

## Emily DeAngelo

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**From:** FLORA COOPER [mailto:flora\_cooper\_f@bellsouth.net]  
**Sent:** Wednesday, April 20, 2022 12:46 PM  
**To:** Emily DeAngelo  
**Subject:** Rejection of Orientation Workshop for BACS certification

Hi Emily.

I would like to know who has final say regarding my application for the BACS in reference to the Orientation Workshop I attended being accepted. I attended two BACS Orientation workshops; the last one being on May 24, 2019. I was to take the 6.5 hour BACS initial training April 2020 in Alexandria as all prior ones were in south Louisiana (New Orleans area). Because of the Pandemic, the April training was cancelled. I begin attempts at completing the BACS late 2021. I inquired to the LSBSWE as to whether or not I would need to take the Orientation workshop again. January 2022, Kelly Sicard advised me via email that if I could verify I attended the May 24, 2019 Orientation Workshop, it would be okay. But if I could not verify this, I would have to take the Orientation Workshop again. I secured verification from LSBSWE that I did attend the May 24, 2019 workshop. Since then, I've taken the 6.5 hour BACS Initial Workshop and secured all other documentation and requirements for the BACS certification. I submitted everything via Certemy. Every thing was accepted and marked as step completed except the Orientation Workshop. I was advised via email from the Certemy Team that I would need to take the Orientation Workshop again due to changes since May 2019. I went to LSBSWE website to register for the Orientation Workshop but the website said that current workshops were full and that posting of future workshops would be posted soon. In light of this, I attempted to challenge Certemy Team's decision but never heard back from them. I then requested a waiver and got no direct response regarding that. I am aware of changes made to supervision as I frequently attend the Zoom LSBSWE Board meetings and visit the website. I printed the "Changes Effective 01/2022" to The Practice ACT/Rules Standards and Procedures as well as ACT No. 215. I am currently supervising a CSW who plans on pursuing the LCSW once she passes the LMSW. I would like to continue supervising her and providing her the required BACS supervision. I have frequently viewed LSBSWE's website looking for posting of future Orientation workshops. I learned via email from Ms. Kelly Sicard last week that all of the workshops for April, May and June are full and the calendar for July-December have not been completed yet. This would mean that the earliest I could possible take the Orientation workshop again would be July 2022 with no guarantee even then. Ms. Sicard also informed me that there was no waiting list I could be placed on in event someone in the April, May or June workshops cancelled.

In light of these events, I would like for the Board to consider accepting my May 24, 2019 Orientation Workshop and allowing me to proceed with the BACS certification.

Any assistance you and/or the Board could provide me is highly appreciated.

HAVE A BLESSED DAY! FLORA COOPER, LCSW



# Page Break





## Emily DeAngelo

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**From:** Kayla Allison <~~director@allison-associates.com~~>  
**Sent:** Monday, April 25, 2022 8:21 PM  
**To:** Emily DeAngelo  
**Subject:** Re: question to LABSWE

Hello Emily,

Thank you for providing this response from members of the Board. Let me begin by providing the additional information requested by Board members.

1. What is your PhD? My Ph.D. is in Social Work.
2. Who is your supervisor? My supervisor is Tawana Smith, LCSW-BACS. There is also an on-site LCSW.
3. Clarify your role with the agency? I am the owner and will be a salaried employee who will receive a W-2.
4. Explain the HER system. The EHR system used by the counseling agency is called SimplePractice. This platform is a documentation, management, billing, and scheduling software used by social workers, and other mental health professionals. SimplePractice has a library of customizable intake forms, treatment plans, and assessments as well as an auto-populated list of diagnosis and ICD-10 codes.

I have never practiced outside of my scope of practice as an LMSW. I reached out to LABSWE for clarification on diagnosing due to the auto-populated list of diagnosis and ICD-10 codes in the agency's EHR system.

Sincerely,

Dr. Allison

On Mon, Apr 25, 2022 at 9:24 AM Emily DeAngelo <[edeangelo@labswe.org](mailto:edeangelo@labswe.org)> wrote:

Dr. Allison,

The Louisiana State Board of Social Work Examiners considered your email in which you ask if you selected a client's diagnosis in the EHR system would the board consider you as diagnosing the client. Board members advise that they need additional information to respond.

1. What is your PhD?
2. Who is your supervisor?
3. Clarify your role with the agency?
4. Explain the HER system.

Board members also requested you be referred to La R.S. 37:2707. I've copied and pasted it below.

An individual licensed as a licensed master's social worker may engage in advanced social work practice based on the application of social work theory, knowledge, ethics, and methods to restore or enhance social, psychosocial, or biopsychosocial functioning of individuals, couples, families, groups, organizations, and communities. The licensed master's social worker's practice requires the application of specialized knowledge and advanced practice skills which include prevention or intervention, or both, service or treatment planning and evaluation, case management,

information and referral, counseling, employee assistance services, addiction services, advocacy, teaching, research, supervision, consultation, community organization, and the development, implementation, and administration of policies, programs, and activities. A social worker licensed at the licensed master's social worker level may practice clinical social work and psychotherapy within an agency under the supervision of a licensed clinical social worker. A licensed master's social worker may work as an employee only in an agency setting. Notwithstanding the definition of "agency" as defined in R.S. 37:2703(1) or the requirement for employment in an agency setting provided in this Subsection, a licensed master's social worker shall be permitted to provide social work services on behalf of a federal, state, or local governmental agency on a contractual basis.

Sincerely,

Emily DeAngelo, Administrator

Louisiana State Board of Social Work Examiners

18550 Highland Road, Suite B

Baton Rouge, LA 70809

[www.labswe.org](http://www.labswe.org)

Phone 225.756.3470 option 5

Fax 225.756.3472

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Emily DeAngelo

Kayla Allison

**From:** Emily DeAngelo  
**Sent:** Monday, April 25, 2022 9:24 AM  
**To:** ~~k.allison@allison-associates.com~~  
**Subject:** question to LABSWE

Dr. Allison,

The Louisiana State Board of Social Work Examiners considered your email in which you ask if you selected a client's diagnosis in the EHR system would the board consider you as diagnosing the client. Board members advise that they need additional information to respond.

1. What is your PhD?
2. Who is your supervisor?
3. Clarify your role with the agency?
4. Explain the HER system.

Board members also requested you be referred to La R.S. 37:2707. I've copied and pasted it below.

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Sincerely,

Emily DeAngelo, Administrator  
Louisiana State Board of Social Work Examiners  
18550 Highland Road, Suite B  
Baton Rouge, LA 70809  
[www.labswe.org](http://www.labswe.org)  
Phone 225.756.3470 option 5  
Fax 225.756.3472

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## Emily DeAngelo

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**From:** Regina Dewitt  
**Sent:** Wednesday, March 23, 2022 3:32 PM  
**To:** Emily DeAngelo  
**Subject:** Fw: Scope of Practice Question

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**From:** ~~kallison@allison-associates.com <kallison@allison-associates.com>~~  
**Sent:** Wednesday, March 23, 2022 2:00 PM  
**To:** Regina Dewitt <rdewitt@labswe.org>  
**Subject:** Scope of Practice Question

Hello Regina,

I hope this email finds you well. I have a scope of practice question and need help.

The company where I am employed uses an EHR system (SimplePractice) to document all client records (i.e., progress notes, therapy notes, diagnoses, etc.) My question is... If a client has been diagnosed with anxiety (from an outside provider) and presents for treatment of anxiety (for example), and I select the diagnosis of General Anxiety Disorder from the list of diagnoses in the EHR system, which is pre-populated in the client's file with the dx. Code. Would LABSWE consider that as me diagnosing the client, although the client presented with the diagnosis?

I am making sure that I am not practicing outside of my scope of practice as an LMSW.

Thank you in advance,

Kayla D. Allison, Ph.D., LMSW, ACSW  
Clinical Director

Allison & Associates  
Counseling and Education Services, LLC.  
748 Bayou Pines East, Suite B  
Lake Charles, LA 70601  
(P): (337) 656-0522  
(F): (337) 656-0543  
~~www.allison-associates.com~~



# Page Break





## Regina Dewitt

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**From:** Jennifer LaCarriere ~~jilacarrere@yahoo.com~~  
**Sent:** Sunday, May 1, 2022 6:52 PM  
**To:** Regina Dewitt  
**Subject:** Scope of Practice as Social Worker- Jennifer LaCarriere  
**Attachments:** PCANH\_FAQs\_1-20-09.pdf

Greetings Regina,

This is a follow up to our conversation from 4/29/2022 in regards to owning an LLC and being able to provide mediation services such as Child Custody and Visitation Mediation, Juvenile Mediation, Parent Coordinator Mediation services. My next question for the meeting is if I would need to be fully licensed as an LCSW in order to provide these services? As a mediator, I would not be providing therapy, would not be billing, and would not provide any mental health services that are within the scope of social work practice. I am attaching the following information for review of the board

### 1. Alternative Dispute Resolution Services

#### a. Alternative Dispute Resolution Section

#### **Alternative Dispute Resolution Section**

Louisiana State Bar Association

These are the following requirements

I hold a license or certification as an attorney, psychiatrist, psychologist, social worker, marriage and family counselor, professional counselor, or clergyman and I have completed a minimum of 12 hours of general mediation training and 20 hours of specialized training in the mediation of child custody disputes and 8 hours of co-mediation training.

### 2 Parent Coordinator in the state of Louisiana

<http://www.legis.la.gov/Legis/Law.aspx?p=y&d=451646>

#### Qualifications

A. A person appointed as a parenting coordinator shall meet all of the following qualifications:

- (1) Possess a master's, Ph.D., or equivalent degree, in a mental health field, such as psychiatry, psychology, social work, marriage and family counseling, or professional counseling, hold a Louisiana license in the mental health profession, and have no less than three years of related professional post-degree experience.
- (2) Be qualified as a mediator under R.S. 9:334.
- (3) Complete a minimum of forty hours of specialized training on parent coordination. A maximum of fourteen hours of family mediation training may be used towards the total forty hours.

B. The training specified in Paragraph (A)(3) of this Section shall include instruction on all of the following:

- (1) The Louisiana judicial system and judicial procedure in domestic cases.
- (2) Ethical standards, including confidentiality and conflicts of interest.
- (3) Child development, including the impact of divorce on development.
- (4) Parenting techniques.
- (5) Parenting plans and time schedules.



- (6) Family systems theory.
- (7) Communication skills.
- (8) Domestic violence and its effects on children and families.
- (9) The parenting coordination process and required documentation execution.

C. In order to remain qualified, a parenting coordinator shall complete, every two calendar years, a minimum of twenty hours of continuing education in parenting coordination.

D. A court may accept the initial certification of a parenting coordinator or the maintenance of that certification made by a legal or mental health association whose focus includes resolution of child-related conflicts.

E. Upon request of the court, a parenting coordinator shall furnish satisfactory evidence of his qualifications.

Acts 2007, No. 265, §1.

3. Parent Coordinator definition attached.

4. What services can I provide as a LMSW?

a. CEU Workshops

b. Parenting Skills classes

C. What are the things that I can do of having my own LLC?

I will be in attendance during the next meeting. If you need to reach me before then I can be reached at ~~646-927-3733 or jlaearriere@yahoo.com~~. Thank you.

Respectfully,

Jennifer LaCarriere

## PARENTING COORDINATION: FREQUENTLY ASKED QUESTIONS

Q: What is Parenting Coordination?

It is a new alternative dispute resolution process in which a qualified impartial professional assists separated or divorced parents to resolve issues pertaining to their parenting plan and to help them implement their parenting plan. This can include: identifying disputed issues; reducing misunderstandings; clarifying priorities; exploring possibilities for problem solving; developing methods of collaboration in parenting; developing a parenting plan; and aiding parties in complying with the court's order regarding parenting issues. Parenting Coordination helps the parents avoid repeated trips to court over parenting issues.

Q. What is a Parenting Coordinator?

A professional trained in parenting coordination who performs three functions:

- a. Education about communication and co-parenting
- b. Mediation of post-divorce (post decree) parenting issue
- c. Arbitration of minor parenting issues

Q. What are the benefits of Parenting Coordination?

Parenting Coordination offers a much better way of resolving parenting plan issues than returning to court. And the resolution comes much faster than waiting for a court date and then the court decision. The Parenting Coordinator educates the parents about the harm to the children of hostility between parents, mediates issues as they arise, and if the parents are unable to resolve minor issues, makes the decision.

Q: What does Parenting Coordination provide that mediation, therapy, and other services for families do not provide?

Parenting Coordination is a long-term success-oriented process for divorced or separated parents whose relationship continues to be hostile.

It is not:

Therapy to treat an emotional problem or psychological problem.

Mediation or arbitration designed to resolve issues or cases in a short timeframe.



Guardian *ad litem* looking at the parents, their situations, the children, and so forth and making recommendations where the child is to live and who has what legal rights.

A parenting education course although it may include some educational issues regarding children of divorce, child development, divorce research, the impact of parental behavior on children, parenting skills, communication, and conflict resolution skills.

The Parenting Coordinator will work with others involved with the family, including mental health experts, health care personnel, social services, education and legal professionals, as well as extended family, stepparents and the children. The Parenting Coordinator may make recommendations for outside services, such as counseling, that the Parenting Coordinator may determine are needed.

Parenting Coordination is a solution oriented process. It helps parents work together for the good of their children rather than fighting each other. Parenting Coordination provides an opportunity for parents to develop an ability parent their children in a healthy, constructive way rather than perpetuating a conflict that places their children in the parents' war zone.

Q. What are the characteristics of families who could benefit from parenting coordination?

The parents are having frequent disputes about issues such as the parenting schedule, exchange times and locations, extracurricular activities, education choices, and medical decisions. They may have gone back to court several times since the divorce. Some of these families may be called "high conflict" meaning continuing hostility and frequent disputes between the parents.

Q. What are the goals of Parenting Coordination?

The goals of Parenting Coordination include:

- a) Providing an alternative method for parents to communicate about child-related issues;
- b) Taking children out of the middle of parental conflict.
- c) Fostering creative problem solving that involves both parents in the children's lives.

Q. What background and training is required of parenting coordinators?

Parenting coordinators need an advanced degree in law, psychology, social work, or counseling and experience with "high conflict families." They must complete a two-day training in parenting coordination and also mediator training. The New Hampshire

Parenting Coordinator Handbook provides guidelines for parenting coordinator qualifications which specify a family-experienced background as well as specialized training in mediation in addition to parenting coordination.

Q: What information does a Parenting Coordinator have about the family?

The Parenting Coordinator should have access to any of the following for review: parenting evaluations; guardian *ad litem* reports; interim or final court orders in the divorce or parenting case; protective (family violence) orders; and other applicable cases involving criminal assault, domestic violence or child abuse regarding one or both parents; educational records; other relevant records; and information from parents, children and other collateral sources.

Q: When in the court process is Parenting Coordination most likely to be used?

Parenting coordination can be utilized at any point in the divorce or separation process. However, a parenting coordinator usually works with a family after the divorce or final parenting decree when there is repeated returns to court, continuing anger and distrust, difficulty between the parents in communicating and cooperating in the care of their children, or other behaviors that the court feels warrants the appointment of a parenting coordinator. A parenting coordinator may be appointed prior to a final decree if the court or the parents determine that PC involvement at that stage is necessary. In this latter case the PC may coordinate his/her activities with a guardian *ad litem* if a guardian *ad litem* is also involved.

Q: How is Parenting Coordination typically conducted?

The Parenting Coordinator will typically meet with the parents, individually and/or jointly. The parents' concerns will be identified, the family situation will be assessed with the aid of court orders and documents, and a course of action will be identified, including the setting of specific goals for resolution of conflicting issues. Emails and phone calls are used to assist the parents' work toward the goals. Additional individual or joint meetings may be scheduled and other people with information may be contacted.

Q: How long does a typical Parenting Coordination process last?

This depends upon the parties and the complexities of the issues in conflict. In general a parenting coordinator is likely to be involved with the family for 18-24 months.

Q. What does a parenting coordinator cost and does he/she get paid?

Parenting coordinators are paid an hourly fee, set by each parenting coordinator. The fees are similar to those charged by lawyers, psychologists, accountants, and other divorce professionals. The order of appointment spells out how the fee is split. The overall cost will depend on the amount of time the process takes. The shorter the period of time, the less expensive it will be. But the cost of Parenting Coordination is small in



comparison to what it could cost to battle in court. Continued litigation over parenting matters increases the stress and animosity between the parents with resultant harm to the children – a cost that cannot be measured in dollars.

Q. How is a Parenting Coordinator different from a guardian *ad litem*?

A guardian *ad litem* in a parenting context generally refers to a person appointed by the court to represent the best interest of a child or children in a proceeding where, in a divorce or separation of parents, a court deems it necessary to appoint such a person to assist the court in determining the parenting plan for the child or children. The term "ad litem" means "for the purposes of the proceeding" and the guardian *ad litem*'s involvement with the family normally ends when the court case ends. The guardian *ad litem* performs those functions identified in the court's Order of Appointment of Guardian *ad Litem*. The guardian *ad litem*'s work in determining the best interest of the children is independent of the parents in that the guardian *ad litem*'s is not appointed to educate the parents regarding co-parenting issues or to mediate or arbitrate disputes between the parents. In contrast, the Parenting Coordinator's work involves a problem-solving alignment and close working relationship with both parents while still keeping the best interests of the children at the forefront.

Q. How is the arbitration function of a Parenting Coordinator different from the decision-making of a judicial officer (master or judge)?

The arbitration function is limited to relatively minor matters, often on issues that cannot wait the month or two that it would take to get a decision from the court. The court can make decisions about a change in primary residence, allocation of time between the parents, moving the child's residence a substantial distance, and changing child support. A Parenting Coordinator may make NONE of these decisions.

Instead, the Parenting Coordinator decides about times and locations to exchange the child, choice of extracurricular activities, holiday schedules, daily, weekly and/or monthly schedules; daycare/babysitting; parenting exchanges and transportation responsibility; medical, dental and vision care; psychological counseling and related arrangements for the children; extra-curricular activities and arrangements for the children; education, including but not limited to school choice, tutoring, participation in special education programs; discipline; methods of communication; and any other issues that may be identified by the Court or agreed on by the parents.

Q. How is Parenting Coordination different from Parent Training?

Parent Training, like Parenting Coordination, helps parents create a better environment for their children. Parent Training teaches parents the behavioral techniques and parenting skills to use with their children. The main differences, however, are (1) Parenting Coordination is strictly for parents that do not live together, (2) it

incorporates issues unique to separation and divorce, and (3) it utilizes alternative dispute resolution techniques to help resolve conflict (mediation and arbitration).

Q. Can a Parenting Coordinator have another role in helping the family, such as a guardian *ad litem*, a mediator, a therapist or the like?

A Parenting Coordinator cannot serve in dual roles such as a guardian *ad litem*'s, a divorce mediator, a psychotherapist, a lawyer for either parent or the children, or a visitation supervisor involved with the family. This prohibition applies before, during, and after service as Parenting Coordinator. For example, the therapist for the child may not be appointed as Parenting Coordinator. Also, after serving as Parenting Coordinator, the person may not become the guardian *ad litem*.

Q. How do we get a Parenting Coordinator?

There are several ways to retain a Parenting Coordinator. Generally there are two steps: agreement of the parties followed by a court order. The parents (or their lawyers) may request a parenting coordinator or the judicial officer may suggest it. A list of trained parenting coordinators is available at: [www.pcanh.org](http://www.pcanh.org)

Q. Does Parenting Coordination have to be court ordered?

No. Parenting Coordination *can* be court ordered, but it does not have to be. If both parents agree to use a Parenting Coordinator, then they may do so, notifying the court of their decision. Nevertheless, either parent can petition the court for appointment of a court-ordered Parenting Coordinator.

Q. Is Parenting Coordination covered by insurance?

No. Parenting Coordination is not therapy or a medical procedure. It is not based on either pathology or medical diagnosis. Parenting Coordination is a productive conflict resolution process facilitated by a professional who is knowledgeable about divorce, the effect of conflict on children, and children's needs insofar as parenting is concerned.

Q. What research is available on the effectiveness of Parenting Coordination?

Parenting Coordination is a relatively new dispute resolution process with the research just beginning to be conducted. Studies since 1994 have found that with the services of a Parenting Coordinator, court appearances in the cases studied were reduced by up to 90%. If this reduction in court appearances can be correlated to a reduction in conflict between parents, then Parenting Coordination can be seen to have an ameliorating effect on the well researched and proven fact that children exposed to conflict in the home are four times more likely to experience psychological problems.



### Q. How Can Parenting Coordination Help?

During the parenting coordination process, an experienced and specially trained attorney or mental health professional uses skills learned over many years of education and experience to help parents:

- Manage their emotions
- Communicate more effectively
- Understand the impact of conflict on children
- Learn about children's developmental needs
- Negotiate appropriate post-divorce or separation boundaries
- Develop a sensitivity to their children's needs
- Identify mutually agreeable parenting goals
- Brainstorm options to meet goals
- Evaluate options to reach agreements within legal guidelines

### Q. How can I get more information about parenting coordination?

The PCANH has compiled a Parenting Coordination Handbook that is available from its website ([www.pcanh.org](http://www.pcanh.org)) The PCANH website also has links to other sites with Parenting Coordination information.

### Q. What is PCANH?

The Parenting Coordinator's Association of New Hampshire is a non-profit interdisciplinary organization dedicated to fostering the understanding and use of parenting coordination and to supporting professionals who serve as parenting coordinators.



# Page Break





## Regina Dewitt

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**From:** Lisa Mansfield ~~lmansfield@stmichaelspecialschool.com~~  
**Sent:** Wednesday, May 4, 2022 9:42 AM  
**To:** Regina Dewitt  
**Subject:** Request to remove red flag

LABSWE,

As of April 13, 2022, I have met all the requirements of my consent decree dated April 16, 2021.

I would like to request that the public "red flag" be removed.

Thank you for your consideration.

God Bless,

Lisa Mansfield, LMSW

(504) 256-3386

St. Michael Special School, New Orleans

Community Based Instruction & Exploration Academy



**Consent Agreement and Order  
Between the  
Louisiana State Board of Social Work Examiners  
and  
Lisa Mansfield**

This matter came before the Louisiana State Board of Social Work Examiners (hereinafter referred to as "Board") pursuant to application for certification to practice as a Licensed Master Social Worker filed by Lisa Mansfield (hereinafter referred to as "Applicant").

Information received in the application process reflects that Applicant practiced social work from **February 9, 2004 – August 31, 2007** without a social work credential, in violation of Louisiana Revised Statute 37:2701, et. Seq.

Pursuant to the Board's authority under La. R.S. 37:2705 and 2709 and La. R.S. 49:955 (D), the Board has submitted this Consent Agreement and Order to Applicant and Applicant has signed the Agreement duly acknowledging the following:

1. By submitting the application, Applicant accepts the Board's jurisdiction;
2. Applicant has by his/her subscription hereto acknowledged the substantial accuracy of the foregoing information and that such information could provide the Board with probable cause to deny a credential to Applicant because a violation of La. R.S. 37:2709 and the *Rules, Standards and Procedures* of this Board;
3. Applicant has been provided an opportunity for a compliance hearing before the Board pursuant to Rule 943 of the Board's *Rules, Standards and Procedures*, which right as well as any legal or administrative rights Applicant formally waives by the execution of this agreement;
4. Applicant has executed this agreement as a free and voluntary act and with full knowledge and with the terms and conditions of the Order set out herein.

Considering the foregoing information and acknowledgments and waivers by the Applicant, the Board is persuaded that it is in the best interest of the public to enter into this Consent Agreement and Order and therefore, pursuant to the authority vested in the Board,

**IT IS HEREBY ORDERED** that Lisa Mansfield is granted Certified Social Work certification and is approved to take the ASWB Masters level examination subject to the following terms and conditions:

1. Within twelve (12) months of issuing the CSW credential, Applicant shall take and pass an Open Book Examination covering the Louisiana Social Work Practice Act and the Board's *Rules, Standards and Procedures* to include Chapter I, Standards of Practice. This exam is in addition to taking the ASWB Masters level examination which is required within six (6) months from the date the CSW is issued.
2. Within twelve (12) months of issuing the CSW credential, Applicant shall complete twelve (12) pre-approved continuing education hours in social work ethics in addition to the clock hours of continuing education required for renewal.
3. Within twelve (12) months of issuing the CSW credential, Applicant shall pay a fine of \$ 750.00.



4. Applicant shall obtain one (1) hour of supervision of his/her social work practice per month for twelve (12) months. Supervision shall be provided by a LCSW who agrees to submit quarterly reports to the Board.
5. By agreeing to the terms of this Consent Agreement and Order, Applicant waives all rights to appeal this adjudication.
6. If Applicant fails to successfully and timely complete all requirements set forth above, the Applicant's social work credential shall be **SUSPENDED** by the Board without further notice until such time as the Board receives and accepts documentation of applicant's completion of the requirements set forth above. The admissions contained herein, will be considered proven and the only issue will be failure to follow the terms of this Consent Agreement and Order.

**THIS CONSENT AGREEMENT AND ORDER** is a matter of public record for violation of the above referenced sections of the Louisiana Social Work Practice Act and the Rules, Standards and Procedures. The terms of this Consent Agreement and Order shall be published and reported, including but not limited to, the LABSWE Newsletter, the Board's website, the Association of Social Work Board's Public Protection Database (ASWB PPD), and the National Practitioner Data Bank and the Healthcare Integrity and Protection Data Bank (NPDB-HIPDB)

**IN WITNESS HEREOF**, the Louisiana State Board of Social Work Examiners has entered into this Consent Agreement and Order and has executed same through the Board's Chairperson, at

Baton Rouge, Louisiana on this 3<sup>rd</sup> day of June, 2021.

Louisiana State Board of Social Work Examiners

By: [Signature], Chairperson

**IN WITNESS HEREOF**, Lisa Mansfield, Applicant, has entered into this Consent Agreement and Order and agreed to complete the requirements set forth above executed

same at Metairie, Louisiana on this 7 day of April, 2021.

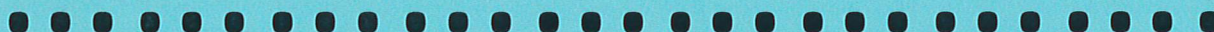
By: [Signature], Applicant

*(Notarization Required by Applicant)*

[Signature]  
Peter M. Mansfield  
LA Notary #77242  
Commissioned for Life



# Page Break





## Social Work

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**From:** Social Work  
**Sent:** Friday, May 6, 2022 7:35 AM  
**To:** ~~suzzette.addison@jpschools.org~~  
**Subject:** FW: Contact Us Form Submitted

Hi Suzette,

Thank you for your email. I apologize, this is not a question that office staff is able to answer. I will add this to the meeting agenda scheduled for May 20, 2022.

Sincerely,

Regina M. DeWitt  
Administrative Assistant  
Louisiana State Board of  
Social Work Examiners  
18550 Highland Road, Suite B  
Baton Rouge, LA 70809  
225-756-3470, ext. 4

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-----Original Message-----

From: LABSWE Complaints <FileComplaint@labswe.org>  
Sent: Thursday, May 5, 2022 2:58 PM  
To: Social Work <socialwork@labswe.org>  
Subject: Contact Us Form Submitted

First Name: Suzette  
Last Name: Addison  
Phone Number: ~~225-366-5600~~  
Email Address: ~~suzzette.addison@jpschools.org~~  
Question:

If a social worker receives information from the parent of a client that the teenage client shared "naked" photos with a teenage partner several years ago, is the social worker obligated to question the parent or client further to gain more information about the context of the shared inappropriate photos in order to make a report (i.e.: police report)? At this point, the social worker is not aware of the nature of the "naked" photos, the date, time, or any other information surrounding the incident, and the client has not shared this information with the social worker, only the parent has.



# Page Break





**From:** Elizabeth Black <ecblack111@gmail.com>  
**Sent:** Thursday, March 24, 2022 8:05 AM  
**To:** Regina Dewitt <rdewitt@labswe.org>  
**Subject:** Re: Fw: Question re: possible employment.

Good morning,

Thanks for your quick reply. This may be where the problem lies. Individuals move groups occasionally, to accommodate work schedules, so I can't guarantee I would not be providing group services to individuals who I also provide case management services to. It becomes the point where I'm a bit baffled if I can, or can't, do this.

Respectfully,

Elizabeth Black

On Wed, Mar 23, 2022, 15:37 Regina Dewitt <rdewitt@labswe.org> wrote:  
Hi Elizabeth,

Thank you for your email. As an LCSW you can provide contractual services. If you are not providing case management services to the same client that is also in your group, I don't see where this would be a violation. Please refer to Rule 113 of the Rules, Standards and Procedures.

Sincerely,  
Regina DeWitt  
Administrative Assistant

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**From:** Elizabeth Black <ecblack111@gmail.com>  
**Sent:** Monday, March 21, 2022 4:51 PM  
**To:** Maddy Andras <Maddy.Andras@labswe.org>  
**Subject:** Question re: possible employment.

Good afternoon,

I'm not sure if you are who I would need to seek clarification from, but, as you're the only one who has ever responded to my emails, I am starting with you. Hopefully, if you can't answer my question you can direct me to whomever can.

I am currently a LCSW, and work for Orleans Parish Drug Court. I am providing case management services at this time. Drug Court is looking for treatment providers to run group. These treatment providers would be independent contractors. I was offered a position running a group, in conjunction with my current position. I would maintain my salary, and then be a 1099 contractor for the hours I am providing clinical services and running groups. Before I accept this position, I wanted to confirm with the board that this would not be considered unethical or "double-dipping". I would not be referring clients to myself, my group participants would be court-ordered to the drug court program, and as such,

have to complete group to satisfy the requirements of drug court. I would not be billing insurance, or participants for these groups, as I would be paid from drug court funds.

Hopefully, you're able to clear up if this would be allowable for me, or can send me in the direction of someone who can. Please do not hesitate to reach out if you have any questions, or need any additional information. I have included my phone number under my name. Thank you in advance for your assistance with this.

Respectfully,

Elizabeth Black, LCSW

~~719-433-3442~~



# Page Break





## Regina Dewitt

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**From:** Regina Dewitt  
**Sent:** Thursday, April 21, 2022 8:02 AM  
**To:** ~~katherine.hebert@bloomacadlana.com~~  
**Subject:** FW: Supervisee Question

Hi Katherine,

Thank you for your email. Unfortunately, this isn't a question that our office staff can answer. We will add this to the May 20, 2022 meeting agenda for the board to review.

Sincerely,

Regina M. DeWitt  
Administrative Assistant  
Louisiana State Board of  
Social Work Examiners  
18550 Highland Road, Suite B  
Baton Rouge, LA 70809  
225-756-3470, ext. 4

This message is for the named person(s) only. It may contain confidential, proprietary or legally privileged information. No confidentiality or privilege is waived or lost by any transmission error. If you receive this message in error, please immediately delete it and all copies of it from your system, destroy any hard copies of it and notify the sender. You must not, directly or indirectly, use, disclose, distribute, print, or copy any part of this message if you are not the intended recipient.

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**From:** Katherine Hebert <~~katherine.hebert@bloomacadlana.com~~>  
**Sent:** Wednesday, April 20, 2022 8:58 AM  
**To:** Maddy Andras <[Maddy.Andras@labswe.org](mailto:Maddy.Andras@labswe.org)>  
**Subject:** RE: Supervisee Question

Awesome!

I am a BACS and also have a private practice. I worked with a previous client regarding some anxiety she was experiencing but she was able to successfully terminate services. I was contacted by her to be her clinical supervisor and wanted to ensure this was not against the recommendation. I don't believe it would be considered a dual relationship and we have always been connected on a professional level. She's lovely and I have no issue supervising her but felt it was best to just run this past you. Can you give me some guidance?

Thank you!



# Page Break





## Regina Dewitt

---

**From:** Tamar Starck <tamar.starck@gmail.com>  
**Sent:** Friday, May 6, 2022 3:36 PM  
**To:** Regina Dewitt  
**Subject:** Job description for Board review  
**Attachments:** Job description (1).pdf; Starck Additional Duties (unassigned).docx

Dear Regina,

Kelly Sicard recommended I contact you to have my current job description and an addendum reviewed at the May 20 board meeting for my LCSW application. I am starting to complete the supervision contract for my LCSW and before I begin the process I want to make sure my current job description will be accepted because, while it fits into the realm of social work, it is not a traditional social work job. I've attached the job description and an addendum that outlines the additional duties I perform that are not on my job description here and would appreciate if the Board could review it. I would be happy to attend the meeting via Zoom if the Board has any questions they would like to discuss.

Thank you,

Tamar Starck

LMSW # 16713

----- Forwarded message -----

**From:** Kelly Sicard <kelly.sicard@labswe.org>  
**Date:** Wed, May 4, 2022 at 12:44 PM  
**Subject:** RE: Job description for Supervision  
**To:** Tamar Starck <tamar.starck@gmail.com>

Yes, please forward the job description with the addendum to Regina Dewitt, [rdewitt@labswe.org](mailto:rdewitt@labswe.org).

You will be able to log into the meeting via Zoom. The link and information to log into the meeting will be on the board's website, the week of the meeting.

The next meeting is May 20 at 8:30. The website is [www.labswe.org/board-member-meetings-and-agendas/](http://www.labswe.org/board-member-meetings-and-agendas/)





COPIE

**Job Description: Senior Academic and Career Advisor**

<b>Employee Name:</b> Tamar Starck	<b>Department Name:</b> Center for Academic Advising
<b>Reports To: (Supervisor's Name and Title):</b> Sarah Montes, Assistant Dean of Academic Advising	<b>Position Location /Address:</b> Uptown Campus, 6823 St. Charles Avenue, New Orleans, LA 70118
<b>Position Shift / Work Schedule:</b> Monday – Friday; 8:30 a.m. – 5:00 p.m. (evenings and weekends, as needed.)	<b>Fair Labor Standards Act Status:</b> Exempt <b>Approved by:</b> Eva Morris/WFMO-COMP <b>Date:</b> April 1, 2015
	<b>Reviewed and approved by:</b> Amjad Ayoubi <b>Date:</b> April 1, 2015

**POSITION SUMMARY:**

The Senior Academic and Career Advisor shall provide high quality academic and career advising to students; comprehensively monitor student academic success and transition; provide professional guidance, consultation and expertise related to career services, career development and related technology; serve as a career coach assisting students develop a personalized plan for the job search process; and develop and manage academic and career advising processes to ensure student success.

*MINIMUM REQUIREMENTS: Please note that minimum educational and experiential requirements may not be changed once defined and agreed upon by the department, and the position has been posted for recruitment.*

**REQUIRED EDUCATION AND EXPERIENCE:** *(Note: Only the following two criteria—one education and one experience—will be used for screening qualified applicants.)*

1. Bachelor's degree and previous academic advising (or closely related experience) in an educational setting OR High School Diploma/Equivalent and 7 years' academic advising experience (or closely related experience) in an educational setting.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES / COMPETENCIES TYPICALLY NEEDED TO PERFORM THIS JOB SUCCESSFULLY:** *(Note: The following criteria will not be used in screening qualified applicants but may be considered in the final decision-selection process of candidates interviewed.)*

1. Ability to work evenings and weekends during special events, as needed.
2. Excellent written and oral communication skills.
3. Effective time management skills.
4. Great attention to details.
5. Ability to process and easily reference policies and regulations.
6. Ability to work with Academic and Career Services student databases and other information technology and web programs.
7. Working knowledge of standard computer software such as office suite, email, etc. and ability to learn and utilize specific software necessary for academic and career advising practice is required.
8. Ability and desire for continuous improvement and learning academic and career advising best practices.
9. Ability to implement academic and career development practices.
10. Ability to motivate and inspire students.

**ESSENTIAL FUNCTIONS:**

An incumbent assigned this classification will perform some or all of the following universal essential functions approximately 95 percent of his/her time:

ESSENTIAL FUNCTIONS OF THE JOB:	Typical % Allocation
<b>Provide a High Quality Advising Experience</b> <ul style="list-style-type: none"><li>• Serve as principal contact for undergraduate students as pertains to academic advising in specific school, departments or areas.</li><li>• Ensure student satisfaction and success by meeting with students individually throughout the academic year; reviewing degree plans to assure students are progressing satisfactorily; and discussing academic and career development goals with students.</li><li>• Advise students on academically related matters to include degree planning, selection of major (s) and minor (s), curricula and core requirements, course scheduling and sequencing, and arranging appropriate academic timelines leading to personal, academic and career goals and success.</li><li>• Evaluate student academic background and qualifications, guide student decision making and make appropriate recommendations.</li><li>• Recognize students with academic trouble, or personal challenges, or at risk behavior and develop appropriate remedies and inform and/or refer to appropriate individuals and/or services. Refer and direct students to testing, tutoring and other appropriate campus services.</li><li>• Adhere to the concept of advising as a proactive initiative and a form of teaching</li><li>• Learn and implement student development theories and practices as they pertain to academic and career advising and develop and practice a consistent academic advising philosophy.</li><li>• Celebrate student accomplishments, recognize student successes and personal triumphs and recommend students to scholarships and other awards.</li></ul>	35% of job
<b>Provide professional guidance, consultation and expertise related to academic and career services, career development and related technology.</b> <ul style="list-style-type: none"><li>• Provide professional guidance, consultation and expertise related to academic and career services, career development and related technology.</li><li>• Provide expertise in resume and CV development, interviewing skills, written documentation and salary negotiation.</li><li>• Provide undecided students with individual advise, information and resources to make informed decisions about choosing majors and/or minors.</li><li>• Using skills inventory instruments assess undecided student interests, aptitudes and abilities in order to assist in academic and career and short and long term academic planning.</li><li>• Consult individually with students using a combination of personal contacts and technology-based programs.</li><li>• Assist students in developing their knowledge of academic and career and internship opportunities in their chosen academic field of study.</li><li>• Provide counsel and services for students seeking entry into Graduate/Professional Schools.</li></ul>	20% of job
<b>Provide students with advice, services and resources to develop a personalized plan for the job/internship search process.</b> <ul style="list-style-type: none"><li>• Identify and contact assigned students on a regular basis according to set expectations</li><li>• Develop a personalized job/internship search plan for each identified student to include selection of job market, resume, written documentation, mock interview</li></ul>	15% of job



<p>and salary negotiation.</p> <ul style="list-style-type: none"> <li>• Assist students in discovering multiple possibilities in the job search process instead of being limited to one job/internship position.</li> <li>• Motivate and challenge students to recognize the importance of personal accountability in the job/internship search process.</li> </ul>	
<p><b>Referrals/Outreach/Partnerships and Committees, Work Standards</b></p> <ul style="list-style-type: none"> <li>• Serve as a liaison between students and faculty/administration.</li> <li>• Serve as a mediator to successfully resolve academic and other student-related issues</li> <li>• Participates in outreach to prospective students and families during orientation, campus visits, recruitment events and individual meetings</li> <li>• Work collaboratively with other campus resources and make referrals as appropriate</li> <li>• Work cooperatively and productively with academic advising liaison in the assigned school/academic department to maintain current knowledge of programs/majors and academic policies and procedures</li> <li>• Maintain regular contact with five faculty members in assigned school or department to keep current with curriculum and build or enhance relationships</li> <li>• Participate in events sponsored by assigned schools or departments</li> <li>• Work closely with assigned academic departments and respective offices on developing academic policies to ensure consistency in academic decision making</li> <li>• Assist with coordination and planning of student activities related to advising, new student orientation, commencement and other related programs.</li> <li>• Spend at least 75% of your daily schedule on student to advisor relationships and contact.</li> </ul>	5% of job
<p><b>Develop and manage academic and career advising processes to ensure student success.</b></p> <ul style="list-style-type: none"> <li>• Keep current with policies and procedures related to Academic and Career Advising.</li> <li>• Process files, academic information, advanced placement credit information of incoming students.</li> <li>• Maintain written and/or electronic file narratives for future reference, reporting and tracking.</li> <li>• Develop a system to follow up with students after each visit except during heavy use cycles.</li> <li>• Process academic and career advising materials for new students and advise freshmen, transfer students, readmitted students and students returning from leaves of absence; participate in freshman registration.</li> <li>• Assist in graduation activities and review student records to determine graduates.</li> <li>• Collect, interpret and report information necessary for the certification of seniors for graduation.</li> <li>• Respond to student, parent, faculty, colleagues, administration or other constituent inquiries by phone or email within 24 hours.</li> <li>• Develop and follow best practices in time management, variety of student contact methods, and problem solving.</li> <li>• Maintain a daily schedule that allows students and staff maximum access to academic and career advising.</li> </ul>	5% of job
<p><b>Continually improve academic and career advising skills and practices</b></p> <ul style="list-style-type: none"> <li>• Learn and implement best practices in Academic and Career Advising</li> <li>• Attend in house training sessions</li> <li>• Read professional literature to stay current in the field</li> <li>• Read at least one academic and career advising book per semester</li> </ul>	5% of job

<ul style="list-style-type: none"> <li>• Seek opportunities for continual professional development</li> <li>• Assist in training and mentoring academic and career advisors and support staff</li> <li>• Learn about legal issues in Academic and Career Advising</li> <li>• Attain academic advising certificate through NACADA</li> <li>▪ Develop the highest level of expertise in your specialized academic and career advising areas</li> <li>• Develop high competence in general advising</li> <li>▪ Become the "Academic and Career Advising Center Expert" in one area of advising</li> <li>• Develop expertise in utilizing academic and career advising technology tools</li> </ul>	
<b>Committees, Work Standards and Perform other duties as requested or required, whether or not specifically mentioned in this job description.</b> <ul style="list-style-type: none"> <li>• Participate in at least one Academic and Career Advising Committee</li> <li>• Assist in staff selection and training</li> <li>• Work with academic and career advising colleagues in a cooperative and productive manner to achieve the Academic and Career Advising Center goals and objectives</li> <li>• Adhere to professional work expectations by showing up and ready to work by 8:30 am or assigned time, completing assignments on time or early, being present at meetings at least five minutes before the start of the meeting, completing paperwork and correspondence on a daily basis, actively participating in discussions, providing solutions to problems, taking a proactive and creative approach to work, ensuring a positive and productive work environment.</li> <li>• Perform other duties as requested or required, whether or not specifically mentioned in this job description.</li> </ul>	5% of job

<b>NCAA Related:</b> Ensures that all Department of Athletics and University related activities operate in full compliance with university, conference and NCAA rules and regulations. Attends and participates in scheduled compliance seminars and complies with all the Athletic Department's efforts to monitor compliance with NCAA regulations. Seeks interpretations from the compliance staff before acting when necessary. Reports potential rules violations immediately. Completes required compliance paperwork in a timely and efficient manner. Monitors all of their areas and/or programs activities closely to maintain compliance with applicable rules and regulations.	10% of job
<b>Total Essential Percentage Allocation for All Essential Functions</b>	<b>100%</b>

#### UNIVERSAL PERFORMANCE STANDARDS:

**Completes** all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.

**Apprises** supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.

**Exercises** sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.

**Exhibits** a willingness to perform other duties as requested or required efficiently and timely.

**Complies** with all policies and procedures as stipulated in the Tulane Staff Handbook.

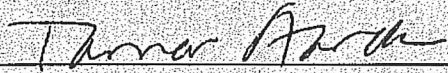
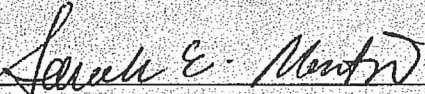
<b>Financial Responsibility:</b> <input type="checkbox"/> Yes, amount \$ _____ <input checked="" type="checkbox"/> No Note: Financial responsibility includes authority to use a P-card and engage in departmental purchasing, departmental petty cash funds, departmental budgets, and/or financial management of other assigned accounts.
<b>Supervisory Responsibility:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Is this position at risk of exposure to blood-borne pathogens or tuberculosis?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, at risk of exposure to blood-borne pathogens <input type="checkbox"/> Yes, at risk of exposure to tuberculosis



**HIPAA STATEMENT:** Employee provides services associated to the Tulane University Medical Group, its participating physicians and clinicians, which is a covered entity under the HIPAA rule. In the scope of performing functions, including but not limited to management, administrative, financial, legal and operational support services, I may have access to Protected Health Information (PHI), which is information, whether oral, written, electronic, visual, pictorial, physical, or any other form, that relates to an individual's past, present or future physical or mental health status, condition, treatment, service, products purchased, or provision of health care and which reveals the identity of the individual, whose health care is the subject of the information, or where there is reasonable basis to believe such information could be utilized to reveal the identity of that individual.

☐ Yes ☒ No

**SIGNATURES:** In signing below, I certify that this job description is an accurate representation of the responsibilities of this position.

 Employee	<u>10/2/15</u> Date
 Supervisor	<u>10/8/15</u> Date

**Note:** This job description is not an employment contract and may be modified at any time at the discretion of the department or university.

**Additional Job Duties (unassigned)**

**Withdrawals/Leaves of Absence Processing:**

- Medical
  - meet with students taking complete medical withdrawals
  - coordinate form completion between student, advisor, and case manager
  - submit medical leave petitions to Student Health for review
  - process withdrawal and leave in online systems
- Personal
  - coordinate form completion between student and advisor
  - process withdrawal and leave in online systems
- Study Abroad
  - assure student has an approved study abroad program on record
  - process withdrawal and leave in online system
- International students
  - coordinate form completion between student and advisor
  - process withdrawal and leave in online systems
  - coordinate with Office of International Students and Scholars when leave is approved and planning to return

**Returning from Leave of Absence/Readmission:**

- Evaluate and process readmission applications
- Connect returning students to resources (advising, coaching, case management, accessibility services, counseling) to ensure they are supported as they return to campus

**Refund Requests:**

- Receive and research tuition refund requests for withdrawals (partial and complete)
- Summarize requests and make recommendations to Associate Dean
- Coordinate refund with Registrar's office
- Communicate decision to student and other involved parties (case manager, advisor, parents)
- Developed online workflow for requesting, processing, and tracking refund requests

**Commencement:**

- Manage commencement program edits
  - communication to advisors regarding program edit deadlines
  - gather and submit edits to Registrar's office/Publications
  - track students who are walking in future terms in conjunction w/Registrar's office
- Assist assistant dean with commencement process and procedures
  - create commencement training program and schedule for new advisors
- Reading Latin Honors at Commencement
  - plan and coordinate degree certification process in Advising and at commencement ceremonies

**Newcomb-Tulane College Committee on Academic Requirements (CAR):**

- Ex-officio member



- Review and process administrative petitions with assistant dean
- Gather and present petitions to committee during monthly meeting

#### **Concern (Maxient) Reports:**

- Monitor and triage academic Concern Reports sent about students daily
- Connect advisors, case managers, and Success coaches when a report is received to ensure student is fully supported

#### **Dean's Certification requests:**

- Provide Student Conduct with academic standing information for Dean's Certifications

#### **Quality of Work:**

- Meet w/students returning from leave of absence or dismissal on academic probation
- Coordinate communication with Success team to students returning from leave of absence and on academic probation

#### **International Students:**

- Assist international students with taking or returning from a leave of absence
- Coordinate SEVIS academic program date updates with Office of International Students and Scholars and Office of Admission for international student immigration records

#### **Interdivisional Transfers (IDTs) to/from School of Professional Advancement (SOPA):**

- Evaluate and process applications for students from SOPA transferring to Newcomb-Tulane College

#### **TAP-TP students:**

- Advise cohort of students in program
- Coordinate with offices and departments supporting these students

#### **Advising Website:**

- Revamp forms section for students and advisors
- Build out Faculty section as part of the Major Advising initiative

#### **Advising Box files project:**

- Work on reorganizing online shared file system with workgroup

#### **Faculty & Department Outreach:**

- Managed Faculty Liaison program and consult with the program's new managers
- Created and organized faculty panel events to increase interaction between faculty and advisors

#### **Advising Caseload Redistribution:**

- Assist Executive Director on annual distribution of students to advisors to balance case loads

## **Departments and Programs outside of Advising engaged with:**

### **Center for Academic Equity (CAE):**

- Sit on search committee for new director (5/2022)
  - Advising liaison to CAE
  - Ensure Posse and College Track students and mentors are supported by Advising

### **Center for Engaged Learning & Teaching:**

- Co-create and facilitate presentations for faculty:
  - "Faculty Advising: A critical factor in student success" at Sparking Success Conference
  - "When is a Concern a Concern" with Case Management & Victim Support Services at new faculty orientation
  - "Enriching Major Advising" Brown Bag presentation
- Sit on CELT Advisory Board

### **Parent Programs Webinars:**

- Co-present webinar for parents of incoming and current first year students: "Supporting Your Student Through Academic Planning and Course Registration"

### **Success Program Liaison:**

- Academic Probation
- Greenies Graduate Cases
- LOAs



# Page Break





May 10, 2022

Louisiana State Board of Social Work Examiners  
18550 Highland Road, Suite B  
Baton Rouge, LA 70809

Re: Removal of disciplinary action from record

Dear LABSWE Board Members,

I am writing to respectfully request that the disciplinary action taken by LABSWE in 2014 be removed from my record. Since being released from the associated consent agreement in 2015, I have abided by all requirements and rules of the Louisiana State Board of Social Work Examiners, successfully obtaining an LMSW credential and passing one audit in 2016, as well as obtaining an LCSW credential in 2019.

Sincerely,

  
Katelyn Powell, LCSW



completed  
06/02/2015

**Consent Agreement and Order  
Between the  
Louisiana State Board of Social Work Examiners  
and  
Katelyn Powell**

This matter came before the Louisiana State Board of Social Work Examiners (hereinafter referred to as "Board") pursuant to application for certification to practice as a Licensed Master Social Worker filed by Katelyn Powell (hereinafter referred to as "Applicant").

Information received in the application process reflects that Applicant has practiced social work from **December 16, 2014, 2013 -Present** without a social work credential, in violation of Louisiana Revised Statute 37:2701, et. seq.

Pursuant to the Board's authority under La. R.S. 37:2705 and 2709 and La. R.S. 49:955 (D), the Board has submitted this Consent Agreement and Order to Applicant and Applicant has signed the Agreement duly acknowledging the following:

1. By submitting the application, Applicant accepts the Board's jurisdiction;
2. Applicant has by his/her subscription hereto acknowledged the substantial accuracy of the foregoing information and that such information could provide the Board with probable cause to deny a credential to Applicant because a violation of La. R.S. 37:2709 and the *Rules, Standards and Procedures* of this Board;
3. Applicant has been provided an opportunity for a compliance hearing before the Board pursuant to Rule 943 of the Board's *Rules, Standards and Procedures*, which right as well as any legal or administrative rights Applicant formally waives by the execution of this agreement;
4. Applicant has executed this agreement as a free and voluntary act and with full knowledge and with the terms and conditions of the Order set out herein.

Considering the foregoing information and acknowledgments and waivers by the Applicant, the Board is persuaded that it is in the best interest of the public to enter into this Consent Agreement and Order and therefore, pursuant to the authority vested in the Board,

**IT IS HEREBY ORDERED** that Katelyn Powell is issued the Certified Social Worker certification and authorization to take the master's examination subject to the following terms and conditions:

1. Within six (6) months of issuing the CSW credential, Applicant shall take and pass an Open Book Examination covering the Louisiana Social Work Practice Act and the Board's *Rules, Standards and Procedures* to include Chapter I, Standards of Practice. This examination is in addition to the master's examination that must be taken within six (6) months of receiving the CSW credential.
2. Within six (6) months of issuing the CSW credential, Applicant shall complete six (6) pre-approved continuing education hours in social work ethics in addition to the clock hours of continuing education required for renewal.

3. Within six (6) months of issuing the CSW credential, Applicant shall pay a fine of \$500.00.
4. By agreeing to the terms of this Consent Agreement and Order, Applicant waives all rights to appeal this adjudication.
5. If Applicant fails to successfully and timely complete all requirements set forth above, the Applicant's social work credential shall be **SUSPENDED** by the Board without further notice until such time as the Board receives and accepts documentation of applicant's completion of the requirements set forth above. The admissions contained herein, will be considered proven and the only issue will be failure to follow the terms of this Consent Agreement and Order.

**THIS CONSENT AGREEMENT AND ORDER** is a matter of public record for violation of the above referenced sections of the Louisiana Social Work Practice Act and the Rules, Standards and Procedures. The terms of this Consent Agreement and Order shall be published and reported, including but not limited to, the LABSWE Newsletter, the Board's website, the Association of Social Work Board's Public Protection Database (ASWB PPD), and the National Practitioner Data Bank and the Healthcare Integrity and Protection Data Bank (NPDB-HIPDB)

**IN WITNESS HEREOF**, the Louisiana State Board of Social Work Examiners has entered into this Consent Agreement and Order and has executed same through the Board's Chairperson, at

Baton Rouge, Louisiana on this 19<sup>th</sup> day of December, 2014.

Louisiana State Board of Social Work Examiners

By: Judith Haydel, LCSW, Chairperson

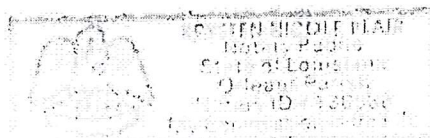
**IN WITNESS HEREOF**, Katelyn Powell, Applicant, has entered into this Consent Agreement and Order and agreed to complete the requirements set forth above executed

same at Metairie, Louisiana on this 10<sup>th</sup> day of December, 2014.

By: Katelyn Powell, Applicant

(Notarization Required by Applicant)

INSTRUMENT PREPARED BY SIGNING  
NOTARY PUBLIC. NOTARY PUBLIC ATTESTING  
TO SIGNATURE OF Katelyn Powell  
Hyptien W. Miller  
COMMISSIONED FOR LIFE NOTARY PUBLIC





Page  
Break





REC'D MAY 13 2022

## Louisiana State Board of Social Work Examiners

## Application for Continuing Education Approval Organization

## Section A: Organizational Information

Flowers 2 Life, LLC

Name of Organization

Angela Seets

Name of Director/President

3000 Knight Street, Bldg 5 Suite 270

Shreveport/Louisiana

71105

Mailing Address

City/State

Zip

Physical Address (if different from above)

City/State

Zip

318-525-6281 / 318-218-4431

Telephone

Fax

angela.seets@flowers2life.org

Email Address

Website

Organization applying for *Continuing Education Approval Organization* status must have a significant and continual affiliation with the social work profession. Please indicate that which applies:

☐ Professional Social Work Organization☒ Social Work Service Provider☐ CSWE Accredited School of Social Work

Organization applying for Continuing Education Approval Organization must have three (3) letters of references from any combination of the following:

☐ Professional Social Work Organization☒ Social Work Service Provider☐ CSWE Accredited School of Social Work

## Section B: Continuing Education Program

Review and approval of continuing education applications from continuing education providers must be completed by a credentialed social worker. Identify the social worker assigned to administer this process for the organization.

Angela Seets/MSW/LCSW-BACS

Name/Social Work Degree/Social Work Credential

Owner

Relationship to Organization

3000 Knight Street, Bldg 5 Suite 270

Shreveport/Louisiana

71105

Mailing Address

City/State

Zip

Physical Address (if different from above)

City/State

Zip

318-218-4431 /

Telephone

Fax

aseets@bellsouth.net

Email Address



## **Section C: Approval Guidelines, Process and Agreement**

Protocol for receiving request for approval from education presenters:

- Organization will provide LABSWE Continuing Education Approval Application to education presenters upon request.
- LABSWE Continuing Education Approval Application may be mailed, faxed, sent electronically and/or published on Organization website.
- Organization will accept only LABSWE Continuing Education Approval Applications, completed in its entirety and accompanied by required documentation.

Process by which Organization will study and assess the proposed education offering:

- Organization will review application and supporting documentation to determine that it meets all standards and guidelines established in "Criteria for Approving Continuing Education Offerings" and "Guide for Assessment of Continuing Education."

As each organization is structured and staffed differently, organizations shall determine timeline for administering the continuing education program.

- Describe time limit set for making a decision on an educational offering's suitability:
  1. Applicants will be notified within 48 business hours of receipt of application.
  2. Applications will be reviewed and determined if it is completed in its entirety within 5 business days.

As each organization is structured and staffed differently, organizations shall determine their own fees, if any, charged for these services.

- Describe fees agency will charge to process Continuing Education Applications:

Fees will be \$50 per 3hr CEU

## **Section D: Authority**

Submission of this signed application certifies that the Organization has studied the "Criteria for Approving Continuing Education Offerings" and "Guide for Assessment of Continuing Education," and determined that the Organization is prepared to assess continuing education opportunities by these guidelines on a timely bases; and has ample storage to maintain all continuing education records for a minimum of three years, and in accordance with Louisiana law. Organization understands that if approved, the organization will be given authority to pre-approve social work continuing education for three (3) years. After three (3) years, the organization shall reapply to the Board if interested in maintaining designation as a pre-approving body. Organization agrees to comply with scheduled LABSWE Continuing Education audits and submit a list of all approved programs to the board office for current collection period by July 15 of each year. Organization agrees to notify LABSWE within thirty (30) days if any information submitted on this application changes. Organization understands that approval is granted at the discretion of the Board and may be revoked if Organization is found to be out of compliance with any aspect of established guidelines.

This designation also designates the organization as an approved provider of continuing education. This designation will be authorized for three (3) years from the date LABSWE approves the application.

  
Signature of Director/President

MA, LCSW-BACS C-ASWCM  
Date

4/11/2022

Submit completed and signed application, along with three (3) reference letters, to:

Louisiana State Board of Social Work Examiners  
18550 Highland Road, Suite B  
Baton Rouge, Louisiana 70809

For LABSWE office use only:

Application Received \_\_\_\_\_ Application Reviewed \_\_\_\_\_ Application Approved/Denied \_\_\_\_\_

Approval Expires \_\_\_\_\_

Revised 5/16





March 1, 2022

Louisiana State Board of Social Work Examiners  
18550 Highland Road, Suite B  
Baton Rouge, Louisiana 70809

Re: Angela Seets, Flowers 2 Life, LLC

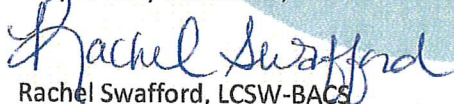
Dear LABSWE:

It is an honor to submit this letter of recommendation for Angela Seets to become an approved CEU Provider for LABSWE. Angela is a colleague as well as state representative for Black Girls in Social Work. Angela exhibits leadership, offers supports, and is committed to uplifting her community and organization. She exemplifies service, advocacy, and leadership.

I have known Angela since 2009. Our professional paths crossed, and I have had opportunities to share with her in community projects and service. Angela provides her leadership and service through volunteering, mentoring, teaching, and encouraging professional and personal well-being through education and other wellness practices. She promotes togetherness as representative of Black Girls in Social Work.

I believe that Angela Seets, Flowers 2 Life, will be an asset to our community providing education, supervision, mental health services, and mentoring. Angela has ruled with excellence, integrity, and respect. I believe that Flowers 2 Life will be a staple in the community as well a great partner and resource for the social work profession; hence it is my recommendation that Angela Seets, Flowers 2 Life, LLC become an approved educational provider by LABSWE.

Respectfully submitted,



Rachel Swafford, LCSW-BACS  
Empowering You Social Work Services, LLC

ADVOCATES  
FOR MENTAL  
HEALTH

March 7, 2022

Louisiana State Board of Social Work Examiners

18550 Highland Road

Baton Rouge, LA. 70809

Re: Flowers 2 Life, LLC

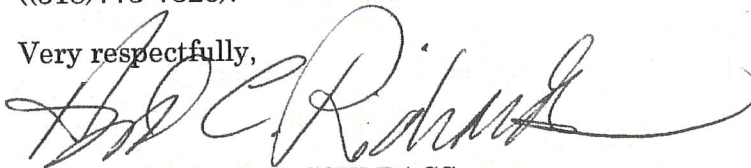
Dear Louisiana State Board of Social Work Examiners:

Please allow this correspondence to serve as a recommendation for Flowers 2 Life, LLC to become a CEU provider. Ms. Angela T. Seets, MA, LCSW-BACS, C-ASWCM is the owner and director. I have known and worked with Ms. Seets for several years. She is a skilled and experienced social worker who is involved in the professional community as a consultant, mentor, and supervisor. She specializes in personal development and is an individual and group therapist.

As a provider, Flowers 2 Life, LLC will be a rich educational asset to our community.

Please feel free to contact me should you need further information ((318)773-7326).

Very respectfully,



Hazel C. Richards, LCSW-BACS

Director, Advocates for Mental Health





Shreveport Behavioral Health Clinic \* 1310 North Hearne Avenue \* P.O. Box 7904 Shreveport, LA 71107/71137  
\* Phone (318) 676-5111 \* Fax (318) 676-5021

April 8, 2022

Louisiana State Board of Social Work Examiners  
18550 Highland Road, Suite B  
Baton Rouge, Louisiana 70809

Re: Flowers 2 Life, LLC

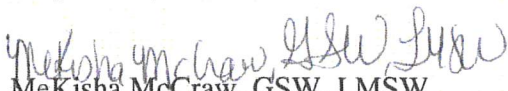
Dear LABSWE:

As the Clinic Manager at the Northwest Louisiana Human Services District/Shreveport Behavioral Health Clinic, I have had the pleasure of working with Angela Seets, Director and Owner of Flowers 2 Life, LLC for many years. Angela is a very professional Social Worker and she exhibits great leadership skills. She is always active in our community and serving others by volunteering, mentoring, and teaching.

I would like to recommend Flowers 2 Life, LLC to become an approved CEU provider.

If additional information is needed please feel free to contact me at (318) 676-5111.

Respectfully submitted,

  
MeKisha McCraw, GSW, LMSW  
Shreveport Behavioral Health Clinic  
Clinic Manager



# Page Break





## Social Work

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**From:** Jill Murray, LCSW ~~jimmurraylcsw@gmail.com~~  
**Sent:** Friday, May 13, 2022 3:08 PM  
**To:** Social Work  
**Subject:** Board Agenda Item

Hi Regina,

Would you please put the following question on the agenda for the next board meeting?

If an LPC has a private practice but also possesses an LMSW, could they gain an LCSW if they pay themselves from their practice as a W2 social work employee and receive LCSW supervision?

Thank you.

Best regards,

Jill Murray

*Jill E Murray, PhD, LCSW-BACS  
Clinical Social Work, Supervision, & Continuing Education*



# Page Break





## Emily DeAngelo

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**From:** Dunn, Barbara A. (ALX) <~~Barbara.Dunn1@va.gov~~>  
**Sent:** Friday, May 13, 2022 3:12 PM  
**To:** Emily DeAngelo  
**Subject:** RE: Ordering Labs

We have had Social Workers ordering labs for their patients. Our lab is unsure if a Social Worker can order these labs or if they have to get a physician to write the order.

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**From:** Emily DeAngelo <edeangelo@labswe.org>  
**Sent:** Friday, May 13, 2022 2:44 PM  
**To:** Dunn, Barbara A. (ALX) <Barbara.Dunn1@va.gov>  
**Subject:** [EXTERNAL] FW: Ordering Labs  
**Importance:** High

Barbara,  
Please provide additional information.  
Thank you,

Emily DeAngelo, Administrator  
Louisiana State Board of Social Work Examiners  
18550 Highland Road, Suite B  
Baton Rouge, LA 70809  
[www.labswe.org](http://www.labswe.org)  
Phone 225.756.3470 option 5  
Fax 225.756.3472

This message is for the named person(s) only. It may contain confidential, proprietary or legally privileged information. No confidentiality or privilege is waived or lost by any transmission error. If you receive this message in error, please immediately delete it and all copies of it from your system, destroy any hard copies of it and notify the sender. You must not, directly or indirectly, use, disclose, distribute, print, or copy any part of this message if you are not the intended recipient.

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**From:** Social Work <[socialwork@labswe.org](mailto:socialwork@labswe.org)>  
**Sent:** Friday, May 13, 2022 10:19 AM  
**To:** Emily DeAngelo <[edeangelo@labswe.org](mailto:edeangelo@labswe.org)>  
**Subject:** FW: Ordering Labs  
**Importance:** High

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**From:** Dunn, Barbara A. (ALX) <~~Barbara.Dunn1@va.gov~~>  
**Sent:** Thursday, May 12, 2022 4:25 PM  
**To:** Social Work <[socialwork@labswe.org](mailto:socialwork@labswe.org)>  
**Subject:** Ordering Labs  
**Importance:** High

Can an LCSW order labs for patients?



MISS BARBARA A. DUNN | C&P SPECIALIST

ALEXANDRIA VA HEALTH CARE SYSTEM | CREDENTIALING & PRIVILEGING (OOP)

PHYSICAL ADDRESS: 2495 SHREVEPORT HIGHWAY 71, PINEVILLE, LA 71360

MAILING ADDRESS: P.O. Box 69004, ALEXANDRIA, LA 71306-9004

BUILDING 1, ROOM 213

OFFICE: ~~(518) 466-2396~~

FAX: ~~(518) 488-5031~~

EMAIL: ~~BARBARA.DUNN@VA.GOV~~

YOU HAVE NOT FAILED UNTIL YOU'VE STOPPED TRYING!



# Page Break





## Regina Dewitt

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**From:** ~~vanrubin@aol.com~~  
**Sent:** Wednesday, May 11, 2022 10:18 AM  
**To:** Regina Dewitt  
**Subject:** Disciplinary File

Social Work Board,

I am requesting that the board consider removing the disciplinary file from my records. In 2017, I was sanctioned for failure to obtain the required CEUs in 2016. After signing a consent agreement, I paid a \$500 fine and \$450 court cost in 2018. I accepted the consent agreement and did not challenge the sanction. However, since that time the sanction has caused a lot of problems in my career. The sanction was for failure to obtain the required CEUs in 2016. During that year, I was not practicing social work and was in a master's program in professional counseling. I graduated in 2017 with a master's degree in professional counseling, was licensed as a provisional licensed professional counselor in 2018, and was independently licensed as a professional counselor in 2020. Each time I applied for a license, professional insurance, or job, I was required to explain what happened with the consent agreement, and then everything was approved without any further delay. However, recently, I was denied employment due to the red flag on my files at the National Practitioner Data Bank. I would like to move forward with my career. Therefore, I am requesting that the board consider removing the disciplinary sanction from my files and the NPDB.

Thank you in advance for considering this request.

Vanessa Rubin, LPC, RSW, NCC



Completed  
02/22/2019

LOUISIANA STATE BOARD OF  
SOCIAL WORK EXAMINERS

IN THE MATTER OF

COMPLAINT NUMBER 2017-120

VANESSA RUBIN

REGISTRATION NO. 6292

**CONSENT AGREEMENT AND ORDER**

**WHEREAS**, Vanessa Rubin, ("Ms. Rubin") is a credentialed social worker subject to the jurisdiction and rules and regulations of the Louisiana State Board of Social Work Examiners (the "Board"); and

**WHEREAS**, pursuant to a complaint and an administrative investigation, Ms. Rubin has indicated her desire to resolve this matter through a Consent Agreement and Order as provided for in Rule No. 907 of the Board's Rules, Standards and Procedures and La. R.S. 49:955(D) of the Louisiana Administrative Procedure Act; and

**WHEREAS**, Ms. Rubin has admitted the following:

1. Ms. Rubin is Registered Social Worker ("RSW"), registered by the Board to engage in the practice of social work in the State of Louisiana pursuant to the Social Work Practice Act, La. R.S. 37:2701 *et seq.*, as evidenced by Registration No. 6292.
2. As a condition of her practice as a Registered Social Worker, Ms. Rubin was required to complete continuing education hours in accordance with Rule 317(J).

Vanessa Rubin 2017-120  
Initial: VR

3. Ms. Rubin did not complete the specified hours of continuing education required for the 2016 renewal of her license. She did not complete the required hours for the 2015-2016 collection period.
4. On October 7, 2016, the Board, by Board Order, extended the time period for social workers to submit the specified hours of continuing education until December 31, 2016.
5. Ms. Rubin failed to submit her continuing education documents.
6. Ms. Rubin failed to complete 20 hours of continuing education hours for the 2015-2016 collection period.
7. On February 22, 2017, the Administrator filed this complaint against Ms. Rubin for failure to complete the terms of the October 7, 2016 Board Order.
8. Ms. Rubin allowed her license to lapse. She reapplied and was reissued an RSW license in August 2017.
9. To date, Ms. Rubin has not submitted her continuing education documents.

**WHEREAS**, by failing to complete the continuing education required for her practice as a Registered Social Worker Ms. Rubin's actions constitute a willful violation of the Social Work Practice Act which is cause for disciplinary action pursuant to La. R.S. 37:2717(A)(4).

**WHEREAS**, by failing to comply with October 7, 2016 Board Order, Ms. Rubin has violated an order adopted by the Board which is cause for disciplinary action pursuant to La. R.S. 37:2717(A)(5).

**WHEREAS**, Ms. Rubin has indicated her desire to resolve this matter through a Consent Agreement and Order;



**WHEREAS**, the undersigned Assistant Attorney General has confirmed the respondent's desire to resolve this matter through a Consent Agreement and Order;

**IT IS HEREBY ORDERED** that in consideration of the foregoing and pursuant to the authority vested in the Board by La. R.S. 49:955(D), the Board orders and Ms. Rubin accepts the following administrative action which is a final decision pursuant to La. R.S. 49:958:

1. Ms. Rubin shall complete the required hours of continuing education in accordance with Rule 317(J). This continuing education is in addition to the annual hours of continuing education required to maintain her RSW. Ms. Rubin shall provide the Board with evidence of attendance within thirty (30) days after all parties sign this Consent Agreement and Order.
2. Ms. Rubin shall pay a fine in the amount of FIVE HUNDRED DOLLARS AND 00/100 (\$500.00) within one (1) year from the date all parties sign this Consent Agreement and Order. The payments shall be made on a quarterly basis with the first payment due within ninety (90) days from the date all parties sign this Consent Agreement and Order. There shall be no pre-payment penalty.
3. Ms. Rubin shall pay all legal associated with Complaint No. 2017-120 in the amount of FOUR HUNDRED FIFTY DOLLARS AND 00/100 (\$450.00) within one (1) year from the date all parties sign this Consent Agreement and Order. The payments shall be made on a quarterly basis with the first payment due within ninety (90) days from the date all parties sign this Consent Agreement and Order. There shall be no pre-payment penalty.

4. Ms. Rubin specifically acknowledges that failure to comply with the terms of this Consent Agreement and Order may result in a denial, revocation, or suspension of any license, certificate, or registration issued by, or applied for, in accordance with La. R.S. 37:2717.

**Waiver of Rights.** Licensee is aware that she has the right to consult with an attorney of her choice and understands she has the right to an administrative hearing on the facts in this case. She understands and agrees that by signing this Agreement, she is waiving her rights to a hearing. Further, she understands and agrees that she is relieving the prosecutor of any burden it has of proving the facts admitted above. Licensee further understands and agrees that by signing this Agreement she is voluntarily and knowingly giving up her right to present oral and documentary evidence, to present rebuttal evidence, to cross-examine witnesses against her, and to appeal the Board's decision.

**Effect of Non Acceptance of Agreement.** Licensee and the prosecutor agree that this Consent Agreement and Order is subject to the approval of the Board. They agree that, if the Board rejects this agreement, it will be void, and an Administrative Complaint may be filed. If this agreement is rejected by the Board it will not constitute a waiver of licensee's right to a hearing on the matters alleged in an administrative complaint and the admissions contained herein will have no effect. Licensee agrees that, if the Board rejects this agreement, the Board may decide the matter after a hearing, and its consideration of this agreement shall not alone be grounds for claiming that the Board is biased against him/her, that it cannot fairly decide the case, or that it has received ex parte communication.



**Address of Board.** All payments ordered and any reports required by this Consent Agreement and Order shall be addressed to: Louisiana State Board of Social Work Examiners, 18550 Highland Road, Suite B, Baton Rouge, Louisiana 70809.

**IT IS HEREBY FURTHER ORDERED** that this Consent Agreement and Order shall take effect immediately upon its adoption by the Board and is a public record of the Board. The terms of this Consent Agreement and Order may be published and reported, including but not limited to, the LABSWE Newsletter, the Association of Social Work Boards (ASWB), and the National Practitioner Data Bank-Healthcare Integrity and Protection Data Bank (NPDB-HIPDB).

**REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK**

The prosecutor acknowledges negotiation and preparation of this Consent Agreement and Order in order to resolve, with prejudice, all matters for which the social worker could be charged under Complaint 2017-120, and further certifies that this Consent Agreement and Order is consistent with the evidence, adequately addresses the complaint, and represents a true and correct statement of that which could be proven at a hearing of this matter.

DATED: 1/8/2018

Madeline Carbonette  
Madeline Carbonette  
Assistant Attorney General  
Prosecutor

I, Vanessa Rubin, have read the Consent Agreement and Order, understand it, and agree to be bound by its terms and conditions. I specifically acknowledge that failure to comply with the terms of the Consent Agreement and Order may result in revocation or suspension of my license. The admissions contained herein will be considered proven and the only issue will be failure to follow the terms of the Consent Agreement and Order.

DATED: 12-22-17

Vanessa Rubin  
Vanessa Rubin

SUBSCRIBED AND SWORN TO before me this 22nd day of December, 2017 at Alexandria, Louisiana.

Betty A. Freeman  
Notary Public  
Print Name: Betty Freeman  
My commission expires: at death





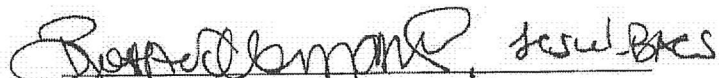
## ORDER

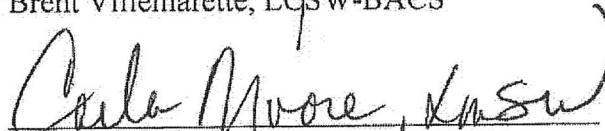
The Louisiana State Board of Social Work Examiners, having examined the Consent Agreement and Order, Case No. 2017-120, adopted the Consent Agreement and Order in this matter.

DATED this       <sup>th</sup> day of       , 2017 in Baton Rouge, Louisiana.

### LOUISIANA STATE BOARD OF SOCIAL WORK EXAMINERS

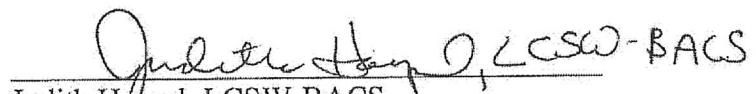
  
John Shalett, LCSW-BACS

  
Brent Villemarette, LCSW-BACS

  
Carla Moore, LMSW

  
Ruth Weinzettle, LCSW-BACS

  
Robert Showers, RSW

  
Judith Haspel, LCSW-BACS