



Community Behavioral Health: Provider Notification Documentation and Training for Interns August 15, 2017

This Notification serves as an addendum to the Manual for Review of Provider Personnel Files (MRPPF), 2014.

Trainings

Master's and doctoral interns working with CBH members must complete all CBH mandatory trainings. These trainings include:

- Fire Safety & Prevention
- Disaster, Management of Escalation
- Infection Control, Suicide Prevention
- Person First (Cultural Competency)
- Restrictive Procedures (child residential and day treatment facilities, inpatient facilities, any other facility or provider using restrictive procedures)

These trainings are an important part of the onboarding and retention of any clinical staff, including interns. While under the supervision of qualified staff, the interns provide direct care to CBH members. Their ability to understand the agency's rules, policies, and protocols for critical competencies such as fire safety, de-escalation, and restraints are viewed by CBH as being just as important as for fully credentialed clinical staff.

Transcripts

CBH requires educational documentation to ensure that the prospective intern is:

- Enrolled at a fully accredited college/university
- Active in a degree conferring program in a field of study consistent with the clinical internship held
- At a point in their course of study that allows them to be successful in the internship

While CBH will continue to take steps necessary to ensure interns are meeting the above requirements, it is understood that interns may face costs or hurdles when obtaining an official transcript. Therefore, in lieu of the official transcript, CBH will accept a signed letter or e-mail from the registrar, the student's academic advisor, or the instructor responsible for supervising the practicum or internship class. The following information must be included:

- The name of the degree program in which the student is participating
- The number of credits obtained at the time of placement
- A statement that the student is participating in the field placement as part of the degree program and the anticipated placement dates

The communication must be individualized to the specific student seeking placement and not part of a generic school agreement. Letters should be on official college/university letterhead. E-mails must be sent from the official college/university account and domain (personal accounts such as those from hotmail, gmail, etc. will not be sufficient).

Please direct questions regarding this Notification to the CBH Compliance Department at CBH.ComplianceContact@phila.gov .