

Spring / Summer
2007

News Link



All forms on the new web site have been converted to Active PDF files. This means you can download the file and type in your information using Adobe Reader software! You then need to print the document as it cannot be saved without the full Adobe suite of software.

We have added online applications for the following license types:

- *Clinical Resident*
- *Counselor Trainee*
- *PC & PCC*
- *Supervision Status*
- *Independent Social Worker*
- *Social Worker*
- *Social Worker Trainee*
- *Social Worker Assistant*

Counselor, Social Worker & Marriage and Family Therapist Board



We Moved, Again!

LeVeque Tower Suite 1075

September 1, 2006

The Board was asked to move to make room for another state agency. We moved from the 14th floor to the 10th floor. Please make sure your disclosure forms show the correct suite number.

**50 West Broad Street, Suite 1075, Columbus, Ohio
43215-5919**

Approved C. E. Programs

Continuing Education Program approval and Provider numbers begin with a pre-fix of a variation of these letters (**RCSTX** or **MCSTX**). A **C** in this prefix shows approval for counselors, a **S** shows approval for social workers, and a **T** shows approval for marriage and family therapists. Certificates of attendance without these numbers will not be accepted. All programs taken within the state

of Ohio must be pre-approved with the exception of MFTs and IMFTs.

Please Note: Only the sponsoring organization can have a program pre-approved. The post program approval process may only be used for out-of-state trainings, graduate level college course work in related fields, teaching and distance learning trainings generated outside of the state of Ohio.

Web Site Points of Interest

The Board's web site has many interesting features.

- Link to a database of all licensees that contains their license status, date of first issuance, expiration date and whether they have been disciplined.
- Meeting minutes for the Board and professional standards committees.
- Board meeting dates and locations are listed. All Board and professional standards committee meetings are open to the public.
- Links to commonly used forms: Online applications are there and paper forms are

Adobe PDF forms that allow you to type your data and print forms in easy to read formats.

- Laws and Rules in a bookmarked Adobe PDF file that includes Indexes for Laws and Rules.
- Information areas for each licensing group with detailed requirements.
- We also have a consumer's page with information on the Board and its responsibility.

Please visit often!



*Renew online
and save postage,
waiting time and
have an
Immediate
receipt showing
you have renewed
your license!
Following is one
of the many
comments the
board has
received.*

*Wow! Online
renewal was so
much easier than
having to have my
renewal notarized,
get a cashiers check
from the bank, and
sending this by
certified mail.*

*You've successfully
contributed to
lowering gasoline
usage by making this
so simple. Thank
you. Our planet
thanks you too!*

Social Worker Exams Require Pre-Approval/ Online Applications Added

Social workers will now have to obtain pre-approval in order to take the licensure examinations. This change was made to improve examination security by ensuring only appropriately educated applicants are able to take the licensure examination.

In order to simplify this process, the Board has instituted online applications for LISW, LSW, and SWA applicants.

Applicants will apply online and provide a student copy of their transcript via mail, email or facsimile and be approved to take the examination. Licensed social workers (LSW) applying for LISW need only request examination with a copy of their MSW transcript if not already on file.

The Association of Social Work Boards (ASWB) provides the examinations and has reduced the waiting time for examination from

two weeks to one week.

The Board's overall goal is to simplify and streamline the process for social work licensure applicants. Online applications provide a quick easy way to apply and simplify the processing for Board staff.

Applicants may apply to take the exam as early as the last term of their degree program. Applicants shall provide a final "conferred" degree transcript directly to the Board from the school before official licensure.

The social worker professional standards committee (SWPSC) has also approved the staff to license applicants if their applications clearly meet the requirements of the laws and rules. Any application with issues will wait for SWPSC review for approval. This process will alleviate the need for most temporary licenses.

Continuing Education Audit Process

The Board's licensing system has a built-in audit selection process that randomly selects licensees for audit. Audit notices are mailed to 10% of all licensees who have renewed their license each quarter.

There are several common mistakes being made when audits are submitted. Please be sure to watch out for these errors.

1. Only hours taken during the renewal cycle are applicable.
2. All certificates of completion for trainings

taken within the State of Ohio must show a board approval number to be accepted. See article on the first page of this newsletter.

3. Post program approval notices or post program request are required for programs taken outside of the state of Ohio.
4. The audit form must be completed (front & back).
5. Licensee not having 30 hours completed, or categories not covered (ethics, supervision).

PC Clinical Resident Application Changes

Clinical Resident may now apply online and change status, if that registration has expired or needs to be changed, **via email** to simeon.frazier@cswb.state.oh.us. Please provide the applicable information below.

- Your name and PC-CR registration number on all communications
- For changes of supervisors, sites or duties:
 1. Change of supervisor: email supervisor's name, license #, address, phone number and **supervisor's email address**; we do not need a written document.

2. Change of Location: email name, phone number and address of facility.

3. Change of Duties: email new duties listing

- Applicants shall document proof of Clinical Resident status using the board's online license verification system at <https://license.ohio.gov>. CR status shall be active only within the dates displayed on that system. We enter the dates of that registration from the supervision dates provided with agreement of your supervisor.

Departed Board Members

The Board has lost some of its corporate memory as Glenn Abraham, Linda Barson, Rocky Black and Joe Williams have left the Board in the past year. They will be missed for their professionalism and grace. All four Board members are congratulated for a "job well done"!

Discipline Action Taken Against Licensees

Social Workers:

Julie Baxa- (LSW) Inaccurate records; nine month suspension, social work ethics course.

Gregory Cox- (LSW) Billing irregularities; reprimanded.

Lisa (Little) Depoussaint- (LSW) Inaccurate records; 18 months of pre-approved supervision, social work ethics course required.

Jamie Fuqua-(LSW) Boundary violation; reprimand, 2 years pre-approved supervision, social work ethics course required.

Steven Goldsberry- (LISW) Failure to mandatory report; 10 day suspension, 10 additional hours of CEU's in ethics, 6 additional hours of CEU's in supervision.

Jill Gomez- (LISW) Failure to mandatory report; 10 day suspension, 10 additional hours of CEU's in ethics, 6 additional hours CEU's in supervision.

Linda Hurst- (LISW) Altered documentation; reprimand, 2 years of pre-approved supervision, repayment of \$3650.00.

Dawn Hutchison- (LSW) Inaccurate record keeping; 4 month suspension, 6 hours of CEU's in ethics required.

James Johnson- (LSW) Failure to maintain accurate records; 18 months pre-approved supervision.

Mary Migra- (LISW) Sexual relationship with an ex-client within two years termination; probation, supervision required and social work ethics course required.

Love Alma Mills-Byrd- (LSW) Failure to

report child abuse; reprimand, 18 months supervision, social work ethics course required.

Tina Postage Gowins- (LSW) Failure to maintain accurate records; reprimand, 1 year of pre-approved supervision, social work ethics course required.

Shameikia Smith- (LSW) Failure to maintain accurate records; 18 months of pre-approved supervision, social work ethics course required.

Deborah Supelak- (LISW) Inaccurate records; license revoked.

Stephanie Wallace-Kamp- (LSW) Failure to maintain accurate records and violated client confidentiality; 6 month suspension

Shannon Wood- (LSW) Client boundary violation; 1 month suspension, social work ethics course required.

Kenneth Zaczkowski- (LSW) Practicing without a license; 1 year suspension, 2 years pre-approved supervision, 6 hours of CEU's in social work ethics required.

Counselors:

John Frankenburg- (LPCC) Sexual Boundary violation; surrendered license in lieu of discipline.

Keith Roberts-(LPC) Impaired practitioner; license revoked.

Brenda Ward-Brown- (LPCC) Falsified client records & forged client signature; 12 month suspension, 2 years of pre-approved supervision, & counselor ethics course.



Please make sure you pay attention to keeping proper records.

Too many people are getting in trouble for issues easily avoided!

Counselor Trainee Application Changes

Counselor Trainee may now apply online and make changes to update registration dates or supervision data **via email** to simeon.frazier@cswb.state.oh.us.

Please provide the applicable information.

- Your name, phone # and CT registration number on all communications.
- Provide the following for new quarter/semester enrollment in a practicum or internship, or other changes:
 1. Provide proof of enrollment for the practicum or internship in the new term by providing a copy of the university's online enrollment document; or a letter, email or facsimile from the professor, counseling office or registrar stating enrollment info (email a scanned copy or fax to 614-728-7790). The CT status will not be **active**

until your supervisor confirms supervision unless your existing agreement includes the new term dates.

2. Change of supervisor: email supervisor's name, license #, address, phone number, and **supervisor's email address**; we no longer need a written document.
3. Change of Location: email name and address of facility
4. Change of Duties: email new duties listing

- Applicants shall document proof of counselor trainee status using the board's online license verification system at <https://license.ohio.gov>. Trainee status is active only within the dates displayed on that system. The dates of that registration may be up to four weeks past the end of the term enrolled.



News Link

Spring / Summer 2007

COUNSELOR, SOCIAL WORKER & MARRIAGE AND FAMILY THERAPIST BOARD

50 W. Broad St., Ste 1075
Columbus, Ohio 43215-
5919

PHONE:
614-466-0912

FAX:
614-728-7790

E-MAIL:
cswmft.info@cswb.state.oh.us

WEB SITE:
<http://cswmft.ohio.gov>

*The Board regulates
the practice of
counseling, social work
and marriage and
family therapy for the
State of Ohio.*

Meet Ken Trivison, Chair MFTPSC

Ken Trivison earned a master's degree in educational psychology from John Carroll University and completed a two year post-graduate training program in Systemic Marriage and Family Therapy with Sol Levin, M. D. He has 30 years of experience. His experience includes clinical, supervisory, administrative, and training. He works for Catholic Charities Services and is in a group private practice, Psychological and Behavioral Consultants, both in the Cleveland area.

Five Year Rule Review

The board is completing its required five year rule review. Many proposed changes are being considered. The rules will be filed with JCARR in early June for a July 20, 2007, Public Hearing. Go to the Board's web site for more information.

Some of the changes include a restructure of the ethics rule from one rule 4757-5-01 into eleven separate rules, which will make finding the section you need much easier. The multiple relationship rule has been completely rewritten and should be reviewed in its entirety under new rule 4757-5-03. Records retention in new rule 4757-5-09 has been extended to seven years to match HIPPA requirements. Other changes include a new counselor program approval rule 4757-13-07; changes to practicum, internship and supervision

Ethics Issues – Records Request

Many of the complaints the board receives concern records and treatment of children. If a child is brought in to see a therapist by his/her mother and the mother is the custodial parent and the mother's insurance covers the treatment, what right does the father have to the records? According to Ohio Law concerning a non-residential parent's right to records of children ORC 3109.051(H)(1) & (2): unless a court order specifically states the parent is **not** permitted to receive records, then the non-residential parent has equal rights to obtain copies of their child's treatment records. If the therapist has concerns that the release of client records may be harmful to the client, then the harmful portion of the file can be withheld under some circumstances. The Code of ethical

Ken was one of the first four MFT board members appointed by Governor Taft in 2004 following passage of House Bill 374 in the 124th General Assembly.

Ken is a clinical member and approved supervisor in the American Association for Marriage and Family Therapy (AAMFT) and has served on it's Board. He has also held various positions, including President, in the Ohio Division of AAMFT. He is licensed as both an IMFT and a PCC.

requirements in 4757-13-01 and 4757-17-01. Potential changes to 4757-23-01 social worker supervision; and a new rule authorizing staff to approve social worker applications. 4757-7-01 has been changed to allow licensees to use a continuing education program approved for two license types for both licenses, this change will not go into effect until the licenses are final filed with the Legislative Service Commission approximately September 1, 2007, assuming all goes well. There are changes to 4757-15-03 & 4757-21-04 professional disclosure statements for counselors and social workers. The current rules are in conflict with the statute. Licensees are required to provide a copy of their disclosure statements to clients first met outside of the office setting while a wall display meets the in office need.

practice and professional conduct OAC 4757-5-01 (I) (2) Record keeping states: "...Licensees should limit clients' access to their records, or portions of their records, only in exceptional circumstances when there is compelling evidence that such access would cause serious harm to the client. Both the clients' requests and the rationale for withholding some or all of the records shall be documented in the clients' files." (When the new laws are filed the record keeping section will be listed as OAC4757-5-09 Ethical responsibilities concerning record keeping.)

Questions surrounding records requests or questions you would like to see addressed under the "Ethics Issues" column can be sent to:

Tracey.Hosom@cswb.state.oh.us