

Jeremiah W. (Jay) Nixon
Governor
State of Missouri

Jane A. Rackers, Division Director
DIVISION OF PROFESSIONAL REGISTRATION

Department of Insurance
Financial Institutions
and Professional Registration
John M. Huff, Acting Director

STATE COMMITTEE FOR SOCIAL WORKERS
3605 Missouri Boulevard
P.O. Box 1335
Jefferson City, MO 65102-1335
573-751-0885
573-526-3489 FAX
800-735-2966 TTY Relay Missouri
800-735-2466 Voice Relay Missouri
lcsw@pr.mo.gov
<http://pr.mo.gov>

Tom Reichard
Executive Director

Meeting Notice
September 5, 2013
8:30 a.m.

State Committee for Social Workers
Associated Industries of Missouri
3234 West Truman Blvd.
Jefferson City, Missouri

Notification of special needs as addressed by the Americans with Disabilities Act should be forwarded to the State Committee for Social Workers, 3605 Missouri Blvd, Jefferson City, MO 65102 or by calling (573) 751-0885 to ensure available accommodations. The text telephone for the hearing impaired is (800) 735-2966.

Except to the extent disclosure is otherwise required by law, the State Committee for Social Workers is authorized to close meetings, records and votes, to the extent they relate to the following: Chapter 610.021 subsections (1), (3), (5), (7), (13), (14), and Chapter 324.001.8 and 324.001.9 RSMo.

The State Committee for Social Workers may go into closed session at any time during the meeting. If the meeting is closed, the appropriate section will be announced to the public with the motion and vote recorded in open session minutes.

TENTATIVE AGENDA
OPEN SESSION
September 5, 2013
8:30 a.m.

State Committee for Social Workers
Associated Industries of Missouri
3234 West Truman Boulevard
Jefferson City, MO

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Introduction of Guests
- V. Approval of Minutes
 - March 22, 2013
- VI. Officer Election
- VII. Executive Director Report
 - Board Totals
- VIII. ASWB Exam Pass Rates for Missouri Schools
- IX. LBSW Scope of Practice Question
- X. Clinical Exam Requirements
- XI. Telephone Calls with Out-of-State Clients
- XII. NASW Missouri Chapter: Channel 5 News Report
- XIII. Revised Annual Supervision Progress Report Forms
- XIV. Practice Act & Rules Discussion
- XV. DSM V
- XVI. ASWB Fall 2013 Meeting (Nov. 7-9, Nashville) & Spring 2014 Meeting (St. Louis)
- XVII. Jurisprudence Exam
- XVIII. 2014 Meeting Dates
- XIX. CLOSED SESSION- Closed session as per Section 610.021 Subsection (1) for the purpose of discussion of confidential or privileged communication between this agency and its attorney; Section 610.021 Subsection (14) and Section 324.001.8 for the purpose of discussing applicants for licensure. Closed under Sections 610.021 for the purpose of reviewing and approving the closed minutes of one or more previous meetings. Closed under Sections 610.021(14) and 324.001.8, RSMo, for the purpose of discussing investigative reports and/or complaints.
- XX. Adjournment

Open Minutes
March 22, 2013

State Committee for Social Workers
Missouri Council for School Administrators
3550 Amazonas Drive
Jefferson City, MO

Members Present

Terry Marty, Chairperson
Kathie Miller, Secretary (via conference phone)
M. Jenise Comer
Laura Neal
Anoma Mullegama
Jane Overton, Public Member

Staff Present

Tom Reichard, Executive Director
Elizabeth Willard, Processing Technician
Sarah Ledgerwood, Legal Counsel

Guests Present

Tamitha Price, NASW Missouri Chapter
Elizabeth Ham, NASW Missouri Chapter
Steve Franklin, Missouri Society for Clinical Social Workers (via conference phone)

Call to Order- Terri Marty, Chairperson

The State Committee for Social Workers' Open Session meeting was called to order by Terri Marty, Chairperson, at 10:08 a.m. on March 22, 2013 at the Missouri Council for School Administrators, 3550 Amazonas Drive, Jefferson City, Missouri.

Approval of Agenda

A motion was made by Laura Neal and seconded by M. Jenise Comer to approve the open session agenda. Ms. Marty, Ms. Miller, Ms. Comer, Ms. Neal, Ms. Mullegama, and Ms. Overton voted in favor of the motion.

Approval of Minutes

December 14, 2012

A motion was made by Laura Neal and seconded by M. Jenise Comer to approve the December 14, 2012 open session minutes. Ms. Marty, Ms. Miller, Ms. Comer, Ms. Neal, Ms. Mullegama, and Ms. Overton voted in favor of the motion.

Executive Director Report

Mr. Reichard informed the committee that there are currently 5097 active Licensed Clinical Social Workers, 435 inactive Licensed Clinical Social Workers, 900 active Licensed Master Social Workers, 4 inactive Licensed Master Social Workers, 1 active Licensed Advanced Macro Social Worker, 48 active Licensed Baccalaureate Social Workers, and 6496 total licensees.

Mr. Reichard spoke with the Committee and asked for direction from the Committee on applicants requesting approval of supervision hours acquired out of state. A motion was made by M. Jenise Comer and seconded by Laura Neal directing staff to accept hours that meet the requirements set forth in our rules and statutes and to review all other applications on a case-by-case basis. Ms. Marty, Ms. Miller, Ms. Comer, Ms. Neal, Ms. Mullegama, and Ms. Overton voted in favor of the motion.

Mr. Reichard also discussed how the Committee wants to review concerning Attestation forms and Annual Reports. Future agendas will have a new category for the Committee to review these types of reports.

NASW- Missouri Chapter Update

Tamitha Price, Executive Director of the NASW-Missouri Chapter, updated the Committee on current legislation. Currently, they are opposing a bill which would give Licensed Professional Counselors the authority to diagnose and do foster care assessments and investigations. Other bills they are watching include a bill that requires marriage and family therapist applicants to have a degree from an accredited marriage and family therapy program, a bill that requires that complaints against licensed professional counselors be filed within five years of the alleged violation, and a bill that would make therapy dogs equivalent to dogs that help the handicapped in that they could be brought into public places.

Ms. Price informed the Committee that there will be a new Executive Director for NASW on the national level and that they are anticipating big changes with the new Executive Director. She also informed the Committee that the NASW is currently involved in a lawsuit with the American Psychological Association regarding malpractice insurance.

The NASW is currently working with members on concerns with the DSM-5. They are also having discussions with DESE on mental health discrimination in schools.

Ms. Price asked that the Committee participate in their Fall Continuing Education Institute to be held August 23-25 in Chesterfield.

Closed Meeting

A motion was made by Laura Neal and seconded by Jane Overton to move to closed session as per Section 610.021 Subsection (1) for the purpose of discussion of confidential or privileged communication between this agency and its attorney; Section 610.021 Subsection (14) and Section 324.001.8 for the purpose of discussing applicants for licensure. Closed under Sections 610.021 for the purpose of reviewing and approving the closed minutes of one or more previous meetings. Closed under Sections 610.021(14) and 324.001.8, RSMo, for the purpose of discussing investigative reports and/or complaints. Ms. Marty, Ms. Miller, Ms. Comer, Ms. Neal, Ms. Mullegama, and Ms. Overton voted in favor of the motion.

Open Session

The Committee reconvened in open session at 1:15 p.m. on March 22, 2013.

Adjournment

A motion was made by Laura Neal and seconded by M. Jenise Comer to adjourn the meeting. Ms. Marty, Ms. Miller, Ms. Comer, Ms. Neal, Ms. Mullegama, and Ms. Overton voted in favor of the motion.

The meeting was adjourned at 1:46 p.m. on March 22, 2013.

Executive Director Report
September 5, 2013

I. Board Totals

2010-2012 ASWB Exam Pass Rates for Missouri Schools

	Bachelors									Masters									Clinical											
	2010			2011			2012			2010			2011			2012			2010			2011			2012					
	P	F	%	P	F	%	P	F	%	P	F	%	P	F	%	P	F	%	P	F	%	P	F	%	P	F	%	P	F	%
Avila University	0	0	0%	0	0	0%	0	1	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Central Missouri State	0	0	0%	4	1	80%	2	1	67%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Columbia College	0	0	0%	1	0	100%	2	0	100%	0	0	0%	0	0	0%	1	1	100%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Evangel University	1	0	100%	0	0	0%	2	0	100%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Fontbonne University	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Lindenwood University	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
MO State University	1	0	100%	2	0	100%	1	0	100%	19	2	90%	29	1	97%	23	1	96%	11	8	58%	10	1	91%	12	2	86%	12	2	86%
MO Western State University	3	0	100%	0	0	0%	2	0	100%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Park University	2	0	100%	2	1	67%	3	0	100%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
St. Louis University	1	0	100%	1	0	100%	1	0	100%	11	3	79%	49	3	94%	49	3	94%	30	26	54%	26	11	70%	14	7	67%	14	7	67%
Southeast MO State University	1	0	100%	2	0	100%	0	1	0%	1	0	100%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Southwest Baptist University	N/A	N/A	N/A	0	0	0%	0	0	0%	N/A	N/A	N/A	0	0	0%	0	0	0%	N/A	N/A	N/A	0	0	0%	0	0	0%	0	0	0%
University of MO- Columbia	1	0	100%	0	0	0%	2	0	100%	32	6	84%	37	2	95%	65	3	96%	39	18	68%	25	5	83%	18	4	82%	18	4	82%
University of MO- Kansas City	0	0	0%	0	0	0%	0	0	100%	30	10	75%	43	11	80%	69	15	82%	15	10	60%	14	7	67%	9	7	56%	9	7	56%
University of MO- St. Louis	0	0	0%	0	0	0%	1	1	50%	7	3	70%	15	3	83%	26	1	96%	14	10	58%	11	3	79%	5	3	62%	5	3	62%
Washington University	1	0	100%	0	0	0%	1	0	100%	56	4	93%	96	6	94%	101	9	92%	87	19	82%	46	9	84%	44	8	85%	44	8	85%
William Woods University	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%	0	0	0%

National Pass Rates			
	2010	2011	2012
Bachelors	78%	78%	77
Masters	74%	83%	84
Clinical	75%	78%	77

Willard, Elizabeth

From: Steen, Vicky
Sent: Friday, August 23, 2013 8:22 AM
To: Willard, Elizabeth
Subject: FW: LBSW

Victoria L. Steen
Processing Technician II
3605 Missouri Blvd.
Jefferson City, MO 65109
State Committee for Social Workers 573-751-0885 State Committee of Dietitians 573-522-3438 Office of Endowed Care
Cemeteries 573-751-0849 Interior Design Council 573-522-4683 ~~Chancellor @ Missouri State~~ Fax 573-526-3489 Sign up for
DIFP news

-----Original Message-----

~~From: Victoria L. Steen <vsteen@missouri.gov>~~
~~Sent: Thursday, August 22, 2013 1:04 PM~~
~~To: Steen, Vicky~~
~~Subject: LBSW~~

Vicky,
Thanks for the quick conversation on the phone today. Here is my scenario/question:

Is it within the scope of the provisions for an LBSW in MO to work independently as an adoption social worker (not child placement agency). Specifically, the scenario entails an LBSW being contacted by adoption attorneys or the court system to complete private adoption home studies and the follow-up process (court appearances, post-placement visits, reports to the judge, etc) for private adoptive families. I am curious if this would be considered clinical work outside the scope of the LBSW.

Thank you.

~~Victoria L. Steen~~

~~Victoria L. Steen~~



Committee for Social Workers
3605 Missouri Boulevard
P.O. Box 1335
Jefferson City, MO 65102-1335

Attention State Committee for Social Workers

I am currently a practicing LMSW. I have completed the two years of supervision, but continue to remain under supervision due to an unsuccessful attempt at my Clinical Exam. I am eligible to test again after October 24, 2013. As I will soon make another attempt to pass my Clinical Exam, I realize that it would be helpful to licensees under supervision if they were able to take their exam at any point throughout the supervision process.

My understanding is that if someone fails their Clinical Exam, they must wait three more months at minimum to test again, and they must also remain under supervision. I believe this is a burden on the LMSW and more importantly on the supervisor. My supervisor is gracious enough to continue supervision, and I am fortunate enough to have free clinical supervision provided through my agency, but this continues to be a stressor both professionally and financially. Also, even though my supervision is complete, if I chose to change employment, I would again have to submit a change of supervision form and/or a change of employment form.

As a result of failing the exam I have been denied a promotion within my agency and the opportunity to interview for potential employment that could have lessened my financial burden of licensing costs and student loans. Had I been able to test throughout the supervision process, I could potentially have achieved my goal of clinical licensure by the time that I am writing this letter, which would have afforded me multiple opportunities to better myself financially and to continue my professional growth on a different level.

I ask that you allow current LMSW's the opportunity to sit for the exam at the time of their choosing during supervision. I believe that a two-plus year break from testing has been a detriment, given my previous success with the Master's Exam. Doing so would allow for:

- The opportunity to have the exam completed by the time supervision is completed.
- The ability to sit for the exam multiple times without delaying professional advancement after completing the two years of required supervision.
- The textbook knowledge and testing experience necessary to remain current for the exam.
- A potential to reduce additional paperwork if a change of employment or supervision would occur after the necessary hours of supervision were completed.

I also ask that the ASWB be challenged on requiring the 90-day waiting period between exams. I believe this is a detriment in my case and perhaps for others.

Thank you for your consideration



Willard, Elizabeth

From: Steen, Vicky
Sent: Friday, August 23, 2013 8:24 AM
To: Willard, Elizabeth
Subject: FW: question about patient phone calls

Victoria L. Steen
Processing Technician II
3605 Missouri Blvd.
Jefferson City, MO 65109
State Committee for Social Workers 573-751-0885
State Committee of Dietitians 573-522-3438
Office of Endowed Care Cemeteries 573-751-0849
Interior Design Council 573-522-4683
~~elwillard@cc.mo.gov~~
Fax 573-526-3489
[Sign up for DIFP news](#)

From: ~~Victoria L. Steen~~
Sent: Thursday, August 22, 2013 10:37 AM
To: Steen, Vicky
Subject: question about patient phone calls

Hi Vicki,

Thanks for your help on the phone today and here are my questions in writing. I am wondering whether telephone calls with my patients are within the scope of my license in these situations:

1. Patients in a commuter marriage living part-time out of state (returning regularly to St. Louis but sometimes weeks or months away)
2. Patients who are travelling to other states or internationally
3. Patients who are college students in St. Louis go home to other states for during vacations and need to talk to me by phone
4. Patients are moving to a new state and need phone help with the transition to a new therapist

These situations are not unusual. I would say about half of the patients in my practice are in these situations, from a one-time event to an ongoing, long-term situation.

I specialize in eating disorders, the most lethal mental illness. I do not want to abandon my patients during these vulnerable times of transition, so if I cannot maintain contact in the 4 scenarios above, I need to make an alternate plan for their care.

That may be easier said than done. I believe it is important to consider that the therapeutic relationship is carefully built over time, so I cannot just find a "sub" in other states or countries that could effectively help the patient during times of stress, transition, or crisis while they are away temporarily.

When a patient moves, the transition to a new therapist needs time and careful attention, with phone contact as a very helpful way to make sure the transition goes smoothly.

Print - Walter Martinez accused of sexually assaulting nursing home residents | ksdk.com

ksdk.com

Walter Martinez accused of sexually assaulting nursing home residents

7:21 PM, Aug 13, 2013

ST. LOUIS COUNTY (KSDK) - Warrants have been issued on a man arrested for sexually assaulting two nursing home residents.

Walter Javier Martinez, 44, was charged on Aug. 1 with two counts of deviate sexual assault. He is accused of fondling one elderly client while bathing her at Bethesda Meadow nursing home. The alleged victim was an 80 year old woman with dementia. Another client at Sunrise Living, a nursing facility in Chesterfield, was also abused between Jan. 1 and 16.

Martinez confessed to then employer Odyssey Hospice. Police say he was a licensed clinical social worker when the alleged abuse happened.

Police tell us he confessed under religious grounds.

Bail was set at \$50,000. Martinez posted \$5,000 and was released from St. Louis County jail on Aug. 9 pending grand jury.

Reichard, Tom

From: Tamitha Price [REDACTED]
Sent: Friday, August 16, 2013 6:41 PM
To: Reichard, Tom
Subject: Re: Licensee Verification

Yes. We need to. Put it on the agenda.

Sent from my iPhone

On Aug 16, 2013, at 4:19 PM, "Reichard, Tom" [REDACTED]

Since there was no indication of false pretense, fraud, unlicensed practice, etc., I am hesitant to send out a letter without the committee's input.
If you would like to bring it before the committee in our September meeting, let me know.

Tom Reichard
Executive Director
State Committee for Social Workers
State Committee of Dietitians
Office of Endowed Care Cemeteries
Interior Design Council
Missouri Department of Insurance, Financial Institutions & Professional Registration

From: Tamitha Price [REDACTED]
Sent: Friday, August 16, 2013 3:12 PM
To: Reichard, Tom
Subject: Re: Licensee Verification

We normally do as the association but since they were very clear in identifying "licensed clinical social worker" that would be more on your field and we would support with an understand of the profession. The State Committee would need to indicate that your records do not have him as a licensed individual nor has he ever been. NASW would then support with the background of educational and ethical professionalism.

That is why I suggested we do a joint letter to them.

Tamitha
Sent from my iPhone

On Aug 16, 2013, at 2:24 PM, "Reichard, Tom" [REDACTED] wrote:

I'm not sure what the committee would want to do regarding a reporting error. This would seem to me to be more of an association issue than a licensure one.

Tom Reichard
Executive Director
State Committee for Social Workers
State Committee of Dietitians
Office of Endowed Care Cemeteries

Interior Design Council
Missouri Department of Insurance, Financial Institutions & Professional
Registration

[REDACTED]
From: Tamitha Price [mailto:[REDACTED]]
Sent: Friday, August 16, 2013 1:54 PM
To: Reichard, Tom
Subject: Re: Licensee Verification

Thanks for getting back with me on this. Since it is a reporting error do we need to write a joint letter or do we do two separate ones? I think a joint letter addressed to the St Charles police department and Channel 5 on behalf of the professionals who are degrees and licensed in our state. I will also send a notification to the members to send letters.

Tamitha

Sent from my iPhone

On Aug 16, 2013, at 10:48 AM, "Reichard, Tom" [REDACTED] wrote:

Our investigator is satisfied that this is a reporting error by the media and nothing more.

Tom Reichard
Executive Director
State Committee for Social Workers
State Committee of Dietitians
Office of Endowed Care Cemeteries
Interior Design Council
Missouri Department of Insurance, Financial Institutions &
Professional Registration

[REDACTED]
From: Tamitha Price [mailto:[REDACTED]]
Sent: Wednesday, August 14, 2013 12:25 PM
To: Reichard, Tom
Subject: RE: Licensee Verification

Sounds good. Keep me posted. Until Friday then. Thanks for the assistance on this one. I would really like the media and the police to report accurate information. If we make the mistake then fine report we did, but don't assume and put our title on people who have not earned them. My truly degreed and creditable nursing home social workers now have a "black mark" against them and they did nothing.

Tamitha R. Price, ACSW, CSWM, LBSW-IP, BSBA
Executive Director
NASW-Missouri Chapter
P.O. Box 2043
Jefferson City, MO 65102
B: 573.635.6965
F: 573.635.6728
E: [REDACTED]
W: www.nasw-mo.org

If you wish to be excluded from future emails of this nature from NASW please [click here](#), or copy and past the following statement into your browser: <http://www.socialworkers.org/membercenter/newsprefs.asp>

FALL INSTITUTE, August 23-25, 2013, Crowne Plaza Downtown St. Louis, St. Louis, MO

SHOW-ME ANNUAL SYMPOSIUM March 14-16, 2014, Country Club Hotel & Spa, Lake Ozark, MO

GoodSearch & GoodShop for National Association for Social Workers - Missouri (Jefferson City MO)

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From: Reichard, Tom [redacted]
Sent: Wednesday, August 14, 2013 12:03 PM
To: 'Tamitha Price'
Subject: RE: Licensee Verification

We have no records on anyone with that name. I think it was probably just an error but am having it looked into. It may be helpful if you could wait 'til Friday as my guy will be up there tomorrow and I would prefer to catch them off-guard, if this is anything more than an error.

Tom Reichard
Executive Director
State Committee for Social Workers
State Committee of Dietitians
Office of Endowed Care Cemeteries
Interior Design Council
Missouri Department of Insurance, Financial Institutions &
Professional Registration
[redacted].gov

From: Tamitha Price [redacted]
Sent: Wednesday, August 14, 2013 11:52 AM
To: Reichard, Tom
Subject: RE: Licensee Verification

No the 24hr. period is per our media department at national. They always recommend that you attempt to provide a response or hold a press conference within 24hrs. for rebuttals or questions regarding an incident.

So do you not have him in your database at all as ever having an LCSW?

Tamitha R. Price, ACSW, CSWM, LBSW-IP, BSBA
Executive Director
NASW-Missouri Chapter
P.O. Box 2043
Jefferson City, MO 65102
B: 573.635.6965
F: 573.635.6728
[REDACTED]
W: www.nasw-mo.org

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From: Reichard, Tom [REDACTED]
Sent: Wednesday, August 14, 2013 11:48 AM
To: 'Tamitha Price'
Subject: RE: Licensee Verification

I've never heard of the 24 hour correction period, but I think we're past it. This story broke either yesterday or Monday. I didn't open it as I assumed the guy was an orderly or something similar.

Tom Reichard
Executive Director
State Committee for Social Workers
State Committee of Dietitians
Office of Endowed Care Cemeteries
Interior Design Council
Missouri Department of Insurance, Financial Institutions &
Professional Registration
[REDACTED]

From: Tamitha Price [REDACTED]
Sent: Wednesday, August 14, 2013 11:34 AM
To: Reichard, Tom
Subject: RE: Licensee Verification

Great. Let me know what you find out as I need to make sure we respond to the media within a 24 hr. period to request an error correction.

Tamitha R. Price, ACSW, CSWM, LBSW-IP, BSBA
Executive Director
NASW-Missouri Chapter
P.O. Box 2043
Jefferson City, MO 65102
B: 573.635.6965
F: 573.635.6728

[REDACTED]
W: www.nasw-mo.org

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From: Reichard, Tom [REDACTED]
Sent: Wednesday, August 14, 2013 11:22 AM
To: 'Tamitha Price'
Subject: RE: Licensee Verification

We will snoop around

Tom Reichard
Executive Director
State Committee for Social Workers
State Committee of Dietitians
Office of Endowed Care Cemeteries
Interior Design Council

Missouri Department of Insurance, Financial Institutions &
Professional Registration

From: Tamitha Price [mailto: [REDACTED]]
Sent: Wednesday, August 14, 2013 10:21 AM
To: Reichard, Tom
Subject: RE: Licensee Verification

Tom,

You might want to watch the following News feed from Channel 5 and the write up. The media and St. Charles Co. police department are indicating Mr. Martinez is an LCSW. We might need to put a call into Channel 5 and the police department if this is incorrect reporting.

<http://www.ksdk.com/news/local/story.aspx?storyid=392600>

Tamitha R. Price, ACSW, CSWM, LBSW-IP, BSBA
Executive Director
NASW-Missouri Chapter
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From: Reichard, Tom [mailto: [REDACTED]]
Sent: Wednesday, August 14, 2013 10:14 AM
To: 'Tamitha Price'
Subject: RE: Licensee Verification

We don't have any records on that spelling/name

Tom Reichard
Executive Director
State Committee for Social Workers
State Committee of Dietitians
Office of Endowed Care Cemeteries
Interior Design Council
Missouri Department of Insurance, Financial Institutions &
Professional Registration

From: Tamitha Price [mailto: [REDACTED]]
Sent: Wednesday, August 14, 2013 9:57 AM
To: Reichard, Tom
Subject: Licensee Verification
Importance: High

Tom,

I need to know if Walter Javier Martinez was an LCSW in January 2013? I can't seem to find him on the Verify a Licensure database from the website. I figured he was one of the ones who you were indicating needs to be reviewed for by the committee for his license to be revoked but since you didn't have a quorum in June you were not able to address it.

Tamitha R. Price, ACSW, CSWM, LBSW-IP, BSBA
Executive Director
NASW-Missouri Chapter
P.O. Box 2043
Jefferson City, MO 65102
B: 573.635.6965
F: 573.635.6728

W: www.nasw-mo.org

If you wish to be excluded from future emails of this nature from NASW please [click here](#), or copy and past the following statement into your browser: <http://www.socialworkers.org/membercenter/newsprefs.asp>

FALL INSTITUTE, August 23-25, 2013, Crowne Plaza Downtown St. Louis, St. Louis, MO

SHOW-ME ANNUAL SYMPOSIUM March 14-16, 2014, Country Club Hotel & Spa, Lake Ozark, MO

[GoodSearch](#) & [GoodShop](#) for National Association for Social Workers - Missouri (Jefferson City MO)

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STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
ANNUAL SUPERVISION PROGRESS REPORT

*Baccalaureate - Independent Practice
(LBSW-IP)*

MISSOURI DIVISION OF PROFESSIONAL REGISTRATION
STATE COMMITTEE FOR SOCIAL WORKERS

INSTRUCTIONS

SUPERVISOR: Complete all items below and return the original (not a photocopy) of this annual supervision progress report as soon as possible to the Missouri Division of Professional Registration, State Committee for Social Workers. **DO NOT RETURN THIS FORM TO THE SUPERVISEE.** It is important that you complete all sections below.

Return completed form to:

Division of Professional Registration
State Committee for Social Workers
Post Office Box 1335
Jefferson City, Missouri 65102-1335
Telephone: (573) 751-0885 TDD 800 735-2966
http://www.pr.mo.gov E-mail: lcsw@pr.mo.gov

000167 11/16/12

PLEASE CHECK ONE OF THE FOLLOWING

- TWELFTH (12) MONTH (MO-DAY-YEAR TO MO-DAY-YEAR)
- TWENTY-FORTH (24) MONTH (MO-DAY-YEAR TO MO-DAY-YEAR)
- THIRTY-SIXTH (36) MONTH (MO-DAY-YEAR TO MO-DAY-YEAR)

20 CSR 2263-2.032(12) "The supervisor shall provide annual reports of progress to the committee. These will be due on the anniversary date of the initial approval for the twelfth, twenty-fourth, and thirty-sixth months of supervision. The annual report will provide an overview of the licensee's practice knowledge of the licensure statutes and rules, licensure scope of practice, understanding and adherence to approved standards of professional and ethical conduct, areas of continued growth and development, and accountability of supervision hours thus far in the process."

SUPERVISEE DATA

1. NAME (LAST, FIRST, MIDDLE INITIAL, SUFFIX, MAIDEN NAME)

ADDRESS (STREET AND BOX NO., IF APPLICABLE, CITY, STATE, ZIP)

SUPERVISOR DATA

3. SUPERVISOR NAME (LAST, FIRST, MIDDLE, MAIDEN)

4. TELEPHONE NUMBER (DAYTIME)

5. CURRENT OFFICE ADDRESS (STREET AND BOX NO., IF APPLICABLE, CITY, STATE, ZIP CODE)

6. PLEASE CHECK ALL THAT APPLY TO SUPERVISOR AT THE TIME OF SUPERVISION:

- Missouri - License Number _____ ;
- Licensed social worker in another state, supervising in that state, with an equivalent license - State _____ License number _____ ; Original Issue Date _____ ; attach a copy of license.

7. LIST PLACES WHERE THE SUPERVISEE ENGAGES IN PROFESSIONAL EXPERIENCE UNDER YOUR SUPERVISION

AGENCY/FACILITIES	ADDRESS (STREET, CITY, STATE, ZIP)	DATE (MO-DAY-YEAR TO MO-DAY-YEAR)
A.		
B.		

8. NUMBER OF HOURS PER WEEK OF INDIVIDUAL FACE-TO-FACE, ONE-ON-ONE SUPERVISION. ▶

9. THE TOTAL NUMBER OF HOURS PER WEEK THE SUPERVISEE PERFORMS SOCIAL WORK DUTIES WHILE UNDER YOUR SUPERVISION. (THIS SHOULD INCLUDE THE APPLICANT'S TOTAL NUMBER OF HOURS WORKED, IN ADDITION TO THE FACE-TO-FACE, ONE-ON-ONE SUPERVISORY HOURS) ▶

10. EACH AREA OF PERFORMANCE MUST BE RATED BY CHECKING THE NUMBER THAT MOST ACCURATELY DESCRIBES THE SUPERVISEE.

RATING SCALE

- 1. Not Observed
- 2. Does Not Meet Expectations
- 3. Meets Expectations
- 4. Exceeds Expectations
- 5. Far Exceeds Expectations

to support/explain ratings

SOCIAL WORK PRACTICE

Please rate and provide additional comments about the supervisee's knowledge, understanding and progress in the following areas:

A. Social work statutes and rules *(including regulations regarding professional practice)* 1 2 3 4 5

B. Licensure scope of practice
 1. Theoretical framework used in setting *Generalist Advocacy: (understanding of/engaging in policies that advance social + economic well-being to deliver effective social work services to clients and communities.)* 1 2 3 4 5

2. Therapeutic delivery skills *Service (education, advocacy, crisis evaluation, case management, referral, client support, problem solving)* 1 2 3 4 5

3. Assessment skills *(use of conceptual frameworks (PIE, Bio/Psycho/Social) to guide the processes of assessment, intervention, + evaluation)* 1 2 3 4 5

4. Diagnostic skills *Documentation (recording of the process + progress associated with clients)* 1 2 3 4 5

C. Professional and ethical conduct *(knowledge, commitment + adherence to the professional code of ethics)* 1 2 3 4 5

Please briefly describe the plan for continued growth and development *(goals)*

Please briefly describe the plan for continued progress over the next reporting period *(objectives)*

Do you believe the supervisee is on track to complete the licensure process with a recommendation for full licensure?
 Yes No (If no, please attach explanation)

11. TESTIMONY OF SUPERVISOR

I hereby affirm under penalties of perjury that the foregoing information which I have supplied is true and accurate to the best of my knowledge, information and belief.

SIGNATURE ▶	DATE
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12. TESTIMONY OF SUPERVISEE

I hereby affirm that I have reviewed the information contained in this supervision progress report.

SIGNATURE ▶	DATE
----------------	------

Clinical (LCSW)



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
ANNUAL SUPERVISION PROGRESS REPORT

MISSOURI DIVISION OF PROFESSIONAL REGISTRATION
STATE COMMITTEE FOR SOCIAL WORKERS

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SUPERVISEE DATA

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ADDRESS (STREET AND BOX NO., IF APPLICABLE, CITY, STATE, ZIP)

SUPERVISOR DATA

3. SUPERVISOR NAME (LAST, FIRST, MIDDLE, MAIDEN) 4. TELEPHONE NUMBER (DAYTIME)
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6. PLEASE CHECK ALL THAT APPLY TO SUPERVISOR AT THE TIME OF SUPERVISION:
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10. EACH AREA OF PERFORMANCE MUST BE RATED BY CHECKING THE NUMBER THAT MOST ACCURATELY DESCRIBES THE SUPERVISEE.

RATING SCALE

- 1. Not Observed
- 2. Does Not Meet Expectations
- 3. Meets Expectations
- 4. Exceeds Expectations
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to support/explain ratings

SOCIAL WORK PRACTICE

Please rate and provide additional comments about the supervisee's knowledge, understanding and progress in the following areas:

A. Social work statutes and rules *(including regulations regarding professional practice)* 1 2 3 4 5

B. Licensure scope of practice
 1. Theoretical framework *used in setting (social work theory, knowledge, values, methods + principles)* 1 2 3 4 5

2. Therapeutic delivery skills *(use of evidence-based practice, current research-informed practice)* 1 2 3 4 5

3. Assessment skills *(use of conceptual frameworks (PIE, Pi of Psychosocial) to guide the processes of assessment, intervention, + evaluation, collect of data for client functioning)* 1 2 3 4 5

4. Diagnostic skills *(Identification of DSM-V, ICD-9, criteria to develop intervention goals)* 1 2 3 4 5

C. Professional and ethical conduct *(knowledge, commitment + adherence to the professional code of ethics)* 1 2 3 4 5

D. Macro Focus *(knowledge of current advocacy, policy analysis + research in agency, community + broader government bodies.)*
 Please briefly describe the plan for continued growth and development *(goals)* 1 2 3 4 5

Please briefly describe the plan for continued progress over the next reporting period *(objectives)*

Do you believe the supervisee is on track to complete the licensure process with a recommendation for full licensure?

Yes No (If no, please attach explanation)

11. TESTIMONY OF SUPERVISOR

I hereby affirm under penalties of perjury that the foregoing information which I have supplied is true and accurate to the best of my knowledge, information and belief.

SIGNATURE

DATE

12. TESTIMONY OF SUPERVISEE

I hereby affirm that I have reviewed the information contained in this supervision progress report.

SIGNATURE

DATE

Advanced Macro (LAMSU)



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
ANNUAL SUPERVISION PROGRESS REPORT

MISSOURI DIVISION OF PROFESSIONAL REGISTRATION
STATE COMMITTEE FOR SOCIAL WORKERS

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to support/explain ratings

SOCIAL WORK PRACTICE

Please rate and provide additional comments about the supervisee's knowledge, understanding and progress in the following areas:

A. Social work statutes and rules *(including regulations regarding professional practice)* 1 2 3 4 5

B. Licensure scope of practice
 1. Theoretical framework used in setting *Case Management (plan + monitor services for social agencies + staff on behalf of client groups + populations)* 1 2 3 4 5

2. Therapeutic delivery skills *Administration (understanding + applying organizational supervisory, budgetary + outcome evaluation skills)* 1 2 3 4 5

3. Assessment skills *(use of conceptual frameworks (PIE, Broj Psycho/Social) the processes of assessment, intervention, + evaluation)* 1 2 3 4 5

4. Diagnostic skills *Community organizing (facilitating efforts to mobilize groups, systems, communities to achieve goals on social problems + evaluate the effectiveness of the process)* 1 2 3 4 5

5. Policy/Advocacy *(policy analysis, lobbying, client-centered intervention/empowerment, coalition building)* 1 2 3 4 5

C. Professional and ethical conduct *(knowledge, commitment + adherence to the professional code of ethics)* 1 2 3 4 5

Please briefly describe the plan for continued growth and development *(goals)*

Please briefly describe the plan for continued progress over the next reporting period *(objectives)*

Do you believe the supervisee is on track to complete the licensure process with a recommendation for full licensure?

Yes No (If no, please attach explanation)

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SIGNATURE _____ DATE _____

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SIGNATURE _____ DATE _____

Resources

BSW - Practicum Core Competencies (2013)

Competency 1: Identify as a professional social worker and conduct oneself accordingly. (The following 6 practice behaviors speak to this competency).

1. Advocate for client access to the services of social work.
2. Practice personal reflection and self-correction to assure continual professional development.
3. Attend to professional roles and boundaries.
4. Demonstrate professional demeanor in behavior, appearance, and communication.
5. Engage in career-long learning.
6. Use supervision and consultation.

Competency 2: Apply social work ethical principles to guide professional practice. (The following 4 practice behaviors speak to this competency.)

7. Recognize and manage personal values in a way that allows professional values to guide practice.
8. Make ethical decisions by applying standards of the National Association of Social Workers Code of Ethics and, as applicable, of the International Federation of Social Workers/International Association of Schools of Social Work Ethics in Social Work, Statement of Principles.
9. Tolerate ambiguity in resolving ethical conflicts.
10. Apply strategies of ethical reasoning to arrive at principled decisions.

Competency 3: Apply critical thinking to inform and communicate professional judgments. (The following 3 practice behaviors speak to this competency).

11. Distinguish, appraise, and integrate multiple sources of knowledge, including research-based knowledge, and practice wisdom.
12. Analyze models of assessment, prevention, intervention, and evaluation.
13. Demonstrate effective oral and written communication in working with individuals, families, groups, organizations, communities, and colleagues.

Competency 4: Engage diversity and difference in practice. (The following 4 practice behaviors speak to this competency.)

14. Recognize the extent to which a culture's structures and values may oppress, marginalize, alienate, or create or enhance privilege and power
15. Gain sufficient self-awareness to eliminate the influence of personal biases and values in working with diverse groups.
16. Recognize and communicate their understanding of the importance of difference in shaping life experiences.
17. View themselves as learners and engage those with whom they work as informants.

Competency 5: Advance human rights and social and economic justice. (The following 3 practice behaviors speak to this competency).

18. Understand the forms and mechanisms of oppression and discrimination.
19. Advocate for human rights and social and economic justice.
20. Engage in practices that advance social and economic justice.

Competency 6: Engage in research- informed practice and practice informed research. (The following 2 practice behaviors speak to this competency).

21. Use practice experience to inform scientific inquiry.
22. Use research evidence to inform practice.

Competency 7: Apply knowledge of human behavior and the social environment. (The following 2 practice behaviors speak to this competency).

23. Utilize conceptual frameworks to guide the processes of assessment, intervention, and evaluation.
24. Critique and apply knowledge to understand person and environment.

Competency 8: Engage in policy practice to advance social and economic well-being and to deliver effective social work services. (The following 2 practice behaviors speak to this competency).

25. Analyze, formulate, and advocate for policies that advance social well-being.
26. Collaborate with colleagues and clients for effective policy action.

Competency 9: Respond to contexts that shape practice. (The following 2 practice behaviors speak to this competency).

27. Continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services.
28. Provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services.

Competency 10: Engage, assess, intervene, and evaluate with individuals, families, groups, organizations, and communities. (The following 13 practice behaviors speak to this competency).

29. Substantively and affectively prepare for action with individuals, families, groups, organizations, and communities.
30. Use empathy and other interpersonal skills.
31. Develop a mutually agreed-on focus of work and desired outcomes.
32. Collect, organize, and interpret client data.
33. Assess client strengths and limitations.
34. Develop mutually agreed-on intervention goals and objectives.
35. Select appropriate intervention strategies.
36. Initiate actions to achieve organizational goals.
37. Implement prevention interventions that enhance client capacities.
38. Help clients resolve problems.
39. Negotiate, mediate, and advocate for clients
40. Facilitate transitions and endings
41. Critically analyze, monitor, and evaluate interventions.

Missouri Revised Statutes

Chapter 337 Psychologists--Professional Counselors--Social Workers Section 337.653

August 28, 2012

Baccalaureate social workers, license required, permitted activities.

337.653. 1. No person shall use the title of licensed baccalaureate social worker and engage in the practice of baccalaureate social work in this state unless the person is licensed as required by the provisions of sections 337.600 to 337.689.

2. A licensed baccalaureate social worker shall be deemed qualified to practice the following:

- (1) Engage in assessment and evaluation from a generalist perspective, excluding the diagnosis and treatment of mental illness and emotional disorders;
- (2) Conduct basic data gathering of records and social problems of individuals, groups, families and communities, assess such data, and formulate and implement a plan to achieve specific goals;
- (3) Serve as an advocate for clients, families, groups or communities for the purpose of achieving specific goals;
- (4) Counsel, excluding psychotherapy; however, counseling shall be defined as providing support, direction, and guidance to clients by assisting them in successfully solving complex social problems;
- (5) Perform crisis intervention, screening and resolution, excluding the use of psychotherapeutic techniques;
- (6) Be a community supporter, organizer, planner or administrator for a social service program;
- (7) Conduct crisis planning ranging from disaster relief planning for communities to helping individuals prepare for the death or disability of family members;
- (8) Inform and refer clients to other professional services;
- (9) Perform case management and outreach, including but not limited to planning, managing, directing or coordinating social services; and
- (10) Engage in the training and education of social work students from an accredited institution and supervise other licensed baccalaureate social workers.

3. If the licensed baccalaureate social worker has completed three thousand hours of supervised baccalaureate experience with a qualified baccalaureate supervisor in no less than twenty-four months and no more than forty-eight consecutive calendar months, the licensed baccalaureate social worker may engage in the independent practice of baccalaureate social work as defined in section 337.600 and subdivisions (1) to (10) of subsection 2 of this section. Upon demonstrating the successful completion of supervised experience, the state committee for social workers shall provide the licensee with a certificate clearly stating the individual's qualification to practice independently with the words "independent practice" or "IP" next to his or her licensure.

(L. 2001 H.B. 567, A.L. 2005 S.B. 177, A.L. 2007 H.B. 780 merged with S.B. 308)

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Missouri General Assembly

Missouri Revised Statutes
Chapter 337
Psychologists--Professional Counselors--Social Workers
Section 337.600

August 28, 2012

Definitions.

337.600. As used in sections 337.600 to 337.689, the following terms mean:

- (1) "Advanced macro social worker", the applications of social work theory, knowledge, methods, principles, values, and ethics; and the professional use of self to community and organizational systems, systemic and macrocosm issues, and other indirect nonclinical services; specialized knowledge and advanced practice skills in case management, information and referral, nonclinical assessments, counseling, outcome evaluation, mediation, nonclinical supervision, nonclinical consultation, expert testimony, education, outcome evaluation, research, advocacy, social planning and policy development, community organization, and the development, implementation and administration of policies, programs, and activities. A licensed advanced macro social worker may not treat mental or emotional disorders or provide psychotherapy without the direct supervision of a licensed clinical social worker, or diagnose a mental disorder;
- (2) "Clinical social work", the application of social work theory, knowledge, values, methods, principles, and techniques of case work, group work, client-centered advocacy, community organization, administration, planning, evaluation, consultation, research, psychotherapy and counseling methods and techniques to persons, families and groups in assessment, diagnosis, treatment, prevention and amelioration of mental and emotional conditions;
- (3) "Committee", the state committee for social workers established in section 337.622;
- (4) "Department", the Missouri department of insurance, financial institutions and professional registration;
- (5) "Director", the director of the division of professional registration;
- (6) "Division", the division of professional registration;
- (7) "Independent practice", any practice of social workers outside of an organized setting such as a social, medical, or governmental agency in which a social worker assumes responsibility and accountability for services required;
- (8) "Licensed advanced macro social worker", any person who offers to render services to individuals, groups, families, couples, organizations, institutions, communities, government agencies, corporations, or the general public for a fee, monetary or otherwise, implying that the person is trained, experienced, and licensed as an advanced macro social worker, and who holds a current valid license to practice as an advanced macro social worker;
- (9) "Licensed baccalaureate social worker", any person who offers to render services to individuals, groups, organizations, institutions, corporations, government agencies, or the general public for a fee, monetary or otherwise, implying that the person is trained, experienced, and licensed as a baccalaureate social worker, and who holds a current valid license to practice as a baccalaureate social worker;
- (10) "Licensed clinical social worker", any person who offers to render services to individuals, groups, organizations, institutions, corporations, government agencies, or the general public for a fee, monetary or otherwise, implying that the person is trained, experienced, and licensed as a clinical social worker, and who

holds a current, valid license to practice as a clinical social worker;

(11) "Licensed master social worker", any person who offers to render services to individuals, groups, families, couples, organizations, institutions, communities, government agencies, corporations, or the general public for a fee, monetary or otherwise, implying that the person is trained, experienced, and licensed as a master social worker, and who holds a current valid license to practice as a master social worker. A licensed master social worker may not treat mental or emotional disorders, provide psychotherapy without the direct supervision of a licensed clinical social worker, or diagnose a mental disorder;

(12) "Master social work", the application of social work theory, knowledge, methods, and ethics and the professional use of self to restore or enhance social, psychosocial, or biopsychosocial functioning of individuals, couples, families, groups, organizations, communities, institutions, government agencies, or corporations. The practice includes the applications of specialized knowledge and advanced practice skills in the areas of assessment, treatment planning, implementation and evaluation, case management, mediation, information and referral, counseling, client education, supervision, consultation, education, research, advocacy, community organization and development, planning, evaluation, implementation and administration of policies, programs, and activities. Under supervision as provided in this section, the practice of master social work may include the practices reserved to clinical social workers or advanced macro social workers for no more than forty-eight consecutive calendar months for the purpose of obtaining licensure under section 337.615 or 337.645;

(13) "Practice of advanced macro social work", rendering, offering to render, or supervising those who render to individuals, couples, families, groups, organizations, institutions, corporations, government agencies, communities, or the general public any service involving the application of methods, principles, and techniques of advanced practice macro social work;

(14) "Practice of baccalaureate social work", rendering, offering to render, or supervising those who render to individuals, families, groups, organizations, institutions, corporations, or the general public any service involving the application of methods, principles, and techniques of baccalaureate social work;

(15) "Practice of clinical social work", rendering, offering to render, or supervising those who render to individuals, couples, groups, organizations, institutions, corporations, or the general public any service involving the application of methods, principles, and techniques of clinical social work;

(16) "Practice of master social work", rendering, offering to render, or supervising those who render to individuals, couples, families, groups, organizations, institutions, corporations, government agencies, communities, or the general public any service involving the application of methods, principles, and techniques of master social work;

(17) "Qualified advanced macro supervisor", any licensed social worker who meets the qualifications of a qualified clinical supervisor or a licensed advanced macro social worker who has:

(a) Practiced in the field of social work as a licensed social worker for which he or she is supervising the applicant for a minimum of five years;

(b) Successfully completed a minimum of sixteen hours of supervisory training from the Association of Social Work Boards, the National Association of Social Workers, an accredited university, or a program approved by the state committee for social workers. All organizations providing the supervisory training shall adhere to the basic content and quality standards outlined by the state committee on social work; and

(c) Met all the requirements of sections 337.600 to 337.689, and as defined by rule by the state committee for social workers;

(18) "Qualified baccalaureate supervisor", any licensed social worker who meets the qualifications of a qualified clinical supervisor, qualified master supervisor, qualified advanced macro supervisor, or a licensed baccalaureate social worker who has:

(a) Practiced in the field of social work as a licensed social worker for which he or she is supervising the applicant for a minimum of five years;

(b) Successfully completed a minimum of sixteen hours of supervisory training from the Association of Social Work Boards, the National Association of Social Workers, an accredited university, or a program approved by the state committee for social workers. All organizations providing the supervisory training shall adhere to the basic content and quality standards outlined by the state committee on social workers; and

(c) Met all the requirements of sections 337.600 to 337.689, and as defined by rule by the state committee for social workers;

(19) "Qualified clinical supervisor", any licensed clinical social worker who has:

(a) Practiced in the field of social work as a licensed social worker for which he or she is supervising the applicant for a minimum of five years;

(b) Successfully completed a minimum of sixteen hours of supervisory training from the Association of Social Work Boards, the National Association of Social Workers, an accredited university, or a program approved by the state committee for social workers. All organizations providing the supervisory training shall adhere to the basic content and quality standards outlined by the state committee on social work; and

(c) Met all the requirements of sections 337.600 to 337.689, and as defined by rule by the state committee for social workers;

(20) "Social worker", any individual that has:

(a) Received a baccalaureate or master's degree in social work from an accredited social work program approved by the council on social work education;

(b) Received a doctorate or Ph.D. in social work; or

(c) A current social worker license as set forth in sections 337.600 to 337.689.

(L. 1989 H.B. 738 & 720 § 1, A.L. 1995 S.B. 69, et al., A.L. 2003 H.B. 332, A.L. 2005 S.B. 177, A.L. 2007 H.B. 780 merged with S.B. 308, A.L. 2008 S.B. 788, A.L. 2009 H.B. 326, A.L. 2010 H.B. 2226, et al.)

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Missouri General Assembly

LBSW-IP: Documentation - The recording of the screening and intake process, assessment, treatment plan, case reports, case progress notes, discharge summaries, and other client-related data.

The Performance Assessment Rubrics

The Developing Supervisee	The Proficient Supervisee	The Exemplary Supervisee
<ul style="list-style-type: none"> <input type="checkbox"/> Produces basic client records related to screening, intake, continuing care, progress toward goals and objectives, and termination summary in consultation with other team members or the supervisor <input type="checkbox"/> Is aware of and generally follows federal and state laws and agency guidelines regarding the confidentiality of client records <input type="checkbox"/> Documents treatment outcome in accord with agency policy and procedures 	<ul style="list-style-type: none"> <input type="checkbox"/> Maintains client records related to screening, intake, continuing care, progress toward goals and objectives, and termination summary that are accurate, concise, and useful for documenting agency involvement with a client <input type="checkbox"/> Carefully follows federal and state laws and agency guidelines to maintain the confidentiality of client records <input type="checkbox"/> Prepares accurate, timely, and concise client records consistent with applicable regulations of standards 	<ul style="list-style-type: none"> <input type="checkbox"/> Maintains client records related to screening, intake, continuing care, progress toward goals and objectives, and termination summary that are accurate, concise, and useful for coordinating treatment team planning, monitoring, and review <input type="checkbox"/> Protects the confidentiality of client records by working to establish appropriate record handling procedures consistent with federal and state laws and agency guidelines <input type="checkbox"/> Utilizes accurate, timely, and concise client record keeping to facilitate effective service delivery

Rating Scale: Check those boxes above that best describe the supervisee's proficiency. Next, check one of the boxes below to indicate the supervisee's overall level of development related to documentation.

(1) Developing (2) (3) Proficient (4) (5) Exemplary

Rater comments: _____

LBSW-IP: Documentation - The recording of the screening and intake process, assessment, treatment plan, case reports, case progress notes, discharge summaries, and other client-related data.

The Competencies:

The competent supervisee is able to:

- 1) Demonstrate knowledge of accepted principles of client record management
- 2) Protect client rights to privacy and confidentiality in the preparation and handling of records, especially in relation to the communication of client information with third parties
- 3) Prepare accurate and concise screening, intake, and assessment reports
- 4) Prepare accurate and concise termination summaries

Assessing Proficiency

Potential measures and methods:

- Knowledge assessments of generally acceptable and specific agency documentation requirements, and protection of client rights to privacy and confidentiality
- Supervisors monitor supervisee's accuracy, quality, timeliness, and completeness of client documentation
- Self-evaluation of effective habits for documenting in the client record, including timeliness, accuracy, and confidentiality
- Feedback on the utility of documentation and adherence to issues of confidentiality

LAMSW: Case Management- A procedure to plan, seek and monitor services from different social agencies and staff on behalf of a client group or population. It may involve monitoring the progress of a client group or population whose needs require the services of several professionals, agencies, health care facilities, and human services programs

The Competencies

The competent supervisee is able to:

- 1) Demonstrate a comprehensive application of social work theory and methods to the intervention of client group or population
- 2) Demonstrates the ability to implement case management functions and oversight to service client groups or populations
- 3) Demonstrates a clear understanding and ability to gather information and formulate it into a comprehensive picture of the client group or population and their situation

Assessing Proficiency

Potential measures and methods:

- Observe supervisee's interaction and participation in client group or population services
- Supervisor will monitor and review supervisee's case documentation of client group or population services

LAMSW: Case Management- A procedure to plan, seek and monitor services from different social agencies and staff on behalf of a client group or population. It may involve monitoring the progress of a client group or population whose needs require the services of several professionals, agencies, health care facilities, and human services programs

The Performance Assessment Rubrics

The Developing Supervisee	The Proficient Supervisee	The Exemplary Supervisee
<ul style="list-style-type: none"> <input type="checkbox"/> Forge a positive rapport with client group or population <input type="checkbox"/> Develop a clear understanding of roles and authority within traditional case management <input type="checkbox"/> Understand the general sequential, and intermittent functions of case management <input type="checkbox"/> Become familiar with the resources and services available within your client groups or population's environment 	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain a practice knowledge of possible dual relationships and ethical issues with client groups or populations <input type="checkbox"/> Be able to demonstrate the ability to work within communities and with organizational systems to problem-solve client groups or population issues in a collective effort for benefits of services. <input type="checkbox"/> Have the ability to promote community education, establish support and self-help groups, and contribute to community change efforts to foster client groups or population's well-being 	<ul style="list-style-type: none"> <input type="checkbox"/> Demonstrates a thorough knowledge of service access and coordination for client groups or populations, which entails community-based assistance <input type="checkbox"/> Produces notable documentation, monitoring, assessment and accountability of client groups or population's case <input type="checkbox"/> Demonstrate competent case management skills in the areas of function

Rating Scale: Check those boxes above that best describe the supervisee's proficiency. Next, check one of the boxes below to indicate the supervisee's overall level of development related to assessment.

1) Developing 2) 3) Proficient 4) 5) Exemplary

Rater comments: _____

LAMSW: Referral - The social work process of directing a client to an agency, resources, or a professional known to be able to provide a needed service. This process may include knowing what the available resources are, knowing what the client's needs are, facilitating the client's opportunity to partake of the service, and following up to be certain that the contact was met.

The Performance Assessment Rubrics

The Developing Supervisee	The Proficient Supervisee	The Exemplary Supervisee
<ul style="list-style-type: none"> <input type="checkbox"/> Is aware of civic groups, agencies, other professionals, and governmental entities that provide referral services <input type="checkbox"/> Refers clients for services that are not offered by his/her agency <input type="checkbox"/> Identifies for the client how to obtain the referral services <input type="checkbox"/> Sends client information to receiving agencies, when requested <input type="checkbox"/> Includes receiving agency reports in client's record 	<ul style="list-style-type: none"> <input type="checkbox"/> Establishes and maintains relationship with selected agencies and other professionals, by learning about their services and making client referrals <input type="checkbox"/> Considers community referral services in planning comprehensive treatment with client. <input type="checkbox"/> Makes referrals for community services that supplement agency treatment options <input type="checkbox"/> Clearly discusses the intended outcomes expected from referral services with the client <input type="checkbox"/> Works with the receiving agency to exchange relevant and appropriate information consistent with the client's rights to confidentiality and best professional practice <input type="checkbox"/> Requests and reviews receiving agency reports on treatment progress and incorporates information in monitoring client's progress 	<ul style="list-style-type: none"> <input type="checkbox"/> Consistently is involved in professional activities with other civic groups, agencies, and community professionals, to increase the breadth and availability of community services to clients <input type="checkbox"/> Utilizes referral resources to address key issues and maximize likelihood of achieving treatment goals. <input type="checkbox"/> Prepares client when self-referral is appropriate and facilitates referral when necessary to assure effective treatment <input type="checkbox"/> Involves referral resources as part of the treatment team to meet the needs of the client, sharing appropriate information and treatment objectives within the limits of confidentiality and professional practice <input type="checkbox"/> Involves the client in planning for referral services as part of the overall treatment plan to maximize benefits for the client <input type="checkbox"/> Consistently evaluates the outcomes from referrals with the overall objective of the client's treatment plans

Rating Scale: Check those boxes above that best describe the supervisee's proficiency. Next, check one of the boxes below to indicate the supervisee's overall level of development related to treatment knowledge.

(1) Developing (2) (3) Proficient (4) (5) Exemplary

Rater comments: _____

LBSW-IP: Referral - The social work process of directing a client to an agency, resources, or a professional known to be able to provide a needed service. This process may include knowing what the available resources are, knowing what the client's needs are, facilitating the client's opportunity to partake of the service, and following up to be certain that the contact was met.

The Performance Assessment Rubrics

The Developing Supervisee	The Proficient Supervisee	The Exemplary Supervisee
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Rating Scale: Check those boxes above that best describe the supervisee's proficiency. Next, check one of the boxes below to indicate the supervisee's overall level of development related to treatment knowledge.

1) Developing 2) 3) Proficient 4) 5) Exemplary

Rater comments: _____

Willard, Elizabeth

From: ~~XXXXXXXXXX~~
Sent: Friday, May 17, 2013 10:17 AM
To: State Committee for Social Workers
Subject: Clinical supervision

I took the clinical supervision course earlier this year. What is going to be the suggested approach to supervision in light of the DSM V release?

~~XXXXXXXXXX~~
~~XXXXXXXXXX~~
