

**MILLE LACS BAND OF OJIBWE  
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

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**Department:** Substance Use Disorder-Administration      **Policy Number:** HHS-SUD-ADM 8108

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**Policy Title:** Supervision of Students Interns or Unlicensed Counselors

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**Attachments:**

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**Revision History:** 3/2018      **Revised by/Date:** Mark Watters/Holly Hunter 1/29/2020

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**Approved by:** *mark watters*      **Date:** 2/28/20

Mark Watters, Substance Use Disorder Director

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**Approved by:** *[Signature]*      **Date:** 3-4-2020

Nicole Anderson, Commissioner of HHS

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**POLICY STATEMENT:** All Student Interns or Unlicensed Counselors at Mille Lacs Band of Ojibwe’s Substance Use Disorder Department must pass a background check. They must be supervised by an approved Licensed Alcohol and Drug Counselor (LADC)/UMICAD Clinical Supervisor during contact with clients.

**PURPOSE:** The purpose of this policy is to provide a safe environment for clients and staff.

**PROCEDURE:** All Student Interns and Unlicensed Counselors will be assigned to an LADC/UMICAD Clinical Supervisor as their direct supervisor.

Requirements for Supervising Student Interns or Unlicensed Counselor:

1. Supervisors must read and sign off on all assessments.
2. Supervisors must read and sign off on all progress notes.
3. Supervisors must read and sign off on all Treatment Plans prepared by the Student Intern.
4. Student Interns must complete one hour of face-to-face clinical supervision with their supervisor weekly, discussing what they are learning, their progress on goals and the clinical challenges they are experiencing as well as developing strategies for learning and improving their experience.

<b>Internal and/or External References</b>	
<b>Compliance - Posting Date</b>	3/4/2020 <i>(H)</i>
<b>Replaces – Policy Number</b>	
<b>Next Review - Due Date</b>	3/4/2023