AGENDA ITEM #7

The following have submitted plans to be approved by the Board for CPC-Interns and MFT-Interns to engage in private practice and **In-Home Therapy** at facilities without a Licensed Mental Health Professional on the site:

Uplifting Lives, Inc.

(For possible action)
HOME-BASED SERVICES
SAFETY MANUAL

Uplifting Lives Inc.
In-Home Therapy/Home-Based Service

Nevada Licensed Mental Health Professional on Site

In-Home Therapy/Home-Based Services Memo of Agreement

Signatures below signify that all relevant parties demonstrate awareness and agreement to the in-home therapy/home-based service arrangements/plan put in place for licensed interns by Uplifting Lives Inc.
Signature: Ellen Smith
Date: MID 69
License number: 6640
Type of License: Intern License
Address: Abbruzzi Drive #204
Telephone Number: 702-994-1944
Email: ellenfinneyl@cox.net
Nevada Licensed Mental Health Professional on Site

(signature) Tami Nurkin, MFT

Date

License number

Type of License

Address

Telephone Number

Email

Direct Supervisor & Responsible Agency Lender on Site

(signature) Tami Nurkin

Date

0970

MFT

License number

Type of License

700 W. Cheyenne Ave., Ste. 190, NV, Las Vegas, NV 89130

Address

202-459-8264

taminurkin@yahoo.com

Telephone Number

Email

Nevada Board Approved Primary Supervisor for Licensed Intern (Pursuant to NAC 641A, 182)

(signature) Constantine Kountz, MFT

Date

01039

Marriage & Family Therapy

License number

Type of License

5671 N. Rainbow Blvd. #170, NV, NV 89130

Address

(702) 395-9010

Connie@DiamondMentalHealth.net
Before the Visit

- An independent licensed professional must make initial home visit to ensure safety.
- Always let someone (preferably your supervisor) know where you are going.
- Review intake form for possible concerns of violence or substance abuse.

- Mentally prepare the visit and what you need to accomplish.
- Do not wear excessive jewelry and dress appropriately.
- Take your ID with you, but do not wear your ID cord around your neck.
- Wear comfortable shoes with low or no heels.
- Have your cell phone with you, if possible.
- As you approach the house:
  Be aware of your surroundings. Are any neighbors around?
- Park your vehicle in a way that you can make a quick exit, if necessary.
- Do not block anyone's parking space.
- Lock valuables in the trunk of your vehicle.
- Listen before you knock or ring door bell.
- Adapt your eyes to light conditions inside the home.
- Stand to the side of the door-someone may come out abruptly.
- Wait for the client to come to the door to invite you in.
- Do not walk in if the door is open.
- Do not walk in if a voice calls out "come in" and you cannot see anyone.
Entering the Home

- Choose a "safe place" to sit.
- Note the exits from the home. If possible, keep yourself between the client and the door.
- Sit near an exit or facing the hallway so you can view hall and bedrooms.
- Living rooms are the safest place to have session.
- Bedrooms are where most guns are stored.
- Kitchens are equipped with all kinds of possible weapons.
- Listen to your instincts and feelings.
- Do not touch the family pet.
- Be cautious and use common sense.

When in the Family's Home

- Become familiar with all potential exit routes.
- If you feel unsafe, be alert for any signals of danger.
- At all costs, avoid confrontations:
  - Be respectful, calm, and agree
    - Leave or change the direction of the conversation.
- Got to a safety spot (car, outside, another room with a family member).
- Call Supervisor and/or police if situation escalates.
- Have the client's address readily available or memorized.
- If police raid the client's home while you are present:
Stay as calm as possible.

Do exactly what the police requests.

Do not reach in pockets/purse/or briefcase for I.D.

Establish who you are later when the situation is calm.

Prior Episodes of Violence Toward People Outside of the Family

Initial phone call:

- Allocate plenty of time for the conversation. Use lots of active listening.
- Talk to the alleged violent person and attempt to establish rapport.
- Determine whether clients are escalated. If so, implement active listening. Ask a family member for their evaluation of the potential for violence.
- Determine whether there are any weapons in the home.
- If you are still concerned about the possibility of violence, consider meeting with the most approachable family member(s).
- Consider meeting in a neutral place.

Preparation for first session:

- Call the referring provider for more information.
- Inform your supervisor of your initial phone assessment.
- Inform supervisor/co-worker of where and when the first session will take place. If needed, develop a plan of when you will call to confirm your safety including code words or a plan of action if no call is received. If a cellular phone is an option, store the number to your supervisor and keep the phone on.
- Consider taking your supervisor or a co-therapist with you.

During the first session:
- Drive around the neighborhood to locate safety spots.
- Park as close as possible to the house so that accessing your car and leaving is easy.
- Stay calm, relax, take a deep breath, and utilize self-talk such as "It is not my responsibility to change this person."
- Keep your car keys readily accessible such as in your front pocket.
- As you approach the home, note the location of exits, including windows.
- Listen attentively before you knock.

Stand to the side of the door.

- Wait for the client to come to the door.

- Choose a "safe place" to sit unless the family directs the seating.

  Try your best to sit next to an exit with your back to the wall.

  Living rooms are safer than bedroom or kitchen where weapons are typically stored or where potential weapons are kept.

  If possible leave a door ajar.

  Derive an escape route.

- Complete all necessary intake and assessment material on you assigned client, include level of care assessment, all informed consents and authorization forms.

- Observe the house for potential weapons.

- Be alert to family members' physical of escalation, e.g., facial expressions, posture, and breathing.

- Respect the family's personal space. Do not crowd them or touch them.

- Ask the clients' permission-make sure everything you do is approved.

- Meet separately with each family member, if appropriate or necessary.
- Speak with the most upset person first.

- If the situation begins to escalate, de-escalate it by giving away your power, e.g. stop facilitating, problem solving, or directing and go into active listening mode.

- Additional options to de-escalate:
  
  Distract the problem with creative time-outs, e.g., requesting to use the restroom.

  State your concerns using "I" messages including outcomes for use of violence.

  Consider relocating to a neutral location with one person or more.

  Leave if you feel in danger.

  Call your supervisor from a phone in a safe location, as soon as possible.

  Our Client Lives in an Unsafe Neighborhood

  - Discuss with your client the safest time of the day to meet.

  Consider meeting in a safer location.

  Ask if they will watch the street for your arrival.

  Meet during the daylight hours, especially during initial visits.

- Advise your supervisor of your route and destination address and when you anticipate your return home. Develop a check-in plan.

- Upon arrival, locate safety spots.

- Use main streets as much as possible.

- Leave the area immediately if it appears too dangerous; call your supervisor from a safe location,
- Park close to the client's home, allowing easy access to the car and an easy drive out.

- Keep high alert when walking to and from the home.

  Leave your purse and jewelry in the trunk of your car or at home.

  Have the car door key readily available.

  Walk briskly.

  When exiting the home ask someone to walk you to the car or watch while you get into your car.

- Take a cell phone, if possible. Try not to use it in a dangerous neighborhood in attempts to decrease the possibility that bystanders misunderstand your job or bystanders will not decide they want the phone.

**Single Parent with a Jealous Partner Who Has a History of Violence**

- Sit near an exit.

- Let the client know that you think the partner is there: "Do you think ( ) would like to join in with us or would like to reschedule session? "May I meet ( )." - Be mindful of your words and actively listen, e.g., limit your compliments, be reserved. Avoid validating complaints or making inferences.

- Try to engage the partner.

- Discuss the situation with your supervisor-brainstorm possible options.

**During a Session, Physical Violence is Threatened Toward a Family Member**

- If, over the phone, there appears to be potential for physical altercations, ask family members to avoid "hot topics" until you arrive and/or ask family members to wait in separate rooms.
• When violence is threatened during the session, immediately stop what you are doing and begin active listening. It is not the time for problem solving, reframing, or teaching.

• Use "I" messages indicating your concern about the potential for someone getting physically hurt.

• Use their names when speaking.

• Model calmness in your voice and body language- deep breathe if you are growing anxious.

• Think out loud: "It appears as if everyone needs some space right now. Maybe we could all use a time out."

• Attempt to dis&act the individual:

  Stand up and say the individual's name in a loud tone.

  Consider if it will be beneficial to make a distracting noise- drop books or briefcase.

  Send family member to the kitchen for a glass of water.

  Ask if they can separate while you consult with your supervisor on the phone.

  Tell them what they are saying is so important that you want to write down a list of their issues.

• Talk with the most disturbed person first- consider taking them for a walk to neutral location if they are willing and if you think it will be safe.

• Take the other family member(s) away from the setting if the family member(s) believe it is safe to leave the individual.

• Leave if you assess that your presence is escalating the individual or if you believe the situation will improve if you leave.

• Leave if a family member is telling you to do so.

• If possible arrange a time you will make a check-in call.

If you fear that the parent will harm the child after you leave:
- Use an "I" message to state your need to arrange a time-out and call the referral worker as appropriate.

- Call your supervisor as soon as possible from a safe location.

- If you believe a family member is in immediate physical danger and you are unable to separate family members, leave the home and call the police before calling your supervisor. Use an "I" message to inform the family of your need to call the police, only if you think it would not escalate the situation.

If a weapon is involved:

- Try to get the individual to voluntarily put the weapon down-preferably put away in another room.

- Do not try to take the weapon from the individual.

- If the person refuses to put the weapon down, request to leave, call your supervisor if you are not permitted to leave.

- Use "I" messages to present other behaviors.

- Model or suggest other behaviors and reinforce family members to do the same.

- Use "I" messages to state your concerns of someone getting hurt.

- If the weapon is locked away and is no longer an issue, follow other protocol for threat of physical violence against family members.

- Debrief incident with supervisor from the nearest phone in a safe location after leaving family.

- Debrief the incident with team members in the next staff meeting.

After the crisis passes and physical violence is no longer threatened:

- Help the family remove or secure weapons or any potential weapons.

- Help the individual family members structure activities that reduce the probability of conflict, e.g., child staying overnight with a friend, adult engaging in a leisure activity, etc.
Encourage family members to stay away from "hot" topics until you have a chance to work further with them.

Schedule telephone check-ins between sessions.

### Angry Parent That Has Just Hurt Their Child

- If the injuries need medical attention, call 911.

- Use active listening.

- If you think it is safe for the child and yourself, use an "I" message to state your duty to report to the referral provider and give the parent the opportunity to report first.

- If you do not think it is safe for you to discuss complete a required reporting tool in the presence of the parent call your supervisor from a phone in a safe location.

Before exiting the home, help the parent or child reduce the likelihood of conflict by:

- Setting activities in place such as the child sleeping over with a friend or the parent engaging in a leisure activity.

- Encouraging the family members to stay away from "hot topic" until you have a chance to reconvene with the family.

- Helping the parent(s) identify calming, self-talk and contact to call you when he/she feels the beginnings of escalation.

- Schedule telephone check-ins between sessions.

If you do not think it is safe to leave the home with the child still there:

Arrange to have the child relocated to a safe place or to go with you and call your supervisor from a phone in a safe location.

If the parent will not permit the child to leave or to be taken out of the home by a family member nor permit you to leave with the child call your supervisor from the home (Start your contact with your supervisor with "I am calling from the home of__________").

If the parent will not permit you to call from the home and if you do not think it will further escalate matters use "I message" to share your concerns
and the consequences of having to leave the home without being able to ensure the safety of the child, e.g., "I am very concerned because you have been having a very difficult time and that something may happen again that results in Joey getting hurt. If I cannot take Joey with me while I consult with my supervisor and you will not let me call my supervisor from the home, my agency's policy requires me to call the police.

- If you still must leave the child:

  Call the police (911) from the nearest phone to state your concerns. If you feel unsafe, consider asking the police to meet you to accompany you back home.

  Return to the home if you are sure you are safe. If there is some doubt, consult with your supervisor beforehand.

  If returning to the home is risky, call the parent from a nearby telephone and try to keep him/her busy.

  Call your supervisor as soon as you can.

  **Unknown People In and Out, Drug Use is Suspected and Weapons Ma Be Present**

  - Using "I" messages discuss concerns with the client: "I am worried that so many interruptions may not help our work together. I do not feel comfortable with people coming and going. Is there another time in the day we could schedule a session that may be more private?"

  - Discuss with the client your concerns regarding drugs and/or their substance use. Attempt to actively listen to the client's concerns.

  - If the situation appears to be escalating, either because of your concerns of some external elements in the home, leave. If children are present, request permission to have a session with the children so you can remove them from the danger.

  - From a safe place consult with your supervisor.

  - Prior to the next session, explore whether weapons are in the home and negotiate a secure plan, meet outside the home, or meet at a safer time.

  - If weapons are present in the home, review weapons section of this manual.

  - If the clients talk about feeling unsafe with the people in the home:
Determine whether the client feels safe. If not, relocate to a safer place.
Mentally review your self-protection skills.
Help identify escape routes.
Have sessions at safer times or outside the home.
Determine the pattern of traffic, e.g., time of day entrances, relationships etc.
Help the client get a phone if they do not have one.
Help identify safe neighbors and get to know the neighbors yourself.
Help the client develop a safety plan.
Help the client get a self-protection device.
Discuss with client options regarding moving.
Consult with your supervisor and team.

You Find Child Home, But No Parent

INTAKE: Finds children under the age of 12 present but no parent.

- Do not enter home even if the child(ren) invites you in, unless the child(ren) are so young that you fear for their safety if left unattended.

- Ask if the parents had left a message for you with the children, e.g., they called and said they would be ten minutes late or they just stepped out for a couple of errands.

- Inquire as to how long parents have been gone and kids have been alone.

- Ask if the children have a number to call for supervision, e.g., aunt, grandmother, and neighbors. Have them call and request someone to supervise him or her.

- If the children are old enough to be safely in the home, wait in the car 30 minutes for the parents to arrive. If no show, call and inform your supervisor.

- If no one can watch the kids and there is no sign of when the parent(s) will return, call (911) and request possible emergency placement.
Regular Session: Ongoing relationship with family, but finds children under age of 12 with no parent present.

- Contemplate the risks of entering the home. Weigh question like whether you expected parent to be gone, whether danger is present for the child. It can be risky to be in the home without another adult present.

- Ask if parents had left a message for you with the children.

- Ask how long the parents have been gone and the kids have been alone.

- When parents return, address your concerns regarding the child's safety. Assess the child's ability to refuse to answer the door for strangers; ability to call 911; other supervision resources; the child's ability to follow emergency procedures; the child's compliance regarding non-use of oven or other potentially dangerous appliances.

- Help the parents to develop a more comprehensive childcare plan if this situation is routine.

- If the children are very young, consult with your supervisor; report, if necessary, to family services, and/or inform the family of the mandate to report them.

### When Weapons Are Present In The Home

- Talk with the referring provider if there have been past reports of violence documented.

  - Consult with family members regarding their use and how they store the weapons.

  - Discuss with your supervisor.

If there are past reports if violence and you feel uncomfortable:

Use "I " messages to express your concerns.

Provide the client with alternative such as:

Removing the clip from the gun.

Storing the weapon in a different room.

Keeping the weapon in the trunk of their car while you are present.

Utilize the police's safekeeping storage for gun.
Having a family member monitor mood changes of the person with the weapon and checking by phone with family member before going to the home.

Asking the client to the door unarmed.

- Consider meeting outside the home if the client refuses to reconsider his weapon storage.

- If possible, carry a cell phone.

If there are past reports of violence and someone appears impaired.

- Meet outside the house.

- Reschedule session.

- If you are worried about the safety of other family members, use an "I" message to express your concerns.

- Discuss a momentary weapon storage plan and/or or the children possibly staying overnight at a relatives or friend's house.

- If you need to leave and are still concerned about the safety of family members, arrange a telephone check-in.

- Consult with your supervisor from a safe place.

**Immediate Risk of Suicide**

- Stay calm and assess your own safety.

- Use "I" messages: I am concerned, I care, and I am taking this seriously.

- Talk to the person about his/her thoughts/plans.

- Unless you feel your own safety is in danger, stay with the suicidal person as long as possible.

- Get assistance from family members to structure environment (hide car keys, pills, weapons).
- Continue to talk, show interest, and support.

- Reflect feelings, discuss, and emphasize the client's personal inhibitions that decrease the risk of suicidal thoughts and behaviors (Against religious beliefs, etc...)

- Try to contact a safety plan five minutes at a time until help arrives.

- Call someone the client feels is a support like immediate family members or clergy.

- Consult with your supervisor.

- If the client refused all help, call the agency responsible for emergency hospitalization in your area for next steps. If you cannot get advice from the agency, call 911 immediately. If an adolescent is at risk of suicide:

  - Same as above.

  - Discuss with your supervisor to assess your need to tell the parents.

  - State myths to the parent (see below).

  - Discuss the warning signs with the parents (see below).

  - Get help from people like your supervisor the client's family, or the referring worker.

Warning Signs:

- Suicide threats.

- Statements revealing a desire to die.

- Previous suicide attempts.

- Sudden changes in behavior (withdrawal apathy, moodiness). Depression (crying, sleeplessness, loss of appetite, hopelessness).

- Final rearrangements (giving away personal belonging).

Myths:

- People who talk about suicide do not really do it.
- Talking about suicide encourages it.
- Only a certain type of individual commits suicide.
- Suicide is for the lower class or occurs only certain ethnic groups.
  - Suicide is inherited and run in certain families.
- Suicidal people are mentally ill.
- Individuals under a psychiatrist's care rarely commit suicide.
- An unsuccessful attempt to suicide, it usually is an impulsive act.
- If a teen has been depressed and the depression starts to subside, he/she is finally out of danger.
WAIVER

The Nevada open meeting Law, NRS 241.033(1) (see below), states that the “public body shall not hold a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person, unless it has given written notice to that person of the time and place of the meeting.” Such written notice must either be (a) delivered personally to that person at least five (5) working days before the meeting, or (b) sent by certified mail to the last known address of that person at least twenty-one (21) working days before the meeting. I hereby acknowledge my right to be notified under NRS 241.033, however, I hereby waive such notice so that the Nevada State Board of Examiners for MFT and CPC (“Board”) may discuss and consider my credentials. I understand the Board meeting is scheduled to commence on _______. Please sign and return a copy of the waiver at the bottom of this letter to the Board at (702) 486-7258. If you wish to reply by e-mail, please send your e-mail to me at: mftbd@mftbd.nv.gov.

Thank you for your cooperation.

Date Applicant Signature

[Signature]

Printed Name

Supervisor Signature (if applicable)

[Signature]

Printed Name

[Signature]

Printed Name

Meeting to consider character, misconduct, competence or health of person or to consider appeal of results of examination: Written notice to person required; exception: public body required to allow person whose character, misconduct, competence or health is to be considered to attend with representative and to present evidence; attendance of additional persons; copy of record.

1. A public body shall not hold a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of any person or to consider an appeal by a person of the results of an examination conducted by or on behalf of the public body unless it has:
   (a) Given written notice to that person of the time and place of the meeting; and
   (b) Received proof of service of the notice.

2. The written notice required pursuant to subsection 1:
   (a) Except as otherwise provided in subsection 3, must be:
      (1) Delivered personally to that person at least 5 working days before the meeting, or
      (2) Sent by certified mail to the last known address of that person at least 21 working days before the meeting;
   (b) May, with respect to a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of a person, include an informational statement setting forth that the public body may, without further notice, take administrative action against the person if the public body determines that such administrative action is warranted after considering the character, alleged misconduct, professional competence, or physical or mental health of the person.
   (c) Must include:
      (1) A list of the general topics concerning the person that will be considered by the public body during the closed meeting; and
      (2) A statement of the provisions of subsection 4, if applicable.

3. The Nevada Athletic Commission is exempt from the requirements of subparagraphs (1) and (2) of paragraph (a) of subsection 2, but must give written notice of the time and place of the meeting and must receive proof of service of the notice before the meeting may be held.

4. If a public body holds a closed meeting or closes a portion of a meeting to consider the character, alleged misconduct, professional competence, or physical or mental health of a person, the public body must allow that person to:
   (a) Attend the closed meeting or that portion of the closed meeting during which his character, alleged misconduct, professional competence, or physical or mental health is considered;
   (b) Have an attorney or other representative of his choosing present with him during the closed meeting; and
   (c) Present written evidence, provide testimony and present witnesses relating to his character, alleged misconduct, professional competence, or physical or mental health to the public body during the closed meeting.

5. Except as otherwise provided in subsection 4, with regard to the attendance of persons other than members of the public body and the person whose character, alleged misconduct, professional competence, physical or mental health or appeal of the results of an examination is considered, the chairman of the public body must at any time before or during a closed meeting:
   (a) Determine which additional persons, if any, are allowed to attend the closed meeting or portion thereof; or
   (b) Allow the members of the public body to determine, by majority vote, which additional persons, if any, are allowed to attend the closed meeting or portion thereof.

6. A public body shall provide a copy of any record of a closed meeting prepared pursuant to NRS 241.015, upon the request of any person who received written notice of the closed meeting pursuant to subsection 1.