the process of becoming practicing psychologists. The goals of the internship year include assisting the intern to become more skilled in the breadth and techniques of assessment and intervention with children, adolescents, and families. We also hope to provide an understanding of these intervention strategies within the context of a chosen theoretical rationale. Additionally, the internship year will familiarize students with a host of issues that will involve them in the delivery of mental health services to children, adolescents, and families, and in a variety of treatment modalities appropriate to working with these populations. During the training year, emphasis is also placed on giving the intern exposure to the varied roles a psychologist plays in a large community-based mental health agency, including but not limited to administration, program evaluation, supervision, and consultation.

Students entering the Internship Program will have finished their course work, completed at least three years of graduate training, been admitted to doctoral candidacy, and received confirmation by their graduate training director of their readiness for internship prior to the beginning of the internship year. The Help Group accepts applications only from students who are attending APA-accredited graduate schools.

The Help Group's Doctoral Internship Program is accredited by the American Psychological Association. Questions 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 First Street, NE
Washington, D.C., 20002
(202) 336-5979
apaaccred@apa.org
www.apa.org/ed/accreditation

The Help Group is a member of APPIC and follows their guidelines.

The stipend for Doctoral interns is accrued hourly with an annual average salary of approximately \$25,000.00 per year, with an additional \$3000.00 for students who are completely bilingual in Spanish. Interns receive employee contributed health and dental benefits approximately six weeks after the beginning of the internship year.

II. Philosophy and Model of Training

1. Overall Philosophy of Training

The educational and training model of The Help Group's Doctoral Internship Program grows out of the Local Clinical-Scientist Model. Consistent with this model of training, the scientific approach is applied to all clinical practice endeavors through a process of learning, doing, and reflecting.

Interns are exposed to research-based empirical and theoretical knowledge in the field, they are given a wide variety of experiences in service delivery, and they are asked to engage in ongoing analysis, reflection, and dialogue on the nature of this experience. The general knowledge gleaned from scientific and theoretical endeavors is then adapted to the clients' own particular emotional, cultural, and environmental contexts to arrive at treatment strategies that are most fitting. Supervision then offers the opportunity for reflection, incorporating examination of ethical issues and the interns' professional identity.

The process of learning, doing, and reflecting is applied to all psychological roles including service delivery, consultation, supervision, program development, program evaluation, and mental health administration. The scientific principles of careful and systematic observation, as well as those of curiosity, inquisitiveness, skepticism, and openness to divergence are encouraged and valued as a means of carefully reflecting on experiences.

This approach fosters the development of professionals who have a perspective that ranges from the particular to the general, sensitivity to ecological validity and cultural context, and respect for the complexity and subtlety of their work.

2. Training Model

The Doctoral Internship Program's model of training is experiential, based on the belief that professional competency is developed through hands-on direct service contact with clients and subsequent in-depth analysis of that contact. A key component of this analysis is the interns' endeavor to learn who they are as clinicians, and in turn to make increasing use of that knowledge to better understand and help their clients. This growing awareness of self is integrated with the interns' knowledge of theory and research, balancing the art and science of psychology.

Interns have the opportunity to join the multidisciplinary team in a role of autonomy and responsibility, while being provided with the necessary support, supervision, and training that they need to fully assume that role. This approach to learning is carried through in all aspects of the intern's professional training, including experiences with mental health administration, program development and evaluation, consultation, and supervision.

Work at The Help Group demands flexibility and adaptability, as much of the therapeutic work is conducted in non-traditional settings (e.g. a school-based milieu setting, the client's home, etc.). This allows students to develop a conceptualization of their role that is not bound to a specific external structure, fostering the development of psychologists who are able to meet the needs of an ever-changing world while maintaining the basic tenets of their role and their profession.

3. Treatment Philosophy

The Help Group is an organization committed to working within the larger community, creating linkages with governmental agencies, the business and philanthropic communities, and other providers. Our clients must also function within their communities; therefore, a significant part of their treatment involves uncovering, strengthening and creating linkages in their lives. This approach may range from helping an individual link with unacknowledged parts of the self, to helping members of a family link with each other, to facilitating a family's linkage with community resources to meet their needs. Many clients of The Help Group are dealing with problems that are of a chronic and highly complex nature. The intern is trained to understand and appreciate the tremendous energy and hope that can be stimulated by even

subtle or fragile linkages, thereby decreasing the individual or family's sense of isolation and hopelessness.

The treatment methods at The Help Group reflect this dedication to forging links. Two of these treatment approaches are described below.

The Team Approach

In approaching the treatment of children, adolescents and families, The Help Group believes strongly in a treatment team approach. A child must be viewed not in isolation, but rather within the context of the many different arenas in which she/he lives, including family, school, friendship, other support networks and the larger community. Viewing a child from a multitude of vantage points allows areas of strength as well as deficit to be readily evident, and demands that the therapist make sense of apparent differences in functioning in varying environments. This results in more careful and realistic assessments of the child or family, and facilitates the creation of practical and useful treatment plans.

This team orientation is especially essential in the treatment of children and adolescents who are alienated from themselves and their communities, as is common with the population we treat. Through an integrated and cohesive effort by a team of professionals with differing roles and skills, the child is confronted by the same therapeutic messages in a variety of situations and is assisted in integrating new skills across those situations. The treatment team at The Help Group can include the child, the family or significant others, therapists, psychiatrists, group leaders, speech and language therapists, teachers and other school staff, professionals from such agencies as the Department of Children and Family Services, Department of Mental Health, Regional Centers or the Probation Department, and others significant to the child's life.

The intern assumes the role of the team leader, and is responsible for coordinating the contributions of these team members. This role demands a variety of skills, including conceptualization skills (an ability to conceptualize the client's strengths and weaknesses as well as the team's strengths and weaknesses), systems analysis (envisioning the team as a system), consultation, problem solving, and case management. Interns at The Help Group receive extensive supervision and specific training on the analysis and workings of a team.

The value of a team approach is multi-layered, and generates increased understanding of the child and his/her world in many different ways. For example, analysis of the conflicts that emerge as a team works together can lead to an enhanced understanding of the conflicts within the client's internal world. The intern is encouraged to observe and understand the ways in which the internal workings of the client may be projected onto the team and its various members, and how the team enacts these projections. In order to facilitate the creation of a cohesive team, the intern is assisted in developing the skills to manage these conflicts. The clinician's strategies must incorporate an appreciation of each individual team member's strengths and deficits, an assessment of the overall abilities and limitations of the team, and an awareness of the constraints imposed on the larger structure of the agency system. This understanding parallels the clinician's recognition of the client as an individual, a member of a family and a part of a larger community.

An Integrative Treatment Approach

In keeping with this team approach, The Help Group has amalgamated the two treatment perspectives of behavioral and psychodynamic therapy into a fluid and integrated approach.

The overall orientation of the agency's Clinical Department is psychodynamic in nature. Current patterns of behavior are understood primarily within the context of the internalization of early significant relationships and developmental arrests. The ways in which cultural background, socio-economic status, and genetic predisposition and limitation shape, structure and influence the way one experiences the world and digests information is emphasized.

While clinicians at The Help Group think dynamically, they work practically, using techniques from behavioral, cognitive-behavioral, developmental and family systems models. Behavioral interventions assist a child to learn to approach situations in new and more adaptive ways, through such techniques as shaping, reinforcing client strengths, and teaching new skills. Social skills training, in both therapy sessions and milieu treatment, can be a powerful tool to enhance social relatedness. Clients are encouraged to expand their repertoire of coping skills by learning problem-solving techniques, socialization skills, communication skills, relaxation techniques, etc.

While these techniques are powerful, they are not, however, sufficient to overcome the ingrained patterns of behavior and relatedness that inhibit client growth. Often these maladaptive patterns include strong prohibitions against the acceptance of adult intervention, which make it difficult for clients to accept and integrate the new behavioral techniques that might serve them.

Clinicians at The Help Group place an emphasis on understanding the relational aspects of the therapeutic connection. The relationship is utilized to uncover patterns of behavior in the here-and-now that may be interfering with the client's growth. Clinicians are not likely to analyze the relationship with their clients, but instead use this understanding to plan interventions with the goal of assisting their clients to develop more supportive, stable and sustaining relationships.

Clients at The Help Group often inadvertently share who they are by making the clinician feel as they do, or as significant others in their life might feel. As a result, the clinician's countertransference reactions are often crucial pieces of data, that when harnessed, significantly contribute to understanding the client. Clinical supervision, therefore, requires that interns be willing to share their countertransference reactions and their emotional experiences of clients with their supervisors. Because clinicians use themselves as "tools" in the therapeutic encounter, self awareness and self reflection are emphasized. Supervisors assist interns in exploring and understanding the qualities and dynamics they bring to each inter-personal encounter and how these facilitate or hinder effective communication. They may ask supervisees to reflect on their lives and any personal issues that could be affecting their work with a client. Supervisees are encouraged to share personal information in the course of clinical supervision as such disclosure can be quite useful as it relates to the clinical work being discussed.

Cognitive behavioral techniques are regularly used to help clients manage the flood of affect they experience as a result of their precariously structured internal world. Treatment identifies and supports client strengths, while aiding clients in recognizing their limitations. These distinctions can facilitate a differentiation between areas that are hopeful and those that are best mourned and let go, resulting in the development of realistic expectations of self.

A similar approach is taken in work with families. The focus of family treatment generally includes identifying conflicts, role confusion, and basic needs. Clinicians may aid family members in recognizing and acknowledging their abilities as well as their limitations or disappointments, and in learning new, more realistic and satisfying ways of relating. They may also target specific child behavioral problems and assist parents by encouraging, supporting and strengthening their roles so as to become partners with their children in effecting change. Additionally, they provide education and information, tools that empower families to pursue and maintain their sense of well-being. Moreover, they link families to

community support services, and thereby prevent unnecessary crises. All these approaches aid families in maintaining changes and promoting better functioning.

The Help Group is excited to offer interns exposure to this innovative and integrative treatment philosophy. Our emphasis on linkages through teamwork, as well as our conceptualization and execution of this concept is on the cutting edge of mental health delivery and we are pleased to be able to train students in this creative and comprehensive approach.

III. Goals and Objectives

The overall goal of The Help Group's Doctoral Internship Program is to prepare interns for the professional practice of psychology. The program has clearly defined areas of expected competency that are consistent both with our philosophy and training model as well as with more global standards for the training of professional psychologists. By the end of the internship year, it is expected that interns will have developed basic competency in the following areas:

Foundational Competencies

1. Professionalism
2. Reflective practice/self-assessment/self-care
3. Scientific knowledge and methods
4. Relationships
5. Individual and cultural diversity
6. Ethical-legal standards & policy
7. Interdisciplinary systems

Functional Competencies

1. Assessment, diagnosis, case conceptualization
2. Intervention
3. Supervision

IV. Structure of the Program

1. Direct Service

Individual Therapy: Interns are responsible for the diagnosis and treatment of approximately 7-9 individual clients. Clients in the school-based setting are generally seen for two 30-minute sessions per week or one 60-minute session depending on the needs of the client. Clients in the outpatient department are generally seen once a week for 60-minute sessions. Interns are also expected to provide family therapy, case management, crisis intervention, and team consultation for their clients.

In order to ensure exposure to a wide variety of clients, interns' caseloads are carefully chosen. Generally, interns have half of their caseload in our outpatient department and half of their caseload in one of our milieu or non-public school-based programs. The assignment to a particular school based program is made by the training committee in consultation with the intern, and is based on the intern's expressed interest, past experience and staff assessment of strengths. Interns' clientele are diverse with regard to psychological disturbance, age, ethnicity, socio-economic status, etc.

School-based clients are generally seen in the school setting for the length of the school year. Outpatient department clients are seen for treatment either in the more traditional clinic setting or in their own homes. Interns are often given at least one in-home case through the outpatient department, thereby exposing them to this innovative treatment modality as well. Treatment of outpatient clients is sometimes

shorter term, but most often clients are seen from six months to a year or more. Caseloads are subject to some variability with regard to the above model.

Group Therapy: Interns conduct weekly therapy groups with children, adolescents or parents. These groups may be in the school-based programs or the outpatient department. Groups often focus on a topic or theme, which is selected by the group leader in conjunction with the supervisor. Topics in the past have included such areas as anger management, social skills, DBT skills, independent living skills, parenting skills, etc. Groups in the school-based programs often focus on social skill development, helping clients listen to, respect, and appropriately interact with peers while functioning within a group setting. Outpatient department groups may be structured and on a particular topic, educational in nature, or process- oriented.

Additionally, interns may offer suggestions for group topics, develop groups for outpatient services, participate in residential groups, or in parent education groups as part of an elective experience.

Family Therapy: When an intern is assigned a client in the school-based programs, he/she is expected to assess the need for family consultation and to provide that treatment if appropriate. Treatment of outpatient clients generally involves ongoing family work.

Psychodiagnostic Assessment: Interns complete six to eight psychodiagnostic batteries during their training year. These batteries include tests of cognitive, personality, perceptual and academic functioning utilizing qualitative, quantitative, and projective measures. Teachers, administrators, and therapists throughout the agency refer their clients for psychological assessment. The clients assessed are representative of all of the various programs of The Help Group. The referral questions range from differentiating diagnoses to helping with treatment planning. Interns receive supervision from The Help Group's testing supervisor. The supervisor and the intern design the battery that will specifically answer the referral question. Interns then administer the battery using paper and pencil tests, behavioral assessments, and computerized assessment techniques. Tests are scored by hand, as well as by computer scoring programs. A full range of tests is available to interns. Interns choose a minimum of two projective personality measures they want to focus on during the year and gain experience with administration and interpretation of those specific measures. Interns are trained in other projectives, as well, but they will not necessarily be competent to administer those independently by the end of the training year. Interns are expected to provide feedback to children, families, and other professionals through written reports and verbal feedback.

2. Indirect Service

Interns are expected to provide case management for their clients. The intern who treats outpatient or school-based clients serves as the liaison to those outside the agency who are integrally involved in a client's treatment, such as parents and other significant family members, outside psychiatrists, professionals from the County Department of Children and Family Services, Department of Mental Health, Regional Center workers, etc.

In the school-based cases, the intern consults on an ongoing basis with the interdisciplinary team, which includes milieu and intervention staff, deans, principals, teachers, speech therapists, psychiatrists, and any others involved with the case. The intern provides information concerning the individual and family dynamics of a client as well as the treatment focus, while the school, milieu, and intervention staff provide information about the academic, behavioral, and social experience of the client. Together, the team arrives at a plan of behavioral management and therapeutic intervention.

An important component of working with a day treatment population is crisis intervention. Many of our clients have a history and/or potential for self-destructive, suicidal, or aggressive behavior. Interns are actively involved in the crisis management process, working closely with the highly trained Behavioral Specialists. To support the Behavioral Specialists and provide a safe and contained environment, all staff are trained in hands-on behavioral management and crisis intervention techniques, through Crisis Prevention Institute Intervention (CPI) Training).

3. Training

The training program at The Help Group provides interns with training opportunities and seminars that offer theoretical and practical knowledge based on pertinent literature and research as well as on clinical experience. Relevant articles and/or bibliographies are given to interns in conjunction with training and supervision experiences. While most training and supervision is exclusively with fellow Doctoral interns, some experiences are interdisciplinary in nature, offering interns the opportunity to interact with clinical art therapy, social work, and psychology practicum students. Interns often enjoy the diversity and exposure to various disciplines. Training is sequential and cumulative. All training groups are led by a senior staff member.

Training Seminars

A variety of formal structured training sessions are provided for interns, including the following:

Didactic Seminars: There are several didactic seminars that are outlined below:

One series of didactic training focuses on evidenced-based practices (EBP's), including research that supports such modalities, treatment elements that are central to these practices, and a critical analysis of the limits of such EBP's. These trainings challenge interns to utilize the Local Clinical-Scientist Model to develop a deeper understanding of manualized treatments in conjunction with consideration of factors such as client culture and barriers that may inhibit clients from fully engaging in treatment. The goal of this series is for interns to increase knowledge of treatment based on scientific research and to incorporate elements from evidence-based practices into the treatment of their clients in a thoughtful and nuanced manner.

A second series of training focuses on treatment modalities. A monthly family therapy seminar is offered, which covers theory, techniques, and the utilization of the home setting as a therapeutic milieu. During the first two months of the year the art and technique of group therapy is also addressed. This seminar is participatory and experiential in nature, and includes discussion of both structured and process groups. During the remainder of the first semester a variety of other treatment modalities relevant to clinical work with this population are addressed. These may include psychopharmacology, clinical art therapy, play therapy, behavior therapy, and multi-disciplinary teamwork. Generally, several weeks of lecture and discussion are devoted to each of these topics.

A third series focuses on infusing awareness and understanding of individual and cultural differences in the assessment, conceptualization, and treatment planning of clients. This Cultural Complexity group meets monthly and includes the intern cohort and the training department clinical supervisors. The cultural complexity seminar begins the first week of orientation with discussion and sharing of our own cultural complexity, and meets monthly to discuss client and family cultural complexity, and how that intersects with our own cultural lenses.

A variety of didactic trainings are held during the two-week orientation period at the beginning of the internship year. Among these trainings is participation in an 8-hour Crisis Prevention Institute Intervention (CPI) Training). Interns also participate, once or twice a year, in trainings with other interns in local APA Accredited Psychology Internship Programs. These in-service trainings are sponsored by the Southern California Association for Psychology Training Programs (SCAPTP) which is made up of Training Directors in Southern California. Moreover, interns attend three conferences that are hosted by The Help Group over the course of the training year: 1) “The Help Group Summit,” a yearly national conference bringing together experts in the field of neuro-developmental psychology and focusing on the latest research and the best practices in autism spectrum disorder, learning disabilities, and attention deficit hyperactivity disorder, 2) as well as the annual Advance.LA Conference, highlighting cutting edge research aimed at supporting young adults in their transition to independence., and 3) Illuminate Conference, which focuses on best practices for young people with social, emotional, or behavioral challenges.

Psychodiagnostic Seminar: Interns participate in a year-long seminar focusing on psychodiagnostic assessments. During the first semester this seminar meets weekly and during the second semester, the group meets bi-weekly. The goal of the assessment seminar is to improve interns’ ability to conceptualize complex presenting problems. This seminar will frequently incorporate both didactic and supervisory components and interns will also be asked to present current challenging cases throughout the training year. During the second semester, the group meets bi-weekly. One focus of the seminar is to train interns in providing verbal and written feedback in a manner that is understandable to the entire treatment team. Seminar time is spent on conveying the results of assessment in terms of “real life” experiences. Seminars and supervision also stress the need to design treatment recommendations in a manner that reflects the client’s strengths and utilizes these strengths to improve weaknesses. Special emphasis will be given to the provision of individualized assessment batteries, conceptualization, and feedback to ensure culturally aware and sensitive assessment services for the diverse clients/families we serve. Additionally, significant time will be allotted to discussion surrounding the provision of feedback that will empower those who seek our services with improved understanding of presenting concerns and meaningful recommendations that they can access and utilize readily.

Other Training Experiences

Training in Mental Health Administration/Quality Management:

Interns participate in several training experiences that are intended to familiarize them with the administration and management aspects of mental health service delivery. They are as follows:

Each intern joins the Utilization Review Committee from June through August. This committee meets to review current client charts in order to monitor internal consistency of clinical care, and insure compliance with the quality of care and documentation that is expected by our funding sources. Participation in this committee allows interns to familiarize themselves with quality control management.

Training in Legal and Ethical Issues: Legal and ethical issues are addressed through a number of different training arenas. During orientation, policies and procedures governing behavioral emergencies are reviewed. Ethical and legal issues as they arise in treatment are also regularly discussed with the Director of Training in the supervision group entitled, “Professional Development Group” (see below). In addition, a six-hour seminar is conducted during the year focusing on practical applications of ethical issues.

Electives: Interns participate in training electives during the second half of the internship year. These electives give the intern additional exposure to the varied roles that psychologists play in mental health agencies, and offer involvement with a wide variety of Help Group activities.

Interns choose electives (one or two depending on the particular elective) that best fit their interests and experience. Electives can either be four or eight months in duration. If an intern's specific needs or interests are not met by any of the listed electives, she/he may work with the Director of Training to design an alternative. The specific electives offered may vary from year-to-year as new programs are developed at The Help Group to meet the ever-changing needs of the community. In addition, electives reflect the current interests and expertise of the training faculty and Help Group staff.

Examples of recent electives:

Family Therapy Seminar Electives: Several interns have wanted to delve into the literature regarding family therapy, and so they have done electives wherein they chose a particular family theory/theorist, researched that theory, and then developed a three-week seminar that they provided to staff therapists. These electives helped the interns not only learn more about the practice of family therapy, but also professional presentation skills.

Cultural Complexity Electives: Two interns developed a two-week summer in-service training for staff therapists that provided staff with information about cultural identity as it plays out in therapy, based on a particular cultural development model. Another intern assessed the training needs of interns, assessed the current training model of the program as it relates to cultural complexity, and made recommendations for the program. The interns in these electives learned about program development, program evaluation, and public speaking.

Community Outreach Electives: Two interns worked together to develop multi-family group therapy for members of the local community. They provided group therapy in a park setting because that was the most convenient place for our community members to gather. The interns learned about outreach, program development, program evaluation, and group therapy within this one elective. Another intern provided outreach to local churches and Headstart programs to inform Spanish-speaking families about the signs of Autism.

Program Evaluation Electives: Every year, most interns embark on a program evaluation elective. Given the multitude of programs at The Help Group, and the high interest from our administrators in determining efficacy of our programs, program evaluation electives are very rich experiences. These electives are designed to familiarize interns with the types of outcomes-oriented research conducted within community mental health centers. Procedures involve the statistical analysis of research data, as well as the dissemination of the results to the clinical population. In particular, interns will become familiar with the process of how to explain complex results to the consumers of mental health services. Some interns develop their own intervention or program and incorporate pre-and post-measures to assess efficacy. For example, one intern developed a Positive Behavior Support Program in one of our school-based programs, and administered measures to assess efficacy. Others have developed group therapy curriculum (e.g., drug awareness group, a narrative therapy group, a photography group focusing on identity development), and used published assessment measures pre- and post. Other interns have evaluated established programs via survey, focus groups, and/or in-person interviews.

Other electives that we have offered:

Functional Analysis, Behavioral Intervention and Positive Programming in a Milieu Environment: This elective is designed to help interns assess the functioning of a therapeutic environment and design system-wide intervention strategies to improve the workings in that environment. Under the guidance of psychologists serving in the role of Clinical Administrators, interns will perform a needs assessment of some aspect of our school based milieu environment, using observational, interview or other relevant

methods. They will collect data on a targeted problem area and generate suggestions for interventions. Suggested strategies may then be presented in a formal presentation to relevant members of the staff. This elective allows interns to sharpen their consultation, observation, data collecting, problem solving, and presentation skills. The theory and techniques of behavioral management as they are related to functional analysis are addressed throughout this elective.

Administrative elective: Interns assist an agency administrator in a variety of administrative tasks, which may include program development and planning, policy formulation, quality management/assurance, self-study, input into public policy decisions, grant writing, interface with funding sources and government agencies.

Admissions/intake elective: This elective is designed to familiarize students with admissions criteria and assessments for the different school-based Help Group programs. This elective includes conducting intake assessments and mental status exams for the school-based programs, and liaison with other agencies to decide upon and facilitate admissions. It also incorporates presentation of potential clients to the multidisciplinary admissions and discharge committee, and allows interns the opportunity to be part of a discussion and debate among varying constituent groups. Further, this elective helps students learn and appreciate the task of marketing programs in the mental health field.

Help Group/UCLA Neuropsychology and Learning Disabilities elective: This elective is designed to familiarize interns with the administration, scoring and interpretation of instruments measuring neuropsychological domains, as well as assessment and diagnosis of learning disabilities, attention deficit disorders and other cognitive disorders commonly seen in school children. History taking, behavioral observation, and brain-behavior relationships in children as reflected in neuropsychological test data also will be emphasized. Students will have the opportunity to administer and score tests, sit in on case supervision, write report sections, attend seminars and be provided with articles and book chapters on this topic.

Social Skills Training elective: In this elective interns will become familiar with how to train teachers, teaching assistants, psychologists and other service providers on how to teach social skills, how to develop a social skills program and how to evaluate its effectiveness. During the first month of this rotation, interns will become well versed in a social skills training program curriculum. Interns will then monitor the social skills instruction occurring in the classroom and provide appropriate feedback to teachers and aides. Finally, interns will evaluate the program's effectiveness through specific measurement techniques.

Residential elective: Interns become familiar with residential treatment programs for adolescents. The following opportunities may be selected as part of this elective: program development and evaluation, intake and admissions, designing individual or group intervention strategies, or designing and delivering training for paraprofessional staff.

Formal Case Presentation: Interns are expected to do two formal case presentations to several clinical supervisors and agency administrators. They receive feedback on both their style of presentation as well as on the case content.

Intern In-Service Training: Interns are expected to design and deliver at least one in-service training to either a professional, paraprofessional, or parent group. They receive audience as well as supervisory feedback.

Teamwork Conceptualization Write-Up: Interns are expected to do a formal write-up illustrating their conceptualization and intervention strategies regarding teamwork as it relates to a specific incident with a client in order to help crystallize thinking with regard to teamwork conceptualization.

School-Based Clinical Department meetings: Interns participate in weekly team meetings of the school they are assigned to. These meetings allow exchange between clinical staff and school administrators on relevant clinical and program matters within the milieu setting.

4. Supervision

Individual Supervision: Individual supervision is provided for individual and family work, at two hours per week. A primary supervisor and another member of the training faculty, both licensed psychologists, each spend one hour per week with the intern discussing approximately four to five individual and/or family cases. These individual supervision experiences include at least six personal observations or videotapes of sessions by supervisors, and review of at least six audiotapes or videotapes of sessions.

Diagnostic Testing Supervision: Supervision of diagnostic testing is provided by The Help Group's testing supervisor. Interns receive approximately four hours of direct individual supervision for each test battery that they conduct. Interns are asked to videotape a portion of at least one test battery administration and all feedback sessions with clients/families for review by the testing supervisor.

Group Supervision on Groups: Interns receive one hour per week of group supervision for group therapy or half an hour per week of individual supervision. These supervision groups are interdisciplinary in nature with interns from a variety of mental health disciplines participating.

Professional Development Group: The goal of this supervision group is to facilitate the growth and development of each intern's professional identity as both an integral member of an organization devoted to serving the community, and as an able clinician working to maximize benefits to clients through effective use of the treatment team approach. This includes enhancement of leadership potential and team building skills in balance with the needs and demands of individual treatment. Consistent with this goal, Professional Development Group Supervision provides a forum for exploring and discussing conflicts, dilemmas and questions that arise from a multidisciplinary approach to the treatment of children, adolescents and families. Discussion is invited on issues of teamwork, professional role, professional development, organizational structure, and ethics as they arise in the course of daily life at The Help Group. Interns are invited to discuss and process their ongoing experiences, as well as to prepare for what they will face as they emerge from internship into the realm of professional psychology. Issues related to post-doctoral experience, entering the workforce, and licensing are addressed, as are current issues in the field of psychology. Interns meet twice a month with the Director of Training for open-ended discussions. Topics that are often addressed include the following: the many roles of a therapist in a milieu setting; work within a large mental health agency; working with a team of behavioral specialists; holiday issues; termination; confidentiality; social media and its use in professional psychology; incorporating individual and cultural issues in treatment; ethical and treatment issues related to child abuse reporting; self-disclosure; use of reinforcers; life after internship: post-doctoral positions, job hunting, etc.

Teamwork Discussion Group: On a monthly basis, the intern group meets with the agency's Director of Professional Development to discuss teamwork issues that arise for them. This is an opportunity to further explore the dynamics of teamwork and how to utilize their conceptualization of the client and the team in order to best serve the needs of their clients.

Cultural Complexity Discussion Group: Once a month, the interns meet with all individual supervisors to discuss issues related to cultural complexity. Discussions revolve around shared experiences, new knowledge, case discussions, and/or journal articles.

Competency Benchmarks Discussion Group: This discussion group meets twice throughout the training year and is an opportunity to discuss in more detail each of the foundational and functional domains of the APA Competency Benchmarks, which is the tool the internship program uses to train and evaluate interns.

Supervision on Supervision of Therapy: During the second trimester, interns adjunctively supervise either practicum students or pre-masters level students on individual treatment. Interns participate in a weekly supervision group from February through mid-June focused on the art of supervision. Discussion in this group generally includes promoting a safe environment for the supervisee to speak openly, identifying and tracking the supervisee's concerns about a case, making recommendations to a supervisee about interventions, understanding the supervisor/supervisee relationship, and understanding the distinction between supervision and psychotherapy. Tapes of supervision sessions are reviewed in this supervision group. Interns have the opportunity to discuss their experience of being a supervisor in this group. Relevant articles that deal with various aspects of the supervisory process are also shared.

Supervision on Supervision of Assessment: Interested interns have the opportunity to provide supervision to practicum students while they engage in the assessment process. Interns engage in a weekly supervision group in order to support their supervision, to bring up issues in the supervisory relationship, and to ask questions relevant to either testing or supervising. Supervision of assessment will allow the intern to aid a practicum trainee in building a battery that is responsive to the referral question, test administration, scoring, interpretation of scores, report writing, and providing feedback to clients, caregivers, and teachers. Interns who choose to engage in supervision of assessment are able to compare and contrast the experience of clinical and assessment supervision.

Intensive Case Discussion: Each intern has the opportunity to intensively discuss one case over a six-week period in a group supervision format, ending culminating in the 7th week with a presentation of that case to the fellow interns and training faculty. Interns videotape at least one client session to be shared in the group. Interns also bring in one scholarly article to share with the group that is relevant to the case. A different supervisor is chosen to facilitate this case supervision for each intern thereby giving interns exposure to a variety of approaches in the treatment of children and maximizing the intern's exposure to our varied training staff.

Supervision of Electives: Interns receive one-half hour of individual supervision weekly (or one hour of group supervision, if more than one intern is participating) for each elective.

Availability of Supervisors: In addition to regularly scheduled supervision sessions, individual and group supervisors have an "open door" policy, and are always available for consultation or assistance. Interns are expected to utilize this "open door" policy that is an integral part of the supervisory experience in a milieu setting. All individual supervisors carry pagers or cell phones, and are therefore available for consultation when they are off grounds, including during evening and weekend hours. There is also a designated back-up supervisor who is available to interns when their individual supervisors are not on grounds or are on vacation.

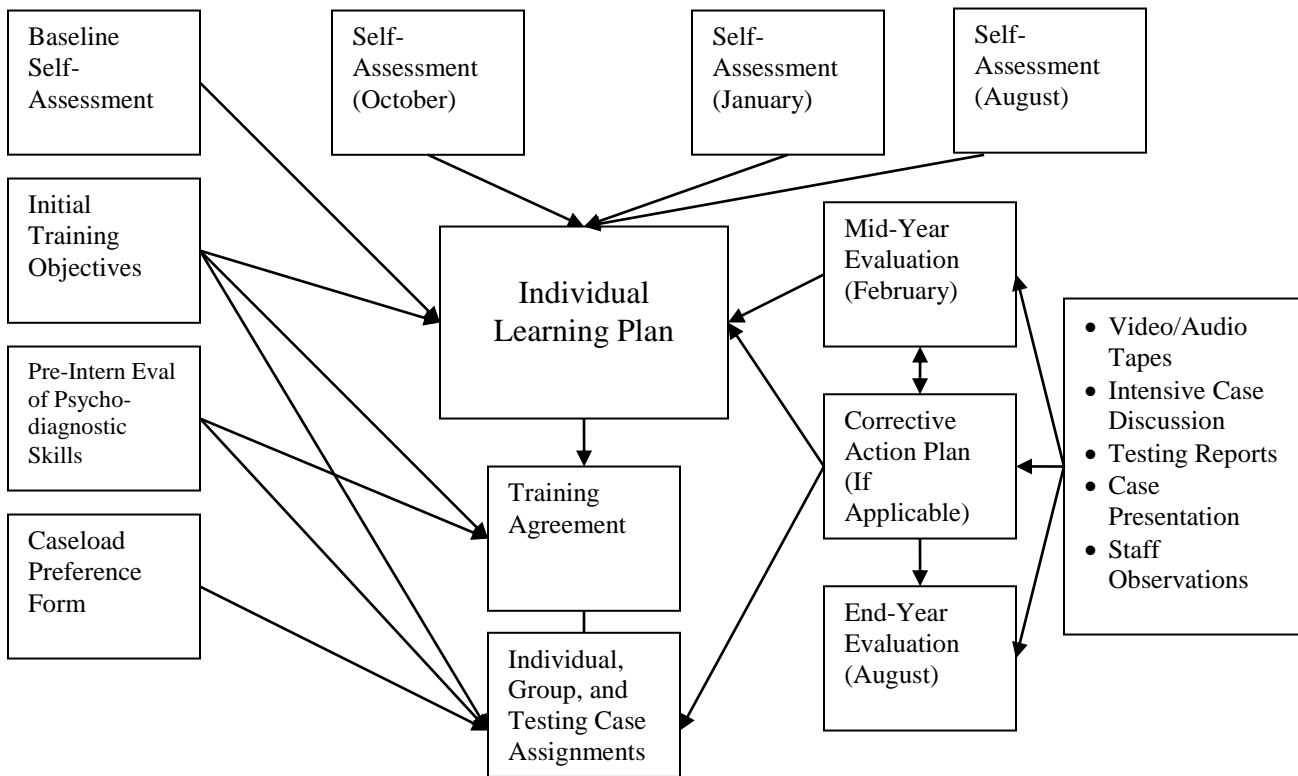
5. Advisement and Evaluation

During the initial eight weeks of the internship year, interns work with their primary supervisor to formulate a Training Agreement and Individual Learning Plan for the year, outlining a number of specific

individualized goals and objectives. In preparation for creating this contract, interns are asked to fill out a Self-Assessment focusing on the overall training goals for the year. Based on this document, input from the intern's graduate program, the primary supervisor's initial assessments, and the intern's interests, past experience, and long-term professional goals, the primary supervisor along with the intern complete an Individual Learning Plan by the end of October. Three other times during the year, the intern fills out a Self-Assessment which is used by the intern and supervisor to re-assess the Individual Learning Plan.

Interns receive two formal written evaluations during the course of the internship year. The first, or mid-year, evaluation takes place in February, and the second, or year-end, evaluation takes place in August. The mid-year evaluation contains both a narrative and a checklist component. It offers an in-depth analysis of competency areas, noting in particular the intern's strengths and areas of needed growth. The evaluation prepared at the end of the internship year includes a checklist of the competency areas previously outlined as well as indication of an intern's progress during the year, areas of strength, and suggested areas of continued focus. Evaluations are prepared by the intern's primary supervisor, with input from all supervisors and training faculty who work with the intern. The figure below depicts the different facets of the training program that assist in the development of, and modifications to, the Individual Learning Plan.

The Process of
 Developing, Assessing, and Modifying
 Individual Learning Plans of Doctoral Interns



Interns are also expected to write three evaluations of the Internship Program and their experience, as a means of providing feedback to the Training Committee.

6. Logistics of the Training Year

The full-time internship year generally begins the second or third week of August and runs for a full calendar year. Interns are expected to be on site Monday through Friday. Interns are expected to work approximately two evenings per week.

Interns are required to be on site during all days that clients are present (while school-based treatment programs are in session). Interns are given 80 hours of vacation time, which is used during the winter, spring, and summer school breaks. The agency is typically closed the week of Thanksgiving and the week between Christmas and New Year's, so all interns take those weeks off (the specific dates will be announced at the beginning of the internship year). Interns are also given agency holiday days off to be specified at the start of the training year. The Director of Training must approve any times interns are not on site.

Interns may use up to forty optional hours of professional development time during the internship year for purposes such as dissertation defense, school graduation, delivering papers at professional conferences, job interviews, etc. Interns may also request up to forty optional hours of time during the times when school-based programs are not in session for research purposes. This time is designed to support interns who have not yet completed their Dissertation or Psy.D. Project, as well as to support students who are engaged in other ongoing professional research endeavors.

The expectation for interns during school-based program breaks, consistent with their professional development and their role as a member of a team, is that unless time has been petitioned and approved for research or professional development purposes (as designated above), interns will be involved in the myriad of professional activities and tasks generated by the needs of the agency at these times.

The stipend for Doctoral interns is \$25,000 per year, with an additional \$3,000 for interns who are fully bilingual in Spanish and can conduct therapy in Spanish. Health and dental benefits are available to interns beginning approximately October 1. These benefits are chosen from among different plans, requiring different contributions. The Help Group has an Employee Assistance Program available to interns. Additionally, interns who are interested in seeking therapy during internship should feel free to ask training staff for referrals within the Los Angeles Community. The Help Group is an equal opportunity employer and prohibits unlawful discrimination based on race, color, creed, gender, gender identity, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, pregnancy, sexual orientation or any other consideration made unlawful by federal, state, or local laws.

Applications: The Help Group utilizes the Universal Application designed by APPIC, which can only be completed electronically. Students can obtain the APPIC application on the Internet (www.appic.org), and applications will only be accepted via the APPIC webportal. All application materials must be received by 5:00 PM California time on November 15, 2016.

Students who wish to apply for internship must be attending an APA-accredited graduate school in Clinical, Counseling, and/or School Psychology, have a minimum of three years pre-internship graduate training, have passed their comprehensive exams, and have been admitted to doctoral candidacy. Applicant acceptance is pending fingerprint clearance from the Department of Justice, FBI, and the California Board of Psychology, pre-employment physical, and verification of your legal right to work in the United States. A background check will be completed for each applicant. A conviction will not

necessarily be a bar to employment, in that those factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. However, you must be cleared by licensing agencies of the State of California in order to work at The Help Group. Interns must have a car.

All students whose applications are considered for The Help Group's Internship Program must be interviewed in person. Students are contacted on December 15th to schedule interviews that are conducted during the month of January. During this period, students are also strongly encouraged to attend an Open House at The Help Group to better acquaint them with the agency and the Internship Program. 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.

Please note that this intern manual is subject to change for the 2017-2018 internship year as well as for subsequent years.

INTERN HOURS

(40 hours/week)

50 weeks of training, including approximately 1-2 weeks of orientation, 2 weeks of time off, 2 weeks of research and professional development time

<i>Direct Service</i> <i>(includes documentation of cases)</i>	Hours per Week August through December 21 weeks	January through August 31 weeks
Individual/Family Therapy/Case Management	18	18
Group Therapy	2	2
Psychodiagnostic Testing (approximately 23 hours per battery)	approximately 3 batteries = 3 hrs/week	Approximately 4 batteries = 3.5
TOTAL:	23	23.5
<i>Indirect Service</i>		
School Dept. Clinical Meeting	1	1
Elective	0	4
Supervision of Practicum Student (clinical)	0	1 (Feb-Jun)
Supervision of Practicum Student (testing)	2 <i>optional</i>	2 <i>optional</i>
Utilization Review	1 (Sep-Oct)	.5 (June-July)
Intern Program Requirements	2	1.5
TOTAL:	4- 6	8- 10
<i>Training</i>		
Individual Supervision	2	2
Group Supervision on Groups	0.5	0.5
Testing Supervision	1	1
Professional Development Group	0.5	0.5
Supervision on Supervision of Therapy	0	1 (Feb-Jun)
Supervision on Supervision of Assessment	0.5 <i>optional</i>	0.5 <i>optional</i>
Elective Supervision	0	.5
Intensive Case Discussion	1	1
Psychodiagnostic Seminar	1	1
Other Didactic Seminars	7	1
TOTAL:	13- 13.5	8.5- 9
GRAND TOTAL:	40-42.5	40-42.5