



**Clinical Psychology Doctoral Internship
Brochure
2025-2026**

Table of Contents

Introduction.....	3
People Inc.....	3
Training Opportunities	3
Policy and Procedures for Internship Training	3
Training Philosophy and Aims	4
Training Faculty	5
Training Goals and Objectives	5
Direct Service Experiences	6
Program Resources	6
Training Curriculum.....	7
Didactic Activities.....	7
Training Sites.....	8
Policies	8
Communication and Records Maintenance Policy	8
Diversity and Non-Discrimination Policy.....	9
Due Process and Grievance Policy	10
Evaluation and Supervision Policy.....	15
Intern Selection and Academic Preparation Requirements Policy	16
Stipend, Benefits, and Resources Policy	17
Telesupervision Policy.....	18

Introduction

This brochure provides an outline of People Inc. and the policies and procedures for the clinical psychology doctoral internship program. Please feel free to talk with the Director of Training if you have any additional questions related to policies or procedures. The internship program is not APA accredited.

*Questions related to the program's accredited status should be directed to the

Commission on Accreditation:

Office of Program Consultation and Accreditation

American Psychological Association

750 1st Street, NE, Washington, DC 20002

Phone: (202) 336-5979 / E-mail: apaaccred@apa.org

Web: www.apa.org/ed/accreditation

People Inc.

People Inc. is the region's leading not-for-profit health and human services organization that plays a unique and valuable role in the communities we serve by assisting our most vulnerable populations, those with intellectual and developmental disabilities, special needs, and seniors, in leading healthy, independent and productive lives. People Inc. provides services to over 10,000 people annually and operates over 200 locations for services throughout Western New York.

Training Opportunities

The Behavioral Health Department of People Inc. provides clinical support to people with intellectual and/or developmental disabilities, their families, and their support teams. Interventions include psychological assessment, functional behavioral assessments, developing behavior support plans, and working with teams to develop skills to successfully support people with challenging behaviors. The Behavioral Health Department is staffed with licensed clinical psychologists, licensed and/or certified social workers, mental health counselors, and behavior intervention specialists. A licensed psychologist with experience in forensic psychology provides consultative support to the program.

Policy and Procedures for Internship Training

Policies and procedures formulated in regard to internship training are consistent with the criteria standards for Standards for the Providers of Psychological Services, the Ethical Standards of Psychologists and Code of Conduct of the American Psychological Association, and the Association for the Treatment of Sexual Abusers (ATSA) Code of Ethics and Practice Guidelines.

Training Philosophy and Aims

The Office for People with Developmental Disabilities (OPWDD) supports clinically sound, evidence-based practices that can support people with developmental disabilities to lead meaningful and productive lives in the least restrictive setting possible. People with developmental disabilities benefit from assessment and treatment planning, but there are limits to what can be accomplished by existing systems. Service providers find themselves with increased responsibilities and decreased supports. Both the service providers and people with disabilities look to outside services for clinical assessment and treatment; however, people with developmental disabilities experience a number of barriers to accessing clinical services, including insurance limitations and limited access to providers who are competent in providing clinical support to this population. Ancillary providers often ask for additional support, such as enhanced treatment planning and in-house counseling, which is unavailable in the current system. There is also a glaring deficit in clinical treatment options in the areas of sexuality, healthy relationships, trauma counseling, emotional regulation, and healthy coping. Interns can help meet the clinical needs of people applying for and/or receiving services from People Inc. and its affiliates. Likewise, People Inc. can provide interns with a rich training experience.

Interns will have a variety of training opportunities, including

- Psychological assessment, including cognitive, autism, differential, sexuality, dementia, lethality, and risk assessment
- Functional Behavior Assessment
- Behavior Support Planning
- Individual counseling (office and site-based)
- Group counseling (office and site based)
- Research
- Clinical supervision (practicum students and masters level clinicians)
- Consultation within the department, as well as with other departments and agencies
- Developing/providing training to staff responsible for direct care and/or for developing behavior supports
- Additional psychological assessment out of our Article 16 Clinic for those who meet New York State requirements to work as a Testing Technician

Interns have the opportunity to work within a treatment team to provide essential clinical supports designed to promote independence and person-centered care. People Inc. is dedicated to providing a rich training experience in order to support interns in becoming clinical psychologists. The program embraces a scholar-practitioner model, and prioritizes the acquisition of clinical skills and emphasizes practical, hands-on training. All interns in the internship program receive training in clinical psychology that is informed by trauma-informed treatment practices. Interns will be encouraged to apply a variety of psychological theories in case conceptualizations and will utilize evidence-based interventions.

Training Faculty

Karen Battaglia, PsyD
NYS Licensed Psychologist
Principal Psychologist

Elizabeth Randall, PsyD, LMHC
NYS Licensed Psychologist
Director of Training

Dr. Karen Battaglia and Dr. Elizabeth Randall are full time licensed psychologists and the primary supervisors of the internship training program. They complete assessments, provide clinical supervision to department clinicians, and provide consultation and support to treatment teams. Dr. Battaglia specializes in risk assessments and working with individuals with high risk sexual and violent behavior; Dr. Randall specializes in dementia support and suicidality assessment. Dr. Battaglia serves as the agency's Principal Psychologist, and Dr. Randall serves as the Director of Training for the internship training program.

In addition, People Inc. contracts with another psychologist as a part time consultant who provides supervision specific to forensic evaluation and counseling. Interns will also have the opportunity to interact with other licensed mental health professionals (MSW/LMSW/LCSW, MHC/LMHC) within the behavior health department and experience working with a number of mental health disciplines as part of a clinical support team.

Training Goals and Objectives

The training program's primary purpose is to develop skilled practitioners competent in the field of intellectual and developmental disabilities, with specific skills that include providing evidence-based services, accurate diagnosis, and appropriate support and treatment planning. Interns are given opportunities to develop skills in education and training regarding the intellectual/developmental disabilities population, assessment experience, and developing appropriate interventions and treatment planning. Interns are also given opportunity to provide clinical supervision to practicum students and masters level clinicians.

Interns are expected to achieve competency in the areas outlined by the American Psychological Association Profession-Wide Competencies, established within the Standards of Accreditation for Health Service Psychology (APA, 2015). PWCs comprise the following areas:

1. Research
2. Ethical and legal standards
3. Individual and cultural diversity
4. Professional values, attitudes, and behaviors
5. Communication and interpersonal skills

6. Assessment
7. Intervention
8. Supervision
9. Consultation and interprofessional/interdisciplinary skills

See Evaluation and Supervision Policy for additional detail.

Direct Service Experiences

Interns conduct psychological assessments (i.e. cognitive, autism, adaptive behavior) to aid in the service eligibility process, provide support to individuals, families, and support teams by conducting capacity assessments (i.e. medical, sexual), differential diagnoses, risk assessment, lethality assessment, dementia assessment, functional behavior assessment, counseling, crisis intervention, and behavior support planning.

People Inc. licensed psychologists provide clinical insight on several regularly scheduled committee meetings within the agency. Interns may also be asked to attend the following meetings:

- Human Rights Committee
- Risk Management
- Clinical Advisory Team
- Support Team Meetings
- Enhanced Treatment Team Meetings
- Staff Meetings

The Behavioral Health Department of People Inc. provides clinical support to individuals with developmental disabilities, their families, and their support teams. Interventions include psychological assessment, functional behavioral assessments, developing behavior support plans, and working with teams to develop skills to successfully support individuals with challenging behaviors.

Assessments can be completed in an office setting or in individual residences. Many assessments require observation of identified behavioral concerns, which typically requires meeting individuals in their environments at the times when behavior typically occurs.

The training program is integrated into the Behavioral Health Department, which acts as a support department within the agency. Interns will work alongside BHD clinicians, clinical supervisors, and the BHD leadership team. The BHD's purpose is to provide behavioral support as needed to those receiving services through People Inc.

Program Resources

Interns have access to a variety of psychological assessment materials including cognitive assessments (Wechsler assessments, Leiter, TONI, RBANS, TOPF), personality assessments (PAI, EPS, Rorschach), adaptive functioning measures (Vineland, ABAS, SIB-R, ICAP),

behavior rating scales (Conners, BRIEF), and forensic risk assessments (STATIC-99, RSVP, SOTIPS, HCR-20, LSI). The Behavioral Health Department maintains a supply of frequently used assessment instruments which interns and qualified staff can access. Interns are permitted to audio and video record sessions, with individual/guardian permission, for training purposes and in accordance with agency policy pertaining to such. All recorded material must be destroyed immediately after review by supervisor/school personnel. Interns have access to telephones, computers, individual email accounts, internet, printers, photocopiers, fax machines, and office space.

Training Curriculum

At the start of the training program, interns will be provided with training on People Inc. Behavioral Health Department (BHD) policies and procedures and OPWDD behavior regulations. Interns will also be provided with recorded trainings related to Functional Behavior Assessment and specific assessment tools commonly used for psychological assessments. These items will be reviewed in weekly individual supervision to determine appropriateness of moving to application of this information.

Interns typically observe psychologists completing assessments before conducting their own assessments. Interns are then assigned their first cases and clinical supervision closely monitors each step of the assessment process. Interns are expected to increase independence with assessments as they become more familiar with the process. Ancillary trainings and didactic activities are included throughout the training program to enhance learning.

Didactic Activities

Interns are provided diverse opportunities for enhanced learning on a variety of topics related to People Inc. services, psychological assessment, clinical support, administration, consultation, supervision, and professional development. Several seminars are offered in collaboration with local agencies and are led by area clinicians with diverse roles and backgrounds. Training activities include, but are not limited to, the following:

Orientation to People Inc. and Services Provided

 People Inc. and Behavioral Health Services

 OPWDD Regulations for Behavioral Health

 OPWDD Eligibility and Evaluation

Psychological Assessment and Clinical Support

 Clinical Case Discussion and Consultation

 Functional Behavior Assessment

 Assessment Training Curriculum Overview

 Community Based Supports: Group Development

 Counseling with the I/DD Population

 Capacity Evaluations

 Alzheimer's Association Dementia and I/DD Training Curriculum

NTG Dementia and I/DD Training Curriculum
Dementia Screening and Assessment with I/DD
Mercy Doula
Forensic Risk Assessment
Good Lives Model
Sexuality Assessment
Solution-Focused Trauma Informed Care
Neurodiversity
Administration/Consultation/Supervision
Consultation at People Inc.
Clinical Supervision at People Inc.
Human Rights Committee
Psychologists as Administrators at People Inc.

Training Sites

Interns will work in the Behavioral Health Department office, currently located at 280 Spindrift Avenue Williamsville, NY 14221. All department employees are permitted to work remotely for a portion of the week when in-person and on-site work is not necessary, and interns will be given appropriate technology to facilitate remote work. Interns may provide clinical interventions at the Williamsville office and/or in residences at locations throughout Western New York (Erie, Niagara, Orleans, Genesee, Chautauqua, Cattaraugus, Allegany, Wyoming, and Monroe counties).

Policies

Communication and Records Maintenance Policy

Communication between People Inc. and interns' home doctoral programs is of critical importance to the overall development of competent new psychologists. The internship is a required part of the doctoral degree and, while internship supervisors assess intern performance during the internship year, the doctoral program is ultimately responsible for the evaluation of readiness for graduation and entrance into the profession. Therefore, it is the responsibility of the Training Director to initiate contact with interns' home doctoral program Directors of Clinical Training (DCT) at the following time points and as needed throughout the training year:

- A Match letter is sent to both the intern and their DCT within 5 days of learning of a successful match to verify the terms of the internship (i.e., start and end dates, stipend).
- At each evaluation period, People Inc. shares a copy of the formal written evaluations of the intern with their DCT via email.
- Doctoral programs are contacted within one month following the end of the internship year and informed that the intern has successfully completed the program.

- If successful completion of the program comes into question at any point during the internship year, or if an intern enters into the formal review step of the Due Process procedures due to a concern by a faculty member or an inadequate rating on an evaluation, the home doctoral program is contacted. This contact is intended to ensure that the home doctoral program, which also has a vested interest in the interns' progress, is kept engaged in order to support an intern who may be having difficulties during the internship year. The home doctoral program is notified of any further action that may be taken by People Inc. as a result of the Due Process procedures, up to and including termination from the program.

The Training Director is also responsible for maintaining intern records. Intern evaluations, certificates of completion, and each intern's individual training plan are maintained indefinitely by the Training Director in a secure digital file. Records related to Due Process procedures and Grievance procedures are also maintained by the Training Director in a secure digital file. The secure digital file is accessible only to the Training Director, Principal Psychologist, and Clinical Vice President of the Behavioral Health Department.

Diversity and Non-Discrimination Policy

The People Inc. Clinical Psychology Internship Program strongly values diversity and believes in creating an equitable, hospitable, appreciative, safe, and inclusive learning environment for its interns. The training program upholds the Equal Employment Opportunity, Non-harassment, and Discrimination Policies established by People Inc., which state the following:

People Inc. is committed to full utilization of all human resources and to a policy of equal employment opportunity. People Inc. complies with all applicable federal, state, and local fair employment practices laws. It is the policy of People Inc. to ensure equal employment opportunity for all persons without discrimination on the basis of an employee's, applicant's, intern's, or any other covered person's race, color, religion, creed, sex including pregnancy, gender, gender identity or gender expression, national origin, age, marital status, veteran status, military status, sexual orientation, disability, predisposing genetic characteristics, arrest record, conviction record, familial status, domestic violence victim status, immigration or citizenship status, individual's or dependent's reproductive health decision making, or any other category protected by federal, state, or local law. All People Inc. employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy of equal employment opportunity applies to all employment practices including, but not limited to, recruiting, hiring, promotion, training, compensation, discipline, benefits, and termination. People Inc. also complies with the Genetic Information Non-discrimination Act of 2008 ("GINA"). GINA prohibits employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask all employees not to provide any genetic

information when responding to a request for medical information. “Genetic information” as defined by GINA, includes an individual’s family medical history, the results of an individual’s or family member’s genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assisted reproductive services.

It is the policy of People Inc. to maintain a work environment free from all forms of unlawful harassment and discrimination. Accordingly, any comments or conduct based on or relating to an individual’s race, color, creed, religion, sex (with or without sexual conduct), sexual orientation, gender identify and gender expression (including a refusal to use a preferred pronoun), national origin, marital status, familial status, military status, age, disability, predisposing genetic characteristics, domestic violence victim status, reproductive health decision making, criminal history, or any other protected category under law will not be tolerated. People Inc. also does not tolerate any actual or attempted reprisals or retaliation against an employee who raises a good faith concern regarding harassment or discrimination. All such discrimination, harassment, and/or retaliation is, therefore, strictly prohibited. This policy protects and covers the conduct of all employees, applicants for employment, interns, contractors, and persons conducting business with or providing services to the Agency (e.g., subcontractors, vendors, and consultants), without regard to job title or status. Anyone engaging in the above mentioned conduct is subject to disciplinary action up to and including termination of employment or any other status. All employees have access to a complaint form included in the Addendum of this Handbook to report discrimination and harassment and file complaints; however, use of the form is not required to make a report. An employee who prefers not to report harassment or discrimination to their supervisor or human resources, may instead report the harassment or discrimination to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Managers and supervisors are under an obligation to report any complaint of harassment or discrimination that they receive, observe, or otherwise become aware of.

The People Inc. Clinical Psychology Internship Program’s goal in diversity training is to adequately prepare interns to recognize and understand the dynamic components of diversity within the intellectual/developmental disability population, and the intersectionality of identities. The training program seeks to expand the network of knowledgeable and skilled practitioners who are capable of providing appropriate, evidence-based and culturally competent care to the intellectual/developmental disability population.

Due Process and Grievance Policy

Procedures for Addressing Remediation (Due Process Procedures)

Due process procedures are implemented in situations in which a supervisor raises a concern about the performance of an intern. These procedures are enacted in an effort to

adhere to the rights and responsibilities of both the program and the interns in regards to ethical practice with the population served, as well as the responsibility of the program to provide, and the intern to receive, a safe and productive learning environment. These procedures are intended to afford the intern with every reasonable opportunity to remediate problems and to receive support and assistance. These procedures are not intended to be punitive.

1. Notice

When problematic behavior is identified and must be addressed, interns are first notified through informal discussion in individual supervision. Intern is encouraged to respond to concerns during this informal discussion.

2. Informal Review

When a supervisor has identified problematic behavior and believes it requires increased support, he/she will raise the issue with the intern directly during individual supervision in an attempt to informally resolve the problem. Increased support may include higher frequency of supervision, didactic training, and/or structured readings. The intern is encouraged to respond to identified concerns and work collaboratively with supervisor to identify beneficial supports. This process is documented in writing but will not become part of the intern's professional file.

3. Review of Progress

The supervisor and intern will engage in discussion during individual supervision about the identified problematic behavior and steps that have been taken to resolve it.

If an intern's problem behavior persists following an attempt to resolve the issue informally, a formal review may be required. The decision to move from informal to formal procedures is frequently based upon professional judgment. The following guidelines are used to support this determination:

- the intern does not acknowledge, understand, or address the problem when it is identified
- the problem is not merely a reflection of a skill deficit which can be rectified by the scheduled sequence of clinical or didactic training
- the quality of services delivered by the intern is sufficiently negatively affected
- the problem is not restricted to one area of professional functioning
- a disproportionate amount of attention is required
- the interns' behavior does not change as a function of feedback, and/or time
- the problematic behavior has potential for ethical or legal ramifications if not addressed
- the intern's behavior negatively impacts the public view of the agency
- the problematic behavior negatively impacts the intern's cohort
- the problematic behavior has the potential to cause harm to a client
- the problematic behavior violates appropriate interpersonal communication with agency staff

4. Formal Review

Formal review is required if an intern receives a rating below a “3” on any competency on the mid-year supervisory evaluation, or if the review process in step 3 has determined that formal intervention is warranted.

If a formal review is initiated, the following process will occur:

- a. The supervisor will notify the intern within 10 working days that a formal review is being initiated, and will discuss the nature of the problematic behavior.
- b. The intern will have the opportunity to provide a written statement related to his/her response to the problem. This response must be submitted to the supervisor within 3 working days of the notification of the problem.
- c. After discussing the problem and the intern’s response, the supervisor will choose one of the following remediation approaches:
 - Issue a “Performance Memo,” which formally acknowledges that the supervisor is aware of and concerned with the problem; that the problem has been brought to the attention of the intern; that the supervisor will work with the intern to specify the steps necessary to rectify the problem or skill deficits identified by the inadequate evaluation rating; that the problem is not significant enough to warrant further remedial action at this time.

OR

- Place the intern on “Probation,” which defines a relationship such that the supervisor will actively and systematically monitor, for a specific length of time, the degree to which the intern addresses, changes and/or otherwise improves the problematic behavior or skill deficit. The length of the probation period will depend upon the nature of the problem and will be determined by the supervisor. A written probation statement is shared with the intern and the principal psychologist and includes a description of the problem behavior. This notice will be issued within 5 working days of the meeting (described in step a).
- d. The intern is notified of the supervisor’s remediation approach. The intern is given opportunity to respond to the identified remediation approach, and may document any concerns in writing.
 - e. If the problem is not rectified through the above processes, or if the problem represents gross misconduct or ethical violations that have the potential to cause harm, the intern’s placement within the internship may be terminated. The decision to terminate a intern’s placement is made by the principal psychologist in conjunction with the supervisor and Human Resources personnel. This determination would be made within 10 business days of the original meeting discussed in step a. The principal supervisor may decide to temporarily suspend an intern’s clinical activities during this period prior to a final decision being made, if warranted. In the event of dismissal, the principal psychologist will alert the intern’s

doctoral program. The intern is given the opportunity to respond to this decision in writing, and will be referred to the Appeals Process if they object to this decision.

Hearing

The process by which interns are notified of the supervisor's concerns and given opportunity to respond to concerns is included within each level of the process for addressing remediation. Interns are given opportunity to hear identified concerns and respond to the concerns, as outlined above, in the following manners:

1. **Notification:** interns are notified of the supervisor's identified concerns informally during individual supervision and are given opportunity to respond in discussion with supervisor.
2. **Informal Review:** interns are notified of the identified need for increased support to informally address identified concerns. Interns are encouraged to respond to identified concerns and to work collaboratively with supervisor to develop a plan for increased support that the intern views as beneficial.
3. **Review of Progress:** intern is included in discussion about informal attempts to resolve identified concerns and their effectiveness. Intern is encouraged to share personal feedback about the supports put in place, how effective the intern feels that they were, whether they believe they would benefit from ongoing support, and whether they believe the identified concerns persist or have been resolved.
4. **Formal Review:** as this process is more detailed, interns are given several opportunities to hear concerns and respond within this step. This includes when interns are first notified that the formal review process is being initiated, when the supervisor has determined a remediation approach, and if/when the supervisor has recommended dismissal.

Discussion of concerns will primarily occur between the intern and their immediate supervisor. The intern is encouraged to document any responses and/or concerns in writing to be included in their professional file. Interns may also request that another member of the training faculty and/or People Inc. Human Resources staff attend any individual supervision sessions with immediate supervisor.

Appeals Process

If the intern wishes to challenge the decisions made, he or she may request an Appeals Hearing before the Human Resources Department. This request must be made in writing to the supervisor within 5 working days of notification regarding the decision made in step c or d above. The Appeals Hearing will be held within 10 business days of the intern's request. The Human Resources representative will review all written materials and have an opportunity to interview the parties involved or any other individuals with relevant information. Human Resources may uphold the decisions made previously or may modify them. Human Resources has final discretion regarding the outcome.

The principal psychologist will inform the intern's doctoral program within 5 working days of being placed on probation or termination from the internship program, indicating the nature of the inadequate rating, the rationale for the action, and the action taken by program. The intern shall receive a copy of the letter to the sponsoring university.

Once the Performance Memo or Probation is issued by the principal psychologist, it is expected that the status of the problem or inadequate rating will be reviewed no later than the next formal evaluation period or, in the case of probation, no later than the time limits identified in the probation statement. If the problem has been rectified to the satisfaction of the principal psychologist and the intern, the doctoral program and other appropriate individuals will be informed and no further action will be taken.

Grievance Procedures

A. Concerns and Complaint Procedures

If an intern has a concern or complaint about an element of the training program, it should first be brought to the intern's immediate supervisor and/or the Training Director. In the event that the complaint involves the Training Director, the complaint should be directed to the Principal Psychologist. Interns may consult with their immediate supervisor or the Training Director on avenues for informal resolution. Typically, complainants should first take their concerns to the person(s)/body with whom they take issue and attempt an informal resolution. If this is not feasible or if the complainant is not satisfied with the resolution, he/she should enlist the assistance of the Training Director or the immediate supervisor in facilitating informal discussion and conflict resolution. If the matter remains unresolved or if a resident is uncomfortable employing informal resolution, the intern may file a formal grievance.

B. Grievances

If complaints or concerns cannot be resolved informally, the intern may file a formal grievance. Formal grievances should be submitted in writing to the Training Director or, if the grievance involves the Training Director, to the Principal Psychologist. The intern must also notify their Doctoral program. Within 5 working days of receipt of the grievance, training faculty will consult with the People Inc. Behavioral Health Department Leadership Team and Human Resources Department. The following steps will then be taken:

1. When needed, the Training Director will convene a review panel. The panel will consist of two members of the BHD Leadership Team and one HR representative.
2. Within ten (10) work days of the formal complaint, a hearing will be conducted in which the challenge is heard and relevant material presented. Within five (5) work days of the completion of the hearing, the Review Panel submits a written report to the Training Director, including any recommendations for further action. Recommendations made by the Review Panel will be made by majority vote.
3. Within two (2) work days, the Training Director informs the intern and the intern's Doctoral program of the decisions made. The intern and the Doctoral program will receive a copy of the written report submitted by the Review Panel.
4. If the intern disputes the Review Panel's decision, the intern has the right to consult with the People Inc. BHD Clinical Vice President and/or Human Resources for further action.

Evaluation and Supervision Policy

The People Inc. Clinical Psychology Internship Program requires that interns demonstrate minimum levels of achievement across all competencies and training elements. Interns receive ongoing feedback from their supervisors and are formally evaluated by their primary supervisor twice annually, at the midpoint and end of the internship year. Evaluations are conducted using a standard rating form, which includes comment spaces where supervisors include specific written feedback regarding the interns' performance and progress. The evaluation form includes information about the interns' performance regarding all of People Inc.'s expected training competencies and the related training elements. Each evaluation is based in part on direct observation by the individual supervisor. Supervisors review these evaluations with the interns and provide an opportunity for discussion at each timepoint.

Interns are evaluated at the midpoint and 12 month points of the internship. The minimum level of achievement at the mid-year evaluation is a 3 on all learning elements and at the end of the year evaluation, the minimum level of achievement is a 4 on all learning elements. The rating scale for each evaluation is a 5-point scale, with the following rating values: 1 = Remedial, 2 = Beginning/Developing Competence, 3 = Intermediate Competence, 4 = Proficient Competence, 5 = Advanced Competence. If an intern receives a score less than 3 on any training element at the mid-year evaluation, or if supervisors have reason to be concerned about the student's performance or progress, the program's Due Process procedures will be initiated. The Due Process guidelines can be found in the People Inc. Clinical Psychology Internship Program Handbook.

Interns must receive a rating of 4, which indicates readiness for entry-level practice, or above on all training elements to successfully complete the program. Additionally, all People Inc. interns are expected to complete 1,750 hours of training during the internship year, consistent with New York State licensing requirements. Meeting the hours requirement and obtaining sufficient ratings on all evaluations demonstrates that the intern has progressed satisfactorily through and completed the internship program.

All interns People Inc. Clinical Psychology Internship Program receive at least four hours of supervision each week throughout the year. Interns receive a minimum of two hours of individual face-to-face supervision each week from a doctoral-level licensed psychologist. Individual supervisors maintain overall responsibility for all supervision, including oversight and integration of supervision provided by other professionals. Interns receive two hours of group supervision each week. Interns may receive additional supervision based on their rotation or individual training plans. All individuals receive supervision from two doctoral-level licensed psychologists over the course of the year. Interns have access to consultation and supervision at all times during which they provide clinical services. Contact information for all supervisors is provided to interns at the beginning of the year. All supervisors are appropriately credentialed for their role in the program.

Intern Selection and Academic Preparation Requirements Policy

Application Process

People Inc. currently offers 2 full-time internship positions. Students interested in applying for the internship program should submit an online application through the APPIC website (www.appic.org) using the APPIC Application for Psychology Internships (AAPI).

A complete application consists of the following materials:

1. A completed online AAPI
2. Cover letter (as part of AAPI)
3. A current Curriculum Vitae (as part of AAPI)
4. Three Standard Reference Forms, two of which must be from persons who have directly supervised your clinical work (as part of AAPI). Please submit no more than three SRFs.
5. Official transcripts of all graduate coursework

All application materials must be received by the date noted in the current APPIC directory listing in order to be considered.

Application Screening and Interview Processes

People Inc.'s primary focus of the training program is to expand the network of clinicians capable of providing quality services to those with intellectual and/or developmental disabilities. For that reason, applicants are likely to be a good fit if they are open and motivated to learning about how to work with this population, but are not required to have previous clinical experience with this population. People Inc. bases its selection process on the full application package submitted through AAPI, with specific attention to the following:

- Comprehensive exams must be passed by application deadline
- Dissertation proposal must be approved by start of internship
- Strong assessment experience and report writing skills are preferred
- Openness to learning and reception to feedback are key qualities of successful interns

All applications are reviewed by People Inc.'s Training Committee and are evaluated for potential goodness of fit with the internship program. The Training Committee meets to determine which applicants to invite for interviews based upon the results of this review process. Applicants are notified whether they have received an interview by email on or before December 20. Individual interviews are conducted via Microsoft Teams and include training faculty as well as leadership of the Behavioral Health Department (2-3 interviewers total). Current inters and/or postdoc fellow join interview for private Q&A session. Interviews are scheduled in 1 hour slots during business hours and take place in the first three weeks of January. Interviews are conducted using a standard set of interview questions, although members of the Training Committee may ask additional interview questions of applicants as appropriate.

Participation in the APPIC Match

The Training Committee holds a meeting within two weeks of the final interviews being completed and before APPIC's Rank Order Deadline to determine applicant rankings. The full application package and information gleaned from the interview process are utilized to determine applicant rankings. As a member of APPIC, People Inc. participates in the national internship matching process by submitting its applicant rankings to the National Matching Service. People Inc. abides by the APPIC policy that no person at this training facility will solicit, accept, or use any ranking-related information from any intern applicant.

All interns who match to People Inc. must provide proof of citizenship or student visa and must successfully pass a fingerprint-based background check and drug screening before beginning employment. Instructions for this process will be sent out to all who match after the match process is complete.

Questions regarding any part of the selection process or People Inc.'s academic preparation requirements may be directed to the People Inc. Training Director.

Stipend, Benefits, and Resources Policy

Stipend:

The annual stipend for the fellowship program is \$40,000. This is a non-exempt hourly position at 40 hours/week and the hourly pay rate is \$19.24. The stipend is subject to taxes and withholdings for employee contributions to benefits. Fellows are considered full time W2 employees.

Benefits:

Fellows are offered the same benefits package as all People Inc. employees, which includes health insurance, dental insurance, and paid time off. Additional details are available at <https://www.people-inc.org/careers/#ac-benefits>

Resources:

Fellows have access to all resources available to Behavioral Health Department employees, including dedicated computer equipment and general office supplies. Fellows have dedicated office space that includes individual desks, laptops, and monitors to facilitate working in the office, in other People Inc. locations, and working remotely. Fellows are provided with smart phones with data plans to facilitate video conferences and evaluations from locations such as local hospitals. Fellows have support of the IT department as needed, as well as the Behavioral Health Department administrative assistant. Assessment materials are available for use, including both pencil and paper assessments and assessments administered via iPad.

Telesupervision Policy

The People Inc. Clinical Psychology Internship Program has implemented a flexible approach to telesupervision. No supervision is required to occur via telesupervision, but each intern and supervisor will mutually determine a preference for in-person or telesupervision on a week-to-week basis, to occur after in-person employee orientation. Telesupervision is always synchronous and is utilized to maximize flexibility and availability. Interns are given ample opportunity to develop in-person relationships with training staff, and using telesupervision supports interns' and psychologists' ability to work remotely as needed or preferred. The clinical supervisor always maintains full professional responsibility for cases assigned to the intern, and both the intern and client/team always have access to a clinical supervisor by telephone.

In addition to flexibility and accessibility, telesupervision provides an opportunity to prepare interns to work in an integrative workforce that includes both telehealth and in-person services. Supervisors using telesupervision will have opportunity to provide training and feedback related to professional "teletiquette" (ex. dress, setting, communication) as well as clinical application. Clinical supervision and training may occur in-person or through synchronous, virtual meetings, depending on the situation. Determination of in-person versus virtual options is made with consideration to regulatory requirements, best practices, and agency procedures. For example, clinical training and supervision of evaluations typically occur in person, while supervision of clinical consultations more often occurs via telesupervision, at the preference of the consultees.

Clinical supervisors will stay informed on technological advancement and legal guidelines to maintain competence in telesupervision in New York. Clinical supervisors will undergo training in providing telesupervision (Relias: An Introduction to Telesupervision); both clinical supervisors and interns will review New York State Department of Education: Guidance for Telepractice and APA Guidelines for the Practice of Telepsychology prior to the initiation of telesupervision.

Prior to the initiation of telesupervision, the clinical supervisor and intern will meet face-to-face for program orientation and training. This meeting will include a discussion regarding telesupervision that includes establishing any technology/training needs, privacy and confidentiality, non-scheduled clinical consultation and establishing a plan to address cultural needs. Together, the supervisor and intern will develop goals for supervision, to include expectations for supervision, professional growth, role expectations, and a crisis plan. This plan will be reviewed at least one time monthly and will include an evaluation of the intern's experience with telesupervision and adjustments to that plan, as necessary.