

POLICY

Remote Work Amendments

Purpose

1. Overview of work activities for CAPS Interns & Postdoctoral Fellows while subject to remote work due to COVID-19 Crisis

Scope

CAPS Doctoral Interns in Health Service Psychology and Postdoctoral Fellows

Average Weekly Hours for CAPS				
ACTIVITY	INTERN		POSTDOCTORAL FELLOW	
Remote Work due to COVID-19 Crisis				
	<i>Group/Prevention Rotation</i>	<i>Supervision Rotation</i>	<i>Triage/Practicum Supervision</i>	<i>Group Supervision</i>
Clinical Direct Services (Brief Screen, Intake, Follow-up appointments, Group)	16	13	20/18	18
Providing Supervision	0	2	1	2
Office/Admin (case management)	10	10	9	9
Individual Supervision	2	2	2	2
Group Supervision	2	2	2	2
Assessment Supervision	2	2	2	2
Supervision of Supervision	0	2	0/2	1
Seminar	4	4	2	2
Outreach/Prevention (P&O)	2	1	1	1
Staff Activities (Meetings)	1	1	1	1
Total	40	40	40	40
<i>Supervision of group is embedded in Group tx</i>				
<i>P&O activity minimum 10hr/quarter</i>				
<i>Interns: 2 intakes/weekly, emergent intakes added Jan/Feb (bi-weekly)</i>				

Total Hours requirements have been reduced from 1768 to 1500 (consistent with CA licensure requirements)

- Minimum of 25% of these must be direct clinical service (375) or 10 hours/weekly
- Trainees seeking licensure in another state are strongly encouraged to review licensure hour requirements and work with Training Director to adjust weekly direct service hours toward this.

Telesupervision

Telesupervision is supervision of psychological services through a HIPAA-compliant synchronous audio and video format where the supervisor is not in the same physical location as the trainee.

Title 16 of the California Code of Regulations (CCR), section 1387(b)(4), provides: *“Trainees shall be provided with supervision for 10% of the total time worked each week. At least one hour per week shall be face-to-face, direct, individual supervision with the primary supervisor.”*

Per interim guidance from the CA board of psychology relating to COVID-19, if the state and local health authorities recommend the use of social distancing or mandate site closure where a trainee has been performing psychological functions under the immediate supervision of a primary supervisor, the one hour face-to-face, direct, individual supervision may be conducted via HIPAA-compliant video from March 16, 2020, until September 5, 2020. The trainee should clearly indicate this on the weekly log and the primary supervisor should verify this information.

For more information on this waiver, go to https://www.dca.ca.gov/licensees/dca_20_29.pdf

Pursuant to title 16 CCR section 1387(b)(6): *“ The primary supervisor shall be employed by the same work setting as the trainee and be available to the trainee 100% of the time the trainee is accruing SPE. This availability may be in-person, by telephone, by pager or by other appropriate technology.”* Additionally, pursuant to title 16 CCR section 1387(b)(7): *“Primary supervisors shall ensure that a plan is in place to protect the patient/client in the event a patient/client crisis or emergency occurs during any time the supervisor is not physically present at the established site at which the trainee is working. The primary supervisor shall ensure that the trainee thoroughly understands the plan in the event of a crisis/emergency.”*

Expectations of Supervisors and Supervisees Specific to Telesupervision:

Telesupervision will be conducted and documented in a confidential manner according to applicable laws in similar ways as in-person supervision. In order to minimize risks, telesupervisors and telesupervisees will use HIPAA-compliant video conferencing software, and follow established telesupervision requirements and procedures:

- Telesupervisors and telesupervisees will engage in sessions only from a private location where you will not be overheard or interrupted.
- Telesupervisors and telesupervisees must use their own computer or device, or loaned UCLA CAPS computers or devices; do not use a computer or device that is publicly accessible.
- You will ensure that the computer or device you use has updated operating and anti-virus software.
- Telesupervisors and telesupervisees will endeavor to minimize technical failures that might disrupt, delay, or distort communications.
- Telesupervisors and telesupervisees may be anywhere during a telesupervision meeting; however, all clinical work that is being telesupervised must take place in California.

Should there be technical problems with video conferencing, the most reliable backup plan is contact by phone. Telesupervisors and telesupervisees should have access to a correct phone number at which to reach one another, and have access to your phones at session times. If you are unable to connect to a video conference, or get disconnected, please try to connect again. Email is not a confidential method of communication, and should not be used to discuss confidential client information.