

Behavior Management Systems



*Building
Positive Change*

**INTERNSHIP PROGRAM
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INTRODUCTION

Behavior Management Systems offers an exceptional Internship Program to provide a community behavioral health setting for students who are completing their master's level education in counseling, social work, and other human services related fields. The worksite setting experience is a fundamental component in the development of a solid knowledge basis for the intern to move into the mental health arena. The intern will gain a thorough, practical experience that can only be obtained in an agency-based work setting. This internship experience provided by Behavior Management Systems combined with the academic aspects of the educational process will provide the intern with the skills necessary to prepare them to enter the community behavioral health counseling field.

Behavior Management Systems is committed to developing professionals for careers in community mental health. We believe that we have an obligation to the profession to develop professionals that can serve the unique needs found in community mental health.

Behavior Management Systems has been providing behavioral health care in Western South Dakota since 1948 and is the largest, most advanced community mental healthcare facility in the region. The company's core vision, then and now, is to build positive change among ourselves and the communities where we live, work, and play.

Set within the prairie, bluffs, and hills of Western South Dakota, Behavior Management Systems helps over 9,000 people annually through its offices in Rapid City, Spearfish, and Hot Springs.

BEHAVIOR MANAGEMENT SYSTEMS' OBJECTIVES

Behavior Management Systems is guided by a set of core corporate values, they are:

- Personal Effectiveness
- Client & Customer Focus
- Service Excellence
- Team Effectiveness
- Leadership & Empowerment.

Through these values and the use of continuous quality improvement principles, Behavior Management Systems is dedicated to providing educational internships for students in counseling, social work, and other professional training programs. We are committed to participating in ongoing efforts to create an internship program that is challenging and rewarding to students seeking a clinical setting experience.

The populations we serve are families and children, outpatient counseling services, and adults with severe and persistent mental illnesses. This program will support providing services to these unserved or underserved individuals on a timely basis. This benefit might also accrue to clients of the Department of Corrections, Addictions Services, Court Services, Department of Social Services, as well as those of other community agencies. Working in these areas will give the interns the same experiences as seasoned professionals.

Behavior Management Systems' mission is to *“Provide quality, consumer satisfying services that help people cope with the stresses of life to the fullest extent of our available resources. We shall seek to increase our resources through sound business practices and diversified revenue sources so that we may expand our social mission.”*

As a community mental health center for Western South Dakota, our desire is to make necessary mental health services available to anyone seeking such services. It is important to stay true to our mission of providing quality, consumer-satisfying services that help accomplish our social mission.

Behavior Management Systems is an organization that seeks to provide services to people in need regardless of their ability to pay, to be creative in developing service resources, and to cooperate with other organizations to provide needed services.

We believe that we have an obligation as a community mental health center to further the profession, provide staff development, and to look for ways to better serve our communities.

AREAS OF INTERNSHIP OPPORTUNITIES

Outpatient Counseling Services

Outpatient counseling services from a trained professional provides traditional clinic-based counseling services for all age ranges and all diagnostic areas. At Behavior Management Systems, our outpatient counselors are all master's level professionals with varied years of experience.

Community Based Family Pathways Services

Family Pathways Counselors provide community-based services in the family's homes, the children's schools, and in other community locations. We operate in a team-oriented environment in collaboration with other community providers. At Behavior Management Systems, our program is designed specifically to keep troubled families together. Additionally, our Children's Corner clinicians provide services to children ages birth through ten in the clinic, school, home, daycare or other identified environments of the child.

Mainstream Services

Mainstream services provides an environment where adults disabled by mental illness are able to recover the confidence and skills necessary to lead productive, satisfying lives. Working as a team, our program assists clients in identifying their wants, needs, and desires; aiding clients in reaching and keeping the things important to them; and in building positive change in their lives.

BEHAVIOR MANAGEMENT SYSTEMS' INTERNSHIP PROVISIONS

Behavior Management Systems is committed to maintain a sustained interest in participating in the professional education and development of counselors by providing an environment where graduate students can excel in their academic experience.

We are committed to providing the intern with a variety of experiences typical of those encountered by the Behavior Management Systems' counseling staff and will regard the intern as a professional-in-training and accord the intern the generally expected professional courtesies.

We will provide physical arrangements which are conducive to a positive learning environment including an office and desk space, privacy for interviewing, and adequate guidance relative to Behavior Management Systems' record keeping requirements. Additionally, the intern will be provided with office equipment necessary to successfully complete their internship requirements.

Interns accepted into the Behavior Management Systems' program, will be considered part of our professional staff for the duration of their internship. They are expected to follow the Code of Ethics of their profession and maintain proper channels of communication with established Behavior Management Systems' policies and procedures.

Interns and Behavior Management Systems' supervisors are covered by Behavior Management Systems' liability insurance and interns are additionally covered by their own or their internship program's insurance.

Students that successfully complete the internship experience with Behavior Management Systems will have been provided with the necessary experiences to successfully develop their skills and abilities to:

- Apply the understanding of general principles and methods of case conceptualization, assessment of mental and emotional status and diagnostic techniques by integration of technological strategies and applications within counseling processes.
- Apply advanced skills within the professional work setting to include assessment, theoretical and philosophical bases of counseling.
- Demonstrate knowledge of prevention techniques and resources applicable to clients served while utilizing the ability to identify and clarify a tentative personal theoretical counseling approach.
- Acquire and demonstrate adequate knowledge of available referral sources utilized by Behavior Management Systems' counseling professionals within the regional catchment area.
- Gain understanding and appropriate experience in the consultation with parents, teachers, families, other community providers, and Behavior Management Systems' representatives.

- Document in order to clearly communicate to their Behavior Management Systems' supervisor the essential factors in each case in a manner that meets the industry documentation standards.
- Have the ability to demonstrate knowledge of how administrative policies, procedures, and clinical practices affect the potential legal aspects and risks to the clinician and to Behavior Management Systems.
- Benefit from the experience of a professional relationship with a therapist working with Behavior Management Systems in the student's specialization through direct, face-to-face supervision for a minimum of one hour per week.

Behavior Management Systems will provide the qualified intern with a stipend to assist with expenses directly related to their internship program. The stipend will be up to \$1,000.00 per semester for two semesters providing the students the opportunity to complete the program in that allotted time frame. The commitment is expected to be 40 hours per week for two semesters

INTERNSHIP SUPERVISOR QUALIFICATIONS

Behavior Management Systems' staff who are authorized to supervise interns are licensed in the State of South Dakota and hold the Qualified Mental Health Professional certification recognized by the South Dakota Division of Mental Health.

These professionals are devoted to the counseling profession and are committed to dedicating their time, advanced knowledge, and expertise to providing an exceptional internship experience.

Individual supervisors will be selected and assigned by Behavior Management Systems' management or designee.

BEHAVIOR MANAGEMENT SYSTEMS' SUPERVISION EXPECTATIONS

The Behavior Management Systems' supervisor will have direct clinical supervision responsibilities regarding the academic, clinical, and administrative processes involved in the internship program. From the onset, they will be knowledgeable of the goals, objectives, requirements and procedures of the program expectations as defined by the host intern program in order to make the internship's program academically amicable for the host internship program and Behavior Management Systems.

The Behavior Management Systems' supervisor will meet with the intern regarding the intern's performance in the work setting face-to-face on a weekly basis at a minimum of one hour per week to include:

- Instruction for the intern in all matters related to delivery of service
- Provide assistance in the development of counseling and consultation skills
- Ensure the policies and procedures of Behavior Management Systems are understood and carried out
- Clinical critique and supervision of personal observation, evaluations, and any other means of observation regarding the intern's direct contact with clients.

Supervisors are responsible for evaluating the quality and ethics of interns' work, their work with clients, and to review and approve all documentation recorded into the electronic clinical records system.

Clients must consent to being served by interns. Supervisors will be responsible for compliance with Federal HIPAA Compliance Regulations by obtaining proper client, family or guardian consent for a minor child who is to be seen by an intern. Clients who present high risk behaviors or whose situations are very complex or beyond the abilities of the intern, will not be served by the intern.

The Behavior Management Systems' supervisor will provide an evaluation of the intern's performance. This is to be completed, at a minimum, both at midpoint and at the end of the semester to comply with the intern's scholastic requirements. It is the intern's responsibility to arrange evaluation meetings, make copies of the completed forms, and forward a copy to the Behavior Management Systems' Human Resources department and to their field supervisor.

If the supervisor becomes aware of the graduate intern having the potential of experiencing problematic or ethical issues, the Behavior Management Systems' supervisor will meet with the clinical director, the intern, and the intern program supervisor to address and resolve any issue prior to it becoming a concern for Behavior Management Systems.

SPONSORING INTERN PROGRAM SUPERVISOR EXPECTATIONS

The school supervisor will be responsible for establishing an amicable meeting time to confer with the Behavior Management Systems' supervisor a minimum of two times per semester at a time conducive to Behavior Management Systems' departmental needs.

The intern program supervisor is responsible to verify the graduate student has completed the necessary hours for their internship program. They must collaborate with the student and the Behavior Management Systems' supervisor in formulating goals for the internship program that will meet the requirements and objectives of their Behavior Management Systems' supervisor and their graduate program.

INTERN EXPECTATIONS

The intern must provide their Behavior Management Systems' supervisor with a copy of the internship program expectations, including any documentation to be completed by the Behavior Management Systems' supervisor and intern. They must complete the necessary internship requirements of their respective programs over a minimum of two semesters with the designated number of hours to be direct client contact consisting of one-on-one counseling, group, family therapy, or co-facilitation, individual or family assessments, case management services, and consultation with other relevant parties.

The intern is required to log all activities of the internship and meet with both the Behavior Management Systems' supervisor and the school's internship program supervisor on a regular basis. The meeting with the Behavior Management Systems' supervisor should be on a weekly basis, face-to-face for a minimum of one hour.

Interns will be required to record client record documentation into the Behavioral Health electronic client chart. They are expected to log all activities related to their internship program within Behavior Management Systems.

The Behavior Management Systems' supervisor will provide an evaluation of the intern's performance. This is to be completed, at a minimum, both at midpoint and at the end of the semester, or in accordance with intern program requirements. It is the intern's responsibility to arrange performance evaluation meetings, make copies of the completed forms and forward a copy to the Behavior Management Systems' Human Resources Department and to their intern program supervisor.

The intern will be expected to complete new-hire orientation processes consistent with that required of Behavior Management Systems' employees to include:

- Meeting with the Human Resources department to complete required documentation
- Completing all required trainings on Essential Learning, Behavior Management Systems' on-line training system to include confidentiality training
- Complete required classroom trainings to include Continuous Quality Improvement and Non-Violent Crisis Intervention
- Successfully complete background checks consisting of department of motor vehicle, criminal, work and/or school related references, and a drug screening
- Provide a valid driver's license, social security card, and proof of liability insurance on their vehicle.

They will be trained on and expected to comply with all Behavior Management Systems' policies and standard operating procedures.

Federal HIPAA Compliance Regulations must be followed regarding confidentiality and informed consent. The client has a right to confidentiality and privacy, Behavior Management Systems' procedures must be followed to inform client of the limits of

confidentiality. Prior to seeing any clients, the intern will be trained on Federal HIPAA Compliance Regulations. Behavior Management Systems has specific forms and procedures in place; however, independent expectations need to be clarified for the intern prior to seeing any Behavior Management Systems' clients.

The intern must be cognizant of their need to obtain adequate consultation with their Behavior Management Systems' supervisor in cases that may present problems outside of the intern's range of competencies. It is the ongoing communication between the supervisors and the intern that will assist in addressing any issues that may arise in their internship experience.

The intern will provide adequate proof of professional liability coverage through an independent or internship program policy in the amount no less than \$1,000,000.

APPLICATION PROCESS

Graduate students in the final year of their counseling, social work, or other human services related Master's program at an accredited school are welcome to provide application to Behavior Management Systems for a two semester counseling internship program.

The interested applicant must adhere to Behavior Management Systems' policies and standard operating procedures and to the ethics of their chosen profession. The successful candidate must be in good standing with their academic program before considering application for an internship with Behavior Management Systems.

The internship program supervisor will contact the Behavior Management Systems' Human Resources department inquiring of the potential for an internship through Behavior Management Systems for the graduate student and their particular area of interest. Once Human Resources has advised the intern program supervisor that an opportunity is available and a potential Behavior Management Systems' supervisor has been secured, the graduate student completes the application process.

Once the application has been received by Human Resources, if selected for an interview, the graduate student will be contacted to schedule an interview. The student will be advised of the status of the potential internship as soon as reasonably possible by the Human Resources department. Any cost to the student in applying or interviewing for an internship shall be the responsibility of the student.

BEHAVIOR MANAGEMENT SYSTEMS' INTERNSHIP APPLICATION

Student Name: _____ Date: _____

Address: _____

Internship Program Advisor: _____

College/University Information: _____

What is your interest in pursuing an internship with Behavior Management Systems?

What is your primary area of interest (population) and why? _____

If selected for an interview, you will be expected to demonstrate an example of your writing skills.

Attach a current resume, a copy of your transcript, and an example of your clinical documentation to this application and forward it to:

Behavior Management Systems' Internship Program
Human Resources Department
350 Elk Street
Rapid City, SD 57701

FOR BEHAVIOR MANAGEMENT SYSTEMS USE ONLY

Application has been reviewed by the Internship Program Committee and is:

_____ Accepted _____ Not Accepted

Signature: _____ Date: _____

Potential Behavior Management Systems' Supervisor(s): _____

Behavior Management Systems' Supervisor Acceptance:

Signature

Date