DBT Practicum Handbook At California Lutheran University

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Contents

Preface

Welcome to the DBT Practicum at CLU! The following pages include procedures and tips for the successful completion of the practicum.

Figure 1: Velkominn to DBT at CLU!

Chapter 1

Individual Therapy Sessions

1.1 General Points

- Unless you're told by Jamie, all your clients are general clinic clients and *not* in DBT. They are simply being seen under the umbrella of the DBT Clinic at CLU. They are receiving behavioral therapy.
- Always write a client note for every scheduled contact hour and for every phone contact including those that involve scheduling.
- Start and end on time for everything. It helps to be prepared.

1.2 First Session Checklist

1. Review Jamie's Safety Planning Presentation before meeting with client. Conduct safety planning as needed.
   - Always carry the *essential* sheets with you to every session.
2. Checklist:
   - Set fee. Ask client to bring in proof of income
   - Do not bring up or mention reduced fee option. If asked, ask the reason and for how long they would expect to have the reduction. Tell them you will talk to your supervisor.
   - Always collect Fee at the beginning of session.
   - Remind them of 24-hour policy for missed sessions or they will be charged. Charges occur regardless the reason. If they have even a slightly itchy throat then they should cancel as early as possible.
   - Review confidentiality and privacy.

   - Ask if they are hoping their records will be used for anything in the future.
   - Would they like for you to talk to someone important to them?
   - Remind them they will complete the OQ before every session. Orient them and make sure they are set up with a userid and password. Help your client with this and they will have less difficulty completing it.
   - Confirm the phone number on file and ask if you can leave a message on their phone if you have to call about logisitics.
   - Remind them that you start at the top of the hour and sessions last 45-minutes. You can tell them that you manage time and will look at the clock and comment on time as you proceed. The goal

is to make sure they are getting what they want out of the session and are covering everything they intended to have covered.
    - Complete the DBT General Note.

3. You're allowed to take written notes, use a clipboard, and write on the white board.

1.3 Continuing Sessions

1. Set the recording up early. Minimize the screen or turn the monitor off.
2. Do not start the session until your client completes the OQ.
    - Help your client become successful at completing the OQ. Support and encourage and help them remember *how* to do it.
3. You might have a therapist in the room before you that ends their sessions late. Ask them if they plan on continuing to do that in the future. If so, try to find another room. If there is no other room, or you'd rather not have that option, talk to Jamie or clinic staff.
4. Complete all notes within *one* week.
5. Use the DBT General Note for individual sessions. This is the standard note for your clients when you are supervised by Jamie.

1.4 Missed Individual Sessions

1. If a client misses a session, call and leave a voicemail.
2. Write a note for all sessions, even canceled. Be clear what you did as a result. See the section on phone notes.

1.5 Setting Goals

It is not your clients job to come into session with goals. Instead, listen to your clients' concerns and attempt to make them into solvable problems. You never have to use the term *goal* or ever ask your client _"What's you're goal_? The goals naturally reveal themselves as you listen to what's on your clients' minds and shape them into solvable problems.

1.6 Termination of Treatment

- After 2-3 sessions, let your client know you're plan for intervention along with a timeline for termination.
- Let your client know that treatment will be reassessed at that point and could be extended if the client would like to address additional areas.
- When there is a a month left in treatment, remind the client every session that treatment is ending.
- In *DBT only*, discuss the concept of ex-therapist for life.

1.7 Call or text Jamie

- Please do not hesitate to call or text Jamie with any concerns.

Chapter 2

Phone Contact with Clients

2.1 Missed Session

If a client misses a session then call the client and leave a voicemail after 20-minutes of waiting. * Remind them of your session and the 24-hour cancellation rule. They will have to pay for two sessions at their next individual.
* This is *much* easier if you told them this would happen at the first session.
* Ask them to confirm within three days that they will attend the next session to avoid future fees if they cannot make that time. Provide your number.

- Never say the clinic in a phone message unless the client said it's okay.

- By default say "This is < *therapist first name* > calling. We had an appointment at 11:00AM. Since I did not hear from you in 24-hours, i wanted to remind you that you'll be charged with a miss session. The next time that you come in you'll have to pay double."
- You might add: "Please call to confirm your next appointment by Friday at 5PM. If I don't hear from you by that time then I'll assume you are no longer interested in treatment and I'll close your file. You can always re-initiate treatment at anytime."
- Write a note! For example:

Client did not show for individual appointment. Therapist called client and left a message for client to call and confirm the next appointment. Therapist also informed client in message of late fee charged. Next appoint is on DATE. Client was asked to call therapist by DATE at 5:PM to confirm next appointment to avoid any additional charges.

2.2 You call the client but someone else picks up.

"Hi. Is <client name> *there? No, no message. I'll try again. I can't say who this is but thank you. I'll try again."*

2.3 Someone calls (or emails) you about the client :

"I hear your concern, I cannot confirm that someone is or is not a client in the clinic and so I cannot respond to your questions. If you are concerned for safety, then I can provide general recommendations."

2.4 Phone Coaching as an intervention

Unless you have approval by Dr. Bedics for phone coaching in DBT, then you do not use the phone for anything but scheduling with your client.

Chapter 3

Contact with Providers/Family

3.1 General Information:

You are responsible for maintaining the confidentiality of your clients' records. Please do not view records or discuss cases with other providers who are not associated with the case.

General Tips

- Do not leave titanium unattended in any work area.
- Do not look in files that are not assigned to you.
- If you uncover protected health information (PHI), then do your best to protect the information and alert staff.
- Turn Panopto off after each session.

3.2 Conversations in the Clinic (Water Cooler Talk)

It's a natural urge to want to dicuss clients in the clinic especially if your anxious. Please avoid doing so and you'll be noticed in a good way. The time for consultation is in supervision or on team. Consultation should be well thought out and purposively planned with a specific goal in mind. Check with Jamie if you have any concerns.

- If someone asks you about a client say: *"Sorry, I can't talk about my clients without consulting my supervisor""*
- Do this by default. It's best to be overly cautious.

3.3 Email and Printed material

- Never include your client's name in an email.
- Do not discuss your client in any detail in an email or text message *even if* de-identified. Instead, email or text that you'd like to talk about a client.
- Never take material relatd to the client outside of the office.

3.4 Client Requests that you Talk to other people (provider, family, etc.)

1. Say, okay, and that you need to talk to your supervisor to confirm the procedures.
2. Ask yourself what is the reason for the contact. What purpose would it serve?
3. If you complete a release of information, specify what exactly you'd like to have accomplished and by what day/time.

4. Always make clear that the release will expire after:
   a) A certain goal is accomplished and/or
   b) A certain time has passed by.

Chapter 4

DBT Skills Training Tips

4.1 General Requirements

1. Co-leaders always conduct mindfulness.
2. Co-leaders always write an agenda for the teaching portion of the class.
3. Co-leaders check on late clients and call clients who missed with the exact HW from the week.
4. Only the leader and co-leader participate and speak in class.
5. The person waiting to become co-leader completes all the notes.
6. All therapist complete the unofficial DBT Skills Training Adherence Checklist.

4.2 Jamie's Tips for Skills Modules

The following is content that can be included in the teaching portion of your class. Feel free to use any of the ideas in your agenda. The majority of material is taken directly from the teaching manual. I do my best to adhere to the following points:

1. Context through which the skill is being taught.
2. In-Class Demonstrations
3. Homework Assignments
4. Random Tips

4.2.1 Distress Tolerance

4.2.1.1 Handout DT1: Goals

Survive Crisis Situations Backstory: In the urgency of the moment, we want to solve the problem. At the same time, in solving the problem we are vulnerable to saying or doing things that we could regret or make things worse.

- Highlights that the problem is valid. You're upset for a reason.
- When we try to solve problems in an emotional state what can happen?
- Problem remains with additional problems to solve.
- Elicit Examples.

4.2.2 Emotion Regulation

4.2.3 Mindfulness

4.2.4 Interpersonal Effectiveness

Chapter 5

Supervision and DBT Team

5.1 Individual Supervision

1. Have a written agenda for every supervision. Write it out *before* you come to supervision.
2. Be prepared to dicuss every client.
3. Have one video prepared for discussion (know the date and time) of the moment you want to discuss.

- You are required to have supervision every week. It's your responsibility to schedule your time with Jamie.
- If you're having phone supervsion then do not wait for Jamie to call. Call Jamie.

5.2 DBT Team Meetings

1. Know your role for each week (i.e., leader, mindfulness, etc.).
2. If you miss team, you owe the team a repair!
3. Put yourself on the agenda for problem solving. Avoid updates!
4. Put yourself on the agenda for burnout at least once a semester.
5. Make an effort to contribute at least once to a discussion.

Chapter 6

Professionalism

1. Dress appropriately. Always check clinic standards.

- Men: No need for a tie and jacket.
- Women: Dress below the knees or pant suits. Modest tops.
- Cover all tattoos regardless of size.

2. Clinic Policy and Staff

- Treat the staff professionally.
- Know the rules and procedures for the clinic.
- If anything seems to contradict supervision then discuss with Jamie.

3. Computer etiquette

- Log off from your computer and the recording system after each session.
- When writing notes, do not leave your computer unattended without logging off.
- Do not email anything about your clients with other providers or your supervisor (even if you use initials).
    i. Email or text Jamie: "Do you have a moment to chat about a client?"
        - No need to say anything more.

Bibliography