

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**ADMINISTRATIVE  
DIRECTIVE**

**NUMBER: PD/AD - 3.8.24**

**DATE: 5/24/00**

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**SUPERSEDES: NA**

**SUBJECT:** SUBSTANCE ABUSE CLINICAL TRAINING INSTITUTION (CTI) PROGRAM PROCESS

**AUTHORITY:** Texas Civil Statutes, Title 71, Part 5, Article 4512o; Texas Commission on Alcohol and Drug Abuse Rules, Chapter 150

**PURPOSE:** To establish a structured and supervised field work program in district parole offices that will afford staff and volunteers the opportunity to develop and refine their skills in substance abuse counseling while obtaining the required 4,000 hours of supervised field work experience for license as a chemical dependency counselor.

**APPLICABILITY:** This procedure applies to all Parole Division staff or volunteers participating in the Substance Abuse Clinical Training Institute (CTI) Supervised Field Work Program.

**PROCEDURE:**

**I. ADMISSION CRITERIA**

- A. Qualified employees and volunteers pursuing their license as a Licensed Chemical Dependency Counselor (LCDC) may be accepted into the program, upon approval of the CTI Coordinator.
- B. Applicants shall have 270 clock hours of documented education requirements.
- C. Applicants shall have documentation of the completion of a 300 hour practicum or an official college transcript showing a degree that qualifies for a waiver of these requirements, as described in the Texas Commission on Alcohol and Drug Abuse rules, chapter 150.
- D. Employees must be free of any disciplinary action and volunteers must be cleared by a criminal history background review by the agency.

- E. All applicants shall sign an Ethical Agreement Form (SP-9901) consistent with the Texas Commission on Alcohol and Drug Abuse (TCADA) Professional Code of Ethics for LCDC's and forward a copy to the CTI Coordinator.
- F. Applicants shall complete a Supervised Work Experience Application (SP-9900) that includes previous and current employment and a criminal history questionnaire.
  - 1. TDCJ employees shall request in writing and receive approval in writing from his or her direct supervisor to participate in the CTI program prior to submitting the SP-9900. The Case Manager Supervisor (CMS) submit the following to the CTI Coordinator:
    - a. Written approval from employee's direct supervisor.
    - b. Completed SP-9900.
    - c. Signed SP-9901.
    - d. Copies of education certificates or official college transcript.
    - e. Copy of completed practicum.
  - 2. Non-TDCJ employees shall utilize the process for the Volunteer Service Program (see PD/AD-3.12.1). The applicants shall complete the TDCJ Volunteer Application form and meet all stipulations of the Volunteer Service Program. This approval shall be submitted in writing to the designated Case Manager Supervisor (CMS) prior to the applicant completing the SP-9900. The following shall be submitted through the case manager supervisor to the CTI Coordinator:
 

The following shall be submitted through the case manager supervisor of the Practicum Program Coordinator.

    - a. Written approval of acceptance into the Volunteer Service Program.
    - b. Completed SP-9900.
    - c. Signed SP-9901.
    - d. Copy of the TCIC/NCIC report.
    - d. Copies of education certificates or official college transcript.
    - e. Copy of completed practicum.
  - 3. Only the CTI Coordinator has the authority to approve applicants for the CTI Program.
- G. Applicants shall agree to abide by the CTI program requirements or guidelines.

## II. VALIDATION OF THE CTI PROGRAM

- A. Qualified Credentialed Counselor (QCC) is a licensed chemical dependency counselor or one of the professionals listed below:
  - 1. Licensed Professional Counselor (LPC);

2. Licensed Master Social Worker (LMSW);
  3. Licensed Marriage and Family Therapist (LMFT):
  4. Licensed Psychologist;
  5. Licensed Physician;
  6. Certified Addictions Registered Nurse (CARN);
  7. Licensed Psychological Associate; and
  8. Advance Practice Nurse recognized by the Board of Nurse Examiners as a clinical nurse specialist or nurse practitioner with a specialty in Psyche-Mental health (APN-P/MH).
- B. The Case Manager Supervisor (CMS) shall assign a QCC case manager to supervise each intern.
- C. The QCC to intern ration shall not exceed 1:5.
- D. Each QCC supervising interns shall obtain three hours of continuing education in clinical supervision every two years.
- E. The following level system shall be used to classify interns:
1. Level I: 0-1000 hours of work experience;
  2. Level II: 1001-2000 hours of work experience;
  3. Level III: 2001-4000 hours of work experience.
- F. The QCC shall designate each intern's level in writing using the SP-0061. A copy shall be given to the intern and a copy sent to the CTI Coordinator. The original shall be placed in the intern's file.
- G. The QCC shall use the TCADA Knowledge/Skills/Attitudes, (KSA) domain system as a guideline to establish an outline of reading and training activities.
- H. The QCC shall work with the intern to establish goals using the TCADA KSA evaluation tool as a guideline.
1. The QCC and the intern shall set weekly objectives based on areas that need improvement.
  2. Clinical training activities shall be assigned to each intern, which relate to the intern's KSA goals and objectives.

3. The QCC shall monitor the intern's progress towards goals and objectives and provide verbal and written feedback during weekly supervision meetings. These meetings shall be documented in the chronological record (PSV-24) in the intern's file.
  4. The supervisor shall provide reading and/or video assignments that address areas needing improvement. The CTI shall allow the intern two hours per month to complete these assignments.
- I. The QCC shall use TCADA KSA evaluation tool to evaluate intern progress and provide feedback.
1. The intern shall complete a written KSA self-evaluation during the first 50 hours of work experience.
  2. The QCC and the intern shall complete and discuss a written KSA evaluation at the completion of each level of experience (after 1000 hours, after 2000 hours, and 4000 hours).
- J. All interns shall work under the **direct supervision of a QCC**.
1. During an intern's first 2000 hours of supervised work experience (Level I and II), a QCC must be on duty at the program site where the intern is working.
  2. During an intern's first 1000 hours of supervised work experience (Level I), a QCC assigned to supervise the intern must:
    - a. Observe and document the intern performing assigned activities at least once every two weeks;
    - b. Conduct and document a weekly review of all of the intern's written work produced since the previous review;
    - c. Provide and document one hour face-to-face individual or group supervision each week; and
    - d. Sign off on all clinical assessments, service plans and discharge summaries completed by the intern.
  3. During an intern's second 1000 hours of supervised work experience (Level II), the QCC assigned to supervise the intern must:
    - a. Observe and document the intern performing assigned activities at least once every month;

- b. Conduct and document a monthly review of all of the intern's current written work;
  - c. Provide and document one hour of face-to-face individual or group supervision each week; and
  - d. Sign off on all clinical assessments, service plans and discharge summaries completed by the intern.
4. During an intern's last 2000 hours of supervised work experience (Level III), the QCC assigned to supervise the intern must:
  - a. Be available by phone when the intern is working;
  - b. Observe and document the intern performing assigned activities at least once per quarter;
  - c. Conduct and document a quarterly review of all of the intern's current written work;
  - d. Provide and document one hour of face-to-face individual or group supervision each week; and
  - e. Sign off on all clinical assessments, treatment plans, and discharge summaries completed by the intern.
5. Direct observation shall be documented using the TCADA Direct Observation Documentation form.
6. The assigned QCC shall ensure that all CTI interns use the designation 'CI' or 'intern' when making entries into an offender record.
7. Each QCC supervising interns shall obtain three hours of continuing education in clinical supervision every two years.

#### K. Supervision Meetings

1. The assigned QCC shall have at least one documented supervision meeting per week with each intern. These meetings may be individually or in a group. These meetings shall focus on assisting the intern to perform at his or her optimum level by providing the intern with a support system and feedback on his or her overall performance.
2. Documentation of supervision meetings shall be kept in the intern's file by the assigned QCC. Documentation shall include the Weekly Time (SP-9903) sheet, TCADA CTI weekly supervision form and entry in the chronological record.

## L. Documentation

1. The Weekly Time (SP-9903) sheet shall be completed on a daily basis by the intern and submitted to the assigned QCC on a weekly basis. The assigned QCC shall document weekly progress on the time sheet, and both the intern and QCC shall sign the form. The QCC shall provide a copy of the time sheet to the intern and maintain the original in the intern's file.
2. Copies of the time sheet shall be submitted to the CTI Coordinator's office by the tenth calendar day of the month following the time sheet month.
3. The following shall be documented in the intern's file using the chronological entry (PSV-24):
  - a. Supervision meetings.
  - b. Observation sessions.
  - c. Use of the KSA evaluation tool.
  - d. Goals and activities.
  - e. Reviews of intern's written work.
  - f. Documentation sent to the CTI coordinator.
  - g. Correspondence regarding the intern with any interested party.
  - h. Any other documentation pertinent to the intern's status or progress.

## III. GOALS AND OBJECTIVES

- A. The intern shall complete the learning objectives as outlined in the TCADA KSA.
- B. Each intern shall receive specific training experiences and activities relating directly to the goals and objectives of the CTI program.
- C. Each intern shall work directly under the assigned QCC and provide specific services directly related to the TC and FR Substance Abuse Programs.
- D. Prior to completion of CTI Program, each intern shall prepare and complete a comprehensive case study on an offender that will be utilized for oral certification testing. Case presentations shall include:
  1. Demographic information;
  2. Substance abuse history;
  3. Psychosocial functioning;
  4. Educational/Vocational/Financial information;
  5. Legal history;
  6. Social history;
  7. Physical history;
  8. Treatment history;
  9. Assessment;

10. Treatment plan; and
11. Discharge summary.

E. Written and oral assignments shall include specific tasks in the following domains:

1. Assessment;
2. Counseling;
3. Case Management;
4. Education; and
5. Professional Responsibility.

#### IV. TIME FRAMES

- A. CTI hours shall not exceed 40 hours per week.
- B. The 4,000 hours of supervised work experience shall be completed within three years. Time frames may be extended with approval of the CTI Coordinator depending upon the intern's individual situation.

#### V. TESTING AND CTI PROGRAM COMPLETION

- A. At least 60 calendar days prior to completion of the program, the intern shall provide the assigned QCC the written case history to be used for the oral examination. The QCC shall critique the case history and return to the intern within 10 days.
- B. Prior to completion of the program, the assigned QCC shall provide a mock oral exam on the case presentation utilizing the 12 core functions.
- C. the assigned QCC shall inform the intern of testing requirements, changes in testing procedures, and update the intern as necessary on testing information and testing schedules.
- D. TCADA Supervised Work Experience Documentation Form
  1. Prior to completion of the program, the assigned QCC shall complete this form and submit to intern.
  2. A copy of the form shall remain in the intern's file and another copy shall be submitted to the CTI Coordinator's office within 5 business days of the intern's completion of the program.
- E. Upon completion of the 4000 hours, the assigned QCC shall give the intern a copy of the TCADA Intern CTI Assessment form, with instructions for the intern to complete and send this form directly to TCADA.

## VI. RECORDS

- A. Individualized records of active CTI interns shall be maintained in the respective QCC's office.
- B. Within 10 calendar days of completion of the CTI program, a copy of all intern files shall be submitted to the CTI Coordinator's office. The following required information and forms shall be included in the files:
  1. CTI Supervised Work Experience Application form (SP-9900);
  2. Signed Ethics Agreement Form (SP-9901);
  3. The practicum student shall receive a copy of the SP-9904, and the original shall be kept in the student's file.
- C. Prior to the student's completion of the program, the assigned supervisor and student shall jointly complete and sign the TCADA Supervised Field Work Practicum Documentation of Hours form, which includes an evaluation of the student. The direct supervisor will solicit input from other QCC's who have provided direct supervision for the student before completing this form. These completed forms shall be submitted to the Practicum Program Coordinator's office within five (5) business days of the student's completion of the Practicum Program. The Practicum Program Coordinator shall review, sign when appropriate, and return the TCADA forms to the assigned supervisor. The student shall receive a copy of these forms, and the original shall be kept in the student's file.
- D. Upon completion of the practicum, the student shall be given the TCADA Practicum Student Evaluation form, with instructions to complete the evaluation and mail it directly to the commission's licensure department.
- E. The student shall send TCADA the practicum documentation of hours.

## VII. CTI QUALITY REVIEWS

- A. The Case Manager Supervisor shall be the direct supervisor of the QCC case managers who have been approved by the CTI Coordinator as a CTI Supervisor.
- B. The Case Manager Supervisor shall be responsible for reviewing the CTI Supervisors for compliance with the CTI Program components listed in the PD/AD.
- C. CTI Quality Reviews shall be conducted by the case manager supervisor every six (6) months on CTI Supervisors who are supervising interns.
  1. The CMS shall utilize the TCADA CTI/Practicum Quality Review Form (SP-9909) when reviewing compliance in practicum supervisor's student files. The CMS shall follow instructions provided on the SP-9909 relating to review guidelines.

2. Upon completion of the SP-9909, the CMS shall discuss the Quality Review outcome with the practicum supervisor and require corrective action in non-compliance areas.
  3. Both CMS and CTI Supervisor shall sign the SP-9909 acknowledging Review completion, understanding of outcomes discussed, and corrective actions needed.
  4. The CMS shall submit a copy of the signed SP-9909 and make comments as needed. The Coordinator shall sign and return the SP-9909 to the CMS. The SP-9909 shall be kept in the CTI Supervisor's file.
- D. Special Practicum Quality Reviews may be held at any time. The CMS shall conduct a Special Practicum Quality Review if:
1. Review is requested by the Practicum Program Coordinator.
  2. Complaints have been filed regarding the supervision of CTI program interns.
  3. CMS has questions/concerns regarding practicum program compliance.
- E. The CTI Coordinator is responsible for overseeing all training activities and ensuring compliance with TCADA requirements and rules. The CTI Coordinator has the authority to replace any CTI supervisor who consistently does not meet standards and requirements of the CTI program as evidenced by unsatisfactory Quality Reviews.

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Director, Parole Division