

Statement of Practices and Procedures
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Please read this *Statement of Practices and Procedures* carefully and retain a copy for your records. It contains important information about your supervisor, what you can expect from supervision, and how to make the most of your supervisory experience. As a supervisee, you have the right to a clear understanding of the supervision process as outlined. If you have any questions, please ask. **Your signature on the last page of this document signifies that you have read, understand and agree to the terms contained therein.**

1. Qualifications: I have a Master of Arts in Marriage and Family Therapy (M.A.) from University of Louisiana at Monroe. I am a Licensed Marriage and Family Therapist (LMFT# 987) and a Licensed Professional Counselor (LPC# 3071) as well as an Approved LPC Supervisor(LPC-S), an Approved Supervisor Candidate (LMFT-SC), and am registered with the LPC Board of Examiners, 8631 Summa Avenue, Baton Rouge, LA 70809 (phone: 225-765-2515).

2. Professional Experience: I have been a LMFT since 2005 and a LPC since 2007. I have been a LPC Supervisor since 2010 and a LMFT Supervisor Candidate since May 2013.

I have worked with the Family Plus Shreveport, a program of the Louisiana Methodist Children's Home for almost 10 years. I provide therapy for individuals, couples, families, and groups of all ages. I am also a supervisor for the MST, Multi-Systemic Therapy, a program with Family Plus. Prior to this, I worked in Scotland, U.K. to found and direct Caledonia Counselling Center where we provided low-cost counseling to individuals of all ages struggling with difficult life issues. We also offered a counseling training program and provided workshops in Europe and the Middle East. I also worked as a music therapist (RMT) at Duke University before I studied for my licensure as a LMFT/LPC.

I currently serve as Vice-Chair of the MFTAC Committee within the LPC Board of Examiners and as the Secretary on the LPC Board of Examiners.

3. Professional Membership: I am a Professional Member of the Louisiana Counseling Association, Northwest Louisiana Counselors Association, Louisiana Association of Marriage and Family Therapy and Clinical Fellow of the American Association of Marriage and Family Therapy.

4. Theoretical Orientation in Therapy: I specialize in working with individuals, couples, and families with issues related to parent-child discord, relational stress, as well as life and transitional issues. When working with individuals, I prefer to include family members to gain a larger systemic perspective in order to enlarge the client's story. My theoretical orientation in therapy does have an integrative approach and consistently incorporates a collaborative and solution-focused approach whereby the client's strengths are drawn out into the open and nurtured into effective 'self-interventions'. The relationship built in the therapeutic session varies with each client and in each session depending on the client's needs. I approach my therapeutic opportunities through an eco-systemic perspective using a solution-focused, collaborative, strategic, and structural theories. I also have training in Eye Movement Desensitization and Reprocessing (EMDR), and am a qualified Music Therapist.

5. Theoretical Orientation in Supervision: I approach supervision using some of the same therapeutic theories. I use the strengths of the supervisee to understand how to find success with a client. It is important to hear the "story" brought into supervision by the supervisee as it offers opportunity to explore helpful approaches in which to help the supervisee's clients. I believe in discovering the resources and expertise within the Supervisee and expand this into their therapy. Since the supervisee is still in a learning process during the post-graduate internship phase, it is also important at times to incorporate a didactic process to further educate and introduce the supervisee to new ideas related to therapy.

6. Supervision Expectations: The relationship between supervisor and supervisee is intended to facilitate the accomplishment of two goals. One is the education, training, and personal development of the Intern therapist. The other is the overseeing of service delivery to the client to ensure that the therapy process is ethical and of the highest quality possible. It is the task of the supervisor to maximize *both* of these aspects of the Intern/client/supervisor system and keep them "flowing in harmony" with each other.

7. The Professional Development Of The Intern: To facilitate this aspect of the Intern/client/supervisor system, the supervisor encourages and challenges the Intern to assume an explorative, "experimental" posture. The supervisor seeks a complimentary posture of facilitator, consultant, encourager, educator, and "coach." In this dimension, the Intern is the consumer. The focus is on maximizing the Intern's learning experience by providing him or her with meaningful feedback about his or her weaknesses as well as strengths as a therapist. "Mistakes" are seen as an opportunity for the Intern's growth and learning. The Intern's therapeutic relationship with his or her clients is a "tool" in assisting the Intern to develop skill and confidence as a therapist.

8. Professional Service Delivery to The Client: In this dimension, the supervisor facilitates a relationship of "accountability" between the Intern and the client. The Intern assumes the posture of professional therapist, responsible for the ethical and effective delivery of services to the client.

The supervisor seeks a complimentary posture of director and monitor. In this dimension, the client is the consumer. The focus is on creating a successful therapeutic experience for the client through a meaningful collaboration between Intern and supervisor. The Intern's relationship with his or her supervisor is seen as a "tool" for ethical, effective service delivery to the client. When the collaboration between supervisor and supervisee fails to effectively balance these two aspects of the Intern/client/supervisor system, the welfare of the client always takes precedent.

9. The Supervisory Relationship: There is a unique experience in the journey of our lives when we are able to influence and be influenced by those that we spend time with in a learning process. This can sometimes be called 'Supervision'. The rewards of this experience, if positive, are priceless and enduring. It is my hope that I will be one who facilitates and creates room for those who wish to move into open spaces in their lives.

The relationship between Supervisor and Supervisee is a journey into the unknown through a joining of skill and experience. There is a responsibility for the Supervisor to guide the Supervisee into greater knowledge and practice of the core competencies. There is also a reciprocal process of shared journey of shared knowledge and skills. I take the position of being a curious learner, always willing to hear and understand ideas from another. I believe that it is possible to respect and invite the 'person' of the Supervisee with his/her educational background, theoretical orientation, life experiences, socio-cultural, and religious perspectives as necessary evaluations are made in this process towards 'licensure'.

10. Responsibilities of Supervisee: It is the responsibility of the Intern to provide therapy to his or her clients that is professional and ethical, accepting the parameters of service delivery to his or her clients established by the Board of Examiners in the law and in accordance with the *Statement of Practices and Procedures* provided by me, a Board Approved Supervisor Candidate.

It is also the responsibility of the Intern to engage as fully as possible in all learning experiences created for the Intern. Within this framework, the Intern's specific responsibilities are as follows:

- a. **Learn the *Code of Conduct for Licensed Professional Counselors* and the *Code of Ethics for Licensed Marriage and Family Therapists* and practice within the scope of these codes at all times.**
- b. **Adhere to the Plan of Supervision filed with the Board of Examiners.**
- c. **Follow through with all clinical directives provided by the Approved Supervisor.**
- d. **Present and review an up-to-date *Statement of Practice* to every client before the first session begins and obtain the client's signature on the signature page. Also, present, review, and obtain authorizing signatures of all clients that the Intern wishes to audiotape or videotape on the authorized consent form.**
- e. **Report any situation to the Approved Supervisor in which the Intern**

believes he or she may have breached ethics.

- f. Staff any cases with the Approved Supervisor immediately that involve threats of homicide, suicide, abuse, or any potentially life threatening symptoms such as eating disorders, self-mutilation, or domestic violence. Inform the Approved Supervisor immediately if a client attempts suicide or homicide.
- g. Keep accurate and up-to-date case records using the format prescribed by the Approved Supervisor, including all forms requiring an authorizing signature from the client and *case notes about any consultation process with the Approved Supervisor that is related to the client*.
- h. Arrive on time to each scheduled supervision session prepared with pertinent case information organized in the prescribed format along with appropriately queued audiotapes or videotapes.
- i. Keep accurate and verifiable record of direct and indirect client contact hours.
- j. Alert the Approved Supervisor when qualifying forms requiring his signature are to be sent to the Board of Examiners and deliver the appropriate forms to his office.
- k. Inform the Approved Supervisor immediately of any change of circumstance, status, or condition that may affect the nature or quality of the Intern's service provision to clients.
- l. Update the Board of Examiners in regard to any change of status or venue by refilling appropriately amended forms within thirty (30) days of the change.
- m. Maintain continuity of contact with the Approved Supervisor consistent with Supervision Plan filed with the Board of Examiners.
- n. Inform his or her employer of the conditions and terms of his or her supervision as outlined in this statement.
- o. Discuss with his or her Approved Supervisor any condition or circumstance in the Intern's workplace that would hinder the Interns compliance with his or her Supervision Plan or with ethics, State Statute, or Rule dealing with the Intern's service delivery to clients.

11. Responsibilities of Supervisor: It is the responsibility of the Approved Supervisor to collaborate with the Intern in creating a meaningful learning experience that leads to the Intern's professional and personal development. It is also the responsibility of the Approved Supervisor to represent the Board of Examiners in protecting the public. Within this framework, the specific responsibilities of the Approved Supervisor are as follows:

- a. Relate to the Intern in a professional and ethical way at all times.
- b. Create a learning experience for the Intern that is encouraging, challenging, and that facilitates personal and professional growth.

- c. As much as is reasonably possible. Ensure that the Intern's supervision is in compliance with statute, rule, and consistent with the Plan of Supervision filed with the Board of Examiners.
- d. As much as is reasonably possible, monitor the interaction of the Intern with his or her clients to ensure professionalism and ethical quality and to provide corrective feedback to the Intern if a minimum standard of professionalism is not met.
- e. Assist the Intern in working out any inconsistency he or she experiences in the workplace between the guidelines for ethical and responsible practice as outlined in this statement and in the law and the policies, procedures, or expectations of the Intern's employer.
- f. Be regularly available for consultation and keep scheduled sessions with the Intern in accordance with the Supervision Plan filed with the Board of Examiners.
- g. Report to the Board of Examiners any serious breach of ethics by an Intern.
- h. Keep accurate records of the Intern's individual and group supervision hours.
- i. Submit in timely fashion to the Board of Examiners any qualifying paperwork that must be submitted on behalf of the Intern.
- j. Inform the Intern of any change in the supervisor's status that would affect the Intern's ability to complete his or her supervision process successfully.
- k. Inform the Board of Examiners if the Intern fails to maintain continuous and regular contact with the Approved Supervisor Candidate as described in the Supervision Plan.

Routine Business Procedures Contacting The Board: The Board office is open Monday through Friday from 9:00 am to 4:30 pm. Interns may call the Board office during office hours, or check the Board's website at www.lpcboard.org to send an e-mail or check updated information regarding the law, rules, or other licensing information. The monthly meeting of the Board of Examiners is typically held on the third Friday of every other month beginning in January. Applications or written correspondence must arrive at the Board office the Friday prior to the scheduled board meeting to be considered. Otherwise, correspondence will be considered at the next month's meeting. Complaints or reports of unethical behavior should be made in writing to the Board office at the address given in the first section of this document. The monthly meetings of the Board of Examiners are open to the public. Interns are strongly encouraged to attend at least one meeting of the Board during their Internship.

Communicating With The Supervisor: I can be contacted from 9:00 am until 5:00 pm Monday through Friday at Shreveport Family Counseling Center, 820 Jordan,

Suite 570, at 318-221- 4455. If I am in session, you may leave a message on the answering machine or leave a message with the Administrative Assistant. After 5:00 pm, you may also call my cell phone at 318-572-7960. You may also contact me via email at pennylou2u@earthlink.net

Work Environment of The Intern: Clients that an Intern sees in his or her work setting may provide case material for their supervisory experience. Interns must comply with all administrative policy and procedure that apply to supervised Interns in their place of employment. Should the Intern believe that the policies of his or her employer conflict with ethical or responsible practice as outlined in this statement or in the ethical codes of practice mentioned above, or impede the Intern's learning experience as an Intern, the Intern should immediately share this concern with his or her Approved Supervisor. *Interns are prohibited by law from engaging in mental health counseling as a private practitioner or as a private contractor (receiving fees directly from clients).*

Scheduling An Individual Supervision Session: You may call me at 221-4455 during normal business hours to schedule an individual supervision session. Individual sessions must be cancelled 24 hours in advance or the Intern may be subject to charge. *The fee for individual supervision sessions is \$85.*

Scheduling Live Supervision Sessions: As an intern, you may schedule clients in the observation room for live supervision or to videotape his or her session by calling Karen, Shreveport Family Counseling Administrative Assistant, during normal business hours. If live supervision is what is desired, you should make that clear to Karen when calling to schedule so that she can not only check on the availability of the observation room, but also my availability to observe. The observation room will be available on a first come, first serve basis.

Being Part Of a Supervision Group: I am able to schedule supervision groups more than two (2) of up to six (6) Interns as often as twice a month. The day, time, and frequency of these groups will vary according to the scheduling needs of the Interns. *A reduced fee for group sessions will be \$50.*

Limits Of Liability: The Approved Supervisor Candidate is not responsible for the unprofessional or unethical conduct of the Intern with his or her clients that have not been part of the consultation process, about whom the Intern has shared inadequate or inaccurate information, or in the event that the Intern has failed to follow the clinical directives or suggestions of the Supervisor. The Approved Supervisor Candidate is not responsible for monitoring the compliance of the Intern to the policies and procedures of the Intern's employer. At her discretion, the supervisor candidate may terminate her relationship with an Intern at any time without refund of fees. Reasons for termination of the supervisory relationship include but are not limited to the following:

1. Failure of the Intern to maintain ethical and professional standards of conduct as established by the Approved Supervisor in the Intern's interaction with clients, site supervisors and co-workers, other Interns, or the Approved Supervisor.
2. Failure of the Intern to follow clinical directives from the Approved Supervisor.
3. Failure of the Intern to pay the Approved Supervisor for services rendered.
4. Failure of the Intern to attend a supervisory session for sixty (60) days without prior arrangement with the supervisor.

Legal And Ethical Codes Of Conduct: The provision of the service of Mental Health Counseling and the service provided by Licensed Marriage and Family Therapists/Interns as well as the supervision of the delivery of these services by Approved Supervisors is governed by *Louisiana Revised Statute 37: 1101--1115*, as well as *Title X, Subpart, of the Louisiana Administrative Code*. As provided in the statute, the practice of LPCs and LMFTs, Approved Supervisors, Supervisor Candidates, and Interns is regulated by the Louisiana Licensed Professional Counselors Board of Examiners. The law and subsequent rules promulgated by the Board in the *Administrative Code* are designed to protect the public and the consumer, whether client or supervisee. As a Licensed Marital and Family Therapist, Licensed Mental Health Counselor and Board Approved LPC/LMFT Supervisor in Louisiana, I am bound by law adhere Code of Conduct for Licensed Mental Health Counselors, the Code of Ethics for Licensed Marriage and Family Therapists, and the rules and regulations for Approved Supervisors established by the Board of Examiners. These codes of conduct can be viewed at www.lpcboard.org. *As a counselor Intern or LMFT Intern, you also are required to adhere to all the ethical and legal requirements contained in the statute and in Title X of the Administrative Code. If you are working on dual licensing, then the more restrictive of the two 11 ethical codes applies in any given situation. You are required to review both codes thoroughly before seeing clients as an Intern. Unethical behavior as a practicing Intern can result in suspension or termination of the supervisory relationship without refund, forfeiture or suspension of Intern status by The Board of Examiners, denial of licensing privilege, civil suit, or criminal charges.* It is also highly recommended that you review the sections of the codes regarding supervisor/supervisee interaction. These guidelines are there for *your* protection as a supervisee.

Special Ethical Considerations When Taping Observing: When audio— or videotaping a client, the Intern must take special care to protect the client from violation of his or her confidentiality. *The following guidelines must be adhered to at all times when the Intern is involved in live observation of or the electronic recording of a client:*

1. Clients must *never* be recorded or observed without their first signing the *Observation Consent Form* which can be obtained from me.

2. Clients must always be made aware at the outset of each session the identity of anyone in the observation room during the session or if the session will be electronically recorded in any way.
3. During live observation or during the reviewing of an audio— or videotape, if an observing Intern discovers that he or she has a relationship with the client or anyone related to the client that is being observed, the Intern must inform the Approved Supervisor Candidate immediately.
4. Any electronic recording of a client made in the observation room must be stored appropriately at all times in the office. Such recording should *never* leave the premises without my expressed consent.
5. If the Intern is counseling under the auspice of another professional or entity other than the Approved Supervisor Candidate, the Intern must make sure that his or her taping of clients is in compliance with all policies and procedures of the Intern’s employing agency or on--- site/administrative supervisor in addition to the policies expressed in this statement.
6. Electronic recordings made by the Intern “off---site” should be kept in securely locked storage area that can only be accessed by the Intern and other appropriate clinical staff.
7. Electronic recordings of clients should never be played for or played in the presence of anyone but the Intern’s Approved Supervisor Candidate or his or her fellow Interns during case consultation.
9. Interns should not review electronic recordings of clients and/or discuss case material in any venue in which a chance exists that the Intern’s communication may be overheard, either advertently or inadvertently, by any unauthorized person not directly involved in the consultation.
10. No unauthorized copy of a session recording (i.e., on a cassette tape, CD, DVD, computer hard drive, memory stick, etc.) should ever be made by an Intern. All handwritten notes made by an Intern during live supervision or during supervisory consultation must be stored in the client’s official file or shredded.
11. All electronic recordings of clients must be erased or destroyed by the Intern at the termination of the client or when instructed to do so by the Approved Supervisor Candidate.

By signing this document I understand that I have read and agree to the above information.

Supervisee Signature _____ Date _____

Supervisee Printed Name _____

LMFT-SC/LPC-S Signature _____ Date _____

LMFT-SC/LPC-S Printed Name _____