

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: GA-8

Effective Date: August 10, 2009

Version: 2.0

POLICY TITLE: EMPLOYEE OUTSIDE INTERNSHIPS AND PRACTICUM

OVERVIEW: The Department of Child Services (DCS) encourages and supports its staff to improve their education and employment status. Often that will occur while a staff member is required to participate in an internship or practicum program. Internships and practicum are structured job shadowing programs for students interested in learning more about their field of study. While working outside of DCS, it is necessary to ensure we are fulfilling our responsibility to our clients. Internships or practicum must not conflict with DCS employment. Additionally, while interning, employees may not perform any task or make any decision that may impact the safety and/or well-being.

I. DEFINITIONS

- A. Internship: A structured job shadowing that serves as a bridge between classroom studies and professional work.
- B. Practicum: A course of study designed for the supervision of practical application of a previously studied theory.
- C. Client: An individual who receives advice, care, treatment, or services which are managed by an individual or agency with the expectation that the communication will be held in confidence. This expectation does not need to be expressed, it is implied from the circumstances.
- D. Ethics Officer: DCS employee who helps to foster positive ethical values and standards by aligning the practice, mission, vision, and values of DCS with ethics as established by the State of Indiana.
- E. Ethics Conflict Resolution: An alternative method to participate in an internship or practicum which prevents ethical conflicts.

II. REFERENCES

N/A

III. STATEMENTS OF PURPOSE

- A. DCS employees must request approval from his or her Supervisor/Work Unit Manager by utilizing the [Application for Employee Outside Internship/Practicum \(SF 54333\)](#) prior to any involvement in an internship or practicum;
- B. Internships or practicum at the following locations are permitted without request for Ethics Conflict Resolution:
 - i. Churches;
 - ii. Programs or residential facilities for the elderly;
 - iii. Programs for individuals who are disabled;
 - iv. United Way;
 - v. Health Department; and
 - vi. Multi-Service Community Centers

Note: Child welfare staff cannot work with clients at his or her internship or practicum who are known to be on his or her DCS caseload.

- C. Internships or practicum in the following fields/locations must be authorized by the employee's Supervisor/Work Unit Manager and the Deputy Director for Staff Development, through submission and approval of the [Application for Employee Outside Internship/Practicum \(SF 54333\)](#):
- i. Hospitals;
 - ii. Schools;
 - iii. Private therapy or counseling, including but not limited to the following:
 - a. Substance Abuse,
 - b. Marital,
 - c. Child Behavioral/Parenting,
 - d. Domestic Violence, and
 - e. Reunification,
 - iv. Counseling Centers;
 - v. Mental Health Facilities;
 - vi. Stress Centers;
 - vii. Juvenile Detention Facilities;
 - viii. Department of Correction;
 - ix. Child Advocate Services Agency (CASA)/Guardian ad Litem (GAL); and
 - x. Any other internship or practicum not specifically outlined herein.

IV. PROCEDURE

- A. The DCS employee must request approval from his or her DCS Supervisor/Work Unit Manager prior to beginning an internship or practicum by completing Part A of the [Application for Employee Outside Internship/Practicum \(SF 54333\)](#);
- B. The employee's Supervisor/Work Unit Manager must:
- i. Review the [Application for Employee Outside Internship/Practicum \(SF 54333\)](#) to determine:
 - a. If a conflict with the employee's work schedule will exist with the proposed internship or practicum, and/or
 - b. If an ethics conflict will exist with the proposed internship or practicum.
 - ii. Complete Part B of the [Application for Employee Outside Internship/Practicum \(SF 54333\)](#);
 - iii. Inform the DCS employee within five (5) business days of his or her determination:
 - a. If the Supervisor/Work Unit Manager approves the request based on no potential conflicts existing, then the DCS employee is permitted to begin the internship or practicum,
 - b. If the Supervisor/Work Unit Manager denies the request due to a conflict with work schedule and the internship or practicum work schedule cannot be adjusted, the DCS employee must seek a new internship or practicum,

- c. If the Supervisor/Work Unit Manager denies the request due to a potential ethics conflict then he or she will:
 - 1. Instruct the DCS employee to seek a new internship or practicum; or
 - 2. Suggest the DCS employee apply for an Ethics Conflict Resolution.

- C. If the DCS employee applies for an Ethics Conflict Resolution then he or she must have the following forms completed and returned to his or her Supervisor/Work Unit Manager within five (5) business days:
 - i. [Ethics Conflict Resolution- Outside Internship or Practicum Employee Agreement \(SF 54330\)](#); and
 - ii. [Ethics Conflict Resolution- Internship or Practicum Agency Agreement \(SF 54329\)](#).

- D. Upon receiving the forms listed above, the Supervisor/Work Unit Manager will:
 - i. Review for accuracy;
 - ii. Sign the Employee Ethics Agreement;
 - iii. Contact the internship or practicum agency Executive Director or designee and discuss appropriate DCS procedures that must be followed in the event of a potential conflict of interest; and
 - iv. If all forms are satisfactory completed, the Supervisor/Work Unit Manager will forward all forms to the Deputy Director for Staff Development or designee within five (5) business days to recommend an Ethics Conflict Resolution.

Note: The DCS Supervisor/Work Unit Manager will only submit the [Application for Employee Outside Internship/Practicum \(SF 54333\)](#) and other required documents to the Deputy Director for Staff Development if he or she is recommending an Ethics Conflict Resolution.

- E. The Deputy Director for Staff Development or designee, will review the recommendation and send the original signed copies of all documents back to the Supervisor/Work Unit Manager informing the DCS Supervisor/Work Unit Manager of his or her decision within five (5) business days of receipt of all applicable information:
 - i. If the Deputy Director of Staff Development denies the recommendation, then the DCS employee must seek a new internship or practicum; or
 - ii. If the Deputy Director of Staff Development approves the recommendation contingent upon compliance with the Ethics Conflict Resolution, then:
 - 1. The Deputy Director for Staff Development will provide a copy of all paperwork to the Ethics Officer,
 - 2. The Supervisor/Work Unit Manager must inform the DCS employee immediately upon notification, but no later than 48 hours,
 - 3. The DCS employee and his or her DCS Supervisor/Work Unit Manager must have a Monthly Conflict Analysis Meeting while the internship or practicum is in progress to discuss any potential or actual conflicts that may have arisen at the internship or practicum,

4. At the conclusion of the Monthly Conflict Analysis Meeting the DCS employee and his or her Supervisor/Work Unit Manager must complete the [Ethics Conflict Resolution Monthly Conflict Analysis Meeting \(SF 54327\)](#) form,
5. The DCS employee must require all potential clients to sign the [Internship or Practicum Client Ethics Agreement for an Ethics Conflict Resolution \(SF 54328\)](#), and

Note: The DCS employee must require parents to sign the [Internship or Practicum Client Ethics Agreement for an Ethics Conflict Resolution \(SF 54328\)](#) for minors prior to the minor becoming a client of the DCS employee.

6. The DCS Supervisor/Work Unit Manager must make copies of all forms related to the Ethics Conflict Resolution for his or her records and forward originals to human resources to be placed in the DCS employee's personnel file.
- F. All individuals involved in the internship or practicum must agree that confidentiality is of the utmost importance and if the DCS employee encounters anyone, with whom the DCS employee has any information based on his or her employment with DCS, that the employee:
- i. Will be removed from the situation immediately;
 - ii. Will not be required to disclose any information; and
 - iii. Will report the situation to his or her DCS Supervisor/Work Unit Manager within 24 business hours and follow all recommendations of the DCS Supervisor/Work Unit Manager.

V. FORMS

- A. [Application for Employee Outside Internship/Practicum \(SF 54333\)](#)
- B. [Ethics Conflict Resolution- Outside Internship or Practicum Employee Agreement \(SF 54330\)](#)
- C. [Ethics Conflict Resolution- Internship or Practicum Agency Agreement \(SF 54329\)](#)
- D. [Internship or Practicum Client Ethics Agreement for an Ethics Conflict Resolution \(SF 54328\)](#)
- E. [Ethics Conflict Resolution Monthly Conflict Analysis Meeting \(SF 54327\)](#)

DATE: 10/06/08

James W. Payne, Director
Department of Child Services

A signed copy is on file.