



Department of Counseling & Student Affairs
Clinical Mental Health / Marriage, Couple, & Family
Site Information Form

Agency Information

**Agency Name
(& program name)**

Nelson County Schools, Clinical Mental Health Services

**Physical address
(street, city, state, zip)**

288 Wildcat Lane, Bardstown, KY. 40004

Phone

Website

Description of the site and mental health counseling opportunities during practicum or internship

Clinical Mental Health Services are offered throughout the Nelson County School District. Referrals for clinical services are made from school counselors, across the district, once mental health needs have been identified and the parent has agreed that a referral should be made.

Description of the marriage, couple, and family counseling opportunities available (if applicable).

The Clinical Therapist operate from a family systems approach as they to provide clinical mental-health services. Individual and family therapy sessions are provided and necessary as the clinician works to assess, diagnose, and treat the student.

Characteristics of the population receiving services at this site

Nelson County Schools provides clinical mental health services to students from preschool through grade twelve. Students who receive clinical mental health services have been referred for clinical services and present with mental health symptoms that disrupt functioning in multiple environments.

Primary counseling modalities used at this site

Counseling modalities are broad, but always include evidence-based approaches. Psychotherapy sessions most frequently incorporate cognitive behavior therapy, dialectical behavioral therapy, play therapy, motivational interviewing, etc. Modalities of therapy include individual therapy session, family therapy sessions, and group therapy sessions.

Professional development opportunities available at this site

Professional development opportunities for intern students will always include threat assessment and response training, trauma informed care training, positive behavior interventions, and supports, and other trainings that are provided as needs arise. Each year the Mental Health Coordinator assesses needs and provides clinical professional development opportunities that meet the need of the mental health team.

WKU interns will have opportunities to participate in any training opportunities offered by Nelson County Schools.

Days and times facility is open for students to see clients

Monday – Friday
8:00AM – 4:00PM

Minimum semester commitment

Maximum number of students per semester

Directions to site

Nelson County Schools
288 Wildcat Lane
Bardstown, KY. 40004

Revised 4/17/2021

Practicum & Internship Requirements Met

Indicate the site requirements that your agency will be able to accommodate.
(see the WKU Counseling and Student Affairs [Practicum and Internship Manual](#) for more details)

	Yes	No
Direct & Indirect Hours		
Throughout practicum, students must complete at least 100 total clock hours over the summer 10-week academic term (minimum 8 hours on site weekly). At least 40 clock hours must be in direct service with actual clients that contributes to the development of counseling skills.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
During practicum, the Marriage, Couple, and Family Program students must receive a minimum of 12 direct hours with clients in a relational modality (e.g., parent-child, sibling-sibling, couples, mother-daughter, etc.)	X	<input type="checkbox"/>
Throughout internship, students must complete at least 300 total clock hours each fall and spring semester (minimum 18 hours on site weekly). At least 120 clock hours must be in direct service with actual clients.	X	<input type="checkbox"/>
During internship, the Marriage, Couple, and Family Program students must receive a minimum of 36 direct hours with clients in a relational modality (they must complete 130 clock hours of direct service in order to meet state licensure requirements).	X	<input type="checkbox"/>

Video Recording

Students are required to tape their work to show during individual and group supervision.

Students may videotape and show their sessions with clients. X

Students may audiotape and show their sessions with clients. X

Audio/videotaping equipment is available onsite for intern use (if No, interns must provide their own equipment).

X

Clinical Supervision

A qualified site supervisor (see the Practicum and Internship Manual for details) is available to provide individual/triadic supervision for at least 1 hour each week, remain onsite whenever students are seeing clients, accompany students on direct service hours outside of the agency, provide regular feedback to students, complete midterm and final evaluations, and consult with faculty supervisors as required.

X

Site Supervisor

Site Supervisors must be appropriately experienced, credentialed, and licensed. All Site Supervisors must be a Licensed Professional Clinical Counselor (LPCC) or a Licensed Marriage and Family Therapist (LMFT). Exceptions must be approved by the Clinical Coordinator.

Name	Staci Holderman, MA, LPCC-S	Highest earned degree	Master's Degree
Job title	Mental Health Coordinator	Licenses/Certifications	LPCCS
Work phone	859-516-1691	License number & date	KY 240580
Work email	Staci.holderman@nelson.kyschools.us	Years of clinical experience	15 +

Clinical professional and licensed experiences (minimum 2 years required)

Please see professional vitae for professional experience.

Over the past 4 years I have been working in an administrative clinical role for public schools. As the Mental Health Specialist for Boyle County Schools I was responsible for managing a clinical caseload and coordinating, leading within the district. In December 2022 I began working as the Mental Health Coordinator position for Nelson County Schools and my responsibilities have included the set-up of a mental health clinic within the school district. Nelson County Schools provides comprehensive mental health services to students who meet medical necessity. Clinical services include assessment, diagnosis, and treatment. In addition, clinical supervision, staffing, and treatment team meetings are a regular part of the clinical mental health therapists work assignment.

Supervision training and experiences

I have experience providing clinical and site supervision to graduate level mental health interns and Licensed Professional Counseling Associates. Currently I have only one supervisee contracted through the Licensed Professional Counseling Board, however, I will provide clinical supervision to any LPCA hired to work for Nelson County Schools, as part of my job responsibilities to the Nelson County Schools District.

Alternate Site Supervisor

If a qualified alternate site supervisor is available, please provide the following information:

Name	Alternate site supervisor's would be available depending on the specific schools the intern is assigned.	Highest earned degree	
Job title		Licenses/Certifications	
Work phone		License number & date	
Work email		Years of clinical experience	

Clinical professional and licensed experiences (minimum 2 years required)

Additional site supervisors include employees with the following credentials:
 LPCC
 LMFT
 Possibly LCSW

Supervision training and experiences

Additional Site Supervisors do not have clinical supervision credential.

Application Process

Application instructions including site representative contact information

Clinical Mental Health Intern Students should reach out to Staci Holderman at Staci.Holderman@nelson.kyschools.us to begin the application process to secure internship placement.

Estimated due dates for the application materials (summer, fall, and spring semesters)

Intern students can reach out to inquire about internship opportunities at any time during the academic year.

Expectations of the student on site

Intern students would be required to attend required training, follow the professional dress code, complete any necessary background check required by the school, wear a school badge to identify themselves as they are working on campus, attend all supervision meetings, demonstrate professionalism and punctuality through their work, and maintain appropriate clinical documentation as required. Intern students will be required to follow Nelson County Schools protocol for reaching out to the Mental Health Coordinator when urgent situations arise or the intern needs additional guidance or assistance. Inters are also required to

report to the Mental Health Coordinator any Child Protective Services reports that are filed to ensure that the school is aware of any potential safety concerns for the student.

Courses: Before applying for practicum/internship, CMHC and MCFC graduate students must successfully complete a series of classes including professional studies (identity & ethics), group counseling, social and cultural diversity, counseling theories, and techniques of counseling. Are there other courses or clinical experience prerequisites that you request of your interns? If so, explain.

Yes No

No additional coursework is required

Financial compensation for practicum and internship students is not required (e.g., salary, benefits, stipend, tuition assistance, professional development funds, etc...). However, if available, please describe:

Payment for internship is not currently available

Form

completed by Staci Holderman, MA, LPCC-S, Mental Health Coordinator **Date completed** April 12, 2023

--	--

Instructions for Site Representatives

Thank you for your interest in working with our department and students! Please complete and submit this form annually or whenever site or supervisor information changes. This form will be posted on our website for students to review.

Return the form and a current resume/CV to the WKU Counseling Clinical Coordinator at WKU.CNS.Clinical.Coordinator@gmail.com.