



*Counselor, Social Worker & Marriage
and Family Therapist Board*

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Executive Committee Minutes

September 18-19, 2014

September 18 8:00 AM-9:00 AM

- Approve agenda and minutes
 - Rev. Gilyard moved to approve.
- Chairperson comments
 - Thanked Charlie Knerr for her work on the search committee
 - Goals: enhance communications between the PSCs; revise work rules; encourage better Board meeting attendance and participation.
- Executive Director update
 - Staff is high performing; a great team is in place.
 - Some problems are being experienced on the licensee end with CBOSS, the credit card processor. Staff are working with DAS/OIT to resolve issues.
 - Margaret-Ann will be taking over all deposits. Clear controls will be established. Mr. Carnahan stated he wishes to explore all of the duties that Mr. Rough had undertaken and determine what is appropriate now.
- Discussion of committee membership, particularly the CE Committee. The membership of certain standing and ad hoc committees changes regularly. Mr. Polovick suggested creating a “org chart” for the committee make up.
- Informal “appeals” – who speaks for the Board? – Ms. Knerr
 - A process should be established for applicants/licensees to use when they are not satisfied with the answer provided by a staff member or Board member.
- AMFTRB Report – Ms. Knerr shared detailed notes (attached).
- Rules – Mr. Carnahan provided a brief update on the current status of pending rules.
 - Pending approval:
 - H.B 232 rule – hearings on 9/16 and 9/19
 - Five Year Rule Review – hearing on 10/7
 - Other rules to be revised?
 - 4757-1-5 – fines/fees – should this be pulled from the HB 232 filing owing to a missing reference to CEU fees?
 - 4757-23-1 – Social Work supervision
 - 4757-5-2 – standards of ethical practice
 - 4757-5-14 – standards of ethical practice –supervisory relationships

- 4757-9-5 – CEU approval
 - Mr. Carnahan suggested setting a schedule for rule filings, for example January and June.
- Peer Consultation CEUs
 - Ms. Knerr shared a model for peer consultation CEUs (attached). The Committee agreed no action was necessary. The model could be incorporated for MFTs. The Committee agreed to share the concept with the other two PSCs.

September 19, 8:00-9:00 AM

- Discussion of current progress of NASW MOU. No MOU was available for review. The Committee discussed whether full Board action would be necessary. The consensus was that the full Board should approve any MOU. Dr. Hamm and Ms. Knerr stated their respective Committees may wish to consider a similar MOU with national organizations.
- Discussion of rule 4757-1-08 (veterans). The Committee discussed the need to pass the rule in the full Board meeting to ensure the version filed was aligned with Board expectations.
- Mr. Polovick discussed an interest in reviewing work rules, seeking to better align policies and procedures with currently accepted practices.
- Discussion of Brian Carnahan's work as a volunteer mediator with the DAS EAP. The Committee suggested no more than two mediations per month. Mr. Carnahan agreed to limit his participation if it posed an issue with fulfilling CSWMFT Board duties.

September 19, 3:30-4:30 PM

- Discussion of Board meeting
 - Overview of process issues
 - Is training available regarding how to run effective meetings?
- Possible changes for November 2014 Board meeting
 - Scheduling of PSC meetings – should the Board consider
 - Should the CE Committee and Investigative Liaisons meet every Board?
- Include electronic delivery of services on the agenda for November.


 Board Chair
 Mr. Steve Polovick, MS, LSW



Peer Consultation Continuing Education – 3 Hours

ICFT is offering 3 hours of Continuing Education for participating in a specified Peer Consultation Process.

Details

Date: To Be Determined by the 3 Therapists participating

Cost: \$45 per Therapist for 3 hours of credit (\$15 of the registration fee will be donated to the OAMFT Career Advancement Scholarship Fund)

The Goals of this Model of Continuing Education

1. To receive support with actual cases
2. To foster supportive, collegial relationships
3. To address the following Marriage and Family Therapist CEU focus areas:
 - a. Appraisal of individuals and families
 - b. Systems Theory
 - c. Couple and Family Therapy interventions
 - d. Diagnosis and treatment of mental and emotional disorders

Requirements

In order to receive the 3 hours of credit for peer consultation, each participant must agree to:

1. Present a case according to the attached format. Each therapist must bring copies for the group. No copies = no credit!
2. Meet together for 3 hours to discuss these 3 cases using the attached format.
3. Collaboratively complete one attached summary sheet and mail it to ICFT.
4. Send an individual check per participant for \$45 to "ICFT".

Please note, ICFT is only offering this program once for each licensee for each 2 year license cycle. ICFT will not answer requests for 3 additional credits if you have not had your license renewed since your last request!

**ICFT has been approved to provide continuing education for Marriage and Family Therapist by the State of Ohio Counselor, Social Worker, and Marriage & Family Therapist Board.
ICFT CEU Provider #RTX031301**

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Serving children, adolescents, and adults.

Frequently Asked Questions

What is the rationale for earning CEUs this way? Couple and family therapists are often most helped in their practice by consulting with other CFTs. When colleagues consult together, they have the opportunity to gain insight on their current cases and gain answers to their most pressing questions. This CEU is designed to encourage and reward these types of relationships. The hope is that this will incentivize building collegial relationships with other Couple and Family Therapists, thereby reducing some of the ethical risks that accompany being "lone-ranger" practitioners.

Who can earn these CEU credits? These credits are only available for MFTs or IMFTs currently licensed by the Ohio CSWMFT Board.

Can my staff team meeting count as Peer Consultation CEU Credits? If you have exactly 3 licensed MFTs/IMFTs at your meeting, abandon your typical staff team meeting format, adopt this format for 3 hours, fill out the summary form, and pay ICFT \$45 each.

Can MFTs and IMFTs be in the same group? Yes, but the IMFTs cannot be currently supervising any of the MFTs in the group.

I am a MFT and this format is very similar to how I present cases in my training supervision for my IMFT. Can I count my supervision hours for these CEUs? No. You cannot count hours that you count for supervision and you cannot have your supervisor in your peer consultation group.

How many of these CEU credits can I earn during each licensing period? Only 3 hours will be granted each license renewal period. ICFT will deny additional requests until your license has been renewed. Please do not apply for more.

Can I earn 6 hours and carry 3 hours over? No. Again, ICFT will deny additional requests until your license has been renewed.

Can we spread the hours over 2 or 3 different days? Yes, as long as each person presents a case and the total time is 3 hours.

What if I have already earned my Peer Consultation CEUs and I am invited to be in another group. Can 3 MFTs/IMFTs participate but less than three people earn the credit for the CEUs? Yes, if all three still present a new case, spend three hours together according to the format and fill out the summary sheet. Just note on the summary which of the participants are seeking the credits. Also, the participants seeking the credits would be the ones to send payment.

So can there be a LISW, a PCC, and an IMFT in a group and only the IMFT apply for the CEU credits? No. There must be exactly 3 MFT/IMFTs licensed by the Ohio CSWMFT Board for the group to count.

Should we include identifying data on our Case Presentation Form? No. Please honor the confidentiality of your clients according to the AAMFT Code of Ethics, the Laws and Rules of the State of Ohio CSWMFT Board, and the policies of your place of employment.

Do we have to send in completed case presentation forms? No. Please do not send any case information to ICFT. Just the summary sheet and payment.

What if I don't understand some of the terms on the Case Consultation Format? Complete as much as you can and then ask your colleagues. That is the whole point of these CEUs – to learn from each other.

Should I share a successful case or one I need help with? This is not the time to share your glory stories. This is the time to get help you actually need.

But how will you know we actually did it? Really....We are trusting your ethics and 3 signatures!

So isn't ICFT just making money for doing nothing? That is a hard question for us to answer after putting this together and answering all of the FAQ's. So, yes and no. We wrote it, we applied for the provider status to test it, we are keeping track of it, and we are providing certificates to those who actually participate in it.

How long will ICFT be offering these credits? We will conduct this program for a few years in an effort to work out the kinks of tracking the participants, their license renewal dates, and to integrate feedback from participants. After 2-3 years, our hope is to turn this program over to the OAMFT with the stipulation that 100% of the profits are put toward the Practice Advancement Scholarship Fund.

What is the Practice Advancement Scholarship Fund? This is a scholarship fund that any member of the OAMFT can request to advance his or her career. Members can ask for money for the licensing exam, supervision, conference costs, etc.

If I have more questions, who should I contact? Please contact Kelsey@ICFTcolumbus.com

Case Consultation Format

Therapist Name _____ **Code Name for Case/Client** _____

Date of Initial Presentation _____ **Treatment Start Date** _____ **Number of Sessions to Date** _____

1. **Attach a Genogram**
2. **Risk Assessment: 1 = Low 10 = High** _____ **Please explain concerns.**
3. **Client Engagement: 1 = Low 10 = High** _____ **Please explain concerns.**
4. **Client Motivation: 1 = Low 10 = High** _____ **Please explain concerns.**
5. **Presenting Issue at Intake**

6. **Attach Initial Treatment Plan: No specific format needed but include prioritized goals, and progress made thus far on each of the goals. 1=Not started 10 = Complete**
7. **Attach Working Hypotheses.**
8. **Diagnosis and Current Psychiatric Medications for any Members of the System.**

9. **Additional Relevant Data: Medical Issues, Collaboration, Stressors, Substance Use, Cultural Factors, etc.**

10. **Where does this client story intersect with yours? Issues of Transference/Countertransference? What buttons in you are being pushed?**

11. **Desired Theoretical Orientation for this Case.**

12. **Today, I am most concerned about client's:**
Behaviors:

Thoughts, Beliefs, Attitudes:

Relationships:

13. **Current, Most Pressing Questions: Clinical guidance, Resources, References, etc.**

Suggested Peer Consultation Format

Suggested Meeting Schedule

10 minutes – meet and greet, share any pressing questions/topics.

50 minutes – First Case Presentation

50 minutes – Second Case Presentation

50 minutes – Third Case Presentation

10 minutes – wrap up: answer any remaining questions, discuss relevant topics or resources.

10 minutes – fill out Peer Consultation Summary

Case Presentation Format

1. Presenter reminds every one of their work setting. What they like about their work situation, what they find challenging.
2. Everyone takes a few minutes in silence to read the case.
3. Presenter explains if necessary...
 - a) Genogram
 - b) Client first name or names
 - c) Number of sessions
 - d) Current risk, Client Engagement, Client Motivation
 - e) Presenting issue at intake
 - f) Initial treatment plan - goals and progress made
 - g) Current working hypotheses
 - h) Diagnosis and current psychiatric medications for any members of the system - who diagnosed and how recent is the diagnosis.
 - i) Additional relevant data - medical, financial, stressors, substance use, cultural factors, etc.
 - j) Where does this story intersect with yours? Issues of transference/Counter-transference? What buttons in you are being pushed?
 - k) Desired theoretical orientation
 - l) Current concerns about client's behaviors, thoughts, beliefs, attitudes, and relationships
 - m) Current, Most Pressing Questions
4. Participants can ask clarifying questions starting with "a" going down to "m."
5. Topics this case brings to mind.....
6. If this were my case, I would wonder about.....
7. If this were my case, I would prioritize.....
8. If this were my case, resources I would use are.....
9. Any other thoughts or questions....

Peer Consultation Summary

Participants _____

Date: _____

1. _____ 2. _____ 3. _____

1. List two strengths of our time together.

2. List one area that could be improved in our time together.

3. List general topics discussed.

4. List 1 thing you have appreciated about each participant in the group and their contributions.

5. Please evaluate on a scale of 1 (not true) to 5 (very true):
 - a. I received support on my current cases 1 2 3 4 5
 - b. This CEU helped me foster supportive, collegial relationships 1 2 3 4 5
 - c. We addressed the following Marriage and Family Therapy focus areas:
 - i. Appraisal of individuals and families 1 2 3 4 5
 - ii. Systems Theory 1 2 3 4 5
 - iii. MFT interventions 1 2 3 4 5
 - iv. Diagnosis and treatment of mental and emotional disorders 1 2 3 4 5

6. Anything else that you would like to add.

By signing below, we agree that we met for 3 hours, each presented a case according to the format provided, and completed the above summary sheet together.

| Name | Signature | License # | License Renewal Date |
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Address (Street, City, State, Zip code): _____

Please allow 2 weeks for ICFT to process and send certificates for 3 CEU hours

Report from AMFTRB in New Orleans, Louisiana: Sept. 9-10, 2014

Last year we discussed that anyone attending any meeting paid for by the board should report back to the board at the next meeting. We were supposed to report on educational programs; examination; continuing education; discipline; board functioning; and any presentations/special topics. The idea is that these reports can then fuel our work throughout the year but also our annual planning meeting

Attendees: Charlie Knerr, Board member & Margaret-Ann Adorjan, MFT Coordinator

Topics of interest that were either presented or discussed in small groups.

Educational programs

- Nothing new, but every state is still getting used to North Central University and Capella have become COAMFTE accredited.

National Examination Update

- Vendor for exam is changing as of January 1, 2015. Exam will now be offered 1 week every month
- Exam company is asking, how do we test for Non-Cognitive Skills - how do we measure those? Examples include: attitude, reliability, honesty, motivated, sensitivity, listening, integrity, leadership, flexibility
- ESL is not covered as an accommodation under the current ADA. We had a discussion about whether ESL (English as a Second Language) or ELL (English Language Learners) students face a barrier when taking the national examination. We could set a policy to offer accommodations. Social Workers have done it. Social Worker Accommodations Are:

1. Bi lingual dictionary.
2. English Dictionary.
3. Both.
4. Extra time

Dictionaries are sealed and shipped to the testing center. Once the test is done - the dictionary is sent back to the testing company.

Continuing Education

- The question from last year lingers....How do we **assess** and maintain competency of licensees, especially regarding new and updated info in field, such as social media, DSM-V, etc.?
- Last year the concept of learning modules was presented. Perhaps every two year renewal period, 1 module is required. CEU Committee could decide in what area. It could be a continually updated version of the laws and rules exam. CLEAR has some modules we could use if we are a member.

Discipline

- Some wonder about on-going background checks, usually with renewal or a set timeframe, i.e. every 5 years. Is this possible with our Board? And if so, how would we implement this with staffing and online renewal process?

Board Functioning

- Idea of asking board members, staff, executive director, on an annual basis as part of planning "what would make your job easier?"
- Idea of having a professional standards committee meeting around the association meetings to give access to licensees. To hear from licensees.
- Do we have a decision making framework for drafting rules? Does Ohio have
- Is it outlined anywhere what Staff, Board Members, Executive Director can speak to and what they cannot? What must come to the PSC and what staff can decide? What the Executive Director wants/needs to be in the loop on?
- Seems to me if the 3 committees can be united on issues....it all works better. Are there rules we should work on getting uniform? Have we ever said that we should try to do this first as we are setting a new rule before we each just do our own? Current example NASW CEU situation.

Presentations/Special Topics in Regulatory Trends

E-Therapy/supervision

- Need for reliable technology
- Need to identify local emergency services
- Need for some type of assessment before starting therapy as to the appropriateness of E-therapy modality.
- Only a handful of states, including Ohio, have rules in place regarding the regulation of e-therapy type services. Arkansas has added an e-therapy designation, similar to supervision, and only those with the designation may provide these services

Conference next year

- Question how we determine delegate? Do the other committees have a way to decide?

Congratulations to Margaret Ann!

She was elected Member at Large!

So her conference is paid for the next 2 years!