

County of Los Angeles Department of Mental Health

Student Professional Development Program

Quality Assurance Division – Policy and Technical Development Unit

Social Work

☒ Internship

☒ Macro/Administrative

DMH Agency:	Quality Assurance Division – Policy and Technical Development Unit	
DMH Agency Address:	510 S. Vermont Ave. LA, CA 90025 17 th floor	Service Area 4
DMH Agency Liaison:	Violeta Kim	
New or Returning:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Returning	
Liaison Email Address:	vikim@dmh.lacounty.gov	
Liaison Phone Number:	(213) 247-5342	
Liaison Fax Number:		
Agency ADA accessible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If “No” identify:	

Student Requirements:

How many positions will you have?	1-2
Beginning and ending dates:	Fall 2025 to Spring 2026

Please indicate days and times students should be available to provide services, including mandatory staff meetings (SM), training seminars (TR), supervision (SUP), etc.

Student Schedule:

Monday	8:00 am – 5:00 pm
Tuesday	8:00 am – 5:00 pm
Wednesday	8:00 am – 5:00 pm
Thursday	8:00 am – 5:00 pm
Friday	8:00 am – 5:00 pm

Total hours expected to be worked per week:	15-21 hours
Number of direct client hours per week anticipated:	None – Macro/Admin placement
Expected average consumer caseload:	None – Macro/Admin placement

County of Los Angeles Department of Mental Health

What cultural groups typically received services at your site?	All DMH Providers within LA County
Student Professional Development Program	

Description of Site: *(Please describe the type of Agency setting and services offered)*

Develops and revises policies, forms, manuals, and bulletins associated with the provision of Medi-Cal SMHS by directly operated and contracted providers. Oversees the adherence of providers to Medi-Cal requirements and provides direction and training. Assists in the development and refinement of the Department's electronic health record system (EHRS) and uses data from the EHRS to assist in oversight and consultation activities. Serves as a liaison between the County and the State Department of Health Care Services (DHCS) including participation in DHCS policy workgroups. Oversees County's Network Adequacy and Access-to-Care performance. Responds to DHCS audits of the County's outpatient and inpatient SMHS. Initiates DHCS waivers of licensure for unlicensed contracted provider clinicians.

Target population and types of services provided: *(please check all that apply)*

<input type="checkbox"/> Individuals	<input type="checkbox"/> Psychoeducational groups (e.g. Parenting
<input type="checkbox"/> Groups	<input type="checkbox"/> Community Outreach
<input type="checkbox"/> Families	<input type="checkbox"/> Brief treatment to mid-term treatment
<input type="checkbox"/> Children & Adolescents	<input type="checkbox"/> Long term treatment
<input type="checkbox"/> Adults	<input type="checkbox"/> Crisis Intervention
<input type="checkbox"/> Older Adults	<input type="checkbox"/> Screening and Assessment
<input type="checkbox"/> Court/Probation referred	<input type="checkbox"/> Psych Testing (For psychology students only
<input checked="" type="checkbox"/> Consultation/Liaison	<input checked="" type="checkbox"/> Other (specify): Administrative/program support

What are the most frequent diagnostic categories of your client population?

n/a

What specific (perhaps unique) training opportunities do students have at your agency?

Los Angeles County Department of Mental Health requirements, regulation, and policy trainings from the State

What evidence based practices or theoretical orientations will students be exposed to at this site?

n/a

Do students have the opportunity to work in a multidisciplinary team environment that includes those with lived experience?

Yes

List locations where students will be providing services **other than agency?**

Interns will have the opportunity to visit any of DMH's directly operated programs

Does your agency allow students to videotape and/or audiotape clients for the purpose of presenting cases in their academic classes? Yes ☐ No ☒

County of Los Angeles Department of Mental Health

Student Professional Development Program

Supervision:

What types of supervision will be provided for the students and what is the licensure/discipline of the supervisor? Please specify below.

Type	Hours Per Week	On Site Supervisor Degree/Discipline
Individual:	2-4	LCSW
Group:		

What is the minimum ratio of supervision to client contact hours?

n/a

Does your agency require a particular range of previous experience or specific prerequisite coursework? *If so, please explain.*

Previous experience providing direct client services to clients in a mental health setting (i.e. outpatient or inpatient setting)

- Excellent verbal and written skills
- Excellent organizational skills
- Proficient computer skills (knowledge in Excel is a plus)
- Public speaking is not required, but a desire to learn and practice public speaking is a plus

Agency Application Process

Mandatory requirements: *Only students from academic institutions who have a current affiliation agreement with the Los Angeles County Department of Mental Health may be extended a placement opportunity. All students are processed through Human Resources Bureau. All prospective interns must obtain live scan clearance. All interns are required to complete a mandatory HIPAA Compliance and Sexual Harassment Prevention Training (for line staff) as part as the terms of their internship.*

DMH Staff completing this form: Jennifer Hallman Title: QA Program Manager

Program Head or District Chief: Violeta Kim Phone #: (562) 402-4887

☒ Program Manager attests to accepting student placements at this site. Date: 1-30-25