

Social Work

From: Thompson, Lauren <Lauren.Thompson@fmoilhs.org>
Sent: Monday, May 16, 2022 8:06 PM
To: Social Work
Cc: Traci Smith
Subject: Fwd: [EXTERNAL]Fwd: Supervision Contract
Attachments: Supervision Contract Traci Smith #16090.pdf

Hi Regina, I am the BACS supervisor (License # 10428) for Traci Smith, LMSW (License # 10690). Please refer to her email below. I am requesting that the board please approve her supervision hours from July 20, 2021-present, despite her updated contract and employment verification for her job change not seeming to have been uploaded to Certmy within the timeframe outlined in the rules. The forms were completed in August 2021.

I have been Traci's BACS supervisor since December 2020, and she had submitted updated paperwork correctly when we started and when she changed jobs in March 2021. She started a new job towards the end of July 2021, and I can attest that Traci, myself, and her agency supervisor completed all necessary updated supervision paperwork in August 2021, including an updated supervisor contract and an undated employment verification form. It was believed that these were uploaded to Certmy, but Traci and I recently learned that they were not and have now taken actions to correct this. All forms are now uploaded to Traci's wallet on Certmy. With meeting virtually, and the newness and confusion of Certmy in August 2021, we both assumed these forms were added, especially as it had allowed us to continue add our hours met in Certmy once we switched from paper forms.

Thank you for your attention to this matter, and your understanding is very much appreciated.

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From: Traci Smith <nubiantraci@gmail.com>
Sent: Monday, May 16, 2022 7:59 PM
To: Thompson, Lauren <Lauren.Thompson@fmoilhs.org>
Subject: [EXTERNAL]Fwd: Supervision Contract

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. If you suspect this email is phishing, use the Report Phishing button on your toolbar to report it.

Regina,
Attached is a copy of my Supervision Contract, Record of Supervision, and Updated Employee Verification that was signed in August 2021 with Lauren Thompson, LCSW, BACS all of which have now been uploaded to Certmy.

I would like to ask the Board to consider accepting this Supervision Contract and my Supervision Hours going back to when I started my new job and continued my supervision in late July 2021.

Since beginning supervision I have had three different jobs, all of which I have turned my supervision contract in on time to the board. I have been under the impression that my latest contract for the job in which I am currently employed was submitted. With the newness and confusion of Certemy both my supervisor and myself were working to comprehend it. I was under the impression that I uploaded my paper documentation of my Contract onto Certemy and that it would be counted that way however, my contract is nowhere to be found on Certemy. In August of 2021 both my agency supervisor and my LCSW supervisor signed and filled out their parts of the contract. I am certain that both supervisors can attest to this. I am uncertain and utterly perplexed with the fact that they were not submitted to the board ,yet I have been under the impression that they were submitted. I can provide my record of supervision log dating back to when I first started supervision December 12, 2020 up until January 12, 2022 where then we began to input our records onto Certemy. My supervisor can also confirm that we have met since 7/20/2021 to present time and that I have partaken in and earned every supervision hour that I have thus far.

I am asking in the most humble way I can, that the board may spare me grace and count my supervision hours from July 2021 to present time. I have been working relentlessly with much dedication to complete my supervision hours with the hopes and anticipation of becoming an LCSW in the near future.

Thank you,

Traci Smith, LMSW 16090

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

From: **Social Work** <socialwork@labswe.org>

Date: Wed, May 11, 2022 at 10:25 AM

Subject: RE: Supervision Contract

To: Traci Smith <traci.smith@gmail.com>

Hi Traci,

I don't recall seeing the forms for Democracy Prep. Do you have a copy of the forms? When did you email or mail the Supervision Contract?

Thank you,

Regina M. DeWitt

Administrative Assistant

Louisiana State Board of

Social Work Examiners

18550 Highland Road, Suite B

Baton Rouge, LA 70809

Louisiana State Board of Social Work Examiners
18550 Highland Road, Suite B
Baton Rouge, LA 70809
Telephone: 225-756-3470 or Toll-free (LA only) 800-521-1941

SUPERVISION CONTRACT

Check one: Initial Supervision Contract ☐

Update to Initial Supervision Contract ☒

Supervisee: Traci Smith LMSW # 1690
(please print)

Employing Agency of Supervisee: Democracy Prep Baton Rouge

Address of Employing Agency: 4055 Prescott Rd.

Baton Rouge, LA 70805

While employed at the aforementioned agency, I will be supervised by the LCSW-BACS supervisor designated below. I am employed _____ hours per week. My job title is Social Worker

Traci Smith
Supervisee's Signature

8-7-21
Date

LCSW-BACS Supervisor: Lauren Thompson, LCSW-BACS LCSW-BACS # 10478
(please print)

LCSW-BACS Supervisor is employed by the supervisee's employing agency.

☒ LCSW-BACS Supervisor is off-site* (Section for Agency Supervisor must be completed.)

I agree to supervise the LMSW named above for the purpose of licensure. I will assume responsibility for his/her social work practice. In addition to regularly scheduled in-person supervisory sessions, I will formulate a plan to provide supervision for case emergencies during my absences.

The first supervisory session was held on 12-17-20 (month, day, year)

Lauren Thompson, LCSW-BACS
LCSW-BACS Supervisor's Signature

8-7-21
Date *Signing for purpose of new employment

*Agency Supervisor: Stony Baquet
(please print)

I agree to this Supervision Contract and subsequent focus and structure of supervision. I agree to quarterly contact with the licensing supervisor.

Stony Baquet
Agency Supervisor's Signature

8/7/21
Date

Daytime phone number (include area code): 225-910-5459

Attestation of Understanding and Signatures

This form must be submitted by the supervisee, along with an Employment Verification form, within 60 days of the first supervisory session. The original shall be mailed to the Louisiana State Board of Social Work Examiners. A copy shall be maintained in the supervisee's personal supervision file. If this form is incomplete, it will be returned to the supervisee and must be resubmitted to the Board office. Changes in the supervision arrangements, such as an employment change, additional employment, and change in LCSW-BACS or agency supervisor require a new Supervision Contract be submitted to the Board office within 60 days of the change.

I understand that I must complete a total of 5,760 post MSW social work practice hours. Of those hours, 3,840 must be under LCSW-BACS supervision. Face to face supervision must total at least 96 hours. I must comply with provisions as outlined in this Contract and notify the Board of any modifications once it has been approved by submitting an update to the initial supervision contract. Failure to do so will result in the loss of supervision hours gained. I understand that I am to maintain a record of supervision hours on the Record of Supervision form and that it shall be submitted to the Board office upon request. I further understand that the LCSW-BACS will evaluate my performance at the end of this supervisory experience and I will submit said Evaluation form to the Board office. I agree to submit the Professional Experience Verification Record to the Board office when I have completed 5,760 hours of post MSW social work practice hours, so the Board may verify same.

I hereby affirm under penalties of perjury that I am the supervisee named in this contract and all the statements herein are true and accurate to the best of my knowledge. I will abide by the Louisiana Social Work Practice Act and Rule 503 of the Rules, Standards and Procedures.

Traci Smith
Supervisee's Signature

8-7-21
Date

I agree to supervise the named supervisee and accept full professional responsibility for the work the supervisee will be performing under my supervision. This work will be performed pursuant to my order, oversight and guidance. Supervision must focus on, but is not limited to, the areas identified within this Contract. Supervision sessions of no fewer than 30 minutes and no longer than 2 hours will be counted toward meeting the supervision requirement. One-half (48 hours maximum) of the supervision requirement may be met through group supervision, occurring in increments of no more than 2 hours per group. No more than 5 supervisees may participate in a supervision group. In some cases, it may be beneficial to increase the number of group supervision hours. To obtain approval for up to 72 hours of group supervision, the supervisor must submit a written request to the Board indicating rationale for the increase. I acknowledge that the supervisee must complete a total of 5,760 post MSW social work practice hours. Of those hours, 3,840 must be under LCSW-BACS supervision. Face to face supervision must total at least 96 hours. I understand that the Record of Supervision form must be maintained and submitted to the Board office upon request. I further understand that I am required to evaluate the supervisee and the supervisee will submit the evaluation to the Board office upon conclusion of this supervisory experience. If for any reason I terminate the supervision before the hour requirements are met, I must submit the evaluation form to the Board office at that time.

I hereby affirm under penalties of perjury that I am the supervisor named in this contract and all the statements herein are true and accurate to the best of my knowledge. I will abide by the Louisiana Social Work Practice Act and Rule 503 and 507 of the Rules, Standards and Procedures.

J. Thompson LCSW-BACS
LCSW-BACS Supervisor's Signature

8/7/21
Date

☒ Check this box if you have completed the required 3 hours of continuing education in supervision in the last 2 year collection period. (You must submit a copy of the certificate to the Board office once the training is completed every 2 years).

Structure of Supervision

During the 3,840 hours of supervised practice, 96 hours of face-to-face supervision must occur, which equals one hour of supervision for every 40 hours of practice or 2 hours of supervision for every 80 hours of practice. Supervisory meetings must last no fewer than 30 minutes and no longer than 2 hours. In no case should more than 80 hours of practice occur without a supervisory meeting.

One-half (48 hours maximum) of the supervision requirement may be met through group supervision, occurring in increments of no more than 2 hours per group. No more than 5 supervisees may participate in a supervision group. In some cases, it may be beneficial to increase the number of group supervision hours. To obtain approval for up to 72 hours of group supervision, the supervisor must submit a written request to the Board indicating rationale for the increase.

Site of supervision sessions Virtual; library, or other private space

Focus of Supervision

The following areas of practice shall be discussed during the supervisory process. Other areas are optional.

- **Ethical Standards of Practice**
apply social work values and ethics in practice
- **Relationships with Clients**
develop, maintain and terminate client relationships
- **Relationships with other Professionals, Groups and Communities**
develop and maintain other professional relationships
- **Cultural Competence and Social Diversity**
understand and engage people from diverse cultures
- **Intervention Process**
formulate assessments, develop treatment plans, implement interventions that result in problem resolution or improvement, and effectively evaluate practice
- **Application of Theory**
understand, explain and apply social work theories in practice
- **Oral Communication**
participate verbally in discussions, exchange thoughts and ideas, make clear presentations and/or interact with a variety of audiences
- **Documentation**
maintain accurate records of social work intervention and follow agency and best practice guidelines
- **Self-Evaluation and Professional Development**
assess one's professional development and accept responsibility for personal learning and professional growth
- **Social Policy and Social and Economic Justice**
understand the relationship between policy and practice and advocates for clients' needs

Job Description (list the main responsibilities, duties and tasks)

1. Provide individual + group counseling to scholars
2. Teach replacement behaviors + coping mechanisms to scholars
3. Report to appropriate emergency intervention agencies
4. Support teachers and admin with scholar behaviors
5. Conduct FBAs + create and implement BIPs



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18550 Highland Road, Suite B
Baton Rouge, LA 70809
Telephone: 225-756-3470 Toll-free in LA: 800-521-1941

Employment Verification

An original employment verification form must be submitted for each place at which the social worker is employed in Louisiana after receiving the MSW degree. LMSWs that are under LGSW-BACS supervision must submit this form with the Supervision Agreement/Plan of Supervision.

LMSWs must be social work employees as defined in the Rules, Standards and Procedures.

Social Work Employee - Such status requires that the social worker provides direct or indirect social work services, receive remuneration from an employer for these services, and that the social worker's employer deduct federal withholding tax, and FICA or other retirement benefits from the salary or wages.

R.S. 37:2707, C., states that a LMSW shall be permitted to provide social work services on behalf of a federal, state, or local governmental agency on a contractual basis.

LMSWs that are providing social work services to a governmental agency on a contractual basis, must submit a copy of the contract to LABSWE.

I, Shony Baquet, Scholar Support Specialist
(Type or print name of agency representative*) (Representative's title)

certify that Traci Smith, LMSW, is an employee of
(Type or print name of employee)

Democracy Prep Baton Rouge as defined above.
(Type or print name of agency)

I further certify that he/she practices social work at least 50 hours per week.

Effective date of employment: 07/14/2021
(month/day/year)

Ending date of employment: _____ (if applicable)
(month/day/year)

[Signature]
(Signature of Agency Representative)*

4055 Prescott Rd.
(Agency Address)

Baton Rouge, Louisiana, 70802
(City, State, Zip Code)

*Must be signed by Agency Director, Executive Officer, CEO or Director of Personnel.

Louisiana State Board of Social Work Examiners

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Baton Rouge, LA 70809
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Toll-free in LA: 800-521-1941

Record of Supervision

The Record of Supervision is required for maintaining a written account of dates of supervision and time spent in each session. Identifying client information should not be included when summarizing the major activities and themes covered in supervision. Copies can be made as needed; however, the ORIGINAL Record of Supervision is to be submitted to the board.

Supervisee: Traci Smith 116090
(PRINT Name and Credential Number)

Supervisor: Lauren Thompson 10428
(PRINT Name and Credential Number)

Date Of Session (m/d/y)	Begin & End Time Of Session	Group Or Individual Indicate w/ G or I	Major activities and themes covered (To be completed by either supervisor or supervisee)	Signatures (To be signed by both supervisor & supervisee)
12/17/20	4-6pm	I	Supervision Paperwork Plans for Supervision	Traci Smith, LMSW Lauren Thompson, LCSW
1/14/21	4-6pm	I	Ethics and Intervention Process	Traci Smith, LMSW Lauren Thompson, LCSW
4/14/21	4-6pm	I	Case Review	Traci Smith, LMSW Lauren Thompson, LCSW
1/28/21	4-5:40pm	I	Documentation Interventions	Traci Smith, LMSW Lauren Thompson, LCSW
3/9/21	5-6pm	I	New Job/agency SW role Expectations	Traci Smith, LMSW Lauren Thompson, LCSW
3/30/21	5-6pm	I	Beginning/Initial session w/ clients	Traci Smith, LMSW Lauren Thompson, LCSW

Date Of Session (m/d/y)	Begin & End Time Of Session	Group Or Individual: Indicate M/G or I	Major activities and themes covered (To be completed by either supervisor or supervisee)	Signatures (To be signed by both supervisor & supervisee)
4/8/21	5-6pm	I	Scope of Practice	Maei Bult, MSW J Thompson, JAW BGS
4/21/21	5-7pm	I	Therapeutic Relationship	Maei Bult, MSW J Thompson, JAW BGS
5/3/21	5-7pm	I	Case Review Ethics	Maei Bult, MSW J Thompson, JAW BGS
5/17/21	5-7pm	I	Mandated Treatment Subpoena's	Maei Bult, MSW J Thompson, JAW BGS
6/1/21	4:30- 6:30pm	I	Treatment Plans	Maei Bult, MSW J Thompson, JAW BGS
6/16/21	12-2pm	I	Self Care Ethics Clinical Judgement	Maei Bult, MSW J Thompson, JAW BGS
6/29/21	8-10am	I	Termination of Services What to expect	Maei Bult, MSW J Thompson, JAW BGS
7/12/21	5-7pm	I	Plans for new job School SW role/expectations	Maei Bult, MSW J Thompson, JAW BGS
8/18/21	5-7pm	I	Initial sessions w/ students What to expect Ice Breakers	Maei Bult, MSW J Thompson, JAW BGS
8/25/21	5-7pm	I	Understanding School SW role	Maei Bult, MSW J Thompson, JAW BGS
9/8/21	5-7pm	I	Safety Plans Suicide Assessments	Maei Bult, MSW J Thompson, JAW BGS

Record of Supervision

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Date (M, D, Y)	Begin & End Time (M, D, Y)	Group Or Individual: Indicate w, G or I	Major activities and themes covered (To be completed by either supervisor or supervisee)	Signatures (To be signed by both supervisor & supervisee)
9/20/21	5-7pm	I	Confidentiality School Social Work	Maeci Suit, LMSW J. Thompson, J. B. C.
10/4/21	5-7pm	I	Case Review Ethics	Maeci Suit, LMSW J. Thompson, J. B. C.
10/18/21	5-7pm	I	Interventions Resources for Anger Management.	Maeci Suit, LMSW J. Thompson, J. B. C.
11/8/21	5-7pm	I	Mandated Reporter Documenting	Maeci Suit, LMSW J. Thompson, J. B. C.
11/29/21	5-7pm	I	Bullying School protocol	Maeci Suit, LMSW J. Thompson, J. B. C.
12/13/21	5-7pm	I	DSM-5 Disorders	Maeci Suit, LMSW J. Thompson, J. B. C.
1/12/22	5-7pm	I	Case Review Autism Resources	Maeci Suit, LMSW J. Thompson, J. B. C.

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Break



Regina Dewitt

From: Tanya Ralph <tanya.ralph@bluecliff.edu>
Sent: Friday, May 13, 2022 2:16 PM
To: Regina Dewitt
Cc: Krishna Bailey; Victor Sims
Subject: May Agenda/Job Description
Attachments: Student Services Coordinator.pdf; Director - Education.pdf

Hi Ms. Dewitt,

Ms. Kelly Sicard suggested I email you regarding my job description being declined for supervision. I would like to make a request to be added to the agenda for the May meeting and ask the board to review my job description and re-consider allowing me to utilize my current role as the Director of Education at Blue Cliff College for supervision. It's unfortunate that my job description on paper inadequately captures my day to day reality on the job as I'm consistently operating from a social work perspective. Many of our students are non-traditional students that live in marginalized and under-served communities and struggle with mental and behavioral health challenges. Additionally, the student services coordinator, a social work role, reports directly to me and is currently vacant so it's one of the many hats I wear daily.

I've attached my job description and the student services coordinator job description for your review.

Thank you in advance for your attention to this matter.

Tanya Ralph Scott, LMSW
678-595-0774



JOB TITLE	Director of Education
DEPARTMENT	Education
REPORTS TO	Campus Director, Vice President of Academics, Corporate Director of Education
SUPERVISION EXERCISED	Assistant Director of Education, Academic Chairs, Program Chairs, Lead Instructors, Instructors, Teacher Assistants, Preceptors, Registrar, Learning Resources Coordinator, Career Placement Coordinator, Student Services Coordinator, Externship Coordinator
FLSA STATUS	Exempt

GENERAL SUMMARY OF DUTIES: To support the Campus Director in the management of all areas of the Academics Department, to include development, implementation and the continuous improvement of the educational programs and processes; Responsible for oversight and management of academic operations including training programs, supervision of Academic and Program Chairs and faculty; Providing oversight on student issues, managing program schedules, developing lesson plans, coordinating with Program Advisory Committees, monitoring academic expenses, enforcing policies and procedures and abiding by and sharing responsibilities for accreditation standards in order to maintain quality education which meets commission, state and federal requirements and company guidelines; Works in harmony with the Campus Director to provide the instructional outcomes and services of the institution that meets and/or exceeds the expectations of students

ESSENTIAL FUNCTIONS:

- Advertises, interviews, hires, orients, trains, develops and evaluates all faculty and staff in the Education Department
- Administers, evaluates and provides monthly feedback on instructor performance
- Reviews student evaluations and ensures documentation of responses to evaluations of concern
- Administers periodic evaluations of equipment, instructional tools and machinery
- Develops and delivers instructor in-service training and development programs
- Constantly monitors student-tracking systems to ensure satisfactory academic progress of students
- Develops and implements class/instructor schedules
- Coordinates online faculty training and events, where appropriate
- Monitors classroom, remaining visible to instructors and students
- Tracks and submits payroll and vacation/sick time, where necessary, for academic employees
- Assists Program Chairs and Lead Instructors with Program Advisory Committee recruitment and meetings
- Assists Program Chairs and Lead Instructors with management of computer hardware and software needs, as necessary, by program in coordination with the Director of Information Technology

- Ensures regular in-service meeting occur, with documentation of attendance and minutes on file each quarter
- Provides assistance with educational standardization, quality and meeting of program objectives within each of the programs
- Assists in monitoring the grading system, testing procedures, lab equipment, textbooks, class size, kit lists, and staff/student morale
- Assists in the management of department expenses within limitations of the budget
- Shares responsibility in the department for the development and supervision of an inventory control system and cost-effectiveness program to control expenses within the department
- Coordinates with Student Services Coordinator and shares responsibility in the department for student retention
- Conducts performance reviews, evaluations and recommendations of merit raise/promotions for Program Chairs, Lead Instructors and Instructors in accordance with college policy
- Creates an atmosphere such that the department personnel feel a commitment to the entire academic department, establishing continuity and equality
- Establishes clear and effective communication within the department and with other departments by using correct policies, procedures and guidelines
- Develops the managerial expertise and leadership qualities to facilitate the effective operation of the department in coordination with the Corporate Academic Support Team
- Maintains compliance with accrediting standards in all areas of the Academic Department, including instruction, curriculum, student satisfactory academic progress and attendance
- Review, evaluate and recommend pay increases for educational staff on an annual basis
- Serve as a member of the Campus Management Team
- Reviews the admissions test scores (if applicable) before each class start and conduct periodic studies to determine the effectiveness of the admission criteria of each program
- Conducts new student orientation
- Approves graduation positions and transcript corrections
- Reviews all weekly, monthly and quarterly management reports sent to and received from the Campus Director and Corporate Office and responds to them in a timely fashion
- Maintains documentation necessary for proof of tracking all students (attendance and academic)
- With proper documentation, advises students on academic and attendance issues
- Writes, implements and documents faculty development plans with specific benchmarks, timelines and goals in such areas as management, instructional methods, materials and curricula as a part of the Institutional Effectiveness Plan/Institutional Improvement Plan
- On a monthly basis, evaluates and compares retention and replacement rates to corporate standards and takes actions for improvement, if necessary
- Maintains current records of faculty in compliance with college, state and accrediting body standards
- Participates in a systemic process of continuous curriculum evaluations and revisions
- Ensures academic freedom
- Complies with applicable copyright laws in the use of instructional materials
- Provides appropriate facilities, instructional equipment, resources and support for modes of instructional delivery and personnel
- Schedules and records faculty and developmental meetings
- Documents evidence of professional growth on the part of the faculty

- Complies with all college, state, accrediting and federal regulations in the administration of the Education Department
- Evaluates instructors periodically using faculty observations and student surveys
- Participates in training and professional development of faculty and staff
- Communicates changes in company, state, accrediting and federal policies to faculty and educational staff
- Other duties as assigned by the Campus Director

EDUCATION: Bachelor's Degree required; Master's degree preferred

EXPERIENCE:

- Three (3) years management with demonstrated leadership ability, preferably in a proprietary college environment
- A strong background in education including continuing education programs and developing and managing educational programming

KNOWLEDGE:

- Knowledge of an ability to apply data analysis and evaluation techniques
- Demonstrated expertise in the design and evaluation of curriculum services
- Knowledge on how to formulate and articulate policies, procedures, expectations and practices

SKILLS:

- High level of integrity and professionalism
- Capacity and willingness to accept duties with initiatives and resourcefulness
- Strong analytical, problem-solving, mathematical/statistical, time management and organizational skills
- Excellent communication and interpersonal telephone skills
- Excellent oral and written communication skills
- Proven track record of successful performance results and sales accountability

ABILITIES:

- Ability to supervise and train staff, including organizing, prioritizing and scheduling work assignments
- Ability to multi-task and juggle competing priorities
- Ability to work both independently and as part of a team
- Ability to work effectively with students, peers and community
- Ability to work with professional integrity and discretion
- Ability to use technology efficiently and appropriately

I have read and understand the job description for this position. I agree to abide by all the duties and responsibilities for the job including any reasonable request from my supervisor. I also understand that I will be evaluated based on these job specific performance standards.

Employee

Date

Supervisor

Date

JOB TITLE	Student Services Coordinator
DEPARTMENT	Student and Career Services
REPORTS TO	Director of Education, Campus Director
SUPERVISION EXERCISED	None
FLSA STATUS	Exempt

GENERAL SUMMARY OF DUTIES: Holds the primary responsibility of assisting, encouraging, and advising current students to ensure students reach their goal of successfully completing their program of study by providing community resource information to students who are dealing with "life's issues".

ESSENTIAL FUNCTIONS:

- Be visible to the student body and campus employees serving as a role model in the areas of work ethics and hours of service
- Enter all activities performed in CampusVue, the college's database system
- Maintain up-to date graduation and employment charts with supporting documentation to ensure above minimum Accrediting Commission of Career Schools and Colleges (ACCSC) standards are met
- Conduct regularly scheduled first and halfway career advising interviews within current students to ensure positive retention rates
- Counsel students on an individual or small group basis to develop resolution and or coping skills when dealing with personal problems related to school, home, health, and emotional issues that may impact educational achievement and or school attendance.
- Provide referrals to community partners to assist students with outside resources they may need while attending school (i.e., transportation, childcare, referrals to social services, etc.)
- Advise both current and prospective students on enrollment, academic programs, curriculum, course offerings and pre-requisites, attendance and make-up policy, analysis and interpretation of student transcripts, progress reports, graduation requirements and student affairs
- Make contact with every enrolled student prior to start of classes; provide feedback to appropriate Admissions Representative to ensure positive show rates
- Attend all Student Orientation sessions
- Monitor and track graduates' retention information and complete weekly placement reports
- Make daily retention calls and set appointments with potential readmits to meet weekly goals
- Plan and coordinate various student activities and all aspects of the college's graduation ceremonies (i.e., possible dates, locations, costs, ordering of caps and gowns, etc.)
- Maintain a Success Board and keep all plaques and awards updated and on display
- Assist in the performance of special projects delegated or assigned by the Campus Director, Director of Education or Director of Student and Career Services
- Meet with Program Chairs or Instructors at least bi-weekly to ensure above standard retention rates
- Solicit and coordinate guest/graduate speaker visits
- Other duties as assigned
-

EDUCATION:

- Bachelor's Degree in Counseling or Social Work, preferred

EXPERIENCE:

- Experience in Social Work, Career Services or Student Advising with emphasis on the community college, preferred

KNOWLEDGE:

- Knowledge of college placement, career, and transition programs
- Knowledge of career development software
- Knowledge of college policies and procedures

SKILLS:

- Must possess strong interpersonal, organizational and communication skills
- Proficiency in Microsoft Office applications

ABILITIES:

- Ability to coordinate meetings and projects
- Ability to meet deadlines and provide customer service to staff
- Ability to proofread alpha and numeric data
- Ability to manage multiple priorities
- Ability to work with faculty, staff, and students

I have read and understand the job description for this position. I agree to abide by all the duties and responsibilities for the job including any reasonable request from my supervisor. I also understand that I will be evaluated based on these job specific performance standards.

Employee

Supervisor

Date

Date

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Social Work

From: Anna Flattmann
Sent: Tuesday, May 31, 2022 12:57 PM
To: Social Work
Subject: Question regarding conflict of interest

Follow Up Flag: Flag for follow up
Flag Status: Flagged

To Whom It May Concern,

I am requesting the Board to please staff the following for any potential conflict of interest.

I work with a youth who is in a specialized program through the St Tammany school system. The LCSW who is a teacher consultant for this program also has a specialty of working with sex offenders, juvenile and adult. This youth recently attacked his teacher to harm her sexually. We would like the LCSW who works within the school system to begin seeing him immediately outside of school to work with him on this behavior.

There are no other providers in the area who are able to work with him. This youth also has an Autism diagnosis.

Thank you



Anna Flattmann, LPC-S
Director of Clinical Operations of Louisiana
AFlattmann@ChoicesCCS.org
P: 985.415.0383 F: +1 (877) 289-4352

Choices Coordinated Care Solutions
116 Robin Hood Drive, Ste B
Hammond, LA 70403

To learn more, visit us at ChoicesCCS.org

[Click here to donate to the Choices Fund for Families](#)

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REC'D MAY 23 2022

Louisiana State Board of Social Work Examiners

Application for Continuing Education Approval Organization

Section A: Organizational Information

Amanda Tonkovich, LLC.
Name of Organization
Amanda Tonkovich, LCSW-BACS
Name of Director/President
PO Box 15375 New Orleans LA 70175
Mailing Address City/State Zip
504 / 321-3193 /
Physical Address (if different from above) City/State Zip
Telephone Fax
amanda.tonks504@gmail.com
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.

Amanda Tonkovich, LCSW-BACS
Name/Social Work Degree/Social Work Credential
OWNER
Relationship to Organization
PO Box 15375 New Orleans LA 70117
Mailing Address City/State Zip
504 / 321-3193 /
Physical Address (if different from above) City/State Zip
Telephone Fax
amanda.tonks504@gmail.com
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:

Application should be received at least 15 days
prior to the training - exceptions may be made
on a case-by-case basis.

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:

\$40 / per hour of training. Discounts may apply for
training over 2 hours.

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.

Regina Dewitt

From: Amanda Tonkovich <amanda.tonks504@gmail.com>
Sent: Monday, June 13, 2022 12:43 PM
To: Regina Dewitt
Subject: Re: Application for CE Approval Organization

Thanks for following up—sorry I was unclear.

1. Applications must be received 10 days prior to the date of the the training.
2. \$40/hour for the first two hours of training that is approved, and \$15/hour for each additional hour.

Thanks so much!
Amanda

On Mon, Jun 13, 2022 at 12:07 PM Regina Dewitt <rdewitt@labswe.org> wrote:

Hi Amanda,

Our office received your application to become a preapproval organization. Before we can add your request to the meeting agenda, we will need clarification for the following:

1. Describe time limit set for making a decision on an educational offerings suitability. This is asking how long will it take for your organization to review a request.
1. Describe fees agency will charge to process continuing education applications. While the board does not determine what you charge to process applications, they do want to know an exact amount. Your application states that you will charge \$40 per hour of training, discounts may apply for trainings over two hours. What will that discount be for offerings that are more than two hours?

Thank you,

Regina M. DeWitt

Administrative Assistant

Louisiana State Board of

Social Work Examiners

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

5/20/22

Date

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 _____

Louisiana State Board of Social Work Examiners
18550 Highland Blvd.-b
Baton Rouge, LA 70809

May 3, 2022

RE: Support Letter for Amanda Tonkovich, LLC

Dear Board Members,

I write to express my support for Amanda Tonkovich, LLC to be able to offer social work continuing education trainings. As a colleague of Amanda for nearly 6 years, I attended approximately 15-20 social work trainings that she planned and presented. I was always impressed by her social work knowledge, her facilitation of trainings, and her skill in presenting many topics related to trauma, trauma-informed care, ethical dilemmas, response to sexual and domestic violence, working collaboratively with other disciplines, and more.

Thanks to her extensive experience in the field, Amanda is able to draw on relevant examples and uses her social work knowledge to present nuanced and interesting perspectives when training others. She is highly organized, ethical, and open to feedback for improvement. I have enjoyed and learned social work skills every training she has offered.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eva Lessinger', with a long horizontal flourish extending to the right.

Eva Lessinger, LMSW
LA #14229

JULIE NORMAN, LCSW

J Norman Consulting, LLC * New Orleans, LA
julie@velacounseling.com * 504-383-5470

May 10, 2022

To Whom it May Concern:

I am writing to recommend Amanda Tonkovich, of Amanda Tonkovich, LLC, as an approval organization for social work CEU trainings.

I have attended multiple trainings that Amanda herself has given, as well as trainings that she has coordinated, and was always impressed with the content of the trainings as well as the organized and professional manner in which they were delivered. I have learned much as a social worker through Amanda's trainings, and hope to continue to attend events given or coordinated by her in the future!

Please feel free to contact me if you have any further questions.

Thanks,

 LCSW

Julie Norman, LCSW

5/6/2022

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

Re: Letter of Support

To Whom It May Concern,

I am writing on behalf of Amanda Tonkovich in support of her application for "Amanda Tonkovich, LLC" to be able to provide social work continuing education training. I know Ms. Tonkovich as a colleague during her work at the New Orleans Family Justice Center. For over five years, I worked closely with Ms. Tonkovich in my former role as the Domestic Violence & Sexual Assault Program Director for the City of New Orleans Health Department.

Over the years, I have had the pleasure of attending and co-facilitating dozens of social work trainings with Ms. Tonkovich, and I have been consistently impressed by her skill as a presenter, her engagement of participants, and her social work knowledge. Ms. Tonkovich is truly an expert in the field of social work ethics, trauma-informed care, victim-centered response to sexual and domestic violence survivors, and macro social work practice. Additionally, she is dedicated to improving her skills as a social worker and presenter, and meets participants from various levels of experience and knowledge with a respect and empathy that reflects highly on the social work profession.

Having attended numerous social work trainings over the course of my social work career, I feel very strongly that Ms. Tonkovich would bring a wide breadth of topics and expertise to participants seeking social work continuing education, and that she would provide her trainings in an ethical and professional manner. Providing "Amanda Tonkovich, LLC" the ability to offer continuing education training would benefit the social work community at large and would be of service to our profession.

Sincerely,

A handwritten signature in black ink, appearing to read "Nelle Noble". The signature is fluid and cursive, with a large, sweeping "N" and "L".

E. "Nelle" Noble, JD, LCSW-BACS

Page Break



6/14/22

Sponsoring Organization: Joyful Thoughts LLC

Application for Pre-Approval of Social Work Continuing Education Program Credit

For Pre-Approval of Social Work Continuing Education Program Credits, application to be considered for approval must be completed in its entirety and all requested supporting documentation attached.

Please provide a checklist acknowledging your attached supporting documentation.

If the application is not complete, an email will be sent to you acknowledging your application was not complete (incomplete applications will not be returned).

Program Information

Title and Date of Program:	Developing the BACS Identity: 6.5hr BACS Initial Training August 20, 2022 & October 7, 2022
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Location/ City of program:	Facilitated through Zoom session
----------------------------	----------------------------------

Sponsoring Organization/ Individual: Joy Couvillion-Louis and Katie Godshall via Joyful Thoughts _	
Address: <u>Currently the location is online.</u>	
Phone: 504-407-5240	email: jlcouvlcswbacs6118@gmail.com
Please list any co-sponsors: _____	

Contact Person: Joy Couvillion-Louis, LCSW-BACS, PMHC	

Phone (if different from above): _____	E-mail: jlcouvlcswbacs6118@gmail.com

Sponsoring Organization: Joyful Thoughts

Complaint Procedure

Do you have a procedure to handle complaints such as, refunds, complaints about course, etc.?
Yes X No _____

ADA Accommodation

My organization agrees to comply with the reasonable accommodation provisions of the Americans with Disabilities Act. Yes

Promotional

Please attach a copy of the brochure, if available.

Instructor(s)

Please attach vita/ bio of presenter(s).

Attendance

Who is the expected audience? The intended audience includes those wishing to complete the initial training to become a BACS supervisor with Louisiana.
Certificate of attendance shall only include the actual hours the participant was in the room.

Learning Objectives for Course:

Please provide agenda/outline of the program (including time table).

Continuing Education Credit

Please indicate the total number of credit hours being requested in each category (exclude coffee breaks, meals, announcements, welcoming speeches, etc; one credit hour equals 60 minutes):

_____ Clinical _____ Ethics X Supervision _____ General

Recordkeeping

Person responsible for record keeping:

Name: Joy Couvillion-Louis

Address: _____

Phone: 504-339-4112 E-mail: jlcouvlcswbacs6118@gmail.com

* Attendance records must be kept for 3 years.

Evaluation

Please describe evaluation tool and provide a blank copy of the evaluation tool to be used.

The evaluation will be provided via electronic link to a google survey

Sponsoring Organization: Joyful Thoughts

Social Worker Involvement

A credentialed or licensed social worker must be a consultant or member of the planning committee for this program, please provide the following information:

Name: Dr. Katie Godshall, LCSW-BACS

Phone: 610-209-0144

E-mail: katie@bhlcncola.com

List all social work credentials, licenses or certificates of this social worker:

MSW, DSW, LCSW, BACS

What is the social worker's involvement in the program? (planning, presenting, reviewing, etc.)

Planning, reviewing

Signature of social worker: Kathleen Godshall LCSW-BACS Date: 6/10/2022

I certify that the information provided herein is accurate.

Signature of applicant: Kathleen Godshall LCSW-BACS Date: 6/10/2022

Developing the BACS identity: Initial BACS 6.5hr Training

Course Objectives:

1. Identify Supervision Styles
2. Understand and clearly document supervision progress and evaluation
3. Identify models for clinical decision-making process
4. Become familiar with developing supervision goals/plans using SMART goals

Agenda:

9a-9:30: Introduction:

- Overview of day
- Learning Objectives
- Definition and purpose of supervision

9a-10:15 Supervision Styles:

- Supervision Styles and types
- Goals of Supervision
- Supervision Issues: professionalism, ethics, integrity, and multi-culturalism

10:15-10:30 Break

10:30-12:15 Documentation Requirements

- Supervision Contract:
 - o Board required contract
 - o Contract regarding supervisor and supervisee further expectations
 - o Possible supervision plan to denote progress towards goals
- Record of Supervision
- Evaluation of Supervision
- Plan of Supervision
 - o Supervision domains
 - o Creating SMART goals
 - o Tracking progress for record and evaluation

12:15- 1pm Lunch

1-3 Clinical/ Ethical Decision Making

- Decision-making models
- Case examples

3:15-4:15 Supervisor Relationship

- Supervisory challenges
- Ethics and boundary violations
- Cultural humility
- Structure of supervision
- Supervisory working alliance

4:15-4:45 Questions, Survey and Wrap up

Presenter Bios:

Joy Couvillion Louis, LCSW-BACS, PMH-C, has been a Social Worker in the New Orleans area since graduating with her MSW from Tulane University School of Social Work in 2000. She has worked with vulnerable populations involving children and families within nonprofit, for profit, and governmental settings. Ms. Louis completed a Fellowship in Infant Mental Health from the Tulane Department of Psychiatry and has a current Perinatal Mental Health Certification from PSI (Postpartum Support International). Ms. Louis worked most recently as an Infant Mental Health Specialist for Tulane's TBEARS program. She currently serves families as well as provides clinical supervision in her private practice: Joyful Thoughts, LLC.

Dr. Katherine Godshall, LCSW-BACS

Dr. Godshall received her DSW, MSW and Certificate in Disaster Mental health in 2010 from the Tulane School of Social Work. Her research focus is resiliency, grief and loss. Katie began her career working with an Assertive Community Treatment team, providing mental health services. She expanded her knowledge of crisis and trauma through the Metropolitan Crisis Response Team and Sexual Assault response team. Katie has experience in hospice care and volunteers with the Alzheimer's Association. She has also worked with Jewish Family Service of Greater New Orleans to grow the internship program training Master level clinicians and providing therapeutic services for clients across the lifespan. Dr. Godshall now owns and operates the BHLC, is an adjunct professor with Tulane University and provides consultation local agencies and clinicians.

Course Evaluation:

Facebook x Assistant Professor in Social Work x My Drive - Google Drive x My Drive - Google Drive x 8/19 Continuous Learning in Supervision x

docs.google.com/forms/d/1uDKWgDyEjAm...CWy4UuEipgXolubUeDo1s/edit

Apps Add to MyRegistry IRB

8/19 Continuous Learning in Supervision

Questions Responses 0

Thank you for Attending!

Please complete the following CEU evaluation in order to receive your certificate of attendance

Email address *

Valid email address

This form is collecting email addresses. Change settings

Name to appear on the certificate *

Short answer text

The training met my expectations *

1 2 3 4 5

Strongly Disagree ☐ ☐ ☐ ☐ ☐ Strongly Agree

Content of the training offered new insight and knowledge *

1 2 3 4 5

Strongly Disagree ☐ ☐ ☐ ☐ ☐ Strongly Agree

Type here to search

Facebook x Assistant Professor in Social Work x My Drive - Google Drive x My Drive - Google Drive x 8/19 Continuous Learning in Supervision x

docs.google.com/forms/d/1uDKWgDyEjAm...CWy4UuEipgXolubUeDo1s/edit

Apps Add to MyRegistry IRB

8/19 Continuous Learning in Supervision

Questions Responses 0

The presenter kept my attention and presented with interest and knowledge *

1 2 3 4 5

Strongly Disagree ☐ ☐ ☐ ☐ ☐ Strongly Agree

The handouts and PowerPoint were representative of the materials presented *

1 2 3 4 5

Strongly Disagree ☐ ☐ ☐ ☐ ☐ Strongly Agree

I will be able to apply this information in my practice *

1 2 3 4 5

Strongly Disagree ☐ ☐ ☐ ☐ ☐ Strongly Agree

Please list your top three training needs *

Short answer text

Type here to search

Page Break



Regina Dewitt

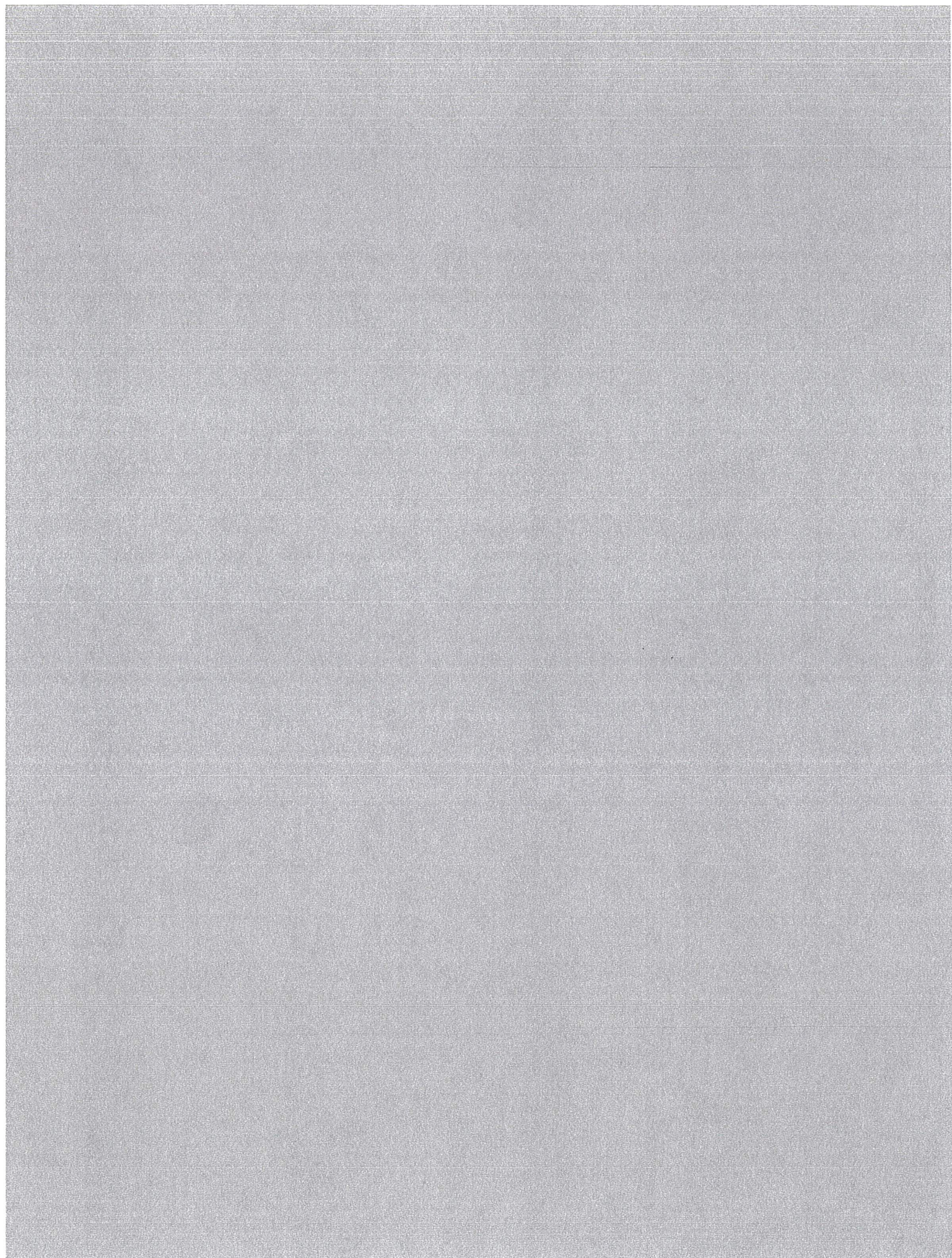
From: Social Work
Sent: Monday, June 20, 2022 3:29 PM
To: Regina Dewitt
Subject: FW: Contact Us Form Submitted

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

From: LABSWE Complaints <FileComplaint@labswe.org>
Sent: Monday, June 20, 2022 1:54 PM
To: Social Work <socialwork@labswe.org>
Subject: Contact Us Form Submitted

First Name: Kyla
Last Name: Stevens
Phone Number:
Email Address:
Question:

I work within a medical hospital and a person came into the ED voicing intension to harm his neighbor and the neighbor's wife. The person was placed under a PEC and will be transported to an inpatient psychiatric facility. However, do we still need to complete a Duty to Warn?



Regina Dewitt

From: Social Work
Sent: Monday, June 20, 2022 3:25 PM
To: Regina Dewitt
Subject: FW: QUESTION

From: Jennifer Myhre <_ >
Sent: Monday, June 20, 2022 9:37 AM
To: Social Work <socialwork@labswe.org>
Subject: QUESTION

Good morning,

I'd like to ask, if a client is traveling in another country (Italy) and makes a request for a "little support" through texting because of anxiety during the transition, is this something appropriate to provide? What are the parameters?

Thank you,
Jennifer

Jennifer Myhre, LCSW-BACS, MPH

Notice of Confidentiality:

This message and any attachments are privileged information. If you are not the intended recipient and have received this message in error, please inform the sender and delete the contents without opening, copying, distributing or forwarding. This transmission may be subject to protection under the law, including the Health Insurance Portability and Accountability Act (HIPAA) & the Family Educational Rights and Privacy Act (FERPA)
Sent with love from my iPhone

Page Break



Regina Dewitt

From: Social Work
Sent: Friday, June 3, 2022 12:13 PM
To: Regina Dewitt
Subject: FW: Contact Us Form Submitted

From: LABSWE Complaints <FileComplaint@labswe.org>
Sent: Tuesday, May 31, 2022 10:04 AM
To: Social Work <socialwork@labswe.org>
Subject: Contact Us Form Submitted

First Name: Leslie

Last Name: Todd

Phone Number: 214-214-1234

Email Address: ' '

Question:

Not that I want to make extra work for anyone—including myself—but I think it would be wise for LABSWE to consider having Guidelines for Parenting Coordination. You'll be seeing more of them. I worked on the Child Custody Evaluation Guidelines and I am volunteering myself to work on this, should you decide it's useful.

Respectfully,

Leslie